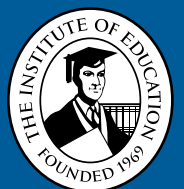


HEALTH & SAFETY POLICY



FIRST
AID
KIT



The Institute of Education Health & Safety Statement

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of The Institute of Education 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 must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Institute of Education as an employer, undertakes in so far as is reasonably practicable to:

- 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;
- Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- Maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- Continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- Consult with staff on matters related to safety, health and welfare at work;
- 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 Institute of Education is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed: _____

Directors

Date: _____

Introduction

This policy applies to all users of the school campus and all school related activities. The formulation of this policy enables our school to run effectively:

- Provide for the immediate needs and requirements of students who have sustained either a serious or a minor injury;
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise;
- Ensure lines of communication with parents/guardians are in place if required;
- Activate a known plan of action with which all staff and students are familiar.

Directors Responsibilities

The Directors responsibilities are as follows:

- Complies with its legal obligations as employer under the 2005 Act;
- Ensures that the school has written risk assessments and an up to date safety statement;
- Receives regular reports on safety and health matters and matters arising from same are discussed;
- Reviews the safety statement at least annually and implement changes that are required for workers' safety
- Reviews the school's health and safety performance;
- Allocates adequate resources to deal with health and safety issues;
- Appoints competent persons as necessary, to assist the School Principal on safety and health at the school.

School Principal's Responsibilities

Responsibility for the implementation of the Institute's safety rests with the School Principal. The principal's responsibilities are as follows:

- complies with the requirements of the Health and Safety 2005 Act;
- Reports to the Directors on safety and health issues within The Institute;
- Manages safety and health in the school on a day-to-day basis;
- Communicates regularly with all members of the school community on safety and health matters;
- Ensures all accidents and incidents are investigated and all relevant statutory reports completed;
- Organises fire drills, training, etc.
- Carries out safety audits;
- Chairs the meetings of the Health & Safety committee;
- Ensure adequate protective equipment is available;
- Ensure that the services of external consultants are used where special training or assistance is required;
- Ensure that Health and Safety Authority inspectors are provided with any information requested;
- Ensure that Control measures called for in the hazard audit sheets are implemented;
- Ensures all reportable accidents to staff and dangerous occurrence's within the Institute buildings and grounds. This is done on the standard "Accident Report Form" as are enclosed in the Appendix.

Safety Officer Responsibilities

- To guide and advise on all health, safety and welfare matters.
- Accompany a Health and Safety inspector on his/her tour of the school if he/she is requested. As such the employer is obliged to let the Safety Representative know as soon as a Health and Safety inspector comes on site.
- To ensure that the school fulfils all statutory requirements in respect of the Safety, Health Welfare Act (2005). In particular to ensure: - that consideration is given to evacuation procedures in the event of an emergency for people with disabilities, and that adequate assistance is provided.
- To undertake regular and appropriate revision and auditing of the School Safety procedures and methods of operation, to ensure that they are kept up to date.
- To ensure that adequate fire protection and prevention measures are provided.
- The Safety Officer shall investigate all accidents and dangerous occurrences and shall ensure that appropriate statutory notification procedures are properly completed. Causes of accidents shall be determined as far as is practicable and where appropriate, remedial action shall be specified.
- Ensure that all staff receives adequate training in Health, Safety and Welfare as necessary.

Safety Committee Responsibilities

A safety committee facilitates the consultation process by assisting in drafting and/or reviewing the safety statement, risk assessments, policies and procedures within the SMS on behalf of the employer. The Directors must sign off on the safety statement prior to implementation within the school. They also consult on other safety matters, e.g. review of the accident and incident register and programming of work within the school which impacts on safety, health and welfare.

The safety committee will help plan, monitor and evaluate safety and health throughout the year. To do this it may:

- Agree how scheduled meetings will be convened, minuted and reported upon during the school year;
- Outline roles and responsibilities of all in line with legislation, e.g. the employer, employees, any person acting on behalf of the Directors, e.g. the Principal, safety officer, safety representatives, contractors, students and visitors;
- Ensure that current information regarding risk assessments, control measures, accident reports are evaluated and appropriate actions taken;
- Seek to address significant and/or longer term developments. These may be implemented over a longer period of time or in phases and may have sizeable resource implications, (e.g. replacing substandard infrastructure, introducing new equipment, refurbishing key locations);
- Examine whether resources are being used effectively to remedy high risks identified in the risk assessment;
- Provide ongoing evaluation of safety and health practice in the school and the safety committee's procedures and their effectiveness.

Safety Representative Responsibilities

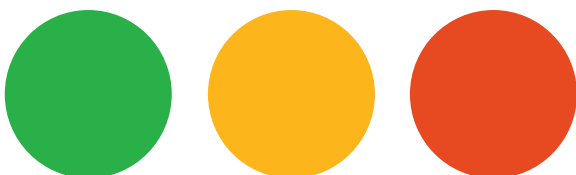
The Safety Representative is elected by staff as their voice in the Safety committee. The responsibilities of the Safety Representative are as follows:

- Represent the staff in consultation with the employer on matters relating to safety, health and welfare;
- Make representations on matters relating to safety, and welfare which affects:
 - Their members;
 - Persons employed at their workplace.
- Attend meetings of safety committees;
- Investigate potential hazards, accidents and dangerous occurrences at the school;
- Ensure that all staff are aware of their duties under the Safety Policy;
- Cooperate with the Principal in ensuring that adequate personal protective equipment and first aid is available.

Teaching/Non-teaching Staff Responsibilities

Staff responsibilities are as follows:

- Comply with all statutory obligations on employees as designated under the 2005 Act; co-operate with school management in the implementation of the safety statement;
- Inform students of the safety procedures associated with individual subjects, e.g. Science, Physical Education (PE);
- Ensure that students follow safe procedures, e.g. use personal protective equipment (PPE) and adhere to laboratory rules;
- Formally check classroom/immediate work environment to ensure it is safe and free from fault or defect;
- Check that equipment is safe before use;
- Ensure that risk assessments are conducted for new hazards, e.g. new machine or chemical product;
- Co-operate with the school safety committee;
- Report accidents, near misses, and dangerous occurrences to relevant persons as outlined in the safety statement.



Students Responsibilities

Student responsibilities are as follows:

- It is the responsibility of each student to familiarise themselves and to comply with fire notices and the fire drill. Fire drills will take place during the year and whenever the Fire Alarm signal is given, the presumption is that an emergency exists;
- The fire drill instructions given by the teacher are to be strictly adhered to;
- Students are to remain at the assembly points until requested to return to the classroom under the direction of their teacher;
- Interference with the fire-fighting equipment or the fire alarm system is a serious offence and will be dealt with accordingly.

Hazard Identification and Control

Hazard Identification and Risk Assessment

The School management recognise that its activities and premises may present a health and safety risk and shall identify the areas where control measures are required. The appointed safety officer shall carry out inspections in all areas on a regular basis and report the findings to the Institute principal.

Identification of hazards shall be undertaken at regular intervals and the school management shall take all practicable control measures to reduce risks to school staff, students, visitors and members of the public.

Hazards will be identified, risks assessed and categorised as: high/ medium/ low and rated as major / serious/ minor. It is the policy of this Institute to:

- Identify hazards in the workplace;
- Assess the risk to health and safety;
- Control risks as far as is practicable so that they are eliminated or reduced to an acceptable level.

A Hazard is anything - substance, article, material or practice - which has the potential to cause harm to the safety, health and welfare of staff, students or others at work.

A Risk refers to the likelihood of the hazard to cause harm in the circumstance of use.

A Risk Assessment links the probability of occurrence i.e. the likelihood together with the severity of loss and or injury. In this case the categories of high/ medium/low are used to assist in prioritizing control measures and allocations of resources.

Likelihood: The likelihood of the hazard occurring is rated as follows:

- High: Where it is certain or near certain that harm will occur;
- Medium: Where harm will occur frequently;
- Low: Where harm will seldom occur.

Risk Rating: the risk is as follows:

- Major: Can cause death or major injury;
- Serious: Injuries where staff may be off work for more than 3 days;
- Minor: All other injuries, including those periods where people can be off work for up to 3 days.

Risk Control

- Measures intended to reduce the risk to an acceptable level.

Fire

It is the policy of The Institute of Education that:

- There is an adequate supply of fire extinguishers which will deal with any type of fire;
- All fire equipment is regularly serviced;
- Regular fire drills take place once a regular basis;
- Fire alarms are clearly marked;
- Signs will be clearly visible to ensure visitors are aware of exit doors;
- All doors, corridors and entries will be kept clear of obstruction and can be opened at all times;
- The designated assembly meeting area is St Stephen's Green;
- Exit signs are clearly marked.

Fire Drill/ Emergency Evacuation Procedures

In case of a fire, the total evacuation of the premises is our first priority. Evacuation drills will take place at least twice per year or more often if required.

Procedures have been developed for orderly evacuations, which are designed to protect staff, students and visitors in the event of a fire or other emergency happening on the premises. Staff members are reminded to familiarise themselves with procedures so a fast and effective evacuation of the premises can be completed in the event of an emergency. Fire drill procedure is posted in every classroom.

An alert to evacuate the building will be given by the sounding of the alarm bell. All staff and students are required to evacuate the building every time the alarm sounds.

All staff and students are requested to familiarise themselves with school fire drill exit and assembly points. Teachers should familiarise themselves with the Fire Exit Notices in each classroom and point these out to students.

Emergency Procedures

If the fire alarm sounds:

- Teachers and students should leave the classroom as quickly as possible, through the designated EXIT route for your room;
- Do not stop to collect personal items & do not return to your classroom;
- Students should walk in a single line and in silence;
- The teacher should be the last to leave the room counting the students as they are leaving;
- All staff, students and guests to assemble at the designated meeting point;
- Teachers should check their students at the assembly point and report any missing students to the Principal;
- Do not re-enter the building for any reason until the all clear has been given.

Constant Hazards

It is the policy of The Institute of Education that machinery, kitchen equipment and electrical appliances shall be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

- **Electrical Appliances:** All appliances will be subject to annual maintenance checks by a competent person i.e. Maintenance electrician, the supplier or his agent. Before using any appliance the user should check that it is in appropriate condition for use.
- **Chemicals:** It is the policy of The Institute of Education that all detergents, chemicals, photocopier toner etc. shall be stored in identifiable containers and are kept in a secure storage area.
- **Floors:** It is the policy of The Institute of Education that washing of floors shall be conducted after school hours, to ensure elimination of danger of slipping. To this end warning signs regarding wet floors will be used.
- **Broken Glass:** Staff are requested to report broken glass so that it can be safely removed. Vigilance around the school campus will be exercised to ensure that any bottles or broken glass will be removed.

Home Economics Room

All kitchen equipment is dangerous. Each piece of equipment in the kitchen has specific instructions for its safe use. Each student is instructed, in detail as to how to operate the equipment and how to prevent accidents. No student should be allowed to use equipment unless supervised. No equipment may be used without the teacher's permission.

- Students studying Home Economics are instructed, in detail as to how to operate the equipment in the room and how to prevent accidents. Students will not use any sharp knives, glassware, cleaning solutions, electrical equipment or gas in the kitchen except under the direction of the teacher.

- Aprons, oven gloves and other PPE are available for students to use when carrying out practical work.
- There is an emergency stop switch located at the back of the room should any hazardous situation arise. It disables the electrical supply for the entire room (power switches, cookers, fans and the overhead projector).

Science Laboratories

Students will not use any glassware, chemicals, electrical equipment or gas in the laboratories except under direction of the teacher.

- No teacher should, leave students in an unsupervised laboratory.
- Students are instructed about laboratory rules at the start of each year.
- Lab coats and safety glasses are available for the students when carrying out practical work.
- Lab rules are posted on lab walls.

Chemical storage

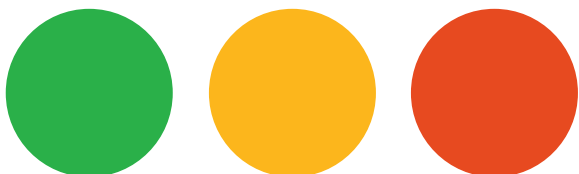
There are substances that have dangerous properties such as being toxic, corrosive, highly flammable, explosive etc.

- Dangerous substances are stored in a safe manner having regard to their properties.
- Any hazards and associated precautions in the handling of and storage of dangerous should be understood.
- All dangerous substances are kept in labelled or suitable containers.
- Dangerous substances for are never used for purposes other than for which they were supplied.
- Protective equipment is always used in a proper manner.

Art Room

Art Room equipment such as guillotine, wax heater and kiln are dangerous if misused.

- Each piece of equipment in the Art Rooms has specific instructions for its use.
- Each student should be instructed, in detail as to how to operate the equipment and how to prevent accidents.



Regulations for Contractors and Workpersons

- While work is in progress any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. Where such work is taking place, which constitutes any threat to Health and Safety the school will be closed or the work will not take place during school hours.
- The contractor and their staff shall not create any hazard permanent or temporary without informing the Principal and shall mark such hazard with warning signs or other suitable protection.
- Access to and operation of plant/equipment is restricted to qualified persons. All such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- All machinery and electrical equipment must be fitted with adequate safeguards. Precautionary notices in respect of safety matters are to be displayed at relevant points. Ladders must be used with another person's assistance or held at the base at all times.
- Fire exit doors must be kept clear. Cars, trucks, vans etc. may not drive on the schoolyard during school hours or when children are at play.
- Contractors must supply their own equipment (e.g. drills, ladders, scaffolding). Extension cords must be in good condition and have no damaged or exposed wires. Welding equipment must be adequately earthed when in use.

All accidents, incidents, fires or similar emergencies such as chemical spills, however small must be reported immediately to the Principal.

Safety Training

It is the policy of The Institute of Education that all staff receives safety training on an ongoing basis. All new employees shall receive safety training as part of their induction. Staff training is not only concerned with imparting facts but also with notifying staff of their responsibilities and to be equipped to deal with emergencies.

Safety Induction Training

The HR Manager should ensure that the following induction training is carried out for all new and temporary members of staff:

- Show new staff members where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his / her responsibilities;
- Ascertain if a new staff member has any disability or illness which could prevent him / her carrying out certain operations safely or require additional protective measures;
- Advise the new staff member of any potentially dangerous areas in the work place;
- The training and instruction required for each individual must be considered. Where required relevant, specialist training will be given to a member of staff;
- Show the new members the location of the first aid box and explain the procedure in the event of an accident, in particular, the necessity to record accidents, however trivial they may appear at the time;
- Outline to the new staff member the fire and evacuation procedures and identify assembly areas.

Training and Consultation

The Safety Officer and the safety committee will oversee the implementation of the Safety Statement. The Primary responsibility for implementation, however, remains with the Institute Principal. The Safety statement will be reviewed on an annual basis by the Institute Principal and safety officer.

Section 13 of the Safety, Health and Welfare at Work Act 1989, states that employers must consult with their employees in establishing arrangements for securing co-operation on safety, health and welfare. The Safety Committee is used as an appropriate mechanism for consultation on all health and safety issues.

Communication at Institute level:

- Staff meetings;
- Safety committee meetings (where a safety committee is in place);
- Consultation between individual members of staff, the Institute Principal and/ or Safety Officer.

Safety Audit

The Safety Health and Welfare at Work Act 1989 places the onus on the employer to identify hazards in the work area and to make an assessment of the risk involved. As the hazards present in the working environment can vary with time it is important that a system or procedure is in place in order to ensure that hazards are identified on a continuing basis.

Objectives

- To implement a system of regularly reviewing
 - Identification of hazards
 - Assessment of risk
 - Implementation of control measures
- To ensure that information gathered is assessed and dealt with speedily
- To provide a record to assist in assessing health and safety activities

Procedures

- The Safety Officer is responsible for conducting safety inspections of The Institute premises and activities on a regular basis and ensure that hazards identified are recorded.
- The Safety Officer will be responsible for reporting hazards identified to the
- School principal following which control measures will be agreed.
- The Institute principal shall decide on the control measures to be put in place (taking into account advice from the safety representative).
- The Safety Officer shall monitor the effectiveness of the agreed control measures in future safety inspections.

Safety inspections

The Safety Officer, together with other teachers, as necessary, shall organise safety inspections on regular basis in conjunction with the Institute principal, and the safety committee. These inspections will consist of an examination of:

- Housekeeping, including floors, walkways, stairs, classrooms, in particular the “practical rooms”. Records of safety equipment, tests and servicing, e.g. dust extraction;
- Safe places of work above ground level e.g. roof etc.
- Machinery guarding (safety feature);
- Correct safety procedures/ manual handling/equipment operation;
- Fire exits and equipment (to ensure unimpeded access);
- Suitability of personal protective equipment;
- Use of personal protective equipment;
- Hand tools;
- Electrical installations, including testing of residual current devices (RCD's/ ELCB's);
- Storage of gases and chemicals;
- Control of contractors;
- Any accidents in the area since the previous audit;
- Any other hazard;
- Action taken on the improvements recommended since the previous audit.

Personal Protective Equipment (P.P.E.)

To ensure that all staff use personal protective equipment (P.P.E.) where required. It is the policy of The Institute to use P.P.E. when further risk reduction is not feasible.

Control Measures:

- All safety equipment purchased by the Institute will be to approved standards e.g. C.E Mark;
- It is essential that all protective measures are correctly selected, and users are instructed in their correct use. In this respect, training will be provided as found necessary;
- Whenever possible, appropriate manufacturer's guidance will be needed. In cases where this is inadequate, additional information will be provided by The Institute;
- All personal protective equipment and clothing shall be used in a safe and proper manner and maintained in a clean and serviceable condition;
- All equipment and clothing must only be used for the purpose they were intended;
- All faulty or damaged protective equipment and clothing must not be used and shall be reported and replaced as soon as possible;
- Staff shall not interfere with or alter any item of protective equipment or clothing;
- The Institute will ensure that adequate supplies of all the necessary protective clothing and equipment are available for issue as required.

- It is the Institute policy that all management staff, visitors and staff will wear prescribed safety equipment in parts of the premises, designated in writing by the Institute as being areas where risk of injury is significant.
- All management and supervisory staff will set a good example in the wearing of eye protection, protective footwear, etc. as required.
- Note: The use of personal protective equipment is a last resort i.e. P.P.E. will be used only if it is not practicable to eliminate the hazard and risk in the first instance.

Accident / Incident Procedures

When a serious accident occurs or where there has been an incident where a serious accident could have occurred, the following procedures should be carried out:

- Observe the accident location and the status of the injured person;
- If there is a risk of further injury and the area cannot be made safe, seek appropriate advice and move the injured person to safety;
- Call for immediate assistance or emergency advice;
- See that first aid is administered by a competent person;
- If required ensure that the ambulance has been called- make sure that the exact location has been given.
- Notify the safety representative;
- Gather all information immediately about the accident and what led up to it, obtain witness statements, and write down as they are given;
- Complete accident report form;
- If the Health and Safety Authority (HSA) are to inspect the location of the accident do not move anything unless further serious risks are to be avoided;
- Notify the insurance company and seek further guidance on further reports and investigation.

Accident and Investigation

- All accidents to persons, (whether or not in the employment of The Institute) resulting in injury, however, slight, shall be recorded by the appropriate member of staff/ safety officer and a copy of the accident report sent to the Institute Principal.
- All accidents will be investigated and recorded on the accident report form.

The Institute principal shall ensure that the relevant accident form has been completed and passed on to the insurance company (if applicable). Depending on the report received the insurance may carry out an investigation on the accident or incident.



First Aid

A fully stocked first aid kit is available to all staff. The Institute shall undertake to stock the kit adequately to cover the number of people employed by The Institute. A person shall be designated as the trained first aid person and shall be trained appropriately. The exact location of all first aid boxes can be obtained in the Day School Office.

- The following contents will be provided in the first aid box:
 - Sterilised unmediated dressings (small, medium and large);
 - Adhesive wound dressings in assorted sizes;
 - Adhesive plasters;
 - Absorbent sterilised cotton wool in 15g packets;
 - Triangular bandages – unbleached calico 1,300 x 950mm;
 - Antiseptic cleaning solution;
 - Antiseptic cream;
 - Sterilised eye pads in sealed packets;
 - Rubber or pressure bandages;
 - Scissors (blunt nosed);
 - Eye bath;
 - Safety pins;
 - Small bowl or dish;
 - Latex disposable gloves (for use by the first aider);

It should also include:

- Names of staff with responsibility for first aid treatment.

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

Defibrillator Trained Personal

All qualified first aiders in The Institute are trained in the use of the Defibrillator. The location of the Defibrillator is 80 ground floor corridor & 84 ground floor corridor.

Critical Incidents

As part of its commitment for the well-being of staff, students and visitors, the school has set out a procedure which is to be adopted in the event of a critical incident occurring either on the school premises. See Critical Incident Policy for further details.

APPENDIX 1

TRAINING RECORD

Course title: _____

Name of Participants: _____

Date of training: _____

Association/Company: _____

Address: _____

Phone No: _____

Renewal date: _____

APPENDIX 2

ACCIDENT OR INCIDENT RECORD FORM

INJURED PARTY DETAILS:

Surname: _____ First Name(s): _____

Address (Home/Company): _____

D.O.B.: _____ Sex: Male/Female: _____

Status (Please tick appropriate box)

Student Teacher/Staff Member Visitor Contractor

Date of Accident/Incident: _____

Date Accident/Incident reported to school management: _____

Where appropriate, more than one box in each section may be ticked.

TYPE OF ACCIDENT	TICK
Injured/damaged by a person	
Struck by/contact with	
Caught in/under	
Slip/Trip/Fall	
Sharps	
Road Traffic Accident/Crash	
Exposure to substances/environments	
Manual Handling	
Property Damage	

MAIN AGENT WHICH CAUSED ACCIDENT

PART OF BODY INJURED	TICK
Head (except eyes)	
Eyes	
Face	
Neck, back, spine	
Chest, abdomen	
Shoulder	
Upper arm	
Elbow	
Lower arm, wrist	
Hand	
Finger (one or more)	
Hip joint, thigh, kneecap	
Knee joint	
Lower Leg	
Ankle	
Foot	
Toe (one or more)	
Multiple injuries	
Trauma, shock	
Other (please specify)	

TYPE OF INJURY	TICK
Fatality	
Bruise	
Concussion	
Internal injury	
Abrasion, graze	
Fracture	
Sprain	
Torn ligaments	
Burns	
Scalds	
Frostbite	
Injury not ascertained	
Trauma	
Occupational disease	
Other (please specify)	

Accident or Incident Record Form continued

Consequences

- Fatal
 Non-fatal

Result

- Sick Leave
 Excused
 Light Duty
 Medicine

Anticipated absence

- 1-4 days
 4-7 days
 8-14 days
 More than 14 days
 NONE, i.e. no anticipated absence resulting from the accident or incident.

Has the accident been reported to The Health and Safety Authority? (See note below)

- Yes No Not applicable

Community and Comprehensive Schools should report all incidents to the State Claims Agency.

- Yes No Not applicable

Have you informed your insurance company?

- Yes No Not applicable

DETAILED DESCRIPTION OF ACCIDENT

Give a full description of:

- the work/activity being carried out when the accident occurred
- the equipment in use (if any)

Detail how the accident occurred.

Attach:

- (A) Injured party's report
(B) Witness list (level of detail required will vary depending on the severity of the accident).
(C) Witness statements (level of detail required will vary depending on the severity of the accident).
(D) Sketch or photograph of the scene, equipment, etc., where appropriate.

Investigating staff member: _____

Name (Use capital letters): _____

Signature: _____

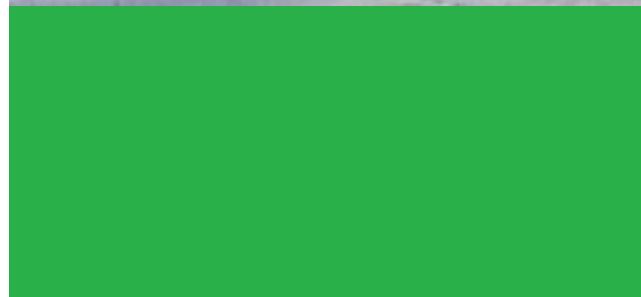
Date: _____

Note 1: Certain accidents must be reported to the Health and Safety Authority. Reportable accidents are all workplace fatalities and those accidents where a person is injured in the course of their employment and cannot perform their normal work for more than 3 calendar days, not including the day of the accident. A death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work is also reportable. Accidents may be reported on the Health and Safety Authority's Incident Report Form (IR1) or online at www.hsa.ie. Further information may be found in Part 1 of the Guidelines in the FAQ's on Accident Investigating and Reporting.

Note 2: Please ensure all information gathered is in accordance with data protection principals outlined by the Data Protection Commissioner. For further information, please log onto www.dataprotection.

The Institute of Education reserves the right to update or amend this policy at any time.

Date of Policy: May 2023





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