

SAFETY STATEMENT

ROYAL IRISH ACADEMY OF MUSIC

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**In Compliance with:
The Safety Health and Welfare at Work Act 2005**

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1. INTRODUCTION

1.1 LEGAL GUIDELINES

Section 20 of the Safety, Health and Welfare at Work Act 2005, requires the employer to prepare a written statement to safeguard:

- the safety and health of employees while they work;
- the safety and health of other people who might be at the workplace, including students, visitors, contractors and members of the public.

This Safety Statement represents a commitment to their safety, health and welfare by The Royal Irish Academy of Music (RIAM). The areas that should be covered by the Safety Statement are specific and set out in Section 20 of the Safety, Health and Welfare at Work Act 2005.

This Statement has been developed based on the identification of hazards and associated risk assessments carried out as per Section 19 of the 2005 Safety, Health and Welfare at Work Act. This Statement, supplemented by detailed operating documentation and records describes the health and safety management system in operation at the Royal Irish Academy of Music. The Statement:

- specifies how the safety and health of all employees and representatives of the RIAM will be secured and managed;
- Measures taken to secure the safety of all who access their facilities, including students and their family members, contractors and members of the public visiting the site.
- specifies the hazards identified and risks assessed at the RIAM;
- give details of how the RIAM manages its safety and health responsibilities, including (a) a commitment to comply with legal obligations, (b) the protective and preventive measures taken, (c) the resources provided for safety and health at the workplace, and (d) the arrangements used to fulfil these responsibilities;
- includes the plans and procedures to be used in the event of an emergency or serious danger;
- specifies the duties of employees and agents including the co-operation required from them on safety and health matters;
- includes the names and job titles of people appointed as responsible for safety and health or performing the tasks set out in the statement;

- contains the arrangements made for consulting with and the participation of employees on safety and health matters;
- is in a written form, manner and language understood by all, and;
- has due regard to the relevant safety and health legislation.

1.2 SAFETY STATEMENT DISTRIBUTION and MAINTENANCE

This section establishes the procedure to be used for the control, distribution and maintenance of the Royal Irish Academy of Music Safety Statement.

Classification

Controlled

Controlled Safety Statements are kept up-to-date with the latest revisions, amendments and additions.

These are as follows;

- (a) the original signed Master Copy which is held by the Accounts/Secretariat Officer, Ruth Meehan.
- (b) soft copies on the network which are password protected and located on the H: Drive.

Uncontrolled

All other printed copies of the Safety Statement are uncontrolled and it is the responsibility of the reader to ensure that it is the latest revision by checking it against the network.

Distribution / Safety Statement Awareness

The Royal Irish Academy of Music is responsible for ensuring that this Safety Statement is brought to the attention of all employees and others at the workplace that may be exposed to risks covered by the Safety Statement.

- (a) It is the responsibility of the Safety Officer to ensure that the latest revision of the Safety Statement is available on riam.ie website.
- (b) All new employees (including temporary staff) will be made aware of the RIAM Safety Statement.
- (c) The Safety Officer is responsible for advising employees via the email system, written notification or other appropriate means of all changes to this Safety Statement.
- (d) The Safety Statement will be brought to the attention of employees annually by email.
- (e) The RIAM will also take steps that are reasonably practicable to ensure that employees understand the contents of the Safety Statement therein.
- (f) It is envisaged we will provide relevant segments of safety policies to be included in a staff/agent handbook in 2017 to update and emphasis the important health safety and welfare is to the college.

Maintenance

The external Safety Advisor in conjunction with the college management are responsible for the maintenance of the Safety Statement and ensuring that its provisions are kept up to date. The Safety Statement shall be reviewed and / or updated annually or as required to ensure its appropriateness and compliance with legal obligations.

1.3 SAFETY POLICY

At the Royal Irish Academy of Music, we recognize and accept not only our legal duties, but also our obligations as a good employer to ensure; so far as is reasonably practicable, the safety, health and welfare at work of each individual employee representative and examiner. This is a challenge that the Academy welcomes as we believe that there is no job more important than that of securing the safety, health and welfare of our employees and agents.

It is our duty as safety practitioners and guardians, to conduct risk assessments of all our key operations and processes in the workplace, and implement appropriate controls to protect the safety and health of employees and others affected by our operation. The company's Safety Statement, supplemented by detailed operating documentation and records describes the health and safety management system in operation at the Royal Irish Academy of Music.

Deborah Kelleher is the Director of the RIAM and is committed to ensuring that the safety and health measures set out in our Safety Statement are met. The Safety Officer will give advice and information on how to comply with this Safety Statement but everyone, particularly those in a management or supervisory position are responsible for ensuring compliance where they work.

At the RIAM, we expect all employees and those who represent the academy to co-operate with us and accept their responsibility for improving and maintaining health and safety in the workplace, so that we can achieve our target of avoiding accidents.

You must play your part under the Safety Statement. Comply with all the health and safety rules for your area. Work safely and think of others as you do. Know and understand the risks in your work area. Report safety and health problems to management. Know who your Safety Representative is and contact them with any safety and health enquires you may have.



Deborah Kelleher, Director, Royal Irish Academy of Music

Date: 1 June 2016

Revised: 6th April 2017

2.1 ROYAL IRISH ACADEMY OF MUSIC - BUSINESS DESCRIPTION

About Us



The Royal Irish Academy of Music is a home of musical excellence and dynamism, a place of teaching and learning which consistently achieves its objective of transmitting and maintaining the highest standards of performance and appreciation in all musical disciplines. Founded in 1848 the Academy is Ireland's oldest musical institution.

As a national thirty-two county institution, the Academy embodies and reflects the traditions and heritage of Irish musicianship. The Teaching Staff includes many international and national prize-winners, members of the National Symphony Orchestra of Ireland and the RTÉ Concert Orchestra and many individuals whose names have become synonymous with music education in Ireland.



With the resources of such talents at its disposal, it is no wonder that the Academy's students have been accepted for further study at the most prestigious music institutions around the world from the Juilliard School in New York to the Royal Academy of Music in London. Today, with recently established higher education courses, the Academy is in turn able to offer the finest Irish musical training to students from all corners of the world.

Achievements

In recent years students of the Academy have garnered prizes from some of the world's most prestigious international competitions including the Clara Haskil International Piano Competition, The Cardiff Singer of the World Competition, the China International Vocal Competition, the Cologne International Piano Competition, the Dublin International Piano Competition and the BBC Musician of the Year. On the international stage, former students are currently members of such leading orchestras as the London Symphony Orchestra, the Philharmonia Orchestra, Hong Kong Philharmonic Orchestra, as well as opera houses from the Royal Opera House at Covent Garden to La Scala, Milan.



Each season Academy staff and students perform a wide variety of concerts in many of Dublin’s finest venues including the National Gallery of Ireland and the National Concert Hall and internationally Academy students, through participation in its performing groups, have acted as musical ambassadors in England, Scotland, Switzerland, Norway and North and South America, garnering such favourable reviews as “zesty and superbly unified” and “this 16-player group made a fine case for the state of music education in Dublin” (Allan Kozinn, The New York Times, November 19th, 2001 on the Royal Irish Academy of Music Chamber Orchestra).

Community Outreach

Having reached the twenty-first century, the Royal Irish Academy of Music can claim to have had a role in the lives of over 1,000,000 musicians since our foundation, which represents a unique and powerful community of learning and appreciation.

In addition to our teaching role, the Academy plays an active role in the community by presenting a large number of outreach programmes which over the last number of years have helped us raise in excess of €100,000 for charities such as The Irish Hospice Foundation,



The Mater Misericordiae Hospital, The Hospitaller Order of St John of God and the Special Olympics World Summer Games.

Indeed the Academy is particularly proud of the fact that following Gavin Friday's collaboration with the RIAM Symphony Orchestra on Prokofiev's Peter and the Wolf, a new recording with illustrations by Bono was launched in aid of hospice care.

In 2012 the Academy launched the 'Diploma in Community and Group Music Teaching' which was geared towards giving community music practitioners the skills required to inspire their towns and villages to celebrate music at various levels of engagement.

The Academy also offers a wide-ranging Local Centre Examination System which offers examinations in classical music and speech and drama to over 40,000 students annually.

Having reached the twenty-first century, the Royal Irish Academy of Music is confident of continuing to develop its status as a place of response, excitement, innovation and achievement in Ireland.

History

In 1848 a number of musical enthusiasts in Dublin formed an association to found an Academy to "provide systematic instruction in instrumental music". Among them were John Stanford, father of Sir Charles Villiers Stanford, RM Levey (the leading Dublin violinist of the time), the Rev Charles Graves and Joseph Robinson.

The Academy held its first classes in the Ancient Concert Rooms in Pearse Street before moving to No 18 St Stephen's Green. In 1871 the Academy moved to its present home at 36 Westland Row, acquiring the two neighbouring houses of Nos 37 and 38 in 1911.

Although it became "Royal" in 1872, it did not receive its present constitution until 1889 when, as the beneficiary of Elizabeth Streaton Coulson, it received over £13,000. Together with another significant bequest from J Ormsby Vandeleur, this enabled an Order in Council to be effected under the Educational Endowments (Ireland) Act of 1885, which bestowed stability and structure on the institution.

More recently a major change in the Academy's constitution was the decision in the 1980s to appoint a Director. This positive step made it possible to restructure the administration of the Academy and to introduce a series of management strategies that have ensured the Academy's unmistakable vibrancy and future health.

Faculties

All classical musical disciplines are catered for at the Royal Irish Academy of Music and are housed in five separate faculties namely, Keyboard; String, Woodwind, Brass and Percussion; Vocal and Musicianship.

The RIAM faculties include many international and national prize-winners, members of the National Symphony Orchestra of Ireland and the RTÉ Concert Orchestra and many individuals whose names have become synonymous with music education in Ireland. With the resources of such talent at its disposal, it is no wonder that Academy students have been accepted for further study at the most prestigious music institutions around the world.

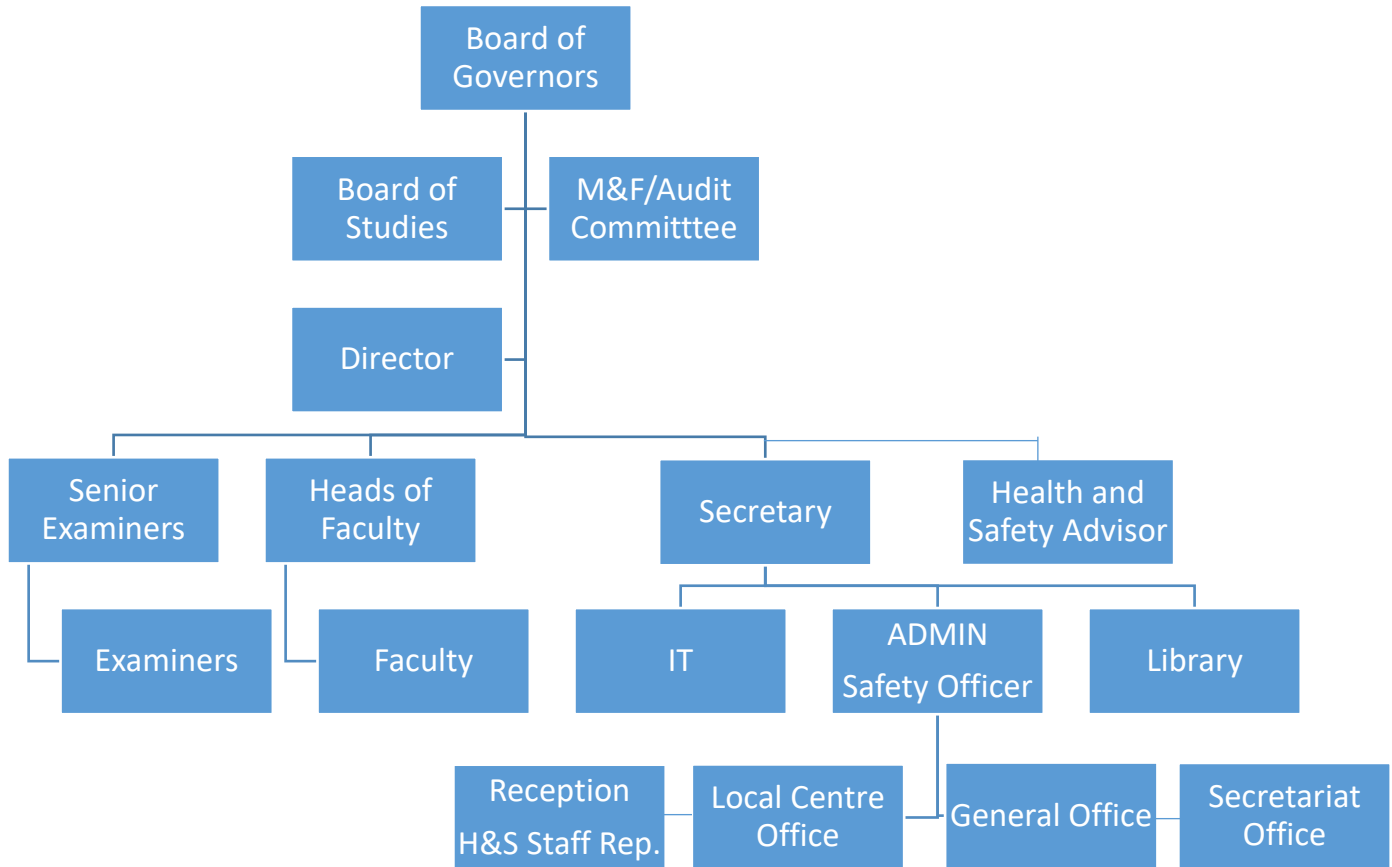
Performing Groups

From a symphony orchestra of over eighty to a string group for emerging young talent, the RIAM Performing Groups have something to offer every musician wishing to engage in ensemble work at the Academy.

Each season these groups participate in a wide variety of concerts in venues from the National Gallery of Ireland to the National Concert Hall.

Abroad too, the RIAM Performing Groups are flying the flag for the Academy with annual tours to Europe and the United States.

2.2 ORGANISATIONAL CHART



3.0 DUTIES

3.1 CONSULTATION – SAFETY COMMITTEE

Section 26 (1) of the Safety, Health and Welfare at Work Act 2005 requires RIAM to consult with employees for the purpose of making and maintaining arrangements that will enable the company and its employees to cooperate effectively to ensure the best safety and health practices. RIAM actively promotes and supports employee involvement in all aspects of safety and health management in its operation.

RIAM understands that by combining knowledge and experience through active employee participation, the company gains their commitment and greater involvement in ensuring that safety and health at work really becomes everybody's business. Under the 2005 Act, Safety Committees may be used for this consultation process and mechanism to work effectively. The RIAM Safety Committee will;

- Consider any representations made to it by the employer or employees on matters affecting the safety, health and welfare of persons employed at RIAM.
- Meet on a bi-annual basis. Minutes of the meeting are held by the Safety Officer and circulated.
- A quorum for a meeting of the Safety Committee shall be 3 members.
- All employees are actively encouraged by RIAM to communicate their comments/ concerns to the Safety Committee through any of its members.
- Members of the Safety Committee may be selected and appointed by employees.
- Where a Safety Representative has been appointed under Section 25, at least one such Safety Representative shall be selected and appointed by the employees to be a member of the Safety Committee.

3.2 SAFETY REPRESENTATIVE – BEN FOX

Section 25 of the Safety, Health and Welfare at Work Act 2005 entitles employees to decide on, select and appoint a Safety Representative, or by agreement with the employer, more than one Safety Representative to represent them in consultations with the employer on matters relating and pertaining to safety, health and welfare at the place of work.

Selection and Period of Office

The appointment will typically be for a 3-year period. As a general rule Safety Representatives will have been employed for at least 1 year, either by RIAM or in similar employment and will understand the role intended for and expected from them under the 2005 Act.

Overall Function Section 25 (2) (a) and 25 (4)

A Safety Representative may consult with, and make representations to, the employer on safety, health and welfare matters relating to employees in the place of work. RIAM will consider these representations and act on them if necessary.

Other Entitlements

Section 25 (2) (a) – (j) outlines the entitlements of Safety Representatives at RIAM. These include, but are not limited to:-

- Inspect the whole or part of the workplaces subject to giving reasonable notice to the company.
- Inspect immediately where an accident or dangerous occurrence has taken place, or where there is an imminent danger or risk to safety, health and welfare of any person.
- Accompany an inspector carrying out an inspection under Section 64 of the 2005 Act, other than the investigation of an accident or dangerous occurrence (Discretion of the Inspector).
- Receive advice and information from inspectors in relation to safety, health and welfare at RIAM.

3.3 DUTIES OF EMPLOYEES (Office / Facilities / Teaching)

Chapter 2, Section 13 of the Safety, Health and Welfare at Work Act 2005 details the duties of employees while at work. These include:-

- Comply with all relevant statutory provisions.
- Take reasonable care to protect the safety of themselves and others who might be affected by their acts and omissions.
- Ensure they are not under the influence of an intoxicant or in such a state that they might be a danger to themselves or others.
- Co-operate with RIAM so far as is necessary to enable compliance with the relevant statutory provisions.
- Not engage in any improper conduct or dangerous behaviour.
- Attend training and undergo such assessment as may be necessary.
- Make correct use of any article or substance provided for use or for the protection of the employee, including protective clothing and equipment.
- Report to his or her Safety Officer as soon as practicable:
 - any work being carried out which might endanger themselves or others;
 - any defects in the place of work, the system of work, any article or substance which might endanger themselves or others;
 - any contravention of the relevant statutory provisions of which he/she is aware.

- Notify RIAM if they become aware that they are suffering from any disease or physical or mental impairment which affects their performance of work activities that could give rise to risks to the safety, health and welfare of persons at work.
- An employee MAY NOT
 - Misrepresent himself or herself to RIAM with regard to their level of training.
 - Interfere, misuse or damage anything provided for the safety, health and welfare of employees.
 - Place at risk the safety, health and welfare of persons in connection with work activities.

3.4 DUTIES OF EMPLOYER (BOARD OF GOVERNORS)

In Ireland, the Board of Governors of a school/college, being the employer, are responsible for ensuring as far as reasonably practicable, the safety and health at work of their employees and the safety and health of those who are in any way affected by the work activities of the academy. The Board of Governors may delegate duties to employees to act on its behalf. Principals, Deputy Principals and others may assume general and specific roles for managing day-to-day safety, health and welfare in the college as the Board sees fit. **However ultimate responsibility for safety, health and welfare lies with the Board of Governors.** Everybody in the school has a role to play in ensuring good safety, health and welfare within the academy; this includes students, visitors and contractors. Established safety and health legislation and common law duties of care set down specific requirements for employers and employees.

The ultimate responsibility for the implementation of the Academy's health and safety policy and ensuring its' compliance with the health and safety legislation rests with the Governing Body. Chapter 1 of the 2005 Act details the general duties of the Board of Governors the employer.

The different requirements are divided into the following headings:

General Duties of Employers (Part 2, section 8)

Information to Employees (Part 2, Section 9)

Instruction, Training & Supervision of Employees (Part 2, section10)

Emergencies and Serious and Imminent Dangers (Part 2, section 11)

Protective and Preventive Measures (Part 3, section 18)

Hazard Identification & Risk Assessment (Part3, section 19)

Safety Statement (Part 3, section 20)

Co-operation (Part 3, section 21)

Health Surveillance & Medical fitness to Work (Part 3, Section 22 & 23)

Safety Representative (Part 4, section 25)

Employee Consultation (Part 4, Section 26)

Penalization (Part 4, Section 27)

3.5 KEY DUTIES – DIRECTOR – *DEBORAH KELLEHER*

The key tasks that the Director, and the Board should carry out in ensuring that they accept collective responsibility, and meet their legal safety, health, and welfare obligations include:

- Reviewing and, where appropriate, endorsing the safety statement prepared on the organisation's behalf, and reviewed by the senior managers
- Reviewing and acting on risk assessments which indicate possible concern of risk to staff, agents, students or visitors to the academy.
- Receiving regular reports on progress, performance and implementation of safety, health, and welfare plans
- Ensuring sufficient resources are made available to achieve and implement these safety, health, and welfare plans
- Ensuring that the academy managers, and the employees are actively involved in the management of safety, health, and welfare
- Developing a communications plan to show the Board's commitment to its safety, health, and welfare policy
- Making sure the necessary organisational structures exist to ensure that safety, health, and welfare is properly managed
- Keeping aware of all matters in relation to safety, health, and welfare, especially major incidents and changes in legislation

The Directors role will be to advise the board of their responsibilities to all stakeholders in regards to safety, health and welfare.

Liaise with management regarding funding and implementing safety facilities and practices within the academy.

3.6 KEY DUTIES – SECRETARY - KEVIN KELLEHER

The Secretaries' role will be to advise, through the director of the academy, issues of a day-to-day basis relating to safety health and welfare of all person effected by their activities.

- To manage and conduct work activities within the academy in such a way as to ensure the safety, health and welfare at work of all employees, agents and visitors.
- To design systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be safe and risk free.
- To provide information, instruction, training and supervision, where necessary. All instruction, training and supervision will be provided in a manner, form and language that is reasonably likely to be understood.
- To implement the safety, health and welfare measures necessary for protection of employees, as identified through risk assessments and ensuring that these measures take account of changing circumstances and the general principles of prevention specified in Schedule 3 of the 2005 Act.
- To provide protective clothing and equipment where risks cannot be eliminated or adequately controlled.
- To prepare and revise emergency plans and procedures.
- To report accidents and dangerous occurrences to the relevant authority (prescribed under section 33 of the 2005 Act).
- To obtain where necessary, the services of a competent person for the purpose of ensuring safety and health at work.
- To ensure that all safety measures take into account both fixed term and temporary workers and that any measures taken do not involve a disproportionate burden/ financial cost to his or her employees / examiners.
- Bring this Safety Statement to the attention of employees at least annually and ensure that employees understand same.
- Co-operate in complying with and implementing the relevant statutory provisions and any amendments arising thereto.
- Consider any representations made to them by the Safety Representative and of the secretariat/safety officer or external safety advisor and so far as reasonably practicable take any action that he or she considers necessary or appropriate with regard to those representations.
- Consult with employees for the purpose of making and maintaining safety arrangements.

- Make available the necessary finances to support a safe and healthy workplace for employees and examiners but not exceeding reasonable accommodation of their needs/ requirements.
- Initiate the safety policies of the company. Administer these policies and delegate to staff as appropriate.
- Ensure that the requirements of the Act and Regulations are complied with on the company premises and work related activities outside the premises.
- Endorse the company Safety Statement and to ensure that it is brought to the attention of all employees and understood by all thereto.
- To appoint contractors, when necessary, to carry out work for the academy based on the provision of a safety statement, method statement and requisite insurance specifications.

3.7 ACCOUNTS/SECRETARIAT / SAFETY OFFICER - RUTH MEEHAN

The Safety Officer will;

- Will be the appointed day-to-day person under the Health, Safety and Welfare (General Application) Regulations 2007 to administer and coordinate OHS matters.
- Ensuring safety, health, and welfare audits / inspections are undertaken to monitor all aspects of safety, health, and welfare policy implementation
- Initiate the safety policies of the Royal Irish Academy of Music.
- Administer these policies and delegate to staff as appropriate
- In the case of a class or classes of sensitive employees (pregnancy, young workers) or groups of employees exposed to risks expressly provided for in the relevant statutory provisions, the employees are protected against the dangers that specifically affect them.
- Request adequate funds and facilities and support mechanisms to implement these policies.
- Ensure security arrangements (including personal security) are adequate and properly maintained.
- Ensure that all staff work safely and do not take unnecessary risks.
- Ensure that safe work practices are in place.
- Ensure that staff receive adequate and written instructions.
- Ensure that all equipment used in the course of Academy activities has been assessed as adequate to perform the task without any risk or discomfort to employees.
- Ensure that the premises are arranged and maintained in a condition conducive to the safety of staff and visitors.
- Ensure that staff are trained in the proper use of all equipment.
- Ensure that staff receive training in all relevant aspects of health and safety.

- Ensure that all firefighting equipment is maintained, fire exits kept clear and fire drills are organised on a regular basis.
- Ensure that suitable first aid facilities are available and maintained.
- Ensure all accidents and near misses are reported.
- Maintain relevant records and documentation pertaining to statutory requirements.
- Set a personal example.
- Ensure that all relevant provisions for the welfare of employees are provided and maintained.
- Review, in conjunction with the secretary and external safety advisor, this Safety Statement annually.
- Be made aware of changes in legislation affecting the business.

3.8 FACULTY STAFF

Tutors / Lectures in conjunction with their relevant heads of faculties.

- Take responsibility, to the best of their ability, for the safety and welfare of their student while under their tutelage.
- Participate and be involved in safety initiatives introduced by the Academy.
- Attend, when necessary and appropriate to competency, training courses provided by the Academy.
- Report to the Safety Officer or Safety Representative(Ben) defects to equipment or facilities when made aware.
- Prohibit and report to the safety officer misbehaviour, inappropriate activities or dangerous occurrences as soon as possible.
- Complete an Accident Report Form when necessary.
- Comply with all statutory obligations on employees as designated under the 2005 Act;
- Inform students of the safety procedures associated with individual classes / assessments
- Ensure that students follow safe procedures
- Although ultimate responsibility for safety and health rests with the employer, the post-holder must fulfil those duties to which he/she agreed. Teaching/Non-teaching staff:
- Formally check classroom/immediate work environment to ensure it is safe and free from fault or defect; • check that equipment is safe before use;
- Report accidents, near misses, and dangerous occurrences to relevant persons as outlined in the safety statement.

3.9 EXTERNAL SAFETY ADVISOR - SEAN ROONEY (IBEC)

Role and responsibilities:

Would have the ability to advise management, employees and agents with authority and independence on:

- Formulating and developing health and safety policies for existing activities and new activities.
- How we can promote a positive health and safety culture and implement safety policy
- Health and safety planning, including setting realistic short and long-term objectives, deciding priorities and establishing adequate systems and performance standards.
- Advise on day-to-day implementation and monitoring of policy and plans, including accident and incident investigation, reporting and analysis.
- Review and audit of the whole health and safety management system on a regular basis.
- The identification of hazards and assessment of risk associated with Injury to, or ill health of, personnel, damage to plant, equipment, materials or Fire and explosion
- Improvement of existing working by introducing safe systems of work and performance standards. Legal requirements affecting safety, health and hygiene and welfare.
- Changes in legislation.
- Appropriate fire and rescue procedures pertaining to the sites.
- Facility safety and inspection mechanisms.

4.0 PROVISION OF PRACTICAL and SAFE SYSTEMS OF WORK

4.1 FIRST AID

Part 7, Chapter 2 of the Safety, Health and Welfare at Work (General Application)

Regulations 2007 deals with the issue of first aid within the workplace. The RIAM acknowledges its' legal duty to provide suitable first aid facilities for their employees. RIAM will conduct a risk assessment of its business in order to identify and select the most appropriate first aid facilities for its staff. This assessment will consider the nature and extent of the specific hazards present, numbers of employees, location to emergency medical facilities and accident history.

Occupational first aider training is valid for a period of 2 years. Where certification for occupational first aider lapses, one day retraining is required if the lapse is less than 6 months, otherwise full 3 day retraining required. (Ref: Health & Safety Authority) The Annual Training Plan will consider the need for refresher / new first aider training. First Aiders will only be trained on an appropriate course that adheres to the syllabus established by the Health & Safety Authority and by suitably qualified trainers.

The RIAM has provided suitable first aid kits for its employees at the following locations:

- Reception
- Local Centre Office

First Aider

The first aiders on site are:

Ruth Meehan

Maurice Slater

Bernard Fox

Ruth Meehan is on site (in Finance Office) between the hours of; 09.30 – 17.00hrs Mon – Fri

Maurice Slater and **Bernard Fox** are on site (at reception) between the hours of; 08.30 – 21.00hrs Mon – Fri & 08.30 – 20.00hrs Sat

It is the responsibility of the First Aider to maintain the first aid kits. At a minimum, quarterly checks will be conducted and the results recorded. It should be noted, that First Aid does not cover the administration of drugs or medications and they should not be kept in the workplace first aid kit. Staff should report any shortages or out-of date product they are aware of to the First Aider.

All injuries must be reported. If you use the First Aid Kit for any reason, report the injury to the Safety Officer (Ruth Meehan). Following an accident requiring first aid treatment, an Accident Report form must be completed, in the usual fashion, and a full and appropriate accident investigation carried out.

4.2 SAFETY SIGNS

Part 7, Chapter 1 of the Safety, Health and Welfare at Work (General Application)

Regulations 2007 deals with the issue of safety signs at places of work. As part of the general risk assessments for employers under the Safety, Health and Welfare at Work Act 2005, where certain risks remain that necessitate specific instruction or warning, then employers must use safety signs in and around that place of work. These signs are set into 5 distinct categories (*Prohibition, Mandatory, Warning, Emergency Escape / First Aid and Fire Equipment*) and are based on a pictogram rather than wording or text. The Royal Irish Academy of Music acknowledges its duty to assess if, and where these would be necessary due to existing risks and install them where they are visible.

Reference will be made to Schedule 9 of the *Safety, Health and Welfare at Work (General Application) Regulations 2007* by RIAM when installing safety signs. Examples of safety signs on site include; emergency exits, firefighting equipment etc. Also, signs advising of trips, unsuitable areas for children, prohibit running, eating or accessing.

Control

RIAM will ensure that signs will be designed and made to specific standards as per the 2007 Regulations. Consideration will also be given to circumstances where several signs are needed and the placing of the signs as too many signs can be confusing for staff, the general public and contractors.

Monitor

RIAM will review signage on a regular basis to ensure that it is still valid. Signs that no longer apply to the workplace will be removed. In addition, they will be reviewed regularly to ensure signs are still visible and in their correct positions – i.e. they haven't been moved, defaced or blocked by other signs etc.

Educate

RIAM will ensure that no information is contained on a sign that employees or visitors to their operation have not been made aware of already. Employees will be trained in recognising signs and what they mean / relate to in the workplace and employees will be notified of any updates to signs via E-mail.



4.3 MANUAL HANDLING

Statistics published by the Health & Safety Authority in the workplace, indicate that manual handling is still the largest reason for lost time accidents (where a person is off work for more than three working days as a result of an accident that occurs in the workplace). These statistics however do not give an overall picture of the true significance of manual handling. Injuries to the back are rarely recovered from in a short space of time and so the lost time could actually be in terms of weeks and in some cases months. ***Part 2 Chapter 4 of the Safety, Health and Welfare at Work (General Application) Regulations 2007*** deals with the issue of manual handling of loads.

Manual handling of loads means any transporting or supporting of a load by one or more employees and includes lifting, putting down, pushing, pulling, carrying or moving a load, which, **by means of its characteristics or of unfavourable ergonomic conditions**, involves risk, particularly of back injury, to employees. These characteristics or unfavourable ergonomic conditions are the risk factors which are outlined in the Third Schedule of the 2007 Regulations and have the potential to cause harm.

In addition to the Third Schedule, RIAM will also give specific consideration to 'sensitive risk groups' when conducting manual handling risk assessments. Sensitive risk groups include the likes of young persons and pregnant employees.

Risk assessments will be conducted by a competent person, who has adequate knowledge, training and experience to carry out the task properly and objectively.

Where manual handling cannot be immediately eliminated the hierarchy of risk / principles of prevention will be used:

1. Eliminate – e.g. redesign the filing / shelving system etc. Moving heavy musical equipment.
2. Substitute – e.g. small files etc.
3. Engineering controls – e.g. use of mechanical aids etc.
4. Administrative – e.g. reduce the amount of time people spend handling the material, reduce the amount of people exposed etc.

Manual Handling Training

Administrative, caretaker and teaching staff alike are all involved in manual handling tasks. Whether files or music equipment there has been an assessment over any risky physical tasks identified within the academy. RIAM employees and tutors will receive manual handling training on joining the company as identified by risk assessment. Refresher training will be at intervals of not more than every three years and when there is any major change in the work involved or equipment used or when an employee is transferred to another activity requiring different loads to be handled. Training records will be held by the Safety Officer. Training will be conducted by a Competent Trainer with the relevant knowledge, skills and experience and in accordance with the Health & Safety Authority Guidelines and equipped to fulfil the brief in line with the provisions under the Safety, Health and Welfare at Work Act 2005.

4.4 DISPLAY SCREEN EQUIPMENT (DSE)

One of the biggest changes in work practices over the past 10 years has been the growing reliance on the DSE equipment within the office environment. **Part 2 Chapter 5 of the Safety, Health and Welfare at Work (General Application) Regulations 2007** deals with the issue of Display Screen Equipment.

DSE refers to any means of displaying alpha or numeric information on a graphic screen. However, the regulations also cover the immediate workstation around the DSE (including desk, chair etc.) and states that certain DSE equipment is not part of the regulations. The most obvious DSE included in this exemption is laptop computers. Where they are used in transit or when not used at a fixed workstation, they do not come under the full scope of these regulations. However, it should be noted that laptop computers are covered by the Work Equipment Regulations and so similar, though more flexible provisions apply.

Employees that are required to do their work on a DSE and have no choice but to do so and use the DSE for a significant part of the day (one hour continuously or more and daily use) are the employees covered by the regulations. All relevant employees of RIAM are required to complete a DSE risk self-assessment of their workstation. A new workstation risk assessment will be completed when an employee transfers to a new workstation or significant new work equipment, change of equipment or new technology is introduced to the employees' workstation. An example of 'significant new' equipment includes a new monitor, chair, keyboard, telephone or other piece of workplace hardware etc.

Assessment

In a similar way to manual handling, the harm that can be done by DSE is both cumulative and multi-causal due to ergonomic principles. Rather than just being based on either posture or the height of the monitor, many issues in relation to temperature, workload, the software package and so on are all contributory factors to the harm that can be done by DSE. The main issues of concern from using DSE focus on the effect of sitting for prolonged periods working at a computer and how this can affect the body. The term musculoskeletal problem is used to describe the range of problems that work can have on the body.







Again, like manual handling, the DSE assessment covers a specific set of conditions given within the regulations. DSE assessments are based on ergonomic principles and specific factors need to be taken as a whole when deciding if there is a problem. The assessment looks at three key areas:





- The Person
- The Environment
- The Work

Control

Within the regulations, there are some prescribed controls that must be brought in by the employer. Each employee of RIAM covered by these regulations will have eyesight tests made available to them usually annually. The cost of such tests will be covered by RIAM. In determining the intervals, factors such as the ages of the employees and the intensity of VDU work will be taken into account in deciding the frequency of repeat tests. When eye tests carried out by the doctor or optometrist reveal that particular lenses are required for VDU work, the basic costs of providing the glasses, or of new lenses where the employee already wears glasses, will be borne by RIAM taking account of any social welfare entitlement that might apply. In most cases, problems encountered when working with Display Screen Equipment do not arise directly from the Display Screen Equipment themselves but from the way in which they are used. To this end, guidance will be provided to individual employees on hints and tips to use in their day to day activities to avoid eye strain and optic challenge

What can I do?

-  Adjust your chair to find the most comfortable position. As a guide, your elbow should be at right angles, and your eyes should fall naturally in the upper one third of your screen. Your lower back should be well supported by the chair.
-  Make sure there is adequate space underneath your desk to move your legs around. Remove obstacles such as boxes or equipment.
-  Avoid excess pressure on the backs of your legs and knees. A footrest, particularly for smaller users, can help.
-  Don't sit in the same position for long periods. Make sure you change your posture occasionally.
-  Adjust your keyboard and screen to get a good keying and viewing position. Your screen should be directly in front of you. A space in front of the keyboard is sometimes helpful for resting the hand and wrists.
-  Refocus your eyes by looking at a distant object from time to time.

-  Keep your wrists in a neutral horizontal position when typing. Don't bend your hands up at the wrist when typing. Try to keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.
-  Try different layouts of keyboard, screen and document holder to find the best arrangement. A document holder positioned beside the screen may help you to avoid awkward neck movements.
-  Don't grip the mouse too hard, using your elbow/ arm to move it and keep the mouse at an easy reach.
-  Arrange your desk and screen so that bright lights are not reflected in the screen. Try not to face windows or bright lights and adjust curtains or blinds to prevent unwanted light.



4.5 ELECTRICAL SAFETY

Electricity can harm individuals through electric shock, but it can also lead to fires and explosions. RIAM will ensure that the equipment they supply is suitable for the workplace and the environment within which it is to be used.

Part 3 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with electricity.

These regulations will be read in conjunction with the various standards and guidance notes that exist (such as the Electro Technical Council of Ireland National Rules) to ensure all practicable guidance and advice is followed.

- RIAM will ensure that their electrical installations are visually inspected by caretakers on a regular basis.
Electrical installations will be identified and a programme developed to ensure that they are inspected.
- All electrical equipment used by RIAM will be designed to prevent danger.
- RIAM will put in place measures to prevent ingress of moisture or of particles and foreseeable impacts on all electrical equipment and installations.
- Only items provided by RIAM are tolerated on site. No domestic unauthorised items can be used in the facility.
- Employees must conduct visual inspections of all electrical equipment prior to use.
- Only competent persons are permitted to work on or with electrical equipment.

How can I tell if it is damaged?

By looking!! This is the most important maintenance precaution. Around 95% of faults or damage can be found by just looking. Things that you are looking for on the equipment, the cable and plug (after disconnecting it) are signs of:

- Damage, e.g. cuts, abrasion to the cable covering;
- Damage to the plug, e.g. the casing is cracked or the pins are bent;
- Non-standard joints including taped joints in the cable;
- The outer covering (sheath) of the cable not being gripped where it enters the plug or equipment;
- Equipment that has been used in conditions where it is not suitable, e.g. a wet or dusty environment;
- Damage to the outer cover of the equipment or obvious loose parts or screws;
- Overheating (look out for burn marks or staining).

4.6 WORK AT HEIGHT

Work at height means working in a place (except a staircase in a permanent workplace) where a person could be injured by falling from it, even if it is at or below ground level. Access to and from a place of work can also be classed as work at height. Examples of work activities that are classified as working at height at RIAM include working on a ladder or stepladder, performing on stage etc.

Part 4 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with Work at Height. The regulations cover the key requirements with regard to preventative measures, equipment used, inspection, records, working conditions, etc.

RIAM adopts a simple hierarchy for managing work at a height:

- Avoid work at height where this is reasonably practicable;
- Use work equipment or other measures to prevent falls where you cannot avoid working at height; and
- Where you cannot eliminate the risk of a fall, use work equipment or other measures to minimize the distance and consequences of a fall.
- There are only two ladders acceptable for use by caretaker staff only! These ladders are checked for safety and only used in appropriate locations, if necessary with colleague footing and securing the safety of its use.

As a guide, only use a ladder or stepladder:

- Where the work is of short duration – ladders are not suitable where they are in one position for 30 minutes or more;
- Where the risk is low, i.e. because the nature of the work makes a fall unlikely, or where there is a fall that the nature of the fall would be unlikely to cause injury;
- For work that does not involve carrying heavy or awkward boxes or equipment;
- Where you can maintain three points of contact (hands and feet) at the working position.
- DO NOT Overload it - the person and anything they are taking up should not exceed the highest load stated on the ladder;
- DO NOT Overreach - keep your belt buckle (navel) inside the stiles and both feet on the same rung throughout the task.
- When working on ladders and step ladders you should avoid work that imposes a side loading by having the rungs or steps facing the work activity.

4.7 NOISE

Part 5, Chapter 1 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with Noise. Exposure to high levels of noise, either continuously or as a loud sudden 'bang' from equipment, can have a number of physiological and psychological effects on employees including stress, tinnitus and if exposed to high noise levels over long periods of time, permanent loss of hearing can occur. High noise levels can also interfere with communications in the workplace, leading to an increased risk of accidents.

How is the noise level measured?

Noise is measured in units known as decibels dB (A). However as a rough guide, if it is difficult to hear a normal conversation at a distance of 2m from the person speaking, it is likely that the noise levels in the area are above the levels permitted under these regulations (i.e. over 80dB (A)).

The noise regulations require RIAM to take specific action at certain action values. These are the daily noise exposure level or the peak sound pressure level which, if exceeded, for an employee, action will need to be taken to reduce the risk.

Exposure to higher noise levels is possible, for example from fax tones, holding tones and high pitched tones from mobiles phones, students during class etc.

Typical noise levels for an office environment - 40dB (A) – quiet office, library, 50dB (A) – large office

Noise assessments have been carried out in auditoriums while performances are taking place. They do not breach Exposure limit values of 87db or peak noise.

4.8 LOCAL CENTRE EXAMINERS AND LONE WORKERS

Local centre examiners conduct their activities in a number of different settings. These may include private residences, hotel rooms, parish halls, community centres or school rooms. At times the examiner may be conducting the examination as a lone worker. It must be noted that in general the examiners are in the company of managers of the hotel/parish hall, parent or other persons.

The examiners have been provided with the protocol to deal with difficult customers, teachers, students or parents. A local centre code of practice is in place for examiners to follow,

see Appendix A.

Lone workers are those who work by themselves without close or direct supervision. Anyone at the RIAM who works alone, including staff, contractors, examiners, self-employed persons and employees, are classed as a lone workers.

At times the porters may be alone in the building and to allow for this eventuality they have been provided with a mobile phone for communication in an emergency.

Hazards that lone workers may encounter include:

- accidents or emergencies arising out of the work
- sudden illnesses
- inadequate provision of rest, hygiene and welfare facilities
- physical violence from members of the public and/or intruders

The employer holds the main responsibility for protecting the safety and health of lone workers. Nonetheless, lone workers themselves have a responsibility to help their employer, RIAM fulfill this duty, and so they must:

- Take reasonable care to look after their own safety and health
- Safeguard the safety and health of other people affected by their work
- Co-operate with their employer's safety and health procedures

- Use tools and other equipment properly, in accordance with any relevant safety instructions and training they have been given
- Not misuse equipment provided for their safety and health
- Report all accidents, injuries, near-misses and other dangerous occurrences

The following controls are used to manage lone workers at RIAM;

- communication is very important – use of company mobile phone, telephone etc. – daily communication
- security camera at the entrance to the building
- instruction and training in proper procedures
- locking and securing place of work
- implementing correct incident reporting procedures

Additional control involving examiners:

- due to the nature of the activity carried out by examiners, they tend to sit for long periods throughout the day. In order to maintain a good level of health and to assist in the correct posture being maintained, it is recommended by top ergonomists that a person stands and moves 1 to 2 minutes every 20 - 30 minutes
- when there is a variance in the schedule the examiner and RIAM management will immediately communicate with each other
- regular rest periods when driving from centre to centre
- when an examiner has encountered a threatening or unsafe condition in a local centre, the examiner will communicate immediately with the RIAM management and leave the local centre immediately
- management will review the situation and decide on the course of action to prevent a reoccurrence of the situation
- In hotels, ensure meetings rooms provided are suitable and safe. Access to help easily available. Hotel resident rooms, converted for usage, on corridors may not be the safest to use and so concerns must be raised to management.
- a review of the risks associated with carrying out examinations in local centres will be reviewed on a regular basis with the examiner by the Safety Officer

4.9 CHEMICAL SAFETY

In general the only chemicals used within the RIAM premises are general household cleaning items used by the contract cleaners.

A hazardous substance is described as any substance with the potential to cause harm, injury or damage to a person's health. In most working environments, we are exposed to hazardous substances, used in a controlled manner and circumstances.

Warning labels, such as those indicated below, are coloured yellow and black and are designed to alert users to the potential risks associated with the use of a particular substance. The following control measures should be put into place in all circumstances where hazardous substances are in use:

- ❑ All goods should have a corresponding Safety Data Sheet (SDS);
- ❑ All SDS should be communicated to the relevant staff / housekeeping;
- ❑ All safety controls advised, such as the use of PPE or spill control procedures, must be obeyed;
- ❑ Suppliers of hazardous substances are obliged to provide an SDS for each substance – where one has not been received it should be possible to request an SDS for an existing substance;
- ❑ Chemicals will be storage in approved storage area on ground floor with appropriate signage, Access to non-approved staff or public is restricted.

Copies of all SDS received should be retained and be available for consultation as necessary.

- ❑ RIAM employees / cleaning staff will be aware of the inherent hazards associated with any hazardous materials brought into the business.
- ❑ Suitable personal protective equipment applicable to the hazardous material will be supplied and worn by our staff when handling at all times.
- ❑ RIAM employees will make themselves aware of any hazardous materials used on the premises.
- ❑ All hazardous materials brought on site will be stored in suitable chemical containers. ❑ All chemical containers will be fitted with an appropriate label providing the necessary information and symbol on the hazardous material.

Control of Substances Hazardous to Health – General Signage



4.10 PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is a condition of employment at RIAM that the PPE provided must be worn and used correctly. It is expected that all employees having been issued with proper protective wear and equipment, will take reasonable care of it whilst in their possession. A PPE Register shall be kept by RIAM of all PPE issued to its' employees or housekeeping contactor.

Prior to purchasing PPE, RIAM will assess the suitability of the equipment. This will reference not only the nature of the hazard (Ref: European Standards), but also how it fits the wearer, how it fits with the use of other PPE and clothing and how it fits in with the work people are involved in.

4.11 CHILDREN / YOUNG WORKERS

The RIAM do not in general employ children or young workers. However, students occasionally assist, in particular Saturday, in front of desk duties and therefore the following policy will apply.

Part 6, Chapter 1 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with the Protection of Children and Young Workers. It defines a 'child' as a person under 16 (or the school leaving age) and a 'young person' of an age between 16 and 18. The regulations acknowledge that there are specific risks and factors when employing young persons

and children that can have an effect on their health and safety. The main provisions relate to the need for a risk assessment as well as the prohibition of exposure to certain risks.

Before any child or young person is employed, even temporarily, RIAM will complete a risk assessment. Reference will be made to Schedule 7, Part A (Guide List of Agents, Processes and Work) and B (Processes and Work) of the 2007 Regulations when conducting this risk assessment. RIAM will consider how the risks that do exist could be greater for a young person or a child and ensure that provisions are in place to control these greater risks.

4.12 PREGNANT, POSTNATAL and BREASTFEEDING EMPLOYEES

Part 6, Chapter 2 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with Pregnant, Postnatal and Breastfeeding employees. RIAM will assess the work to establish what risks may be present that could affect the pregnancy, or the postnatal employee and implement protective measures to guard against the risk.

Once the employee notifies RIAM of the pregnancy, i.e. having produced a medical certificate or other appropriate certificate, RIAM will complete a risk assessment as soon as is practicable. The assessment itself will form a detailed job description for that employee. ***Schedule 8, Part A, B and C of the 2007*** regulations list certain chemicals, agents, processes specific hazards to pregnancies and postnatal employees that will form part of the assessment process. If they do not exist in the workplace, then this will be stated.

In many cases specific medical history of the employee and any issues relating to the pregnancy will not be known by RIAM. Therefore neither RIAM nor the employee may be in a sufficiently knowledgeable position to state whether the tasks that have been outlined pose a risk to that pregnancy. With this in mind, the assessment will tend to detail the job, any hazards, exposures and demands and the employee's doctor would then decide if there is a risk posed to that pregnancy or postnatal period.

Where there are risks present, RIAM will look to prevent exposure or take the protective measures necessary to control the risk. Where a satisfactory reduction of risk cannot be achieved through these control measures, then RIAM will look to provide alternative work that does not pose a risk.

Ultimately, where there is no alternative work and the risk cannot be reduced, then the regulations provide for 'health & safety leave'. This is paid time off from the work and is separate to maternity

leave. Health and safety leave will be seen as a last resort and only when the risks from the task cannot be reduced to a sufficient level and there is no means of providing alternative work. The health and safety leave is paid by the employer for 21 days, after this, the employee is paid by the State.

As the pregnancy develops, certain aspects may become more of an issue and a greater risk. Therefore, even in if in the earlier stages of the pregnancy, the task poses a relatively low risk, this might not be the case for the later stages of the pregnancy. RIAM will review the risk assessment with the employee on a regular basis.

4.13 HEALTH & SAFETY TRAINING and INSTRUCTION

RIAM is committed to providing appropriate and effective health and safety training for all employees. The primary responsibility for this rests with management in co-operation with training specialists as appropriate. The Academy expects all employees to co-operate with all training provided.

On commencement with RIAM all new employees will receive;

- Company Safety Statement
- Emergency Procedure
- Relevant on-the-job training
- See Induction checklist - Appendix

The Safety Representative will receive the necessary training as recommended by the Health & Safety Authority to carry out his / her role effectively.

Training will be provided, as necessary, to Management to ensure that they have the necessary skills and knowledge to organise the work safely without risk to health and safety.

An annual Training Matrix will be drafted at the start of the calendar year by the Safety Officer and will consider at a minimum, the following training types; manual handling, emergency response, VDU / DSE, fire safety, on-the job safety training and on-site security measures. Additional training types will be provided to meet specific needs as they arise.

Training records will be maintained and will contain the following information:

Date of training
 Duration of the course
 Name of instructor
 Name of person undertaking the training
 Nature and content of the course

4.14 EMERGENCY RESPONSE / FIRE SAFETY

Part 2, Chapter 1(12) of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with Emergency Routes and Exits. Part 2, Chapter 1 (13) deals with Fire Detection and Fire Fighting. Reference will also be made to **Section 11 of the Safety, Health and Welfare at Work Act 2005, the Fire Services Acts 1981 and 2003 (No. 30 of 1981 and No. 15 of 2003)** and other relevant legislation.

Responsibilities

For these procedures, the responsible persons will be the RIAM Secretary, Safety Officer, Safety Representative and Fire Wardens.

The Secretary is responsible for:

- (i) The appointment of sufficient Fire Wardens for the building
- (ii) Ensuring that the Fire Wardens' recommendations are implemented
- (iii) Ensuring the effective implementation and management of the emergency evacuation Procedures.

The Health and Safety Office (located in the Secretariat) is responsible for:

- (iv) The co-ordination, implementation and review of the Academy Emergency Evacuation Procedure
- (v) Liaison with the emergency services to maintain emergency preparedness
- (vi) Co-ordinating the training programme for Fire Wardens
- (vii) Conducting regular fire and evacuation safety drills
- (viii) Maintaining a master list of Fire Wardens and scheduled evacuation drills
- (ix) Organising a Fire Warden 'Debrief' following scheduled drills
- (x) Ensuring regular inspection and maintenance of all fire alarms
- (xi) Working with the Secretary to develop Personal Emergency Evacuation Plans (PEEP) for campus users with mobility or other issues that could hinder their safe evacuation.

Fire Wardens are responsible for:

- (xii) Carrying out their duties in the event of an emergency as described in these procedures

- (xiii) Attending a debrief following any emergency evacuation drill
- (xiv) Reporting to the Safety Officer any observed fire or evacuation hazards or unsafe conditions
- (xv) Attending Fire Warden Training at least biannually

Safety Representative/ Porters responsible for:

- (xvi) Investigating fire alarm activations received in the control room.
- (xvii) Assisting in the evacuation of the building and in securing the building until the fire services arrive.
- (xviii) Recording details of all alarm activations (false alarms / genuine emergencies) and their probable cause
- (xix) Activating the fire alarm to enable a drill to be conducted

Academic Staff are responsible for:

- (xx) At the beginning of the Academic year, informing students of the procedures to be adopted during any evacuation of the building including pointing out room exits, the location of escape stairwell and final exit points and assembly points
- (xxi) Instructing their students to evacuate immediately in the event of an alarm activation during classes
- (xxix) Informing Fire Wardens / Safety Officer / Fire Brigade of any known missing persons

RIAM will conduct a fire risk assessment of its operation. This will identify the issues in relation to occupancy, exits, escape routes etc. RIAM will use the technical guidance to Part B of the Building Regulations as a source of information on what would be adequate for workplaces. This fire risk assessment will be reviewed and updated on an annual basis.

Procedure When Discovering a Fire

Any person discovering a fire shall:

Activate the nearest Fire Alarm Break Glass Unit IMMEDIATELY

Extinguish the fire if it is safe to do so (No more than 1 extinguisher to be operated – if fire has not been extinguished evacuate immediately)

Call Security Emergency No. 999/112 From nearest Safe Area

Provide Details to Safety staff of exact location and extent of fire

Procedure for Building Occupants on Hearing the Fire Alarm

Evacuate the building immediately via the NEAREST AVAILABLE FIRE EXIT

Comply with all directions given by Fire Wardens

Where possible assist less able bodied persons / visitors to evacuate to safety

Proceed to the Fire Assembly Point for the building

Remain outside the building until the all clear is given

Procedure for Fire Wardens on Hearing the Fire Alarm

Don high visibility 'Fire Warden' vests

Enter all accessible rooms on their floor and instruct occupants to evacuate the building, closing all doors whilst progressing through the floor

Direct building occupants to their nearest emergency escape routes

Proceed to the Fire Assembly Point when the floor has been evacuated

Take control at the assembly point and ensure that no one re-enters the building until the 'all clear' has been given by Safety Officer / Fire Brigade and the emergency stood down

Attend the post evacuation debrief and report any particular difficulties encountered during the evacuation

RIAM will conduct at a minimum, two drills annually. Records of the fire drills will be held by the Safety Officer (Fire Register). ALL staff, visitors, contractors should note the following:

- The warning sound from the fire alarm is a siren.
- On hearing the fire alarm, **ALL** staff, visitors and contractors **MUST** evacuate the building and proceed to their assembly point.
- The following meeting points have been designated in the event of a fire alarm activation in the Academy:
 - All those exiting from the fire escape to the back of the premises at 36 Westland Row should proceed down the laneway to the rear of the Katherine Brennan Hall to **The Ginger Man Pub, Fenian Street.**



- All those exiting from the new block should proceed through the nearest rear fire exit door, through the car park and congregate outside the **CBS School on Cumberland Street.**



- All those exiting through the main front door should move immediately from the front entrance and congregate outside **St Andrew's Church on Westland Row.**



- Do not run.
- Do not collect personal belongings.
- Leave the building by the nearest available exit.
- If safe to do so, switch off machines, shut off electricity (excluding lighting).
- Close doors as you leave.
- Under **NO circumstances** can an emergency evacuation be interrupted midway through the process. **The full evacuation must be completed even if it is discovered to be a false alarm.**
- **No person is permitted to re-enter the building until they have been authorized to do so by the Emergency Services.**

- **Employees are not permitted to leave for home until the emergency situation is over and it has been confirmed safe to do so by the Emergency Services.**
- **A Fire Marshal Roster has been developed, see Fire Register, which subdivides areas in the academy with members of the Fire evacuation team given duties to sweep and guide staff and students to their Assembly Point.**

Persons Unaccounted For

- Attempt to establish their last known whereabouts – they may have left the building prior to the emergency, but not have signed out etc.
- Inform the Emergency Services immediately of the situation.
- DO NOT re-enter the building to search for this person unless confirmed safe to do so by the Emergency Services.

Contacting the Emergency Services

The fire alarm for the building is monitored 24hrs a day by external contractors for after hour's emergencies. During business hours, the Porters and in their absence Reception, will also contact the emergency services. The following procedure should be followed:

- Dial **999** or **112**
- **Specify the service** you require – i.e. Fire Services, Ambulance or Garda etc.
- Provide the **Company Name and Address**
 Royal Irish Academy of Music
 36-38 Westland Row
 Dublin 2
EIRCODE
ADDRESS:
D02WY89
- Ask the **Operator to repeat the address and Eircode** in order to confirm that the recorded details are correct.

Fire Register

In accordance with The Fire Services Act 1981, a Fire Register will be maintained by the Safety Officer. This will include the following details:

- Fire safety training
- Escape Routes
- Fire alarm maintenance
- Fire extinguishers / hoses
- Emergency lighting

Fire / Emergency Crew – Key Duties

- Contact Emergency Services – 112 / 999
- Roll Call / Emergency Evacuation Checklist
- Liaise with Emergency Services – fire, ambulance, gardai etc.
- Confirm building has been cleared of all staff, visitors, trainees, contractors etc.

Emergency Contact Details

Ambulance	999 / 112	
Gardai	999 / 112	
Fire	999 / 112	
ESB	1850	372
	999	
Gas	1850	200
	550	

Pearse Street Garda Station:

Address: 1-6 Pearse Square, Dublin 2, D02 P785

Phone Number: 01-6669000

Fire Prevention

- All employees of RIAM should be aware of the potential of fire hazards as a result of their activities or smoking on site. Employees must take reasonable care when carrying out their work activities to ensure they do not generate fire hazards on Academy sites.
- Combustible materials will not be allowed to build up on the company premises and will be removed to suitable bins on a regular basis.
- Any oily rags or waste, which is highly flammable, will be kept in metal containers and removed for appropriate disposal.
- Smoking is only be permitted in designated areas outside the building.
- Where hot work (welding, maintenance etc.) is carried out, appropriate fire fighting equipment will be maintained on site and in the vicinity of the hot works at all times.
- Any flammable materials used on site will be stored in suitable containers.

4.15 ACCIDENT / INCIDENT REPORTING

All accidents and dangerous occurrences will be notifiable under Regulation 59 of S.I. No. 44, 1993 to the Health & Safety Authority (HSA) by the Financial Secretary. The details will be reported on the Health & Safety Authority website www.hsa.ie – **Report an Accident – IR1 Incident Report**. If

an employee is absent from work for more than three calendar days due to an workplace injury or illness, it is a statutory requirement that formal notice is given to the HSA on the appropriate form. All notifications of accidents or dangerous occurrences to the enforcement authority of the HSA will be completed by the Safety Officer.

All accidents to a person, whether or not in the employment of the Academy, resulting in injury, however slight, must be reported to and recorded by the person involved and the appropriate accident report completed and a copy sent to the Safety Officer within 24 hours for investigation.

An Accident / Near-Miss form is available for this purpose and must be completed by the responsible Area Manager. A full accident investigation will be completed by the Safety Officer. All staff are legally obliged to cooperate fully with such an investigation and to provide any information, which may be useful in establishing the circumstances leading up to the accident. A written report shall be prepared.

An Accident / Near-Miss Log will be held by the Safety Officer.

4.16 Slips, Trips and Falls

Preventing slips and falls is everyone's responsibility

You can help to avoid slips, trips and falls at work by watching out for:

- Hidden steps when stepping outside or turning a corner
- Smooth surfaces such as floors which has been waxed but not buffed
- Wet spots
- Oil and grease spots / spillages
- Carpets which are not tacked down
- Loose tiles or floorboards
- Electrical leads / cables
- Open filing cabinet drawers
- Temporary obstructions in gangways
- When using staircases (use the handrails and keep your hands out of your pockets)
- Files / boxes stored on the floor etc.

Particular note should be taken of the following areas, due to the presence of children who may play in these areas when in attendance for classes.

- area around the water cooler

- the stage area (unguarded edge)
- the stairs in the red carpet area
- main concrete stairs

Care should be taken to keep all floor areas free from tripping and slipping hazards. If you spill any liquids **it is your responsibility** to ensure that the spill is cleaned up immediately.

Improving housekeeping and appropriate storage of materials and parts will result in reduced incidents.

Safety representatives carry out facilities walks in which they carry out audit checks on the conditions in the building.

4.17 WELFARE FACILITIES

The provision of welfare facilities required by legislation will be provided in accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007. Employees are reminded that:

- Any person who is under medical supervision, or on prescribed medication and who has been certified fit for work, should notify their manager of any known side effects or temporary physical disabilities, which could hinder their work performance and which may be a danger to either themselves or their fellow workers.
- First aid boxes are provided at clearly marked locations.
- Each employee is responsible for maintaining safe housekeeping standards in their work area.
- The Academy is committed to providing the highest standards of cleanliness and hygiene throughout its operation. To this end, the Academy employs specific staff with responsibility for cleaning the toilets, kitchen, offices etc. on a daily basis.
- Designated areas have been allocated for employees to have their rest break while on the premises.
- Kitchen facilities with hot and cold water, cooking facilities etc. are provided.
- All appropriate PPE will be supplied to employees.

4.18 DRUGS & ALCOHOL

Where a member of staff has a problem with alcohol or substance abuse, the Academy accepts that it has a responsibility to offer assistance and guidance.

RIAM is committed to preventing alcohol and substance abuse by education, training and developing good practice by raising awareness in all staff. RIAM will provide assistance to staff with substance misuse problems within an agreed framework.



The *Safety, Health & Welfare at Work Act, 2005*: Requires all employers to provide safe places of work and safe systems of work. This covers the management of staff such that they are not incapacitated by drugs or alcohol consumption to carry out their work without risk to others.

The *Road Traffic Act 1961 – 1995*: Renders it a criminal offence for a driver to be unfit through drugs and alcohol.

Illicit drugs and alcohol - employees are not allowed to attend their workplace to carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary procedures.

Any employee who in the opinion of Management shows apparent signs of the effects of intoxicating liquor or drugs, will be required to leave the Academy premises immediately and will be asked to attend the company nominated medical doctor for a drug & alcohol test. Employees required to leave the premises will forfeit payment for the remainder of the day.

In the interest of health and safety, the Academy reserves the right to carry out random drug and alcohol tests on any of its employees at any time.

4.19 STRESS

RIAM adheres to all aspects of the *Safety, Health and Welfare at Work Act, 2005*, which obliges employers to identify and safeguard against ALL risks to health and safety, including stress.

Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them.

Causes of stress in the workplace:

- Poorly organised shift work
- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Ill defined work roles
- Highly demanding tasks
- The threat of violence

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard:

- Identification of potential problems
- Assessment of risks
- Implementation of safeguards
- Monitoring the effectiveness of safeguards.

RIAM will utilize the following methods of managing stress:

- Ensure that employees are aware of the potential causes of stress and the early warning signs.
- Ensure that all complaints that may be related to stress are listened to and appropriate measures taken.
- Where employees are aware that a workload or conditions of work are particularly stressful, measures should be taken to reduce the workload or improve conditions.
- Discussion with Senior Managers.

4.20 HARASSMENT/ VIOLENCE and AGGRESSION / BULLYING

In accordance with the general duties in *Part 2 General Duties*, of the *Safety, Health and Welfare at Work Act, 2005*, and *Section 12* of the *Employment and Equality Act 1989* and the Report of the Task Force on the Prevention of Workplace Bullying, H.S.A., 2001 an anti-bullying/harassment policy is in place.

RIAM is committed to providing a work environment free of any kind of bullying or harassment. This bullying and harassment policy applies to all persons involved in the operations of the Academy, and prohibits bullying or harassment by any employee of the company, including students, managers, co-workers and visitors, as well as by any person doing business with or for the company.

Harassment - occurs if any person feels intimidated, humiliated, patronized or embarrassed by the derogatory, offensive or discriminatory remarks or actions of others. Harassment may interfere with job performance, undermine job security or create a threatening or unpleasant work atmosphere.

Sexual harassment - is unwanted behaviour of a sexual nature by one employee towards another. Sexual harassment can be defined as conduct towards another person that is sexual in nature. Examples of sexual harassment include:

- Sexual gestures;

- Displaying sexually suggestive material, such as pictures or sending suggestive or sexually explicit correspondence;
- Unwelcome sexual comments or jokes;
- Unwelcome physical conduct, such as unnecessary touching, pinching etc.

Racial harassment - is unwanted behaviour of a racial nature by one employee towards another.

Examples may include:

- Abusive language, mockery or racist jokes
- Display or circulation of racially offensive material
- Racial name calling
- Intrusive or persistent questioning about a person's racial or ethnic origin, culture or religion
- Exclusion from normal workplace conversation or social events i.e. frozen out.

Violence and Aggression - Work-related aggression and violence is not necessarily prevalent in the music and teaching industry. It does however tend to diminish the quality of working life for employees, compromises organisational effectiveness and impacts negatively on the provision of services. The RIAM has adopted the EU definition of work-related aggression and violence as:

“Any incident where staff are abused, threatened or assaulted in circumstances related to their work, involving an explicit or implicit challenge to their safety, well being or health”.

Ensuring the safety of employees and including students, managers, co-workers and visitors is a priority concern for the RIAM. The RIAM is committed to creating a safe environment within which to work or to be treated. The RIAM does not tolerate verbal or physical harassment in any form by employees, students, managers, co-workers and visitors or others. While it is accepted that the provision of our services may involve some form of conflict, this recognition should not be equated with considering any form of aggression and/or violence as being inevitable or acceptable. The aim of the policy is to bring about a reduction of any foreseeable risks by ensuring that resources are available for the provision of risk assessment and for appropriate education in the management of aggression & violence. Additionally, the aim is to ensure that appropriate measures are in place to provide safe systems of work in relation to the risk of aggression and violence. Where a risk is identified and assessed, the RIAM is committed to making considered decisions around providing staff with a safe working environment while continuing to deliver services to students.

This policy is set in the context of the Safety Health and Welfare at Work Act 2005 and associated regulations.

The RIAM is committed to ensuring in so far as is reasonably practicable the safety, health and welfare of employees, students, managers, co-workers, visitors, contractors and others who may be affected by our activities. The policy should be read in conjunction with the risk assessment that has

been completed and that sets out the suggested course of action should violence and/or aggression be threatened.

Bullying is defined as repeated verbal, psychological or physical aggression by an individual or group against others that could be regarded as offensive, humiliating or intimidating. Any such activity is viewed as an act of misconduct. Examples may include:

- Manipulating the victim's reputation by rumour, gossip and ridicule;
- Social exclusion or isolation;
- Preventing the victim from speaking by voicing loud criticisms or obscenities;
- Manipulating the nature of the work or the ability of the victim to perform their work, e.g. by overloading, withholding information or setting meaningless tasks etc.

The Academy deplores all forms of harassment and seeks to ensure that the working environment is comfortable and secure for all its employees. The person responsible for this policy is the Director, but it is the responsibility of all employees to ensure the day-to-day practical application of the policies. Where informal methods fail and harassment persists, employees are advised to bring a formal complaint and should do so in writing.

Employees are advised to remember to;

- Always give an accurate account of what happened and clearly state your grievance.
- At all stages in the grievance procedure the employee should be aware that they have the right to be accompanied by another member of the company.
- Every attempt will be made to resolve the grievance issue speedily and appropriately.
- The employee has a right to copies of meeting minutes taken at all stages of the procedure.
- The Director will remain neutral throughout the grievance procedure and is available to any party who needs advice.
- Although grievances are often solved verbally, it is advisable to keep some form of written record of minutes taken if a case is ever appealed or referred to a third party.

The Academy will immediately undertake an effective, thorough and objective investigation of the harassment allegations. Once the investigation is completed and determination is made regarding the alleged harassment/bullying, the result is communicated to the employee as soon as possible. Any employee who brings a complaint of harassment will not suffer for having brought the complaint; however, disciplinary action will be taken against employees whose allegations of harassment are found to have been malicious.

4.21 SMOKING POLICY

This policy will apply to all tobacco products and e-cigarettes (electronic cigarettes).

No smoking is permitted in any enclosed area of the workplace. This policy is in accordance with *The Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions*.

It is the objective of the RIAM to take as far as is reasonably practical, all reasonable steps to safeguard the health, safety and welfare of all employees, teachers, parents, students and visitors to meet or exceed all relevant safety regulations and legislative requirements. In accordance with this objective the RIAM will protect all employees, teachers, parents, students and visitors from the discomfort and health risks associated with passive smoking.

All NO SMOKING signs are to be observed at all times.

Any employee found to be smoking and in breach of this regulation will face disciplinary measures and may be liable to instant dismissal.

Smoking is only permitted in the designated area outside the building –or in the courtyard. Any employee found to be smoking and in breach of this regulation will face disciplinary measures and may be liable to instant dismissal.

4.22 VISITORS AND CONTRACTORS

Section 15 of the Safety, Health and Welfare at Work 2005 Act provides that where a person controls, to any extent, a non-domestic place of work, where persons other than his or her employees are working, the person in control must ensure, so far as reasonably practicable, that the means of access to and egress from that place of work, or any article or substance provided for use at that place of work are safe and without risk to health.

Section 15 applies where an employee is working in premises that are not under the control of his or her employer, such as a contractor. Where any contract, tenancy, license or other interest places an obligation to any extent on a person to maintain or repair a place of work, or the access to or egress from that place of work, or the provision of any substance or article for use at that place of work, to the extent of their obligation, the duty under this section falls upon them.

Visitors

The Academy recognizes that it will be necessary for members of the public (such as students, student family and friends, contractors, delivery companies etc.) to have access to our offices. The

Academy recognizes that members of the public are more susceptible to our occupational hazards due to unfamiliarity of the site and the activities being carried out. Therefore, all employees must be made aware of the dangers of having members of the public on site and take all reasonable measures to ensure that no member of the public is injured in any way while visiting our premises.

The following procedures have been put in place to minimise the risk to visitors and these procedures must be strictly enforced:

- All Visitors are restricted to the Reception or 'Red Carpet' area unless they are accompanied by a member of staff or attending class or Local Centre Exams.
- It is the responsibility of The Academy Host to ensure the safe evacuation of the visitor, contractor etc. in the event of an emergency.
- Visitors and Contractors must observe the site Safety Rules and any instructions given by The Academy personnel.
- Contractors should not visit or commence work on site until the relevant safety rules and information has been read understood and accepted.
- They should not enter unauthorized areas where they are not authorized to visit.

Contractors

Contractors must 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 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2013.

The Academy will make available the relevant parts of the safety statement to any contractors working in the school on behalf of the school.

- The Academy will provide the school regulations and instructions relating to safety and health.
- Contractors must make available relevant parts of both their safety statement and risk assessments in relation to work being carried out. If necessary they will submit a Method Statement and Insurance details before commencement of work

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

The Board of Governors must ensure that the contractor is competent and is suitably qualified and experienced. They registered with a recognised body? For example, an electrician should be

registered with the Register of Electrical Contractors of Ireland (RECI) or the Electrical Contractors Safety and Standards Association (ECSSA). Have they carried out similar work previously? We will have a list of maintenance personnel and this may only need to be reviewed if any changes occur. We shall ensure that proper consultation takes place and the Board Governors, safety officer, and all staff know about the work to be carried out and the impact this will have on work activities, including any necessary changes that need to be made. project commences to ensure communication links are established before work starts and throughout the contract. The contractor should advise the Safety Officer about the likely duration of the work and any possible hazards, and how these will be addressed. Likewise, the Safety Officer should advise the contractor about necessary precautions which need to be considered, particularly if work is being carried out during school time.

Contractors will not be allowed onto the premises to carry out work until the RIAM has checked and is satisfied with their Health and Safety record and insurances.

The contractor must liaise with the RIAM Safety Officer and discuss and agree the safety precautions deemed necessary to successfully complete the work in a safe manner and in recognition of the various classes being carried out in addition to any members of the public that may be in attendance. Failure to supply this information will constitute breach of contract and as such, the contract may be terminated.

4.23 TOOLS and EQUIPMENT

- All tools and equipment used by The Academy will be maintained in good working condition and only operated by trained and competent staff.
- All damaged equipment must be reported to Management / Safety Officer who will remove the equipment from service and make arrangements for its repair.
- No items of equipment or machinery will be operated without suitable guards.
- All portable electric equipment should be disconnected when not in use.
- No equipment or machinery will be modified, have guards removed or be used, except in a manner that complies with the manufacturers instructions.
- Power cords on all portable equipment will be checked on a regular basis.
- All portable tools will be operated at the reduced rate voltage (110V).

Safety Inspection Policy

It is [company name] policy to conduct self-inspections to identify and correct unsafe conditions or practices that may result in injuries or property loss.

Inspections and reviews are utilized as a means of identifying potentially unsafe conditions, facilities, operations and actions. Proper use of this management tool keeps management informed on the overall conditions. The inspections not only reveal what is wrong, but also more importantly suggest corrective actions to be taken to bring conditions up to the desired standard of safety.

Inspection and reports are invaluable when:

- Management is receptive and appreciative
- Suggestions are thoroughly investigated and reviewed
- Employees are commended for their efforts
- Positive corrective actions are taken to eliminate unsafe conditions
- All unsafe conditions and unsafe acts should be listed clearly and concisely.
- Recommendations should be developed to correct adverse conditions or act on a timely basis.
- Positive steps must be taken by management to correct the substandard conditions.
- Recommendations that cannot be addressed by managers must be forwarded to safety coordinator.

4.24 DRIVING FOR WORK POLICY

The RIAM recognises that it has a responsibility not only for the health and safety of staff/examiners engaged in driving at work but also to other road users and members of the public. The RIAM will therefore ensure that all employees and temporary staff will comply with all driving related legislation and exercise due care and attention when driving on the RIAM business.

Policy Objectives

The objectives of this policy are to ensure:

- the safety of staff whilst driving to various local centres for the RIAM;
- that the safety of other road users and members of the public are not compromised by those driving for the RIAM;
- that all staff are appropriately qualified trained and licensed;
- the suitability of vehicles for use;
- that drivers are medically fit to drive;
- that drivers take regular breaks from driving to ensure alertness and to combat tiredness when driving long distances

- that those with duties under this policy are clearly identified and provided with clearly defined roles and responsibilities;
- compliance with national driving-related mobile communication devices and drug and alcohol legislation;
- that employees are fully aware of their responsibilities under the requirements of this policy
- that employees are fully aware of the consequences of their failure to comply with the requirements of this policy

Driving for Work

Where possible, staff are encouraged to use public transport. However, the RIAM recognises that this is not always practical.

Staff are classified as driving at work if they are driving on the RIAM business. This includes all journeys to places of work, training, examinations, etc.

This **does not** include driving to or from your normal (designated) place of work.

As the examiners use their own vehicle to drive whilst at work the following guidelines must be complied with:

- hold a **full clean licence** and present their driving licence for inspection regularly and on request
- ensure that the appropriate level of insurance is in place and includes business use cover for the amount and type of business mileage they undertake and that this insurance indemnifies the RIAM
- provide on request vehicle insurance records
- ensure the vehicle has in date vehicle tax and NCT (where required)
- provide on request vehicle tax and NCT (where required) records
- ensuring that when used on the RIAM business that private vehicles are roadworthy and maintained in accordance with the manufacturer's instructions;
- provide on request vehicle service records
- undertake daily checks of the vehicle they intend to drive;
- ensuring that they comply with the Road Safety Authority Rules of the Road
- complying with the RIAM's Smoking at Work policy;

- complying with national driving-related mobile communication devices legislation and in addition not to use mobile phones whilst driving at work;
- complying with national driving-related drug and alcohol legislation;
- complying with all applicable road traffic regulations under the Road Traffic Act;
- report road safety problems, including crashes, incidents, fixed penalty notices, summons and convictions for any offence, including vehicle defects, to the Safety Officer.

4.25 FIELD TRIPS DOMESTIC AND ABROAD

What Is an Academic Field Trip?

An Academic Field Trip is defined as a course-related activity that serves educational purposes and occurs outside of the classroom at a location other than in the Academy at which the course is regularly taught. These trips are generally led by faculty as part of the course curriculum and required for the benefit and experience of musical students. Examples of academic field trips include, but are not limited to, travel to concerts, performances, historical sites, both home in Ireland and abroad.

What is Needed To be Considered in Planning a Field Trip?

1. Destination. The Field Trip Leader(s) should be familiar with the location and share this knowledge with participants. Lodging premises and locations should be reasonably safe or written documentation should be provided highlighting associated risks. The Field Trip Leader(s) should determine whether immunizations are required, what skills are necessary, what students should do to acquire those skills and how competency will be evaluated prior to the trip. The number of field trip leader(s) for the trip and their competency level should be based upon the number of students and range of their skill levels. Orientation for field trip participants should include procedures for a “buddy system” and information on known risks as well as local cultural, custom and legal requirements.

2. Transportation: Preplanning and booking flights or road transport should be done in conjunction with Administration department. Only approved transport providers should be used and an appropriate travel itinerary drafted and approved by the academy before trip takes place.

3. Trip Expectations the Field Trip coordinator should provide the participants with an orientation prior to departure. The type of field trip will dictate the level of detail needed in the orientation, but both verbal and written communication is essential. Orientation materials should include the following: - trip destination and purpose - a travel itinerary - lodging information - transportation

information the established rules and protocols specific to the field trip. - any known unique hazards. – Safety & security briefing - a summary of activities and physical requirements students will encounter - any known or unusual circumstances that would require advance preparation or equipment

4. Emergency Planning The type of field trip also dictates the level of emergency planning needed. If the trip location is remote, it is strongly recommended that at least two persons on the trip have first aid skills, a first aid kit and an appropriate means of communication in the event emergency aid is needed. Confirmation that mobile phones will operate from the field trip site should be made in advance so that alternative arrangements can be made if needed. Also determine a protocol for circumstances that may necessitate the Field Trip Leader leaving the group to accompany an injured or ill student. The Field Trip Leader(s) should make sure that each field trip participant completes an Emergency Medical Information form. A copy of this document should be kept with the Field Trip Leader/coordinator. The Field Trip coordinator should carry emergency phone numbers to reach key contacts at The Royal Irish Academy of Music;

5. Trip Contingencies Even with the best planning effort, things can still go wrong. Try to anticipate complications that could arise, and then develop contingency plans in advance. Examples include:

- if a student needs to leave early because of a personal emergency;
- a student violates established rules;
- weather or transportation delays or cancellations.

6. Special Requirements for Participation If students going on the field trip have disabilities or special requirements that may need to be accommodated.

7. Compliance with Academy Policies Make sure all participants understand that Academy policies for faculty, staff and students apply to field trips regardless of the location.

8. Certificates of Insurance, if necessary, Sometimes the field trip destination, organisation, or establishment will require a Certificate of Insurance from the Academy prior to use of their facility or event participation

9. Records and Documentation Field Trip Leaders should consider the nature of the field trip and review documentation to ensure that language is clear and accurate when providing information to participants or preparing informed consent forms or release statements.

4.26 DISCIPLINARY ACTION

The purpose of the Academy's Staff Disciplinary policy and procedures is to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance and to ensure that any failure to observe the Company's rules is fairly dealt with. Where instruction, advice and persuasion fail to achieve compliance with health and safety rules, it is the policy of The Academy to take disciplinary action on the matter.

Except in cases of gross misconduct, the following action will normally be adopted:

In the first instance a **verbal non-recorded counselling session** shall take place with the employee concerned. The employee shall be informed of the aspects of his or her performance/ conduct which falls below standard and advised of the improvements which are required. Every assistance shall be given to the employee in order to ensure that he/she effects the required improvements.

Stage 1 - Verbal Warning:

In the case of minor infringements the Supervisor/Secretary directly concerned shall warn the employee verbally of the specific aspect of work or conduct which is below standard, stating clearly that this is a warning and advising on the improvements which must be made. This warning shall be recorded in the employee's file. The employee has a right to be accompanied by a fellow employee or by a union representative.

Stage 2 - First Written Warning:

In the event of continued failure to meet required standards, the employee shall be issued with a written warning. He/she will also be warned that continued failure to improve may result in further disciplinary action up to and including dismissal, in accordance with this procedure. The employee has a right to be accompanied by a fellow employee or by a union representative.

Stage 3 - Final Written Warning/Suspension:

If the problem persists the Secretary may give the employee, in the presence of his/her representative, a second written warning, plus three days suspension without pay if appropriate. It shall be made clear that further disciplinary action, which may include dismissal, shall be taken if conduct or performance is not satisfactory. A copy of this warning shall be given to the local union representative as appropriate. The employee may be accompanied by a fellow employee or by a union representative at all stages of this procedure.

Stage 4 - Dismissal

If the problem remains, the employee concerned may be given notice of dismissal in line with the Minimum Notice and Terms of Employment Act. The employee may be dismissed in the event of the conduct or performance not having improved to the required level following the warnings set out above. The final decision to dismiss shall not be taken by the employee's immediate Supervisor/Secretary, but by the Board of Governors. The employee shall be advised in writing of his/her right to be accompanied by a fellow employee or a union representative.

It is agreed, with the exception of the counselling stage, that an employee under this procedure shall have the right to be accompanied by a union representative. However, it is further agreed that in the case where a local union representative/shop steward is involved in disciplinary measures, they shall be accompanied by a full-time union official.

All warnings, with the exception of a final written warning shall remain on file for six months. A final written warning shall remain on file for twelve months.

Appeals:

The Staff Disciplinary Policy also makes provision for an Employee to appeal against any disciplinary action. Representation by a union representative may be offered in writing at all stages of the Appeal Procedure.

Notwithstanding the above procedure, the Academy reserves the right to discipline any employee up to and including summary dismissal in the case of very serious misconduct. The following list, while not exhaustive, is an outline of offences warranting summary dismissal:

Breach of health and safety regulations likely to cause damage to oneself or other employees.

- (a) The theft or malicious damage to Academy property or that of another employee, colleague/member of management or resident.
- (b) Falsifying Academy records.
- (c) Assault on another employee or colleague/member of management.
- (d) Sexual harassment at work.
- (e) Reporting for work under the influence of alcohol or illegal drugs such that, in the opinion of the Supervisor/Secretary, the employee is unfit for work.
- (f) Carrying out unauthorised work on the Academy premises or with Academy materials/misuse of Academy or colleagues property.
- (g) Engaging in remunerative employment while absent from work, irrespective of whether the absence is covered by a medical certificate or not.

- (h) Abuse of sick pay scheme.
- (i) In the event of a written warning or dismissal, an employee may appeal to the Academy's Board of Governors. Where a warning or dismissal is upheld, the member may appeal to the Labour Relations Commission (Rights Commissioners or Conciliation Service) and, if necessary, the Labour Court, or the Employment Appeals Tribunal.
- (j) Where an employee is suspended for an act of gross misconduct, the following procedure shall apply.

Step 1

The employee shall be suspended, with pay, by the Secretary and sent home pending further investigations of the alleged offence. Following preliminary investigation, the employee shall be met by the Secretary in the presence of a fellow employee or the union representative(s) and any allegation shall be put to them at such a meeting.

Step 2

Following a full investigation of the alleged misconduct the employee may be warned in writing, suspended or dismissed, as appropriate, without recourse to the normal procedures set out above.

4.27 SECURITY

It is the responsibility of the Company Secretary to develop and implement an appropriate on-site security policy. In order to protect employees, security systems and procedures ***must be treated as highly confidential***. All staff will be trained in the current security procedures. Policies and procedures will address:

- Identifying and assessing the risks.
- Opening and closing routines to be followed.
- Early morning entry procedures will be designed to detect an overnight entry to the premises.
- Protecting premises and other high-value items.
- Using and maintaining specialized security equipment.
- Action in the event of a robbery.
- Helping staff after a robbery.
- Dealing with bomb threats / suspicious packages etc.
- Liaising with the Garda.
- Public relations and communication with the media.

It is the responsibility of the Safety Officer to ensure these policies and procedures are communicated and clearly understood by all staff. The Safety Officer is responsible for monitoring and evaluating the effectiveness of the security systems regularly in order to ensure they are appropriate. This will be done in conjunction with the appropriate security personnel.

The security of staff, students, visitors, premises and value items will be a priority at all times. The Academy will consider the following when designing its security measures:

- The requirement for staff / students to access the building independently and alone.
- The way the building is used – i.e. when is it staffed and when not?
- The need for fire precautions and escape routes.
- Location, including; geographical and social environment, and its position in relation to access and escape routes; the crime rate, both locally and generally; and the previous experience of other organisations within the area.

The following controls are used to manage the security and safety of staff working in the public arena

- communication is very important – phones etc.
- security camera
- instruction and training in proper procedures
- locking and securing place of work
- implementing correct incident reporting procedures
- Not being alone in the institute.

4.28 BOMB THREATS

In order to reduce confusion and to assist the Gardai, as much information as possible should be obtained and recorded.

- Do not panic.
- Note the time of the call.
- Record the exact words if possible.
- Ask:
 - o Where the bomb is now?
 - o What it looks like?
 - o When is it likely to detonate?
 - o Who planted it?
 - o Why it was planted?
- Note the accent and whether the caller is male or female.
- Note the background sounds.

- Note the time the caller hung up.
- Notify the Manager and / or Gardai immediately.

4.29 WORK EQUIPMENT

Part 2 (2) of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with work equipment. Regulation 30 entitles employees who use the equipment to have access to the inspection records for all equipment that they use. In accordance with the regulations, The Academy will establish planned preventative maintenance for all work equipment. This includes office equipment, sound equipment, electrical appliances and musical equipment.

Work equipment will be maintained throughout its life in order to reduce risks to users and others. A visual maintenance check will be maintained. The Academy will consider the usage of equipment and manufacturers instructions in determining the inspection and maintenance schedules for equipment. All staff will be trained and instructed on the safe use of work equipment. Only trained and competent staff will be authorized to use The Academy work equipment.

Purchasing New Equipment

All work equipment must be suitable for the job. From the simplest tool for use at a workstation through to larger equipment such as photocopiers. The Academy will ensure that they are suitable for the work / activity to be undertaken.

Existing Equipment

Existing equipment will also be assessed by The Academy to determine the suitability of the equipment for the task it is being used for. The Academy will therefore conduct task-based risk assessments which review the conditions of usage of the equipment.

Risk Assessment

The risk assessment will consider equipment Hazards and musical equipment Hazards.

Equipment hazards relate to the problems that can arise when people are working near, or could be exposed to moving parts of machinery. These could vary from the ergonomics if using a laptop, risk of fires, noise, heat, light etc. or moving rollers within the photocopier.

Musical Instrument Hazards relate to all other potential harm that could arise from using work equipment. Lifting, falling on or entrapment could potentially be risks persons, especially tutors or porters could be exposed to.

Control

Controls appropriate to the hazards identified will be agreed and actioned by The Academy.

4.30 ANNUAL REVIEW

The Academy will conduct an annual review of the company's performance in the area of health, safety and welfare. A summary report will be issued by the Safety Officer for review by the Board of Governors the end of the financial year. The following will be included in this report:

- Accident / Near-Miss performance
- Progress on Training Plan
- Safety Statement / Risk Assessment updates
- Changes in legislation

4.31 RISK ASSESSMENT

In accordance with Section 19 of the Safety, Health and Welfare at Work Act 2005, the risk assessment process at the Royal Irish Academy of Music involves the following:

- Identifying the hazards present within the workplace.
- Identifying the risks associated with each of the hazards identified.
- Recording the probability and severity of injury/illness associated with the hazard. Calculating the risk rating based on probability and severity (the risk rating is arrived at by multiplying the probability of injury x severity of injury - see below for details).
- Actions are suggested to reduce the risk (control options) in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- The hazards identified with a 'High' risk rating should be those that receive immediate attention.

The implementation of the actions to reduce the risk should have a high priority.

Risk assessments will be at a minimum, reviewed annually and any necessary amendments made. They should also be reviewed if there is a change in circumstances e.g. new equipment, processes, procedures etc., following an accident or incident and in the event of new legislation, codes of practice or new guidance being published.

Hierarchy of Controls

The crucial part of the risk assessment process is selecting the most appropriate method of risk or hazard control. The following 'hierarchy of controls' should be used when deciding on control measures, starting with the first in the list and working down to the last control measure which is the provision of personal protective equipment and clothing.

1. Elimination

Eliminating the hazard entirely from the workplace is the best way to control it.

Example: provide a trolley to move around paper boxes which eliminates the need to carry out manual handling.

2. Substitution

If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner.

Example: substituting a smaller package or container to reduce the risk of manual handling injuries.

3. Isolation

Separate or Isolate the hazard from people. This method has its problems in that the hazard has not been removed. The guard or separation device is always at risk of being removed or circumvented.

Example: A guard is placed over a piece of moving machinery. If the guard is removed for maintenance and not replaced people are again at risk

4. Engineering Solutions

If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact.

Examples of engineering controls are:

- a. enclosure (enclose in a way that eliminates or controls the risk)*
- b. guarding/segregation of people*
- c. interlocks and cut-off switches*
- d. exhaust fans*

5. Administrative Solutions

These are the management strategies which can be introduced such as training, job rotation, limitation of exposure time, provision of written work procedures.

Example:

- a. Safe systems of work that reduce the risk to an acceptable level*
- b. Written procedures that are known and understood by those affected*
- c. Adequate supervision*
- d. Identification of training needs and provision of appropriate training*
- e. Information/instruction (signs, handouts)*

6. Personal Protective Equipment & Clothing

Personal Protective Equipment and Clothing should always be considered as a last resort. It can also be used as an interim measure to reduce exposure to a hazard.

Examples of PPE include: masks, ear-plugs, respirators, helmets, boots, safety shoes, overalls, etc.

The most effective way to control risk is obviously to remove it. Elimination is by definition 100% effective. The further you go down the hierarchy of control list the less effective the methods become.

Risk Assessment Method Used

(Probability) x (Severity) = Risk Rating (RR)

SEVERITY	PROBABILITY			
	<i>Very Probable</i>	<i>Probable</i>	<i>Possible</i>	<i>Remote</i>
Fatality	HIGH	HIGH	HIGH	MEDIUM
Severe Injuries	HIGH	HIGH	MEDIUM	MEDIUM
Serious Injuries	HIGH	MEDIUM	MEDIUM	LOW
Minor Injuries	MEDIUM	MEDIUM	LOW	LOW

Risk Rating	Priority	Action Required
Low = 1 - 3	Non-Urgent	No Action Needed No Additional Controls
Medium = 4 - 6	Action Needed	Monitoring Required Assessment Recorded Controls Required as soon as practical
High = 7 - 11	Action Needed Urgently	Controls Required Controls Documented Assessment Recorded
Very High = 12 - 16	Immediate Urgent Action Required	Work Prohibited / Ceased Controls Required Immediately Assessment Recorded Controls Documented Work Stoppage Documented

5.0 CONCLUSIONS

It is the corporate policy of The Royal Irish Academy of Music to provide a safe and healthy working environment for its employees, students, visitors and members of the public. All requirements under the *Safety, Health and Welfare at Work Act, 2005* and the *Safety, Health and Welfare at Work (General Application) Regulations 2007* will be adhered to and where reasonably practicable implemented. This can be achieved with the help and assistance of all staff by:

- All employees observing the general rules of safety and health. It is the duty of every Academy employee to fully comply with all safety rules and regulations.
- All Academy employees should inspect their workplace and report any unsafe condition.
- Using all equipment in a safe and proper manner. Notify any persons likely to be affected by work that you are doing.
- All injuries sustained by Academy employees, however slight must be reported to your Safety Officer.
- Wear the appropriate PPE for all tasks undertaken. Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves or others.
- Keep work areas clean and tidy at all times.
- Ensure all corridors and passageways particularly those leading to escape routes, are kept free of obstructions at all times. Do not litter, use the bins provided.
- Taking care that fire points are not blocked or covered up in any way and that access in the event of an emergency is un-hindered and that fire extinguishers are ready for use if the need arises.
- Adhere to all safety signs, and familiarize yourself with the Emergency Procedures.
- Vandalism of property will result in instant dismissal.
- Report any defects or safety concerns to your Safety Officer immediately.

This Safety Statement has been prepared based on conditions existing in the fabric of the workplace of The Royal Irish Academy of Music at the time of writing. It will be altered, revised or updated periodically in order to comply with any changes in conditions. At a minimum an annual review of this document will be carried out by the Safety Officer.

APPENDIX 1

Names of Persons Holding Health and Safety Responsibilities		
Director	Deborah	Kelleher
Finance Officer	Kevin	Kelleher
Safety Officer	Ruth	Meehan
Safety Representative	Ben	Fox
First Aiders	Ruth	Meehan
	Ben	Fox
	Maurice	Slater
Safety Committee	Ruth	Meehan
	Ben	Fox
	Kevin	Kelleher
Fire Marshalls	Ruth	Meehan
	Maurice	Slater
	Ben	Fox
	Ellen	Dunne
	Lynda	Lee
	Dearbhla	Brosnan
	Annette	Cleary
	Laoise	Doherty
	Reamonn	Keary
	Colma	Brioscu
	Theresa	Doyle
	Hilda	Milner

APPENDIX 2





Inspection and Testing of Fire Prevention Equipment

Emergency Lighting – Maintenance

- Emergency lighting is visually checked on a weekly basis, to ensure:
 - Every lamp is lighting
 - The LED in each emergency lighting unit is illuminated
 - Any fault found, and the action taken is recorded in the Fire Register.
- Quarterly the following will be carried out:
 - Exterior of luminaries and signs are cleaned
 - Ensure the correct operation of the luminaries and signs by operating the test facility or cutting the power to the lighting circuits
 - Record results in the Fire Register
- An annual inspection and test procedure as described in I.S. 3217:1989 will be carried out. Results will be recorded in the Fire Register.

Fire Extinguishers – Maintenance

- Fire extinguishers are inspected visually on a weekly basis in order to ensure appliances are in their proper position, have not been discharged or lost pressure or suffered obvious damage.
- Any extinguishers not available for use will be replaced by serviceable extinguishers.
- Qualified Contractors will service extinguishers annually, and conduct discharge tests on 20% of the units each year in accordance with the requirements of I.S. 291:2002.
- A record of this annual inspection will be maintained by the Safety Officer in the Fire Register.
- Fire Extinguishers inspection record tags will include:
 - The date of last inspection
 - The condition of the extinguisher
 - The initials of the person who performed the inspection

			
WATER	DRY POWDER	CO2 Carbon Dioxide	FOAM
<u>Suitable for:</u> Paper Wood Textiles	<u>Suitable for:</u> Paper Wood Textiles Flammable Liquids (e.g. Petrol, Paints, Oils) Flammable Gases Electrical	<u>Suitable for:</u> Paper Wood Textiles Flammable Liquids (e.g. Petrol, Paints, Oils) Flammable Gases Electrical fires	<u>Suitable for:</u> Paper Wood Textiles Flammable Liquids (e.g. Oil, Petrol, paints)

Hose Reels – Maintenance

- Hose reels will be inspected during the weekly housekeeping audit to ensure that the inlet valve, glands, tubing and shut-off nozzle are sound and free from leaks, that the outlet of the nozzle is not choked and that none of the moving parts are seized, in accordance with the requirements of BS 5306: Part 1:1976 (1988).
- Qualified Contractors will service the hose reels annually. The hose reel will be completely run out and subjected to operational water pressure to ensure that the hose is in good working condition and that all couplings are water tight.
- A flow test will be carried out to ensure that a discharge of 30 litres / minutes is achieved.
- A record of this annual inspection will be maintained by the Safety Officer in the Fire Register.

Fire Alarm – Maintenance

- A daily check is made to ensure the panel indicates normal operation. Any fault indicated will be recorded in the Fire Register and actioned immediately.
- A weekly test of the system will be carried out by setting off the fire alarm.
- A quarterly inspection and test procedures as per I.S. 3218: 1989 will be carried out. Records will be held by the Safety Officer in the Fire Register.
- An annual inspection and test procedures as per I.S. 3218: 1989 will be carried out. Records will be held by the Safety Officer in the Fire Register.

APPENDIX 3 - Inspection and Testing of Statutory Equipment

Passenger Lift	<ul style="list-style-type: none"> ▪ Safety Health and Welfare at Work (General Application) Regulations 2007 	Every six months
Fire Hoses	<ul style="list-style-type: none"> ▪ Safety Health and Welfare at Work (General Application) Regulations 2007 ▪ BS 9999:2006 	Annually
Fire Extinguishers	<ul style="list-style-type: none"> ▪ Safety Health and Welfare at Work (General Application) Regulations 2007 ▪ IS 291:2000 	Monthly by occupant Annually by Contract Inspector
Fall Protection System	<ul style="list-style-type: none"> ▪ Safety Health and Welfare at Work (General Application) Regulations 2007 ▪ BS 8437:2005 	Prior to use Every six months by Contract Inspector
Boiler for Heating System	<ul style="list-style-type: none"> ▪ Safety Health and Welfare at Work (General Application) Amendment Regulations 2012 	Regular inspections Annually

APPENDIX 4 - HSA RECOMMENDED CONTENTS OF FIRST AID BOXES

MATERIAL	First Aid Travel Kit Contents	First Aid Box Contents		
		1 – 5 Persons	6 – 25 Persons	26 – 50 (a) persons
Adhesive Plasters	12	12	20	40
Sterile eye pads (With bandage attached)			2	4
Individually wrapped triangular bandages	2	2	6	6
Safety Pins	2	2	6	6
Medium Individual Wrapped Sterile Unmedicated wound dressings (approx 10 x 8cms)			6	8
Large Individual Wrapped Sterile Unmedicated wound dressings (approx 13 x 9 cms)	1	1	2	4
X Large Individual Wrapped Sterile Unmedicated wound dressings (approx 28 x 17.5cms)			3	4
Individually wrapped wipes	8	8	8	10
Paramedic shears	1	1	1	1
Pair of Latex gloves	1	1	2	2
Additionally where there is no clear running water. Sterile eye wash.	1	1	2	2

APPENDIX 5 – ACCIDENT / INCIDENT FORM

		Accident / Incident Report	
RIAM Employee / Sub-Contractor / Student / Visitor:		Incident Date :	
		Incident Time :	
Location of Incident:		Date of report:	
Name of Injured:	Occupation of injured:	Date of Birth of injured:	
Witnesses:			
Please attach signed witness statements for all incidents involving personal injury			
Supervisor:			
Description of Incident (add additional documentation and sketches for, IR 1 incidents):			

Injury Management (TO BE COMPLETED BY FIRST AIDER).			
Body Part Affected:	Head <input type="checkbox"/> . Neck <input type="checkbox"/> . Trunk <input type="checkbox"/> . Arm <input type="checkbox"/> . Hand <input type="checkbox"/> . Fingers <input type="checkbox"/> . Leg <input type="checkbox"/> . Ankle <input type="checkbox"/> . Foot <input type="checkbox"/> Eye <input type="checkbox"/> . Back <input type="checkbox"/> . Chest <input type="checkbox"/> . Multiple <input type="checkbox"/> . Others:(Define)		
Nature of Injury / Disease:	Fracture of Spine <input type="checkbox"/> .Other Fracture <input type="checkbox"/> . Dislocation <input type="checkbox"/> . Sprain / Strain <input type="checkbox"/> . Amputation <input type="checkbox"/> .Laceration <input type="checkbox"/> .Bruising <input type="checkbox"/> . Abrasion <input type="checkbox"/> .Burn <input type="checkbox"/> . Puncture Wound <input type="checkbox"/> . <input type="checkbox"/> . Poisoning / Toxic Effect <input type="checkbox"/> .F/Body <input type="checkbox"/> .Internal Injuries <input type="checkbox"/> Other		
Signs & Symptoms & Treatment:			
Injury Status:	First Aid <input type="checkbox"/> .	Site First Aid <input type="checkbox"/> .	Doctor <input type="checkbox"/> .
Hospital <input type="checkbox"/> .	Full Duties <input type="checkbox"/> .	Alt Duties <input type="checkbox"/> .	Lost Time <input type="checkbox"/> .

Date of resumption of Work:	equipment/substance inflicting harm:
Anticipated absence if not back:	

Immediate causes: (What sub standard actions & conditions caused the event)			
Basic Causes: (What personal action or fundamental job factors caused the event)			
Remedial Action to Prevent Reoccurrence:	By Whom	When By	Sign when completed
Employee's Comments:			
Employee's Name: _____ Signature: _____ Date: _____			
Supervisor's Comments:			
Supervisor's Name: _____ Signature: _____ Date: _____			
Manager's Comments:			
Manager's Name: _____ Signature: _____ Date: _____			

APPENDIX 6

RIAM					
	HEALTH AND SAFETY CHECK LIST				
		Emergency Lighting	Fire Extinguishers	Fire Alarm Panel	Fire Escapes
Date		All working	All in positions	Normal operation indicated	Clear and Accessible
	Friday				
	Saturday				
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
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	Saturday				
	Sunday				
	Monday				
	Tuesday				
	Wednesday				

APPENDIX 7

Risk Assessments

RA	No.1.01	Bullying & Harassment
RA	No.1.02	Stress
RA	No.1.03	Changing Printer Cartridges
RA	No.1.04	Changing Photocopier Cartridges
RA	No.1.05	Changing Fax Cartridges
RA	No.1.06	Office Environment
RA	No.1.07	Office Environment – Cleaning
RA	No.1.08	Moving Office Equipment
RA	No.1.09	Use of VDUs
RA	No.1.10	Operation of Shredder
RA	No.1.11	Pregnant Employees
RA	No.1.12	Major Property Damage Office
RA	No.1.13	Sabotage
RA	No.1.14	Burglary
RA	No.1.15	Use of Kettle
RA	No.1.16	Use of Microwave
RA	No.1.18	Manual Handling
RA	No.1.20	Lone Workers
RA	No.1.21	Electrical Repairs
RA	No.1.22	Stacking Shelves
RA	No.1.23	Boiler Room
RA	No.1.24	Fall Arrest System
RA	No.1.25	Legionnaires Disease
RA	No.1.26	Noise
RA	No.1.27	Passenger Lift
RA	No.1.28	Slips, Trips and Falls
RA	No.1.29	Violence and Aggression

APPENDIX 8

Safe and Comfortable Computer Use - Self-Assessment Checklist

This checklist should be completed and returned to the line manager or the Safety Officer.
The line manager or other appropriate person will then discuss the answers with the individual and ensure any problems highlighted are resolved.
Actions taken should be noted on the checklist.
The checklist should then be kept as a record and used again should there be a significant change in the workstation or job requirements.

NAME: _____

DATE: _____

<u>EQUIPMENT</u>	<u>Circle as applicable</u> N/A = not applicable				<u>Comments</u>
	D/K = don't know				
1. TRAINING					
Have you received and understood the Safe and Comfortable Computer Use training?	Yes	No	N/A	D/K	
2. GENERAL					
Does it appear to be electrically safe?	Yes	No	N/A	D/K	
3. CHAIR					
Is it stable with 5 star base on castors/glides?	Yes	No	N/A	D/K	
Does it swivel?	Yes	No	N/A	D/K	
Is the seat pan adjustable in height?	Yes	No	N/A	D/K	
If you are not able to rest your feet flat on the floor, is a footrest available?			Yes	No	N/A
Does the backrest adjust in height and tilt to give support to the lower back?			Yes	No	N/A
Are the mechanisms for adjustments easy to operate from the sitting position? Yes No N/A D/K					
If there are arm rests, can they be adjusted to a comfortable position and do they allow you to sit as close to the desk as required?	Yes	No	N/A	D/K	
4. SCREEN					
Is the top of screen at or just below eye level?	Yes	No	N/A	D/K	
Can you adopt a satisfactory 'square-on' arrangement of body to keyboard and screen?			Yes	No	N/A
Is the screen at a comfortable viewing distance?	Yes	No	N/A	D/K	
Will it tilt and swivel?	Yes	No	N/A	D/K	

		<u>Circle as applicable</u>				<u>Comments</u>
	Is the size compatible with the task?	Yes	No	N/A	D/K	
	Does it have brightness/contrast control?	Yes	No	N/A	D/K	
	Are the characters legible and stable?	Yes	No	N/A	D/K	
	Is the screen free from reflections and contrast glare?	Yes	No	N/A	D/K	
5.	<u>KEYBOARD</u>					
	Is it detachable or moveable?	Yes	No	N/A	D/K	
	Is it light but stable?	Yes	No	N/A	D/K	
	Has it got a shallow keyboard slope?	Yes	No	N/A	D/K	
	Does it have non-reflective keys and surround?	Yes	No	N/A	D/K	
	Is there a minimum space in front for resting palms whilst not typing?	Yes	No	N/A	D/K	
6.	<u>MOUSE</u>					
	Can it be positioned within close reach and be operated with wrist straight and forearm supported on the desk?	Yes	No	N/A	D/K	
7.	<u>DESK</u>					
	Is there sufficient room beneath and around the desk permitting D/K mobility changes of position for legs at both knee and foot level?	Yes	No	N/A	D/K	
	Is the surface area sufficient to provide space for equipment, documents etc for the work tasks?	Yes	No	N/A	D/K	
	Is the depth of the surface adequate to accommodate the screen D/K and allow variable positioning of the keyboard?	Yes	No	N/A	D/K	
	Is it free from trailing cables that may constitute a tripping hazard?	Yes	No	N/A	D/K	
8.	<u>DOCUMENT HOLDER</u>					
	Is one available?	Yes	No	N/A	D/K	
	Is it moveable?	Yes	No	N/A	D/K	
	Is it adjustable in height?	Yes	No	N/A	D/K	
	Does it tilt and swivel?	Yes	No	N/A	D/K	
	Is it able to hold a variety of documents firmly in place?	Yes	No	N/A	D/K	
	<u>WORK ENVIRONMENT</u>					
9.	<u>LIGHTING</u>					
	Is additional lighting required at the desk?	Yes	No	N/A	D/K	
	Can the lighting level be controlled as required using blinds or curtains?	Yes	No	N/A	D/K	

Circle as applicable

Comments

10. TEMPERATURE

Is the temperature ordinarily acceptable?

Yes No N/A D/K

11. WORK ORGANISATION

Are there sufficient natural breaks in your VDU work to avoid continuous periods of VDU work? Yes No N/A D/K

Do you have sufficient discretion over your work that you can plan-in breaks from continuous VDU work?

Yes No N/A D/K

12. PROBLEMS

Have you been free from any ill health conditions which you feel D/K could be attributed to your work at your VDU workstation? Yes No N/A

Are you free from any eye/sight condition, or other health conditions, which might present special difficulties with VDU work? Yes No N/A D/K

N/A – Not Applicable

DK – Do Not Know

Staff member:	Date:
Line manager or other appropriate person:	Date:

APPENDIX 9 – STAFF DECLARATION

Please read, sign and return to the Safety Officer, Ruth Meehan.

I have read the safety statement and understand my obligations and duties therein. I understand that these obligations and duties are legal requirements under The Safety, Health & Welfare at Work Act, 2005 and the Health, Safety and Welfare (General Application) Regulations 2007.

NAME	DATE	SAFETY STATEMENT REVISION NO.

APPENDIX 10 MANUAL HANDLING OF LOADS – ASSESSMENT CHECKLIST

Section A – Preliminary:

Job Description:	Is the assessment needed? Is there a potential risk for injury OR history of injury?
-------------------------	--

If 'Yes' continue. If 'No' the assessment need go no further.

Operations covered by this assessment (detailed description): Locations: Personnel Involved: Date of Assessment:	Diagrams (other information):
---	--------------------------------------

Section B – See attached sheet for detailed analysis

Section C – Remedial action to be taken

Remedial steps that should be taken, in order of priority :	
Date by which action should be taken:	
Date for reassessment:	
Assessor's Name:	

TAKE ACTION ... AND CHECK THAT IT HAS THE DESIRED EFFECT

Section B – More detailed assessment, where necessary :					
Questions to Consider :	If yes, tick appropriate level of risk			Problems occurring from the task (<i>Make rough notes in this column in preparation for the possible remedial action to be taken</i>)	Possible remedial action (<i>Possible changes to system/ task, load, workplace/space, Communication that is needed</i>)
	Low	Med	High		
The Tasks – do they involve : <ul style="list-style-type: none"> • Holding loads away from trunk? • Twisting? • Stooping? • Reaching upwards? • Large vertical movement? • Long carrying distances? • Strenuous pushing or pulling? • Unpredictable movement of loads? • Repetitive handling? • Insufficient rest or recovery? • A work rate imposed by a process? 					
The loads – are they : <ul style="list-style-type: none"> • Heavy? • Bulky/unwieldy? • Difficult to grasp? • Unstable/unpredictable? • Intrinsically harmful (e.g. sharp/hot)? 					
The working environment – are there : <ul style="list-style-type: none"> • Constraints on posture? • Poor floors? • Variations in levels? • Hot/cold/humid conditions? • Strong air movements? • Poor lighting conditions? 					
Individual capability – does the job : <ul style="list-style-type: none"> • Require unusual capability? • Hazard those with a health problem? • Hazard those who are pregnant? • Call for special information/training? 					
Other factors: Is movement or posture hindered by clothing or personal protective equipment?					

Appendix 11.....Important Information COVID-19

Control Measures and Information

Signage

The RIAM will display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. Signage will be displayed in prominent areas such as offices, corridors, teaching rooms and toilets. Additional signage will be displayed in the front entrance of RIAM and CBS reminding everyone to wear face coverings in public areas of the building.

Signs will be used to mark out safe social distancing from the Reception Desk and one way systems on the stairs in the main teaching block will be implemented.

A protective screen will be installed at the main reception area.

Cleaning

The RIAM will ensure that cleaning is carried out twice per day with special attention paid to high contact areas such as door handles, hand rails, bannisters etc.

Anti-Bacterial cleaning wipes will be available in each teaching room and office so that regular 'on the spot' cleaning may be carried out. Tissues will be placed in all teaching rooms to assist with respiratory hygiene. Please ventilate your room during and after use by opening a window. During the winter months, if your room becomes too cold for you, please close the window, and ventilate intermittently or between classes.

If there are no supplies in your room please contact ruthmeehan@riam.ie so they can be replenished.

Cleaning of Piano Keys

Following advice from our Piano Technician, teachers and students should use the following system:

- Students and teachers should wash their hands thoroughly with warm soapy water for a minimum of 20 seconds immediately before and after using the pianos. Hands should be thoroughly dried and hand sanitiser used.
- Keyboards should be cleaned using the wipes which will be provided in each room, these are specialist wipes and will be labelled for piano use and should be used on piano keys only. They are not for use on hands or other surfaces. Caps should be tightly replaced after use and under no circumstances should they be removed from the teaching rooms. Please contact ruthmeehan@riam.ie if you would like copies of the Safety Data Sheets for the wipes.

Return to work safely and Lead Worker Representative

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the Board of Governors and the Senior Management Team.

The role of the lead worker representative is to ensure that Covid-19 measures are adhered to in the workplace as follows:

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

General advice to prevent the spread of the virus

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- High temperature
- Cough
- Shortness of breath or breathing difficulties
- Loss of smell, of taste or distortion of taste

The best way to prevent the spread of COVID-19 in the RIAM is to minimise the risk of introduction of the disease into the school setting in the first place.

The RIAM will:

- Promote awareness of COVID-19 and its symptoms amongst staff, students, parents and visitors through appropriate signage and email communication
- Advise staff and parents of students who have symptoms of COVID-19 or other acute infectious diseases not to attend the RIAM, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and parents of students who have been identified by the HSE as contact of a person with COVID-19 not to attend the RIAM and to follow the HSE advice on restriction of movement.
- Ensure that staff and students know what to do if they develop symptoms at school by sending out an email communication regarding same and making the information available on the RIAM website.
- Everyone entering the building should be required to perform hand hygiene with hand sanitiser. Hand sanitisers are placed prominently in the reception area and are available at points throughout the building.

Staff, students and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Managing the risk of spread of COVID-19

Wash your hands frequently

Regular hand washing with soap and water is effective for the removal of COVID-19.

Hand Hygiene and Hand Sanitisers

Hand hygiene can also be achieved by the use of a hand sanitisers (when hands are clean).

Dispensers are available at entry and on each corridor.

Avoid touching eyes, nose and mouth

Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

Physical distancing

Physical distancing is recommended to reduce the spread of infection in the workplace.

Guidance on the physical distancing requirements will be informed by public health advice for schools and is likely to be updated over the summer. Currently max room occupancy has been developed for teaching rooms and offices in the RIAM to allow for 2 meters of distancing. Max room occupancy numbers will be displayed on each door. Detailed drawings of rooms/measurements are available on request.

Practice respiratory hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19.

Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

Do

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze

- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces.

Do Not

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth – for example, bottles, cups, cutlery, etc.

People at very high risk (extremely vulnerable):

Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these groups, which include people who:

The list of people in very high risk groups include people who:

- are over 70 years of age - even if you're fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and you are pregnant

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. As per the guidelines received from the Department of Education and Skills if an employee is over 70 years of age and still wishes to return to work in person, the RIAM will ensure all applicable controls are in place in the work environment by way of Risk Assessment. The RIAM will also seek medical certification from the employee's GP and/or the RIAM OHS (Occupational Health Specialist).

If an employee, who is under 70, is required to return to work to perform their duties in person but is in the very high-risk category, medical certification must be sought from the RIAM OHS. Please email ruthmeehan@riam.ie for the relevant forms and details of the procedure involved.

Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, a copy of this will be emailed to all staff and can be returned by email to ruthmeehan@riam.ie.

A RTW form should only be completed **at least 3 days** prior to any proposed date of return to the RIAM.

Control Measures

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, students, parents/guardians and visitors as far as possible within the RIAM.

These control measures are outlined in this document.

The control measures shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that staff, students, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

Staff, in particular, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

The following control measures have been put in place:

i. Return to Work Form

Staff will be required to complete a RTW form at least 3 days prior to any return to the RIAM (see section 2 above). The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

ii. Induction Training - this has been circulated to all staff

All staff will undertake and complete Covid-19 Induction Training prior to returning to the school building. The aim of such training is to ensure that staff have full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health
- Covid-19 symptoms
- What to do if a staff member or students develops symptoms of Covid-19 while at school
- Outline of the Covid-19 response plan

Slides have now been emailed to all staff with induction training details, if you have not received them please email ruthmeehan@riam.ie.

Staff will be kept fully informed of the control measures in place in the RIAM and their duties and responsibilities in preventing the spread of Covid-19 and with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Director or Lead Worker Representative.

iii. Hygiene and Respiratory Etiquette

It is crucial that all staff, students, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices.

Information posters will be prominently displayed at appropriate locations within the RIAM including offices, corridors, classrooms and toilet areas. These are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety.

Handwashing facilities and/or hand sanitisers will be available at multiple locations within the RIAM.

iv. Use of Personal Protective Equipment (PPE)

Face coverings should be used where social distancing of 2 meters cannot be adhered to. The Department of Education does not recommend the use of face coverings for primary aged children (under 13 years of age). All staff, students, and visitors to RIAM must wear face coverings in the corridors/public areas of the building, or when moving from one room to another. Primary aged children are not required to wear face coverings for lessons but should maintain physical distance. If a teacher wishes their second or third level student to wear a face covering during their lesson they may request them to do so. Protective screens will be provided in smaller rooms in the RIAM where physical distancing cannot be maintained.

Staff and students will have likely have their own face coverings but disposable single use coverings will be available in RIAM if a back-up is required.

Appropriate PPE will be available for dealing with suspected COVID-19 cases.

Wearing of a visor as an alternative to a facial covering is not considered as effective as wearing a suitable facemask. Visors are only recommended as a measure of protection for those who cannot wear a face covering for medical reasons.

Wearing of Gloves:

The use of disposable gloves in the education setting by students or staff is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.

v. Cleaning

Arrangements for more regular and thorough cleaning of areas and surfaces within the RIAM will be made.

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilet, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.

All staff will have access to cleaning wipes in their room and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building. Safety Data sheets on all cleaning wipes can be requested by emailing ruthmeehan@riam.ie.

Staff should thoroughly clean and disinfect their work area, and ventilate it, before and after use each day.

vi. Access to the school building /contact log

Access to the RIAM will be in line with agreed procedures.

Arrangement for necessary visitors such as contractors and parents/guardians should be limited as much as possible. Parents/Guardians will be asked not to wait in corridors during lessons and contractors must submit their Covid-19 safety document to the lead worker representative prior to commencement of works.

Parents and Guardians will be asked to make an appointment with teachers or staff if they need to speak to them about a particular issue relating to their child's lessons. A parent or guardian may attend their child's lesson only with prior agreement from their teacher, a face covering should be worn and physical distancing maintained.

All teachers must make their student list and timetable available to reception staff for the purposes of contact tracing.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed log of those entering the RIAM will be maintained at reception.

vii. First Aid/emergency procedure

The standard First Aid/Emergency procedure shall continue to apply in the RIAM

First Aid responders are: Ruth Meehan (tel: 085 1411592); Ben Fox (tel: 087 774 1921) and Maurice Slater (tel: 086 895 9820)

In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999

Contact the nearest first aider giving details of location and type of medical incident.

viii. Temperature Checks

The public health advice is that temperature checking is not recommended because fever is not a consistent symptom of COVID-19 in children. Parents and/or schools do not need to take children's temperatures every morning.

8. Dealing with a suspected case of Covid-19

Staff or students should not attend the RIAM if displaying any symptoms of Covid-19. The following outlines how the RIAM will deal with a suspected case that may arise during the course of work.

Percussion Room 3 is the designated isolation area.

If a staff member/student displays symptoms of Covid-19 while at work in the RIAM the following are the procedures to be implemented:

- If the person with the suspected case is a young person under 18 years of age, the parents/guardians should be contacted immediately
- The person will be accompanied to the isolation area by a First Aid responder, both will wear face coverings, keeping 2 meters distance and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- Arrange for appropriate cleaning of the isolation area and work areas involved.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff confidentiality is essential at all times.

Staff Duties

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- i. Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play.
- ii. Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- iii. Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing.
- iv. Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19.
- v. Not return or attend the RIAM if they have symptoms of Covid-19 under any circumstances.
- vi. If they develop any symptoms of Covid-19 whilst within the RIAM, they should adhere to the procedure outlined above.
- vii. Complete the RTW form before they return to work.
- viii. Must inform the Director if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- ix. Must complete Covid-19 Induction Training
- x. Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- xi. Keep informed of the updated advice of the public health authorities and comply with same.

CBS

All our guidelines also apply to any teaching in CBS Westland Row with these specific additions:

- Please give your name and number to the porter on duty when you enter the main door of the school to assist with contact tracing.

- There will be no waiting areas available, students should be dropped to lessons and parents or guardians should leave the premises and collect students immediately following lessons. If parents have agreed with their teacher to attend their lesson, a face covering should be worn.
- If you or your student should become unwell during their lesson, please contact the porter at the front entrance who will accompany you or your student safely to an area to isolate and the parent or guardian will be contacted by mobile phone immediately. The woodwork room beside Room B2 is the designated isolation area.
- Hand sanitisers are available throughout the school and the front hall.
- CBS teachers finish teaching at 3.30pm each day, the porter on duty will go to each of the rooms prior to the commencement of RIAM teaching to ventilate them and wipe down the handles and area with antibacterial wipes or spray.
- You may collect specialist wipes for the piano keys, antibacterial wipes for cleaning, and tissues, from the porter when you commence teaching and return them to the porter once you finish.

MoLi

All our guidelines also apply to any teaching in MoLi with these specific additions:

- Contact tracing will be by teacher roll book.
 - MoLI will be providing cleaning services, including additional cleaning during the day of high contact points.
 - Speciality wipes for piano keys, antibacterial wipes and tissues will be available in each room. If any of these items require replenishment, please contact ruthmeehan@riam.ie.
 - If you or your student become unwell during a lesson please contact the shift manager. The Shift Manager carries a radio and a mobile phone (085 228 7452) and can be contacted at any time. They will be able to safely escort you or your student to the isolation room.
 - The isolation room is the Rococo Room, immediately below the Whaley Room on the ground floor. This space is occasionally hired out, and in that instance we use the Bishop's Room adjacent to the Whaley Room as our isolation room.
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