



etb

Bord Oideachais agus
Oiliúna Thioibraid Arann
*Tipperary Education and
Training Board*

CENTRAL TECHNICAL INSTITUTE SAFETY STATEMENT

for

***RAHEEN COLLEGE,
RAHEEN ROAD,
CLONMEL,
CO. TIPPERARY***

&

***Gaelcholaiste Cheitinn,
THE MALL,
CLONMEL,
CO. TIPPERARY***

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COMPANY INFORMATION		
Company Name:	Central Technical Institute	
School Name:	Raheen College	Gaelcholáiste Cheitinn
Company Address:	Raheen Road, Clonmel, Co. Tipperary	The Mall, Clonmel, Co. Tipperary
Principal	Mr. John McCarthy	
Deputy Principal	Ms. Martina Kennedy	
School Administration	Ms. Anne O'Dwyer	Ms. Orla McCarthy
Telephone Number:	052-6121450	052-6126269
Email:	info@cti-clonmel.ie	
Website:	www.cti-clonmel.ie	
Business Activity:	Education	
Caretaker		
No. of Employees:		
EMERGENCY NUMBERS		
Fire Brigade/Ambulance	999 or 112	
Garda Station	052-6177640	
ESB	1850 372 999	
Bord Gais	1850 205 050	
Health and Safety Authority	01 6620400	

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Health and Safety Policy

It is the policy of Tipperary Education and Training board to comply with the *Safety, Health and Welfare at Work Act, 2005*, and the *Safety, Health and Welfare at Work (General Application) Regulations, 2007* and any other relevant legislation or amendments, to ensure so far as reasonably practicable the safety, health and welfare of all employees, while at work, and to provide such information, training and supervision as is required for this purpose.

It is the policy of Tipperary Education and Training Board to ensure all employees protect, so far as is reasonably practicable, themselves or any person who may be affected by our activities.

It is the policy of Tipperary Education and Training Board to ensure that adequate consultation takes place between management and employees on all health and safety related matters. Employees are encouraged to notify management of identified hazards or concerns in the workplace. All employees have the responsibility to co-operate with management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Details of safety arrangements applying specific to each Tipperary ETB Centre, School or Office, are contained in ancillary safety statements located in each premises. Each Safety Statement will be kept up to date and amended as necessary to meet changes in the nature and size of the organisation.

General Policy Statement

This document sets out the Health and Safety Policy of the Central Technical Institute and specifies the means provided to achieve this policy. The objective is to provide a safe and healthy work environment for all employees and to meet our duties to Students, Parents/Guardians, Contractors and members of the public who may be affected by our school activities. The success of this policy depends on the co-operation of all those who make up the school community. It is important therefore that this document is read carefully and that the role of each employee is understood to ensure the success of school safety policies. It is the intention that this document will be reviewed and amended regularly and will take into account any changes in legislation which may be relevant. Employees and all pertinent persons will be encouraged to put forward suggestions for the improvement of this Safety Statement.

Implementation

This policy statement will be implemented by Mr. John McCarthy with the assistance of the staff of Central Technical Institute.

Signed: _____ **Date:** _____

Mr. John McCarthy
School Principal

I, the undersigned, endorse and take responsibility on behalf of Tipperary Education and Training Board for the implementation of this policy statement.

Signed: _____ **Date:** _____

Mr. Liam McGrath
Acting Chief Executive, TETB

INTRODUCTION

The Central Technical Institute (Senior College, Raheen College and Gaelcholáiste Chéitinn) is situated in the town of Clonmel. It is run by Tipperary Education and Training Board (TETB). The Central Technical Institute located in the Mall, Clonmel, opened its doors in 1964. Continued demand for technical education led to the opening of a second campus in 1982, on Raheen Road. In 2020 this section of the school was re-named Raheen College. Gaelcholáiste Chéitinn was opened in 2004 to cater for students who wished to pursue their second level education “as Gaeilge”. A new extension to cater for the needs of the Gaelcholáiste was opened in 2005.

The school operates from a split campus:

1. Gaelcholáiste Chéitinn

Gaelcholáiste Chéitinn is a newly established school with a young and energetic staff. It is situated in a new purpose-built block, with both general and practical rooms fitted out with up to date equipment and facilities. We are dedicated to providing the best and broadest education possible for all our students. We provide a broad range of subjects at both Junior and Senior Cycle, and a comprehensive array of extra-curricular activities.

Post Leaving Certificate (PLC) courses and Gaelcholáiste Chéitinn are based in the Mall building. This two-storey building accommodates; 22 classrooms, general and specialised, 2 staff rooms, an assembly hall, a small canteen and administrative offices dealing with adult education. 2 prefabs have been purchased for canteen and classroom use and are situated on school grounds.



2. RAHEEN COLLEGE

Raheen College has long been known not just for the educational merits of its academic staff but also for the unsurpassed level of interest shown by the staff in the development of the student as a whole person.

Raheen College is based in the single storey building at Raheen Road. Accommodation here consists of; 22 classrooms, a staffroom and offices on an 11-acre site.



Mission Statement

“The role of our school is to facilitate the students of Clonmel and its environs in the acquisition of general and specialised education”.

We seek:

- To encourage the development of the full person through imparting knowledge and skills and through inculcating values
- To develop critical thinking and to promote informed decision-making skills in students
- To bring students to an awareness of their identity in a multi-denominational, multi-racial, multi-cultural context
- To enable the transition to further education
- To encourage the participation of parents in the education of their children
- To respond to the educational needs of the local community

In accordance with our School Mission Statement and School Prospectus within our school community, we aim to provide an ordered and safe environment for our students in a caring, comfortable education environment.

MANAGEMENT OF HEALTH AND SAFETY

Students' needs are met through a partnership approach. The views and ideas of our education partners, the Board of Management, Tipperary ETB, the Parents and Friends of Central Technical Institute (CTI), the Student Council and staff contribute towards the development of curriculum programmes and school policies. Our dedicated teachers use a variety of methodologies – in class support, active learning, group work, projects, research, etc. Outside the classroom, they give generously of their time to students in a wide range of cultural and sporting activities.

Information on student progress is communicated via regular Parent Teacher Meetings and exam reports. Parents/Guardians are also encouraged to call and meet staff. Communication between school and home is further enhanced through the Student Journal and VS Ware, which has sections dealing with progress, attendance and behaviour.

The Code of Behaviour exists to facilitate the two most important activities in the school, teaching and learning. All students of CTI are required to read and sign the Code of Behaviour, available at www.cti-clonmel.ie

It is the policy of CTI to comply with:

- *The Safety, Health and Welfare at Work Act 2005.*
- *The Safety, Health and Welfare at Work (General Application) Regulations 2007.*
- *Any other legislation, regulations or amendments that are applicable to our business.*

CTI will ensure so far as is reasonably practicable the safety, health and welfare of all employees, students, contractors and visitors to the school.

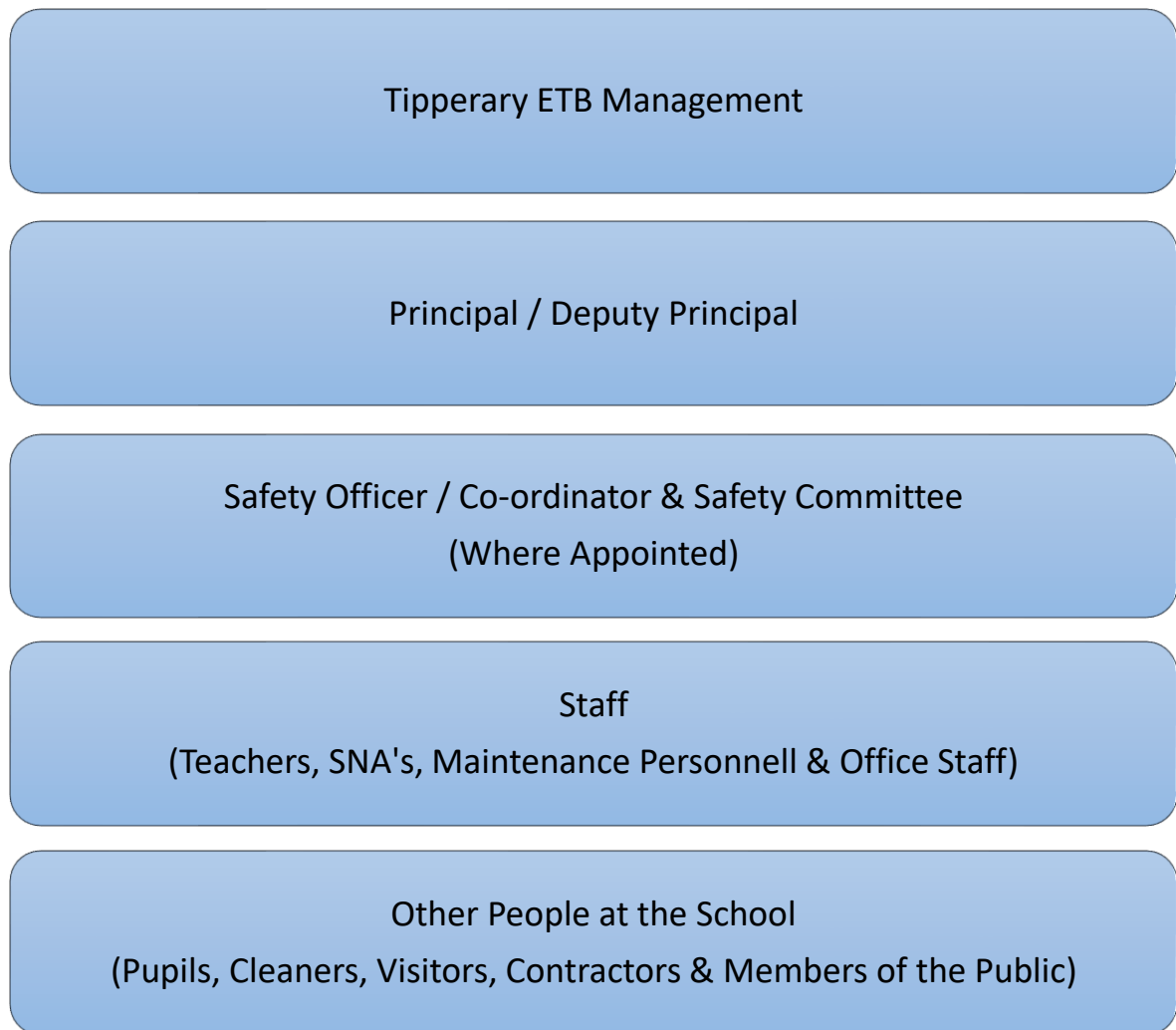
It is the policy of CTI to ensure that adequate consultation takes place between the Board of Management, Tipperary ETB and Employees on all health and safety related matters.

All employees have the responsibility to co-operate with the Principal, Tipperary ETB and the Board of Management, to achieve a healthy and safe workplace for themselves and for the pupils attending the school.

ORGANISATION AND RESPONSIBILITIES

ORGANISATION CHART

There is a duty on everyone at work to co-operate effectively in developing and promoting safety and health. This organisation chart illustrates the hierarchy of duties in the School.



Duties of Management

Section 8 of the Safety Health and Welfare Act 2005 requires every organisation to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all its employees. CTI management in conjunction with Tipperary ETB have the responsibility to constantly review the performance and standards achieved, in relation to the health and safety, of all operations and to ensure the hazards identified later in this statement are controlled and regularly reviewed.

Responsibilities of Senior Post Holders/Directors

- Mr. Frank Bermingham, Director of Organisation, Support and Development
- Ms. Clodagh Kelly, Director of Schools

The senior post holders will:

- Take responsibility on behalf of management for safety, health and welfare.
- Appoint a competent person as Health and Safety Officer in accordance the *Safety, Health and Welfare at Work Act 2005*.
- Ensure a system is in place to ensure the safety policies and procedures are complied with and that each employee is aware of their responsibilities and the means by which they can carry them out safely.
- Ensure that staff are provided with safety information and instructions relevant to their work.
- Ensure that First Aid equipment is provided and regularly checked and restocked when necessary.
- Ensure the safety statement is available to all contractors and inspectors of the Health and Safety Authority for review.
- Ensure the development and implementation of a COVID-19 Response Plan.
- Appoint a COVID-19 Lead Worker Representative in line with the DES Covid-19 Response Plan for the safe and sustainable reopening of Post Primary Schools.

While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.

Principal: Mr. CTI **Deputy Principal:** Ms. Martina Kennedy

Duties of the Employer:

As Principal, Mr. CTI has overall responsibility for Safety, Health and Welfare within CTI. Mr. Mc Carthy is responsible for ensuring that staff under his control are made aware of and comply with the Safety Statement and arrangements for carrying it out.

This includes:

- a) Knowing the appropriate statutory requirements affecting the school's operations **e.g.**
 - *Safety, Health and Welfare at Work Act 2005.*
 - *General Application Regulations 2007.*
 - *Any other relevant legislation, regulations and amendments.*

This will be achieved by regularly reviewing the legislation and also reviewing safe work procedures with employees, students and contractors.

- b) Liaise with the Tipperary ETB on any pertinent health and safety matters.
- c) Ensure that arrangements are in place for communicating the information included in the Safety Statement to employees, contractors.
- d) Identify safety training needs and ensuring that appropriate training is provided.
- e) Ensure all employees, contractors and visitors observe the requirements of the company policy.
- f) Ensuring the necessary inspections and maintenance are carried out on all equipment.
- g) Management will review and amend this document when significant changes occur, the risk assessment is no longer valid or changes of relevant names within the company.
- h) Ensuring the Safety Statement is available to all contractors and inspectors of the Health & Safety Authority for review.
- i) Ensuring adequate welfare, first aid and firefighting facilities and equipment are available on the premises.
- j) Ensure that employees under their immediate control are aware of actions to be taken in case of an emergency.
- k) Ensure that an Accident Report form is completed thoroughly and promptly for all reported accidents and, when necessary, ensure accident reports have been filed with the Health and Safety Authority (HSA).
- l) Review Safety Statements and Risk Assessments to consider any new risk that may arise due to COVID-19. Any changes to the building's current risk assessments should also be documented and be incorporated into the safety statement.

Duties of the Employee

All employees of CTI **MUST** take responsibility for health and safety on campus.

In accordance with the requirements of *Section 13 of the Safety, Health and Welfare at Work Act 2005*, employees have the following responsibilities:

- a) All employees are required to co-operate fully with all provisions taken by CTI for ensuring the safety, health and welfare of other employees, students, contractors and visitors.
- b) All employees are required to immediately report all accidents, incidents, dangerous occurrences using Tipperary ETB Accident Report Form **(APPENDIX I)**
- c) All employees are required to adhere to all safe systems of work, wear any personal protective equipment and use any safety equipment provided.
- d) All employees are required to discharge their work in a safe manner taking care of their own safety and that of the students, who may be affected by their acts or omissions.
- e) All employees are required to attend training and take instruction on the correct use of articles or equipment.
- f) All employees are required to report to their employer as soon as is reasonably practicable
 - a. Any work being carried out which might endanger him/herself or others;
 - b. Any defects in the place of work, the system of work, any article or substance which might endanger him/herself or others;
 - c. Any contravention of the relevant statutory provisions of which he/she is aware;
- g) All employees must read through each risk assessment included in this Safety Statement, which affects their work and comply with the safety procedures written in them.
- h) No member of staff should be under the influence of an intoxicant to the extent that they endanger their own safety or the safety of others around them.
- i) All employees are required to submit to tests for intoxicants, if reasonably required, with the tests carried out by a registered medical practitioner, who is a competent person.
- j) Employees must not engage in any improper conduct or dangerous behaviour.
- k) All employees **MUST** co-operate with CTI and Tipperary ETB to enable them to comply with relevant health and safety legislation **(e.g. completing risk assessments, attending relevant training etc.)**
- l) Adhere to TETB Covid-19 Response Plan and the control measures outlined. The co-operation 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 building. All staff have a key role to play.

SAFETY OF THE WORKPLACE

Means of Escape

CTI will ensure escape routes are kept free from obstruction and that all staff and students are made aware of all exits.

Cleanliness and Housekeeping

The premises shall be kept clean and tidy. The building is cleaned regularly by a contract cleaning company. Any spillages e.g. liquid spills, chemical spill etc. are cleaned up immediately. It is the responsibility of all staff within the building to keep their workstation and work area/classroom clean and tidy and free from clutter and obstruction.

In line with DES COVID-19 Response Plan arrangements for more regular and thorough cleaning of areas and surfaces within the building have been made. Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, lifts, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty. Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.).

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should cleaning products be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day.

Personal Protective Equipment

CTI will ensure that all employees are adequately protected and where it is not reasonably practicable to reduce or eliminate the risk, then as a last resort will provide PPE appropriate to the task/work environment, in accordance with the *Safety, Health and Welfare at Work (General Application) Regulations 2007*.

In the context of COVID-19 risk, TETB will monitor the HPSC website regularly for updates regarding the use of recommended PPE.

Masks/Face Coverings

Cloth face coverings act as a barrier to help prevent respiratory droplets from travelling into the air and onto other people when the person wearing the face covering coughs, sneezes, talks or raises their voice. Cloth face coverings are therefore intended to prevent transmission of the virus from the wearer (who may not know that they are infected) to those with whom they come into close contact.

Cloth face coverings should not be worn by any of the following groups:

- Any person with difficulty breathing
- Any person who is unconscious or incapacitated
- Any person who is unable to remove the face-covering without assistance
- Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.

All staff wearing face coverings should be reminded to not touch the face covering and to wash or sanitise their hands (using hand sanitiser) before putting on and after taking off the face covering.

Information should be provided on the proper use, removal, and washing of cloth face coverings

<https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/>

Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.

Face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.

Tipperary ETB should consider having additional disposable face coverings available for staff in case the need for a face covering is needed during the day.

Wearing a face covering or mask does not negate the need to stay at home if symptomatic.

As required CTI will ensure:

- To provide adequate and suitable PPE if and when required.
- That PPE is used, maintained and replaced in accordance with the manufacturer's instructions.
- To record information to include supply of and training in the use of PPE as appropriate.
- PPE is provided free of charge to employees.

On receipt of appropriate PPE, CTI expect our employees to:

- Use PPE correctly and whenever it is required.
- Report any defects in or damage to their PPE immediately.
- Participate in any training or instruction provided on the fitting, use and inspection of PPE.
- Inform Principal of any medical conditions they have that may affect the correct use of the PPE provided to them.
- Look after any PPE provided to them.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. They will be updated as appropriate in line with advice from the HPSC. Where staff provide healthcare to children with medical needs in the school environment, they should apply standard precautions as per usual practice.

Display Screen Workstations

Some users may suffer from temporary eye fatigue, exhibiting symptoms such as failure to see clearly, red eyes, sore eyes or headaches. This can be caused by:

- Poor positioning and adjustment of the display screen.
- Poor legibility of screen or source documents.
- Poor lighting, glare or reflections.
- A drifting or flickering image on the display screen.

Display screens should be set up as follows:

- The image on the screen should be free from flickering and other forms of instability.
- The screen should have easily adjustable contrast and brightness.
- The screen should be easy to tilt or swivel.
- The screen should be free from reflective glare, which can cause discomfort.
- The height of the screen should be adjusted to minimise head and neck movement.
- The angle of the screen should be adjusted to suit the seating position.

All staff made aware of and encouraged to refer to Tipperary ETB Visual Display Unit Procedure available from Tipperary ETB.

Machinery & Equipment

Computers, Photocopiers and Printers are in good condition and maintained regularly. Any maintenance or upgrading must be undertaken by specialists. Maintenance records and certificates are kept in a folder and available for inspection.

Contractors are as follows:

Photocopiers:	<u>(PLEASE INSERT DETAILS HERE)</u>
Computers and Server:	
Fire Extinguishers Checked Annually by:	
Security Alarm Checked regularly by:	
Shredding	All Security Mobile Shredding Ltd. Ballyartella, Ballycommon, Nenagh, Co. Tipperary Phone: 067-24848 Email: info@securityinshredding.com Website: www.securityinshredding.com
Contract Cleaning	<u>(PLEASE INSERT DETAILS HERE)</u>
Lift Maintenance	
Boiler Maintenance	

PUPILS, VISITORS & CONTRACTORS

Pupils

CTI will ensure, as far as is reasonably practicable, the safety of Students (day and night), while on the premises.

- a) All areas of the school and the grounds will be as safe as is reasonably practicable.
- b) All fire evacuation procedures signage will be in place and fire exits clearly marked.
- c) The teacher of each class will take a roll call, and bring it with them to the assembly point, in the event of an evacuation.

Visitors

CTI will ensure, as far as is reasonably practicable, the safety of visitors and contractors while on our premises.

While under the supervision of CTI, visitors and contractors are to obey the safety rules and emergency procedures at all times. All visitors are required to sign in and out on the Visitors Logbook which is located at Reception.

Visitors During COVID-19

Access to the school building will be in line with agreed school procedures. Arrangement for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the principal. The Department of Education Inspectorate may also need to visit the school to support them as appropriate in the implementation of public health advice relating to creating a safe learning and working environment for all.

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 to the school. A detailed log of those entering the school facilities will be maintained.

Contractors

All contractors e.g. window cleaners etc. employed by CTI will comply with the following duties:

- a) Co-operate with CTI, to ensure safety is maintained and relevant statutory provisions are met.
- b) Contractors will be asked to provide their Safety Statement, or a Method Statement prior to the commencement of work, at the discretion of the management.
- c) Contractors must not commence with any work on the premises until relevant safety procedures are read, understood and accepted.
- d) Contractors are required to provide training as necessary, to ensure that employees under their control are competent to carry out work safely.
- e) All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of the staff, pupils and others on the premises.
- f) Contractors must maintain the work area in good order and in a satisfactory state of cleanliness.
- g) Contractors must provide an assessment of risk associated with any substance, process or work activity, which may be hazardous, to the Board of Management, before work commences. Any material, or substance brought onto the premises, which has health, or fire risks must be used and stored in accordance with the relevant legislation.

- h) All plant, or equipment brought onto the grounds of CTI must be safe and in good working condition, fitted with any necessary guards and safety devices, and with necessary certificates.

Contractors During Pandemic

In line with Government Guidelines all contractors requesting access to the centre must follow TETB Protocol for Management of Service / Contractors and Visitors to TETB Locations. **APPENDIX III**

CORONAVIRUS PANDEMIC

This virus which causes COVID-19 is called severe acute respiratory syndrome and belongs to the broad family of viruses known as coronaviruses. It was first identified in the Wuhan province in China in December 2019 and a global pandemic event was declared in March 2020. Symptoms of COVID-19 are similar to symptoms of cold or flu. The most common symptoms are fever, cough, shortness of breath and loss of sense of smell or taste.

COVID-19 Policy Statement

Tipperary ETB is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. Tipperary ETB and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- Continue to monitor our COVID-19 response and amend this plan in consultation with our staff.
- Provide up to date information to our staff and students on the Public Health advice issued by the HSE and GOV.ie.
- Display information on the signs and symptoms of COVID-19 and correct hand washing techniques.
- Agree with staff, a Lead Worker Representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision.
- Inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements.
- Adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education.
- Keep a contact log to help with contact tracing.
- Ensure staff and students engage with the induction / familiarization briefing provided by the Department of Education.
- Implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school.
- Provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during school time.
- Implement cleaning in line with the Department of Education advice.

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: _____ Date: _____

Mr. Liam McGrath

Acting Chief Executive

COVID-19 Induction Training

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 pupil develops symptoms of COVID-19 while at school
- Outline of COVID-19 Response Plan

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of COVID-19 and will be updated 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 Principal who is supported in this role by TETB.

Employee COVID-19 Responsibility

Staff also 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:

- Adhere to TETB Covid-19 Response Plan and the control measures outlined. The co-operation 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 building. All staff have a key role to play.
- Co-ordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19.
- Not return or attend work if they have any symptoms of Covid-19 under any circumstances.
- If they develop any symptoms of Covid-19 whilst in work, they should adhere to the procedure outlined above.
- Complete the RTW form which is available electronically or from the Principal before they return to work. A RTW form should be completed and returned 3 days before returning to work.
- Must inform management 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.
- Must complete Covid-19 induction training and any other training required prior to their return to work.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Keep informed of the updated advice of the public health authorities and comply with same.
- Assist management in the selection of a Lead Worker Representative.

Lead Worker Representative

The Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with management to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

This section sets out how the provisions will operate in CTI. Procedures for the appointment of the lead worker representative in CTI has been agreed centrally between the Department of Education and the education partners.

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Return to Work Protocol will only be achieved if everyone has a shared responsibility in implementing the measures contained within the Response Plan in CTI.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan, control measures or the adherence to such measures by staff, pupils or others he/she should contact the lead worker(s) who will engage with the principal/BOM.

Role of the Lead Worker Representative

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, 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 school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;

- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

As CTI has more than 30 staff members, 2 Lead Worker Representatives were appointed.

<i>Name(s) of lead worker representative:</i>	<i>Contact details:</i>

TRAINING

Training for Safety

It will be the duty of the Principal to identify the required training for employees within the school. They will then apply to Tipperary ETB for the necessary funding to carry out the required training. A copy of application will be held on file.

CTI will provide such training as required by *Section 8 and 9 of the 2005 Act* to safeguard the safety, health and welfare of employees. Employees will be given safety training in various aspects of safety where identified.

Specifically, employees will be given the following safety training:

- a) All employees will receive induction training to ensure that they fully understand the hazards to which they may be exposed while at their work and the safety precautions and emergency procedures required.
- b) Employees who are required to lift materials will be given training in correct manual handling techniques as appropriate for their position.
- c) The Safety Representative (where appointed) will receive the necessary training as required by the Health and Safety Authority to carry out his/her role effectively.
- d) A first aider will be appointed for every 25 persons employed. An approved body will carry out training. The first aider will attend a refresher course within a 3-year period.

Records of Training

Training records will be maintained by the Principal (**APPENDIX II**) and filed in the Health and Safety folder provided by Tipperary ETB.

Induction Training

All staff employed by CTI will receive induction training on commencement of employment. Tipperary ETB also hold induction training for all new staff.

CTI Induction Training will include the following:

- School Policies / Risk Assessments as outlined in the Safety Statement.
- A tour of the school pointing out the location of Fire Fighting Equipment and Emergency Evacuation Procedures
- Accident Reporting and Investigation Procedures
- First Aid Facilities and Arrangements
- Maintenance and Security Arrangements
- Disciplinary Procedures

A record of this training will be signed by new employees and maintained by the Principal.

ACCIDENT INVESTIGATION AND REPORTING POLICY

Introduction

All accidents should be reported to the Principal, appointed Safety Representative and Tipperary ETB, who will then in turn:

- a) Investigate the possible cause, or condition that triggered the accident.
- b) Determine any contributing circumstances, and then
- c) Take positive action to remove, or modify the cause to avoid similar accidents from occurring in the future.
- d) The Safety Representative will record all accidents and records kept on file.

The Accident Reporting Form (Please see APPENDIX I)

It is important that all accidents and incidents with potential for injury are reported to the Principal using Tipperary ETB Accident Report Form (APPENDIX I).

In the event of a serious accident, staff must preserve the scene of the accident/incident and if possible, take photographs so that a proper investigation can be carried out. Staff are also required to refer to the accident checklist overleaf to ensure correct procedure is followed. A copy of this checklist must be attached to the relevant accident report form.

CTI will keep a record of accidents and incidents with potential for injury to staff. These accidents / incidents must be reported to Tipperary ETB immediately using Tipperary ETB Accident Report Form. A copy of this form must be kept on file and another copy submitted to Tipperary ETB.

Where a member of staff is absent from work for more than three days, the Accident Report form – IR1 Form available at www.hsa.ie will be completed with the assistance of Tipperary ETB and sent to the Health and Safety Authority (HSA).

- a) It is important that all accidents, incidents and near misses are reported to the Principal and Tipperary ETB at once following the occurrence.
- b) It is the duty of all members of staff to contact the trained First Aider immediately following an accident.
- c) An Accident Report form must be completed as soon as possible following an accident and a copy sent to Tipperary ETB.
This report form must be completed in full giving as much specific information as possible.

CTI will follow the stated procedure in the event of an injury to a student. If parents / guardians cannot be contacted the Principal / Deputy Principal / Teacher, will act as would a reasonable parent/guardian and seek medical assistance.

Accident Checklist

Immediately after an accident, have you:	Yes	No
Provided emergency medical assistance to anyone who is injured or ill?		
Taken any necessary emergency action to prevent further injury or property damage?		
Secured the scene to preserve the evidence for study?		
Taken photos or measurements, if necessary?		
Interviewed witnesses to determine what happened?		
Interviewed others with relevant information?		
Determined the cause(s) of the accident?		
Made recommendations and action plans?		
Filed other required reports?		
Does your record include the following information:	Yes	No
Name of injured employee(s)		
Accident date and time?		
Nature and extent of injury/illness?		
Location of accident?		
Witnesses and their activities at the time?		
Others with relevant knowledge?		
Description of accident?		
Description of events preceding accident?		
Task/activity engaged in at time of accident?		
Employees normally assigned task?		
Length of employment and assignment to current job?		
Relevant training received by employee and training dates?		
Equipment/materials involved in the accident?		
Physical surroundings of accident?		
Unsafe acts that could have led to accident?		
Description and dates of similar or related accidents?		
Cause(s) of accident?		
Actions taken to prevent similar accidents?		
Additional Recommendations?		

FIRST AID

Part 7 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 concerns first aid at work.

First Aid Kits must be available and fully stocked in accordance with guidelines issued by the Health and Safety Authority. These First Aid Kits must be checked regularly by trained first aiders and this should be recorded.

First Aid Kits must also be located in designated areas throughout the school. All employees will be made aware of the location of the first aid supplies and the trained first aider for their area. A notice must also be posted at Reception outlining the location of First Aid boxes.

First Aid During Covid-19

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

Dealing with a Suspected Case of COVID-19

Staff or students should not attend school if they, or any member of their household, are displaying any symptoms of COVID-19. They should contact their GP immediately for further advice.

If a staff member/student displays symptom of COVID-19 while at school the following procedures will be implemented:

- If the person with the suspected case is a student, the parents/guardians will be contacted immediately.
- The symptomatic person will be brought to the designated isolation area via the isolation route. The person accompanying the symptomatic student/staff member must keep at least 2m away from him/her and also make sure that others maintain a distance of at least 2m from the symptomatic person at all times.
- If it is not possible to maintain a distance of 2m a staff member caring for a student should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin.
- Provide a mask for the person presenting with symptoms. 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 who will 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 –

In line with DES Guidelines schools should not inform other parents or staff members that a student or staff member has gone home due to their symptoms. Other students or staff members do not need to be removed from class. This includes siblings or other household members of staff or students. Should a GP decide that the symptoms are consistent with COVID-19 and that person becomes a suspected case and will be referred for a test. It is at this point that members of the symptomatic person’s household, including siblings or children of staff members, should be withdrawn from school by their parents or guardians.

The HSE will inform any staff/parents or student 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 and pupil confidentiality are essential at all times.

Emergency Procedures

In an emergency situation either the teacher on duty or the teacher who the incident was reported to (or trained first aider) is to administer first aid and deal with the accident/injury.

If the school needs to bring the injured student for further medical advice, 2 other students must accompany the teacher and the injured student to and from the surgery/hospital.

The following person(s) are occupational first aiders and have received appropriate training and certification:

1.
2.

Suggested numbers of first-aid personnel to be available at all times people are at work		
1 From your risk assessment, what degree of hazard is associated with your work activities?	2 How many employees do you have?	3 What first-aid personnel do you need?
Low hazard eg offices, shops, libraries	Less than 25	At least one appointed person
	25-50	At least one first-aider trained in EFAW
	More than 50	At least one first-aider trained in FAW for every 100 employed (or part thereof)
Higher hazard eg light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Less than 5	At least one appointed person
	5-50	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first-aider trained in FAW for every 50 employed (or part thereof)

In the event that first aid is required in the workplace it may not be possible to maintain a distance of 2 metres. Workers with a specific role in acting as first responders should be provided with updated training on infection prevention and control principles including performance of hand hygiene and appropriate use of personal protective equipment when delivering first aid.

OCCUPATIONAL HEALTH

Violence and Aggression

CTI will take all necessary measures to protect employees from acts of violence, or aggression during the course of their work. All students are required to sign and adhere to the schools Code of Behaviour and non-compliance will result in disciplinary action. The Board of Management will investigate any reports, or complaints made by employees, or other persons affected.

Welfare Arrangements

The provision of welfare facilities i.e. staff toilets required by legislation is provided in accordance with *Part 1 of the Safety, Health and Welfare at Work (General Applications) Regulations, 2007*. CTI provides adequate toilets and means for taking meals or rest breaks for employees.

All welfare facilities are maintained in good condition and are cleaned on a daily basis. All classrooms are maintained/dust free and well ventilated at all times.

Manual Handling

Tipperary ETB will comply with the requirements of *Part II, Chapter 4 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007*.

If manual handling represents a significant part of an employees work, training will be provided for all personnel concerned. Manual Handling Risk Assessments and ongoing reviews would be conducted for each area where manual handling represents a significant part of the work performed.

In the normal course there is no requirement to lift or move heavy objects. It could arise with deliveries of paper or with transferring files or repositioning furniture. In this case the following technique should be followed:

- Plan how you are going to move the load before lifting.
- Position your feet close to your body.
- Keep load close to your body.
- Bend your knees, but avoid bending at the waist.
- Get a good grip of the load.
- Lift smoothly with no sudden movements.
- Turn using your feet to avoid twisting at the waist.
- Do not block your vision.
- Bend your knees again to position the item.

Pregnant Employees

CTI will take all necessary steps to comply with the *Safety, Health and Welfare at Work (General Applications) Regulations 2007*.

- Employees should inform management if they are pregnant, as early as possible in the pregnancy.
- Pregnant employees should identify and report to management those aspects of the work process that may place themselves or their unborn child at risk.
- Steps should be taken to remove exposure to this risk.
- Where practicable every effort in terms of privacy, flexible work arrangements, and facilities should be made to facilitate nursing mothers.

Mental Health and Wellbeing

Tipperary ETB have supports in place for workers who may be suffering from anxiety or stress or who may have gone through traumatic events such as the serious illness death of a relative or friend, or be experiencing financial difficulties or problems with their personal relationships.

Tipperary ETB employees have access to Spectrum Life who are an Employee Assistance Service (EAS). The EAS is available 24/7, 365 days a year and provides advice to employees on a range of issues including wellbeing, legal, financial, bereavement, conflict, mediation etc. The EAS also provides advice and support to managers and delivers interventions to help them deal with health and wellbeing issues in the workplace.

Where appropriate, short-term counselling is available to employees and their family members. A family member includes a spouse, civil partner or dependent, where the family member can be described as a person over the age of 18 and residing at the family home. In addition, online cognitive behavioural therapy is also provided to employees.

A bespoke wellbeing portal and app is available offering a host of online services with access to live chats, videos, podcasts and blogs on topics around mental health, family life, exercise and nutrition. This platform is available via Web, iOS App or Android App.

Please find details below to access the EAS:

Teachers and SNAs:

All Other Staff:

Free Phone:	1800 411 057	Free Phone:	1800 814 243
SMS & WhatsApp:	Text 'Hi' to 087 369 0010	SMS & Whatsapp:	Text 'Hi' to 087 369 0010
Email:	eap@spectrum.life	Email:	eap@spectrum.life
REGISTER FOR YOUR WELLBEING APP		REGISTER FOR YOUR WELLBEING APP	
Register Link:	https://wellbeingtogether.spectrum.life/login	Register Link:	https://app.spectrum.life/login
TETB Organisation Code:	yIVIIU17	TETB Organisation Code:	5r9yMLOu

Workers who are returning to the workplace after COVID-19 restrictions or who may be returning after a period of isolation are likely to have concerns about the risk of infection or changes to their job due to the implementation of measures to prevent the spread of COVID-19. Information on publicly available sources of support and advice and information about the prevention and control measures taken in the workplace to reduce the risk of infection will be provided.

Harassment and Bullying

Tipperary ETB and CTI are committed to providing a workplace free from harassment and bullying (working in conjunction with Code of Practice on the Prevention of Workplace Bullying and the Code of Practice on Sexual Harassment and Harassment at Work). All complaints of bullying and/or harassment will be dealt with fairly, with discretion and as far as reasonably practicable confidentially maintained.

Tipperary ETB have the following policies in place and are available to all staff from their Principal/Manager and also on the TETB website www.tipperaryetb.ie :

- Tipperary ETB Bullying Prevention Policy – Complaint Procedure for ETB Staff.
- Tipperary ETB Harassment/Sexual Harassment Prevention Policy – Complaint Procedure for ETB Staff.
- Grievance Procedure for Staff employed by Education and Training Boards (ETBs).

CTI will not condone any behaviour relating to the adverse, differential treatment of a person due to sex, marital status, family status, sexual orientation, religion, disability, race or membership of the travelling community.

Alcohol and Drugs Policy

CTI will not tolerate the consumption of drugs, or alcohol before, or during the working period. Any employee found to be taking drugs, or alcohol will be subject to disciplinary proceedings.

Under *Section 13 (1) (c)(d)(e) of the Safety, Health and Welfare Act 2005* employees are required to:

- No member of staff should be under the influence of an intoxicant to the extent that they endanger their own safety or the safety of others around them.
- All employees are required to submit to tests for intoxicants, if reasonably required, with the tests carried out by a registered medical practitioner, who is a competent person.
- Employees must not engage in any improper conduct or dangerous behaviour.

Smoking / Vaping Policy

CTI will comply with the *Tobacco Act 2004*. Smoking or Vaping is not permitted in any of the school buildings. Any student or staff member who is found to be smoking/vaping on school property will face disciplinary action.

Infectious Disease

Upon notification from a parent that a student has been diagnosed with meningitis, measles or chicken pox etc. the Principal will issue a warning notice to staff and to parents of all the students in the school of the outbreak and a possible risk of infection.

The sick child must not return to the school until a letter is forwarded to the Principal from their GP, stating that there is no risk of cross infection.

General Safety and Controls

Purchasing

It is the policy of the Tipperary ETB Procurement Section to take health and safety into consideration when purchasing equipment, goods or services for CTI and to ensure that the required standards are met prior to such purchases being made.

The Principal of CTI must be consulted on any purchasing decision made, which may have implications for health and safety.

Electricity and Equipment

Tipperary ETB will act in accordance with the requirements of *Part III of the Safety, Health and Welfare at Work (General Application) Regulations, 2007*.

All electrical equipment on the premises will be of safe design and construction and properly maintained at all times and required PAT Testing carried out.

Chemicals and Substances

Tipperary ETB will comply with the *Safety Health and Welfare at Work (Chemical Agents) Regulations 2001* when involved in the purchase, use, and storage of chemicals i.e. cleaning agents, toner etc.

Information

Material Safety Data Sheets (MSDS) should be provided by relevant teaching staff for all chemicals, or substances. These provide detailed information on each substance used.

Labelling

Containers of chemicals must be correctly labelled at all times. This label should contain information on the precautions necessary, as well as an orange label with the appropriate hazard symbol. Substances should **NOT** be transferred to an unlabelled container at any time.

Adverse Weather

Tipperary ETB recognises the fact that inclement weather and other emergencies can affect both the organisations ability to open its premises for business and the employee's ability to get to work safely. The safety of Tipperary ETB's students and staff is paramount in any emergency situation.

In preparation for forecasted extreme weather, Schools, FET centres and Offices will observe the National Emergency Co-ordination Group / Department of Education and Skills advice and close schools or facilities on a red alert affecting their area. Where an amber alert is issued schools or training centres should conduct a risk assessment and consider the hazards posed to staff, students and public safety and whether they can adequately be controlled or managed.

In an emergency, managers will make every effort to notify students, parents and staff by phone or by email to inform them of any decision to close the premises. The closure will also be announced on all Tipperary ETB social media platforms. Employees are asked to use common sense and make their best assessment of the safety and practicality of the situation. No pressure is extended from Tipperary ETB, at any time, which would encourage employees to take unnecessary or unreasonable risks to attend work in such emergency situations.

Procedure to prevent Slips, Trips & Falls in the event of slippery conditions

The priority is safe access/egress to the building. Use the following guidelines to help control it:

- Have designated walkways and keep them clear of snow and ice.
- Where possible close off other walkways with tape to reduce the risk of slips, trips or falls.
- In particular, close off steps, ramps or sloped areas where possible.
- Provide mats outside and inside doorways.
- Keep the floors dry in the building with extra attention given to access / egress points.
- Ensure that employees are aware of their responsibility to keep all walking surfaces dry and clean. Advise them that they may need to stand at wet entrances to prevent a slip, trip or fall until the area has been appropriately cleaned and dried.
- Record any incident or near miss.

Procedure in the event of Burst Pipes

The other issue facing the organisation will most likely be burst pipes and the resulting damage. It is advisable to:

- Check that you have adequate fuel (oil/gas) in your tanks.
- In extreme cold do keep your heating on at a minimum temperature of at least 4 degrees.
- Drain down unnecessary plumbing system if the building is unheated (e.g. changing rooms, hoses.)
- Insulate outside or exposed internal pipes with foam based or specialist insulation. Even covering them with newspaper or blankets will help.
- Clear rain gutters and drains.
- Ensure stop cock is accessible and that key staff know how to access and close if required.
- If you suspect that your pipes are frozen you will need to turn off the water supply immediately at the stop cock. Also, turn off the water supply from your tank and turn off all your water heating systems and turn on your taps to drain the system.
- If pipes have burst carry out the above steps.

FIRE SAFETY

Fire Safety Policy

CTI will comply with:

- *The Fire Services Act 1981.*
- *The Safety, Health and Welfare at Work Act, 2005.*
- *The Building Control Act, 1990.*
- *The Building Regulations 1997 & Associated Regulations.*

Suitable firefighting equipment is available in the school. Fire Drills are carried out twice yearly, results are recorded and held on file with management. Emergency evacuation procedures are posted in all classrooms.

Training of Staff in Emergency Procedures

All staff in the school will work together to ensure all staff/students/contractors and night time students are fully aware of the procedure to be implemented in the occurrence of an emergency.

Actions to take in the event of a fire:

- Notify the emergency services.
- Notify the Principal of the emergency.
- Evacuate the building.
- Check specific areas such as toilets for occupancy.
- Insure all persons have left the buildings.
- Assist any disabled persons (if safe to do so) in exiting the building.
- Closing doors/windows and other openings (if safe to do so) prior to exiting the building.
- Liaise with the fire services with a view to providing relevant information.

Fire Safety Register shall include:

- Training of personnel, certificates etc.
- Evacuation drills, times, dates etc.
- Record of maintenance on fire alarms and fire equipment.

Fire Drills / Emergency Plans

Fire drills must be carried every 6 months and results must be recorded and documented. Fire evacuation procedures must be posted around the premises, and highlight the designated assembly point.

FIRE PREVENTION

FIRE PREVENTION

- Don't hang clothing over or near heating equipment
- Do not let paper, oily rags or other rubbish accumulate.
- Do not smoke in prohibited areas.
- Use proper sealed containers for flammable liquids, no open tins or buckets.
- Do not overload electric sockets – “one socket one plug”
- Handle flammable liquids at a safe distance from possible source of ignition.
- Bitumen boilers, soldering irons and gas rings must be on non-combustible stands.
- Switch off at mains any electrical equipment not in use.

FIRE PRECAUTIONS

- Make sure you know what to do in case of a fire.
- Make certain you know your escape route.
- Keep fire doors clear and unobstructed.
- Do not obstruct access to fire extinguishers.
- Ensure you know how to operate the fire extinguishers in your area.

FIRE EXTINGUISHERS

- Water **(Red)** - Use on paper, wood and solid flammable.
- CO₂ **(Black)** - Use on liquids, gases and electrical fires.
- Foam **(Cream)**- Use on flammable liquids.
- Powder **(Blue)**- Use on all types of fires but primarily fires involving metals, such as aluminium and magnesium.

ACTIONS TO TAKE IN THE EVENT OF A FIRE

- Raise the alarm and then call the fire brigade.
- Close doors and windows to prevent the spread of fire.
- Evacuate the building or area you are working in.
- Fight the fire with extinguishers provided but don't put yourself at risk.
- Do not use water to put out electrical fires.

EMERGENCY PROCEDURE

When you hear the alarm, please do not panic.

Switch off any equipment you may be using but do not put yourself at risk.

Walk to the nearest exit point and gather at the assembly point.

Wait at the assembly point until the roll call is carried out and the all clear has been given.

CONSULTATION FOR EMPLOYEES

Safety Representative/Co-ordinator

The nominated Safety Co-ordinator is:

The Safety Representative/Co-ordinator may be selected in accordance with *Section 25 of the Safety, Health and Welfare at Work Act 2005*, which states:

- a) Employees have the right to make representations to and consult with Management on matters of safety, health and welfare in their place of work.
- b) Employees may select and appoint a safety representative/co-ordinator to represent them in consultations with regard to their safety to Management.
- c) A Safety representative/co-ordinator shall have the right to information from the Principal as is necessary to ensure, so far as is reasonably practicable, the safety and health at the place of work.
- d) It shall be the duty of the Principal to take such steps as are practicable, to inform the safety representative/co-ordinator when an inspector enters the school for the purpose of making a tour of inspection.

The function of the Safety Representative/Co-ordinator is to:

- a) Make oral or written representations to the management on matters of safety, health and welfare at work, on behalf of the employees.
- b) Make representations to HSA inspectors.
- c) Investigate accidents and dangerous occurrences.

Consultation and Communication

Tipperary ETB will consult with employees in advance and in a timely manner so as to allow them time to consider, discuss and give an opinion on the matters before managerial decisions are implemented.

Consultation is particularly important when changes are taking place, for example when a safety statement or safety health plan is being drawn up, or new technology or work processes are being introduced.

MONITORING AND REVIEW

To ensure that continuous improvement takes place, risk identified will be continuously monitored and reviewed and all identified risks in the workplace that could cause harm to staff and others, are carefully examined and appropriately managed.

This Safety Statement and Risk Assessments will be reviewed on an annual basis by Tipperary ETB Health and Safety Co-ordinator, Ms. Shauna Nolan, in consultation with Mr. Damien Kennedy and will be modified as names of responsible persons change, as risk changes, or as changes in legislation occur.



APPENDIX I

ACCIDENT OR INCIDENT RECORD FORM

Accident: **Incident:**

INJURED PARTY DETAILS:

First Name(s):

Surname:

Address (School/Centre/Office):

D.O.B:

Status (Please tick appropriate box)

Staff: Student: Visitor: Contractor:

If Contractor, what work was taking place:

Date of Accident/Incident:

Time and Location of Accident/Incident:

Date Accident/Incident reported to Tipperary ETB:

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

- Steps taken (if possible) to prevent accident reoccurring

CONSEQUENCES		RESULT		ANTICIPATED ABSENCE	
<input type="checkbox"/>	Fatal	<input type="checkbox"/> Medicine	<input type="checkbox"/> Sent Home	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 Days
<input type="checkbox"/>	Non-Fatal	<input type="checkbox"/> Light Duty	<input type="checkbox"/> Sick Leave	<input type="checkbox"/> 4-7 Days	<input type="checkbox"/> 7 Days +

Declaration: IPB Insurance is classified as a Data Controller under Irish Data Protection Legislation. The information you provide to us as part of your claim application will be processed by us to confirm your identity, process your application and to record and cross reference particulars of your claim in insurance industry databases for fraud prevention purposes. This may involve exchanging information with Insurance Link, the anti-fraud claims database run by the Irish Insurance Federation. In certain cases we may also share your information with other insurance providers and private investigators.

I/We hereby declare that the statements on this form and the information provided in addition are true and complete, to the best of my/our knowledge and belief

Signature of Teacher present: _____ **Date:** _____

Signature of Principal / Deputy Principal: _____ **Date:** _____



APPENDIX III



etb

Bord Oideachais agus
Oiliúna Thiobraid Arann
Tipperary Education and
Training Board

Protocol for Management of Service / Contractors and Visitors to TETB Locations

1. When scheduling a service/contract please request the service contractor to supply us with a copy of their Protocol on Safe Working in accordance with the COVID-19 Government Guidelines.

Please note: - It is the responsibility of the Contractor to ensure the fitness to work for their worker and by presenting to complete the scheduled work we are accepting this as a prerequisite. It is also the responsibility of the Contractor to ensure that their staff and/or appointed sub-contractors adhere to the terms of their Protocol while on the ETB premises.

2. Create a log of the planned schedule of when the contractor is coming on site and who will be present to meet with them. This log should also record the time when the contractor arrives and leaves the ETB building.
3. Complete a 'Risk Assessment' of your building against the protocol of the Contractor and retain for our records.
4. Worker/Visitor will be required to comply with the following:-
 - ✓ Sanitise hands
 - ✓ Put on fresh pair of gloves in sight of TETB Staff
 - ✓ Wipe down touch surfaces with sanitising wipe after work is completed
 - ✓ Comply with social distancing requirements

A sign will be placed on the Front door stating the above.

5. Worker/Visitor should present to the front door and ring < insert number > to gain admittance. It is important that the relevant TETB personnel (e.g. caretaker, receptionist, principal, centre manager etc.) are made aware of the proposed visit to the building and are provided with the relevant details of the visitor – name, phone number etc.

APPENDIX IV

COVID-19 Response Plan for the safe and sustainable reopening of Post Primary Schools

**Central Technical Institute,
Clonmel. (Raheen College,
Gaelcholáiste Chéitinn)**

Table of Contents:

- 1) Introduction
- 2) What is a School COVID-19 Response Plan?
- 3) School COVID-19 Policy
- 4) Planning and Preparing for Return to School
 - 4.1) Induction Training
 - 4.2) Procedure for Returning to Work (RTW)
 - 4.3) Lead Worker Representative (LWR)
 - 4.4) Display signage
 - 4.5) Making changes to school layout
 - 4.6) Update Safety and Risk Assessment
 - 4.7) Access to the School and Contact Log
- 5) Control Measures – To prevent Introduction and Spread of COVID-19 in Schools
 - 5.1) Know the Symptoms of COVID-19
 - 5.2) Respiratory Hygiene
 - 5.3) Hand Hygiene
 - 5.4) Physical Distancing
 - 5.5) Use of PPE in Schools
- 6) Impact of COVID-19 on certain school activities
- 7) Hygiene and Cleaning in School
- 8) Dealing with a suspected case
- 9) Staff Duties
- 10) Absence Management
- 11) Employee Assistance and Wellbeing Programme

This is a living document and may be reviewed and amended to take into account new guidance from www.Gov.ie, www.dbei.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie or agreements with education partners as appropriate for post primary schools.

Appendices

Appendix 1	Template COVID-19 School Policy Statement
Appendix 2	Pre-Return to Work Questionnaire COVID-19
Appendix 3	Lead Worker Representative
Appendix 4	Risk Assessment
Appendix 5	School Contact Tracing Log
Appendix 6	Checklist for School Managers
Appendix 7	Checklist for Managing a Suspected Case of COVID-19
Appendix 8	Checklist for Lead Worker Representative
Appendix 9	Checklist for Cleaning

1) **Introduction**

The Minister for Education has published “The Roadmap for the Full Return to School” on the 27th July. It sets out what the operation of schools will look like and the range of supports which will be available in a COVID-19 context.

It has been developed in line with public health advice issued by the Health Protection Surveillance Centre (HPSC) and in compliance with the “Return to Work Safely Protocols” developed by the Department of Business, Enterprise and Innovation and the Department of Health with guidance documents provided by the Health and Safety Authority (HSA). Each workplace is required to have a COVID-19 Response Plan. In addition to being places of learning, schools are also places of work. This document sets out the information that post primary schools need to implement a School COVID-19 Response Plan, including a COVID-19 policy, lead worker representative/s (LWR) and a process to deal with a suspected case of COVID-19.

The purpose of this document is to provide clear and helpful guidance for the safe operation of post primary schools through the prevention, early detection and control of COVID-19. It provides key messages to minimise the risk of COVID-19 for staff, students, families and the wider community while recognising the importance of education for the health and wellbeing of students and society as a whole.

This document focuses on the practical steps which can be taken in post primary schools to minimise the risk of infection while recognising that no interpersonal activity is without risk of transmission of infection at any time. The documentation and templates in this booklet are supported by the public health advice provided by the Health Protection Surveillance Centre (HPSC) for the safe reopening of schools and educational facilities.

That report is available [here](#).

Further advice from the HPSC on the use of face coverings in educational settings was received on the 6th August. This advice is available [here](#).

One of the key challenges is to balance the need for a practical and sensible level of caution with the need to provide a supportive environment for teaching and learning. This document identifies the steps schools can take to do everything practical to avoid the introduction of COVID-19 into the school and the steps that can be taken to reduce the likelihood of the spread within the school itself in the event that COVID-19 is introduced to the school.

The Department has worked intensively with the education partners to develop consistent plans, advice, protocols and guidance for schools, including the School COVID-19 Response plan. There is a suite of documentation available to support schools to reopen safely and fully including guidance on learning, school programmes and wellbeing for the 2020/21 school year. There is also information on funding, staffing and resources to schools to support COVID-19 measures. Schools are advised to familiarise themselves with these documents. All of the documents will be available at gov.ie/backtoschool

In addition, the Department has a communication plan for school reopening which focuses on ensuring that schools, school communities and all stakeholders will have the relevant information to support the reopening and continued operation of schools. There is a particular focus on supporting parents and students through the appropriate use of media channels, through schools themselves and on **gov.ie**

2) What is a COVID-19 Response Plan?

A COVID-19 Response Plan is designed to support the staff and Board of Management (BOM)/Education Training Board (ETB) in putting measures in place that aim to prevent the spread of COVID-19 in the school environment

The COVID-19 Response Plan details the policies and practices necessary for a school to meet the Government's 'Return to Work Safely Protocol', the Department of Education plan for school reopening that will aim to prevent the introduction and spread of COVID-19 in the school environment.

It is important that the resumption of school-based teaching and learning and the reopening of schools complies with the public health advice and guidance documents prepared by the Department. Doing so minimises the risk to students, staff and others. The response plan supports the sustainable reopening of school where the overriding objective is to protect the health of staff and students while promoting the educational and development needs of the children in the school. The COVID-19 response plan is a living document and will be updated in line with the public health advice and any other relevant agreement with education partners as appropriate for post primary schools.

In line with the Return to Work Safely Protocol, the key to a safe and sustainable return to work and reopening of schools requires strong communication and a shared collaborative approach between the BOM/ETB, staff, students and parents.

The assistance and cooperation of all staff, students, parents, contractors and visitors is critical to the success of the plan.

Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same.

3) School COVID-19 Policy

A COVID-19 policy outlines the commitment of the school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the chairperson and principal of the BOM/ETB and brought to the attention of the staff, students, parents and others. Schools must have a COVID-19 policy in place prior to the reopening of schools for the 2020/21 school year. A template of a School COVID-19 policy can be found at **Appendix 1**.

4) Planning and Preparing for Return to School

The BOM/ETB aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the workplace must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education.

Details for the safe reopening of the schools and the applicable controls are outlined in this document.

Before reopening schools for the 2020/21 school year each school will need to have processes in place to include the following:

- Means of keeping up to date with public health advice, changes to any Government plans for the safe reopening of society and Department of Education updates;
- Means of passing on this information in a timely manner to staff, students, parents and others as required;
- Ensured that staff have reviewed the training materials provided by the Department of Education (**details at Section 4.1**);
- Provided staff with access to the Return to Work (RTW) form (**details at Section 4.2**);
- Identified a Lead Worker representative (**details at Section 4.3**);
- Displayed posters and other signage to prevent introduction and spread of COVID-19 (**details at Section 4.4**);
- Made the necessary changes to the school layout to support the redesign of classrooms to support physical distancing (**details at Section 4.5**);
- Removed unnecessary clutter to facilitate ongoing cleaning of the school but take into account the importance of having educational materials to create a stimulating learning environment;
- Updated the health and safety risk assessment (**details at Section 4.6**);
- Made necessary arrangements to restrict access to the school and maintain records of contacts to the school (**details at 4.7**);
- Reviewed the school buildings to check the following:
 - Does the water system need flushing at outlets following low usage to prevent Legionella disease;
 - Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;
 - Have bin collections and other essential services resumed.

There are checklists in place to assist schools on the details of what is needed for these arrangements in the appendices of this plan.

4.1) Induction Training

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 pupil develops symptoms of COVID-19 while at school
- Outline of the COVID-19 response plan

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of COVID-19 and will be updated 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 Principal who is supported in this role by the BOM/ETB.

Note: Induction Training for reopening schools in the new school year is under development by the Department. This will be made available to all schools and staff in advance of school reopening.

[Details of the training, once it becomes available, will be found here.](#)

[A national information campaign to support parents and students will happen in advance of schools reopening on issues such as COVID-19 awareness and to help minimise the risk of introduction and spread of the virus in schools.](#)

4.2) Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available electronically or from the principal. A hard copy is attached also at **Appendix 2**.

A RTW form should be completed and returned **3 days** before returning to work.

On receipt of the completed form the principal will provide details of the **Induction Training** for completion by staff prior to the return to the workplace and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

There are some school staff who may be unable to return to school. Current public health guidelines have identified these people as being in groups who are defined as being at **very high risk**.

People at very high risk (extremely vulnerable):

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

- are over 70 years of age – even if 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
- have severe respiratory conditions including cystic fibrosis, [severe asthma](#), pulmonary fibrosis, lung fibrosis, interstitial lung disease and [severe COPD](#)
- have a condition that means they 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 are pregnant

The advice for this group is available from the HSE. Details of the arrangements that will apply for these staff, which will be in accordance with those applying for the public service generally, will be updated by the Department of Education following consultation with management bodies and unions and a circular will issue to all schools.

4.3) Lead Worker Representative

The protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

This section sets out how the provisions will operate in respect of schools. These arrangements will operate for the 2020/21 school year and will be kept under review.

Responsibility for the development and implementation of the COVID-19 Response Plan and the associated control measures lies with the Board of Management/ Education and Training Board and school management.

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Return to Work Protocol will only be achieved if everyone has a shared obligation in implementing the measures contained within the Protocol in their place of work.

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff, students or others, they should contact the LWR who will engage with school management.

The role of LWR is separate to that of the Safety Representative under the health and safety legislation. However, the Safety Representative may act as the LWR if selected to do so by the staff.

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Keep up to date with the latest COVID-19 public health advice;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Consult with school management on the control measures required to minimise the risk of staff and students being exposed to COVID-19;

- Promote good hygiene practices, in conjunction with school management, such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- Monitor, in conjunction with school management, adherence to measures put in place to prevent the spread of COVID-19;
- Conduct reviews of safety measures that are in place to address and suppress COVID-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis (at least twice per week);
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the COVID-19 response plan, control measures or the adherence to such measures by staff, students or other s/he should contact the LWR/s who will engage with the Principal/ETB.

Names of Lead Worker Representative/s:	Contact details:
Siobhan Nolan	0861054182 snolan@tipperaryetb.ie
Eileen Myles	0871379348 emyles@tipperaryetb.ie

All staff, students, parents, contractors and visitors have a responsibility, both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the COVID-19 Response Plan and associated control measures.

Full details of the arrangements which apply for the LWR in post primary schools is set out at **Appendix 3**.

4.4) Signage

Schools will be required to display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. The Department will provide printed posters to schools with age appropriate key health messages – hand washing, sneeze and cough etiquette etc.

Note: Signage is under development by the Department. This will be made available to all schools and staff in advance of school reopening.

[The signage, once it becomes available, will be found here.](#)

Schools can then arrange to display the posters in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

4.5) Making Changes to School Layout

Maintaining physical distancing in the school environment is recommended as one of the key control measures to minimize the risk of the introduction and spread of COVID-19. Further information on how physical distancing can be used in the school environment is found at **Section 5.4** below including a link to the "[*Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all students for the 2020/21 School Year.*](#)"

Schools are required to reconfigure classrooms and other areas to support physical distancing in line with the guidance in advance of school reopening.

4.6) Health and Safety Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A template risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is attached at **Appendix 4**.

It is important that schools review their emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the schools existing emergency procedures should be documented and incorporated into the school's safety statement.

Schools should also review their existing risk assessments to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the school's current risk assessments should also be documented and be incorporated into the schools statement.

First Aid/emergency procedure

The standard First Aid/emergency procedure shall continue to apply in schools. In an emergency or in case of a serious incident, schools should call for an ambulance or the fire brigade on 112/999 giving details of location and type of medical incident.

4.7) Access to School and Contact Log

Access to the school building will be in line with agreed school procedures.

Arrangement for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the principal. The Department of Education Inspectorate may also need to visit schools and centres for education to support them as appropriate in the implementation of public health advice relating to creating a safe learning and working environment for all.

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 sign in/sign out log of those entering the school facilities should be maintained. The school should maintain a log of staff and students contacts. A sample contact log is available at **Appendix 5**.

The Data Protection Commission has provided guidance on the data protection implications of the return to work protocols. This advice can be found here:

<https://www.dataprotection.ie/en/news-media/data-protection-implications-return-work-safely-protocol>

Schools are reminded that all school records and data must be maintained and processed in compliance with the GDPR and the Data Protection Acts. The responsibility for compliance with the legislation rests with each school (or ETB) in their role as data controller.

5) Control Measures - To prevent Introduction and Spread of COVID-19 in Schools

One of the key messages to manage the risks of COVID-19 is to do everything practical to avoid the introduction of COVID-19 into the school. If infection is not introduced it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; student - student, teacher - teacher and teacher- student, and must be managed in all settings.

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 and visitors as far as possible within the school. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

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

Staff, 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.

How to Minimise the Risk of Introduction of COVID-19 into schools:

Promote awareness of COVID-19 symptoms (***details at Section 5.1***);

- Advise staff and students that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and students not to attend school if they have been identified by the HSE as contact for a person with COVID-19 and to follow the HSE advice on restriction of movement;
- Advise staff and students that develop symptoms at school to bring this to the attention of the principal (or deputy principal if the principal is unavailable) promptly;
- Ensure that staff and students know the protocol for managing a suspected case of COVID-19 in school (***details at Section 8***);
- Advise everyone entering the school building that they need to perform hand hygiene with a hand sanitiser;

- Advise all relevant parties that visitors to the school during the day should be by prior arrangement with the principal and should be received at a specific contract point;
- Physical distancing of 2 metres should be maintained between staff and visitors where possible.

5.1) Know the Symptoms of COVID-19

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

5.2) 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 and safely into a nearby bin.

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

5.3) Hand Hygiene

Staff and students should understand why hand hygiene is important as well as when and how to wash their hands.

Schools should promote good hygiene and display posters throughout the schools on how to wash your hands. Follow the HSE guidelines on handwashing:

<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean).

Use of hand hygiene facilities including wash hand basins needs to be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitisers.

Hand sanitiser dispensers can be deployed more readily at exit and entry points of schools and classrooms and care should be taken to clean up any hand sanitizer spills to prevent risks of falls.

Warm water is preferable to hot or cold water for hand washing but if the plumbing system only supplies cold water, a soap that emulsifies easily in cold water should be used.

Wash hand basins, running water, liquid soap and hand drying facilities should be provided in all toilets, kitchens and any food preparation areas.

Hand washing facilities should be maintained in good condition and supplies of soap and towels should be topped up regularly to encourage everyone to use them.

Hot air dryers are an acceptable alternative for hand drying but must be regularly maintained. There is no evidence that hand dryers are associated with increased risk of transmission of COVID-19.

Posters displaying hand washing techniques and promoting hand washing should be placed on walls adjacent to washing facilities and can be laminated or placed in a plastic sleeve.

Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean).

Evidence of effectiveness is best for alcohol based hand rubs but non-alcohol based hand rubs can be used too.

When hand rubs/gels are being used in school care should be taken to ensure that students do not ingest them as they are flammable and toxic.

Frequency of Hand Hygiene

Students and staff should perform hand hygiene:

- On arrival at school;
- Before eating or drinking;
- After using the toilet;
- After petting animals;
- After playing outdoors;
- When their hands are physically dirty;
- When they cough or sneeze.

The Department has arranged for a drawdown framework to be established to enable schools purchase hand-sanitisers and any other necessary PPE supplies for use in the school. The procurement process for this framework is at an advanced stage and it is intended that these materials will be available for drawdown in early August. Further guidelines will be issued shortly. The Department will provide funding for the costs associated with the hand sanitising and PPE requirements in schools. This funding will be available in advance of school reopening at the end of August.

5.4) Physical Distancing

Physical distancing can be usefully applied in a post primary school setting allowing for some flexibility when needed. It must be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at time.

It is also recognised that it is not always possible for staff to maintain physical distance from students and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the student.

However where possible staff should maintain a minimum of 1 m distance and where possible 2m. They should also take measures to avoid close contact at

face to face level such as remaining standing rather than sitting beside/crouching down.

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

Increasing separation

Given that each school setting is different in terms of (i) location; (ii) physical layout (iii) available space within the school; and (iv) student numbers; schools themselves are best placed to decide on the appropriate reconfigurations / operational changes necessary to maintain physical distancing.

In recognition that a ‘one size fits all’ approach would not be appropriate as schools themselves are best placed to decide on the appropriate configuration for their school, the Department has developed a *Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/21 School Year*. The Framework sets out a suite of available measures that must be implemented at individual school level to the greatest possible extent.

The suite of measures set out in the Framework are:

1. Reconfigure class spaces to maximise physical distancing;
2. Utilising and reconfiguring all available space in the school in order to maximise physical distancing;
3. Review Timetables;
4. Reconfiguring Classes;
5. Consider Use of Live Streaming within the School; and
6. Accessing available spaces within the local community

[A link to the “Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/21 School Year” is provided here.](#)

You can see a link to illustrated classroom layouts to maintain social distancing [here](#).

Decreasing interaction

The extent to which decreasing interaction is possible in a post primary school will depend on the school setting and a common-sense approach is required recognising the limits to which this can be achieved between students.

In post primary schools physical distancing of 2m where possible or at least 1m should be maintained between desks or between individual students or staff.

As far as possible and practical, students would remain in the classroom and teachers would move between rooms.

As far as possible and practical students would be assigned to a main class cohort which would remain in the classroom for most subjects, with teachers moving between rooms.

Where possible and practical double classes should be planned to minimise movement during the day.

Where students have an elective subject they would move quickly into the new class and would be seated with members of their class cohort, observing as much physical distance as possible.

Hand washing and/or sanitising would be required when moving between classes by teachers and students.

Physical distancing between the teacher and class would be observed.

Where movement of class groups between rooms is required it should be planned to minimise interaction with other class groups.

Limit interaction on arrival and departure and in hallways and other shared areas.

Social physical contact (hand to hand greetings, hugs) should be discouraged.

Where students need to move about within the classroom to perform activities (access to a shared resource) it should be organized to the greatest degree possible to minimise congregation at the shared resource.

Staff and students should avoid sharing of personal items.

Where teaching and learning involves use of keyboards or tablets, the contact surface of the device should be cleaned regularly and hand hygiene encouraged.

Physical Distancing outside of the classroom and within the school

School drop off/collection

Arrangements for dropping off/collecting students should be arranged to maintain physical distancing of 2m where possible.

Walking/cycling to school should be encouraged as much as possible.

Aim of any arrangements is to avoid congregation of people at the school gates where physical distancing requirements may not be respected.

Staggered drop off/pick up times should be arranged where feasible.

If schools have additional access points, consideration may be given to whether they can be used to reduce congestion.

Students should head straight to their designated learning space/classroom.

Staff

A distance of 2m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to work.

If 2m cannot be maintained in staff groups, as much as distance as is possible and updated guidance on face covering should be observed.

At post primary level consideration could be given to formation of staff “pods” or teams who work together and take breaks together.

Staff meetings should be held remotely or in small groups or in large spaces to facilitate physical distancing.

Implement no hand shaking policy.

Minimise gathering at the beginning or end of the school day.

Canteen

Ensure physical distancing is applied in canteen facilities

Stagger canteen use and extend serving times where possible to align with class groupings.

Implement a queue management system.

Make sure students clean their hands before and after entering the canteen area.

Corridors and Stairwells

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

5.5) Use of PPE in Schools

The Department has published “Guidance to Post Primary Schools on PPE consumables and equipment” on [gov.ie/backtoschool](https://www.gov.ie/backtoschool). This provides schools with the information needed on the appropriate quantities of PPE consumables and equipment to support the full and safe reopening of schools.

The updated advice from the HPSC to the Department of Education has recommended that face coverings should be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils. The Department has accepted this recommendation. Accordingly, it is now a requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils.

PPE will also need to be used at certain work activities or work areas. These might include roles such as:

- Performing intimate care
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not in the list of those categorised as people in very high risk groups, or may be living with people who are in a very high risk category;
- Administering first aid
- Parent Teacher meetings

Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

Reception Areas

Consideration should be given to the use of Perspex in reception areas where it is not possible for staff to maintain a physical distance of 2m from other staff or students. Minor works funding grant can be used for this purpose.

Masks/Face Coverings

Cloth face coverings act as a barrier to help prevent respiratory droplets from travelling into the air and onto other people when the person wearing the face covering coughs, sneezes, talks or raises their voice. Cloth face coverings are therefore intended to prevent transmission of the virus from the wearer (who may not know that they are infected) to those with whom they come into close contact.

It is therefore a requirement that teachers, staff and students attending post primary schools wear a face covering when a physical distance of 2m from other staff or students cannot be maintained.

In certain situations, the use of clear visors should be considered, for example staff interacting with students with hearing difficulties or learning difficulties.

All students on the post primary transport scheme should be asked to wear face coverings unless there is a good reason not to do so.

Cloth face coverings should not be worn by any of the following groups:

- Any person with difficulty breathing
- Any person who is unconscious or incapacitated
- Any person who is unable to remove the face-covering without assistance
- Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.

All staff and students wearing face coverings should be reminded to not touch the face covering and to wash or sanitise their hands (using hand sanitiser) before putting on and after taking off the face covering.

Information should be provided on the proper use, removal, and washing of cloth face coverings

<https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/>

All teachers and staff should be aware that they should wash or sanitize hands (using a hand sanitizer) before and after helping a student put on or adjust a face covering.

Face coverings should be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labelled containers or bags).

Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.

Face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.

Schools should consider having additional disposable face coverings available for students, teachers, and staff in case a back-up face covering is needed during the day.

Whilst staff may wish to utilize their own face covering on a day-to-day basis, schools should have available a stock of additional disposable or multi-use face coverings, or if appropriate face visors, available for staff in case a back-up face covering is needed throughout the day or where required on an ongoing basis.

On the use of face masks by staff, schools should consider the specific circumstances where the use of medical face masks, to EU Standard EN 14683, may be more appropriate for staff (for example where staff by necessity need to be in close and continued proximity with students with intimate care needs such as SNAs or School Bus Escorts).

Wearing a face covering or mask does not negate the need to stay at home if symptomatic.

Gloves

The use of disposable gloves in the school by students or staff is not generally appropriate but may be necessary for matters such as cleaning, intimate care settings or when administering first aid. Routine use 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.

Aprons

Aprons may also be appropriate in certain circumstances including for intimate care needs or for staff assigned to cleaning an area where a suspected or confirmed case of COVID-19 was present.

6) Impact of COVID-19 on certain school activities

The Department will work with stakeholders to provide more detailed advice on school activities in advance of school reopening.

Choir/Music Performance

Choir practices/performances and music practices/performances involving wind instruments may pose a higher level of risk and special consideration should be given to how they are held ensuring that the room is well-ventilated and the distance between performers is maintained.

Sport Activities

Schools should refer to the HPSC guidance on Return to Sport.

Shared Equipment

Art – Where possible students should be encouraged to have their own individual art and equipment supplies.

Electronics – Shared electronic devices such as tablets, touch screens, keyboards should be cleaned between use and consideration could be given to the use of wipeable covers for electronics to facilitate cleaning.

Musical Equipment/Instruments – To the greatest extent possible, instruments should not be shared between students and if sharing is required, the instruments should be

Library Policy – Where practical students should have their own books. Textbooks that are shared should be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. Students should be encouraged to perform hand hygiene after using any shared item.

Shared Sports Equipment – Minimise equipment sharing and clean shared equipment between uses by different people.

7) Hygiene and Cleaning in Schools

The Department of Education will provide additional funding to schools to support the enhanced cleaning required to minimise the risks of COVID-19. Details of the funding supports will be provided to schools by way of circular and will be updated as required. The funding will be provided to schools in advance of reopening.

The specific advice in relation to school cleaning is set out in the HPSC advice and will be covered in the induction training. This advice sets out the cleaning regime required to support schools to prevent COVID-19 infections and the enhanced cleaning required in the event of a suspected cases of COVID-19. Schools are asked to carefully read and understand the cleaning advice and to apply that to all areas of the school as appropriate.

Schools are reminded to take particular care of the hygiene arrangements for wash hand and toilet facilities.

In summary, each school setting should be cleaned at **least once per day**. Additional cleaning if available should be focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.

If students are moving between classrooms consideration may be given to appropriate cleaning products being provided to enable them to wipe down their desk, chair and surface before leaving the room.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.

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

There will be regular collection of used waste disposal bags from offices and other areas within the school facility.

Shower facilities shall not be available for use by staff or students due to the increased risk associated with communal shower facilities and areas. This shall be reviewed in line with government guidance.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.).

Cleaning/Disinfecting rooms where a student/staff member with suspected COVID-19 was present

The rooms should be cleaned as soon as practicable possible.

Once the room is vacated the room should not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry.

Disinfection only works on things that are clean. Therefore, when disinfection is required it is always in addition to cleaning.

Person/s assigned to cleaning should avoid touching their face while they are cleaning and household gloves and a plastic apron.

Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine-based product (household bleach).

Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.

Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.

8) Dealing with a Suspected Case of COVID-19

Staff or students should not attend school if displaying any symptoms of COVID-19. The following outlines how a school should deal with a suspected case that may arise in a school setting.

A designated isolation area should be identified within the school building. The possibility of having more than one person displaying signs of COVID-19 should be considered and a contingency plan for dealing with additional cases put in place. The designated isolation area should be behind a closed door and away from other staff and students.

If a staff member/student displays symptom of COVID-19 while at school the following are the procedures to be implemented:

- If the person with the suspected case is a student, the parents/guardians should be contacted immediately;
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times;
- The isolation area does not have to be a room but if it is not a room it should be 2m away from others in the room;
- If it is not possible to maintain a distance of 2m a staff member caring for a student should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;
- Provide a mask for the person presenting with symptoms 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 – **(details at Section 7)**

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 and student confidentiality is essential at all times.

9) 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.

The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID19 and to protect health and safety as far as possible within the school. All staff have a key role to play.

In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School COVID-19 Response Plan and the control measures outlined.
- Complete the RTW form before they return to work.
- Must inform the Principal 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.
- Must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette. Coordinate practices and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display

any symptoms of COVID-19.

- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- Adhere to the procedure outlined above if they develop any symptoms of COVID-19 whilst within the school facility. .
- Keep themselves informed of the updated advice of the public health authorities and comply with same.

10) COVID-19 related absence management

The management of a COVID-19 related absence will be managed in line with agreed procedures with the Department of Education.

11) Employee Assistance and Wellbeing Programme

The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team. An Occupational Health Strategy is in place as a supportive resource for individual staff members in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

Under the EAS, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home). A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.

APPENDIX 1

COVID-19 Policy Statement

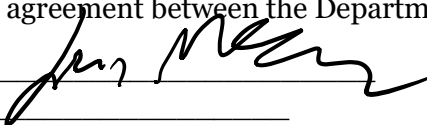
Central Technical Institute, Clonmel comprising Raheen College and Gaelcholáiste Chéitinn is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. The BOM/ETB and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and students on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and students engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: _____



Date: _____

20/8/2020

Appendix 2 Pre-Return to Work Questionnaire COVID-19

This questionnaire must be completed by staff **at least 3 days** in advance of returning to work.

If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: _____

Name of School: Central Technical Institute

Name of Principal: John McCarthy Date: _____

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised by a doctor to cocoon at this time?		
6.	Have you been advised by your doctor that you are in the very high risk group? If yes, please liaise with your doctor and Principal re return to work.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating, awaiting results of a COVID-19 test or been advised to restrict my movements. Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and will be held securely in line with our retention policy.

Signed: _____

Appendix 3 Lead Worker Representative – Post primary Schools

The COVID-19 Return to Work Safely Protocol is designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace. The Protocol was developed following discussion and agreement between the Government, Trade Unions and Employers at the Labour Employer Economic Forum.

The Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

The purpose of this section is to set out the provisions in respect of the LWR in schools. These arrangements will operate for the 2020/21 school year and will be kept under review by the parties.

This document should be read in conjunction with:

- the [COVID-19 Return to Work Safely Protocol](#);
- the [Guidance and FAQs for Public Service Employers during COVID-19](#);
- COVID-19 Response Plan for Post primary Schools (available on the Department of Education website).

1. Collaborative Approach

Responsibility for the development and implementation of the COVID-19 Response Plan and the associated control measures lies with the Board of Management/ Education and Training Board and school management.

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Return to Work Protocol will only be achieved if everyone has a shared obligation in implementing the measures contained within the Protocol in their place of work.

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff, students or others, they should contact the LWR who will engage with school management.

2. Role of the Lead Worker Representative

The role of LWR is separate to that of the Safety Representative under the health and safety legislation. However the Safety Representative may act as the LWR if selected to do so by the staff.

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Keep up to date with the latest COVID-19 public health advice;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Consult with school management on the control measures required to minimise the risk of staff and students being exposed to COVID-19;
- Promote good hygiene practices, in conjunction with school management, such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- Monitor, in conjunction with school management, adherence to measures put in place to prevent the spread of COVID-19;
- Conduct reviews of safety measures that are in place to address and suppress COVID-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis (at least twice per week);
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

3. What can a Lead Worker Representative Do?

The LWR may consult with, and make representations to, school management on any issue of concern in relation to COVID-19. These include issues in relation to:

- Cleaning protocols and their implementation
- Physical Distancing
- Configuration/re-configuration of the school facilities, including classrooms, corridors, halls, open areas, entry and exit points, school grounds etc.
- Implementation of one-way systems in the school to ensure social distancing including when entering and exiting the school
- Hand Hygiene facilities including their location and whether they are stocked and maintained
- Hand sanitising
- Staff awareness around hand hygiene in the school

- Respiratory hygiene
- Personal Protective Equipment
- At Risk Groups
- Visitors/Contractors

4. Does a LWR have any legal responsibilities?

No. A Lead Worker Representative does not have any duties in relation to COVID-19 other than those that apply to employees generally. In other words, the LWR is not responsible for the control measures within an organisation, which remains the employer's responsibility.

5. Lead Worker Representative(s)

Every school will appoint one Lead Worker Representative.

In schools with more than 40 staff, a second Lead Worker Representative will be appointed.

6. Selection of Lead Worker Representative(s)

The school staff are entitled to select staff members for the LWR position(s). The LWR(s) represent all staff in the workplace regardless of role and must be aware of specific issues that may arise in respect of different staff cohorts. In this regard, where a school has two LWRs, the roles should be spread between teaching and non-teaching staff where feasible e.g. where there is a significant number of non-teaching staff in the school and one or more expressions of interest are received from that cohort (this will be discussed further between the parties).

The process for the selection and appointment of the LWR(s) is that management will seek expressions of interest from all staff in the first instance. A template email for this purpose is attached. If an election is necessary, all school staff have a vote to select the LWR(s).

The LWR(s) will, following selection by the school staff, be formally appointed by the BoM/ETB. The LWR(s) will be required to confirm, prior to taking up the role, that they have been provided with and have completed the requisite training and that they are fully aware of the requirements of the role.

7. Supports for the Lead Worker Representative/s

The LWR(s) shall be entitled to:

- Be provided with information and training in respect of their role [*further detail to be provided*];
- Be consulted by school management on the control measures being put in place by the school to minimise the risk of being exposed to COVID-19;
- Regular communication with school management on issues related to COVID-19;
- Be informed of changes in practice arising from COVID-19 response measures;

- Have access to any risk assessments prepared or carried out in relation to COVID-19 and to details of incidents of suspected COVID-19 cases that have been notified to the HSE, where they occurred and any actions taken.
- Be provided with **the necessary facilities to enable them to consult with employees or prepare any submissions or reports. These might include access to a meeting room, photocopier, communications and equipment.**

Where the LWR is a teacher, the LWR will receive protected time of 2 hours per week from timetable to enable them to carry out their duties in that role. In the rare instances where the appointment of a teacher selected for the LWR would cause curricular/timetabling difficulties which cannot be resolved, school management will examine internal and external possibilities to enable the teacher's appointment as LWR. Where the matter cannot be resolved, management will set out the reasons why this is the case. In this circumstance, an alternative individual must be appointed as LWR.

Where the LWR is an SNA, 66 of the "72 hours" will be utilised by the LWR to carry out their duties in that role.

Where the LWR is a Secretary or Caretaker, a re-prioritisation of duties by school management should be carried out to afford the staff member sufficient time to carry out their duties in that role within the scope of their normal contracted hours.

8. Procedure for dealing with issues that arise

Where a COVID-19 control concern is identified by the LWR (or is notified to the LWR by a staff member), the LWR should bring this to the attention of the Principal. Action points for addressing the issue should where possible be agreed between the LWR and the Principal as a matter of urgency. Staff should be informed of the outcome. It is envisaged that issues will be resolved at school level to the maximum extent possible.

If agreement cannot be reached, the LWR should notify the Board of Management (Chairperson in the first instance)/ Education and Training Board head office of the issue. Action points for addressing the issue should where possible be agreed between the LWR and the BoM/ETB head office as a matter of urgency. Staff should be informed of the outcome.

If, having exhausted the process above, a serious issue of concern remains outstanding, the LWR may have recourse to the [Health and Safety Authority](#).

9. Glossary of Terms

- **COVID-19 Response Plan:** plan designed to support the staff and BOM/ ETB in putting measures in place that will prevent the spread of COVID-19 in the school environment. The plan details the policies and practices necessary for a school to meet the Return to Work Safely Protocol, the Department of Education plan for school reopening and to prevent the introduction and spread of COVID-19 in the school

environment. COVID-19 Response Plans for Post primary Schools are available on the Department's website.

- **Labour Employer Economic Forum (LEEF):** the forum for high level dialogue between Government, Trade Union and Employer representatives on matters of strategic national importance - involves the Irish Congress of Trade Unions, Government & Employers.
- **Return to Work Protocol:** national protocol designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace.
- **Safety Representative:** Section 25 of the Safety, Health and Welfare at Work Act 2005 sets out the selection and role of the Safety Representative in the workplace. The rights of the Safety Representative are set out in legislation. (Note: A Safety Representative has rights and not duties under the 2005 Act). This role is separate to the LWR under COVID-19, but the Safety Representative may act as the LWR if selected to do so by the staff.

TEMPLATE EMAIL TO STAFF REGARDING LEAD WORKER REPRESENTATIVE APPOINTMENT PROCESS

Dear All,

As you will be aware, significant work and consultation has taken place to enable a full return to school from the beginning of the 2020/21 school year.

The resumption of school-based teaching and learning and the return to the workplace of staff must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

The COVID-19 Return to Work Safely Protocol is designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace. The Protocol was developed following discussion and agreement between the Government, Trade Unions and Employers at the Labour Employer Economic Forum. In addition, every school has a COVID-19 Response Plan in place.

The Return to Work Safely Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace.

The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace. A copy of the school's COVID-19 Response Plan is attached and this includes further detail on the role of the Lead Worker Representative.

In this school, there are (1 or 2 – ***delete as appropriate***) Lead Worker Representative positions.

Under the Protocol, the school staff are entitled to select staff members for the LWR position(s). In this regard, I am now inviting expressions of interest from staff for these positions, by return email.

The LWR(s) represents all staff in the workplace regardless of role and must be aware of specific issues that may arise in respect of different staff cohorts. Where a school has two LWRs, the roles should be spread between teaching and non-teaching staff where feasible e.g. where there is a significant number of non-teaching staff in the school and one or more expressions of interest are received from that cohort.

Training for the role will be provided.

If an election is necessary, all school staff have a vote to select the LWR(s). Further details on this process will be sent to you if this arises. Following selection by the school staff, the LWR(s) will be formally appointed. The LWR details will be sent to all staff following their appointment.

Yours sincerely,

Principal

Appendix 4 Risk Assessment

COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice Letter sent to staff, students and parents regarding return to School procedures	Yes Yes	Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement Return to Work Forms received and reviewed Undertake Induction Training Maintain log of staff, student and visitors Complete checklists as required: How to deal with a suspected case Physical distancing requirements Other school specific checklist	All Staff Principal Principal/LWR All staff Principal/ admin staff School Management RTW Aide	

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by:

John McCarthy

Date: 20 /08 /2020

Appendix 5

Contact Tracing Log

Name of School	Gaelcholáiste Chéitinn		School Contact Person	John McCarthy	
Address of School	The Mall, Clonmel Co. Tipperary		For Queries only: Phone No	052-6126269	
			Email	Info@CTI-CLONMEL.IE	
Name of Visitor					Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Visit	___ / ___ / _____	Time	Entry to school _____ am <input type="checkbox"/> pm <input type="checkbox"/>	Exit from School _____ am <input type="checkbox"/> pm <input type="checkbox"/>	
Visitor Status	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____		
Contact details of visitor	Company Name (if applicable)				
	Address				
	Contact No.		Email Address		
	Reason for Visit				
Who the visitor met (separate line required for each person the visitor met)					
Name of Person visited				Length of time spent with each person in the school	

Appendix 5

Contact Tracing Log

Name of School	Raheen College		School Contact Person	John McCarthy
Address of School	Raheen Road, Clonmel		For Queries only: Phone No	052-6154104
			Email	info@cti-clonmel.ie
Name of Visitor				Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Visit	___/___/___	Time	Entry to school _____ am <input type="checkbox"/> pm <input type="checkbox"/>	Exit from School _____ am <input type="checkbox"/> pm <input type="checkbox"/>
Visitor Status	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____	
Contact details of visitor	Company Name (if applicable)			
	Address			
	Contact No.		Email Address	
	Reason for Visit			
Who the visitor met (separate line required for each person the visitor met)				
Name of Person visited				Length of time spent with each person in the school

Appendix 6

Checklist for School Management

This checklist supports planning and preparation, control measures and induction needed to support a safe return to school for students, staff, parents and others.

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan. This is likely to be the principal (with supports as agreed with the Department).

Planning and Systems

1. Is there a system in place to keep up to date with the latest advice from Government and DES, to ensure that advice is made available in a timely manner to staff and students and to adjust your plans and procedures in line with that advice? **YES**
2. Have you appointed staff member/s to the LWR position (detailed at Section 4.3 above) in accordance with the agreed protocol? **YES**
3. Have you advised staff as to has been appointed to the position of LWR? **YES**
4. Have you prepared a school COVID-19 response plan and made it available to staff and students? **YES**
5. Have you a system in place to provide staff and students with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them? **YES**
6. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19? **YES**
7. Have you told staff and students of the purpose of the COVID-19 contact log? **YES**
8. Have you a COVID-19 contact log in place to support HSE tracing efforts if required? **YES**
9. Have you informed staff on the measures that have been put in place to help prevent the spread of the virus and what is expected of them, and provided a system for them to raise issues or concerns and to have them responded to? **YES**
10. Have you reviewed and updated risk assessments in line with Department advice to take account of any controls to help prevent the spread of COVID-19? **YES**
11. Have you updated emergency plans, in particular to take account of the COVID response plan? **YES**

Staff

12. Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace? **YES**
13. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk ([HSE guidance on people most at-risk](#)) and advised them of the Department of Education's agreed arrangements for management of those staff? **YES**
14. Have you advised staff and students they must stay at home if sick or if they have any [symptoms of COVID-19](#)? **YES**
15. Have you told staff and students what to do and what to expect if they start to develop symptoms of COVID-19 while in school, including where the isolation area is? **YES**
16. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life? **YES**

Training and Induction

17. Have you advised staff and students to view the Department of Education's training materials which are available online? **YES**
18. Have you taken the necessary steps to update your school induction / familiarisation training to include all information relating to COVID-19? **YES**
19. Have first aiders, if available, been given updated training on infection prevention and control re hand hygiene and use of PPE as appropriate? (*It is intended that training will be provided as part of the DES online training programme*). **YES**

Buildings / Equipment

20. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens? **N/A**
21. Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease? **It has been run**
22. Have you visually checked, or had an appropriate person check, all equipment in the school for signs of deterioration or damage before being used again? **YES**
23. Have you arranged for the school including all equipment, desks, benches, doors and frequently touched surfaces points, been thoroughly cleaned before reopening? **YES**

Control Measures in place

Hand / respiratory hygiene

24. Have you accessed supplies of hand sanitizers and any necessary PPE equipment in line with the HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department? This framework close to being finalised and will be available for drawdown with guidance as to how and what to order accompanying it. **YES**
25. Are there hand washing/hand sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance? **YES**
26. Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate? **YES**
27. Are hand sanitisers easily available and accessible for all staff, students and visitors – e.g. in each classroom and at entry and exit points to school buildings? **YES**
28. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked? **YES**
29. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient? **YES**
30. Have you informed staff and students about the importance of hand washing? **YES**
31. Have you arranged for staff and students to view [how to wash their hands](#) (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource? **YES**
32. Have you shown staff and students how to use hand sanitiser correctly and where hand-sanitising stations are located? **YES**
33. Have you displayed posters on how to wash hands correctly in appropriate locations? **YES**
34. Have you told staff and students when they need to wash their hands or use hand sanitiser? This includes:
 - before and after eating and preparing food
 - after coughing or sneezing
 - after using the toilet

- where hands are dirty
 - before and after wearing gloves
 - before and after being on public transport
 - before leaving home
 - when arriving/leaving the school /other sites
 - after each class
 - after touching potentially contaminated surfaces
 - if in contact with someone displaying any COVID-19 symptoms **YES**
- 35.** Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus, including?
- avoid touching the face, eyes, nose and mouth
 - cover coughs and sneezes with an elbow or a tissue
 - dispose of tissues in a covered bin **YES**

Physical Distancing:

- 36.** Have you identified all available school space to be used to maximise physical distancing? **YES**
- 37.** Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements? **YES**
- 38.** Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines? **YES**
- 39.** Have you arranged in each room that the teacher's desk should be at least 1m (and where possible 2m) away from student desks? **YES**
- 40.** Have you arranged in each room that students would be, at least 1m and (where possible 2m) away from each other? **YES**
- 41.** Have you where possible and practicable assigned students to main class cohorts to minimise the risk of infection from COVID-19? **YES**
- 42.** Have you arranged the timetable to facilitate double classes where possible and practicable?
YES AND WE HAVE MOVED TO ONE HOUR CLASSES
- 43.** Have you advised staff and students that when students are moving to an elective subject they would, where practicable be seated with members of their main class cohort? **YES**
- 44.** Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas? **YES**
- 45.** Have you encouraged walking or cycling to school as much as possible? **YES**
- 46.** Have you made arrangements, in so far as possible, to open additional access points to school to reduce congestion? **YES**
- 47.** Can you provide a one system for entering and exiting the school, where practical? **YES**
- 48.** Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing? **YES**
- 49.** Have you taken steps to minimise rotation of staff between classes where possible? **YES**
- 50.** Have you a system to regularly remind staff and students to maintain physical distancing? **YES**
- 51.** Have you advised staff and students not to shake hands and to avoid any physical contact?
YES
- 52.** Have you stopped all non-essential travel for school activities? **YES**

Visitors to Schools

- 53.** Have you identified the activities that involve interacting with essential visitors to schools, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible? **YES**

54. Are there arrangements in place to inform essential visitors to schools of the measures to help prevent the spread of infection? **YES**
55. Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log? **YES**

Appendix 7 Checklist for dealing with a suspected case of COVID-19

Each main class cohort should be considered a separate group for the purpose of managing suspected cases. Each teacher/staff member will be required to manage a suspected case in line with the protocol and training.

A nominated member of the school management team will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

Isolation Area

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close? **YES**
2. The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room. **SEPARATE ROOM AVAILABLE**
3. Is the isolation area accessible, including to staff and students with disabilities? **YES**
4. Is the route to the isolation area accessible? **YES**
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19? **YES**
6. Are the following available in the isolation area(s)? **YES**
 - Tissues
 - Hand sanitiser
 - Disinfectant/wipes
 - Gloves/Masks
 - Waste Bags
 - Bins

Isolating a Person

7. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them? **YES**
8. Are staff familiar with this procedure? **YES**
9. Have others been advised to maintain a distance of at least 2m from the affected person at all times? (it is intended that this will be dealt with as part of DES online training) **YES**
10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building? **YES**

Arranging for the affected person to leave the School

11. Staff – have you established by asking them if the staff members feel well enough to travel home?

12. Student – have you immediately contacted their parents/guardians and arranged for them to collect their student? Under no circumstances can a student use public or school transport to travel home if they are a suspected case of COVID-19.
13. The affected person should be advised to avoid touching other people, surfaces and objects.
14. The affected person should be advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.
15. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?
16. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?
17. Has the affected person been advised they must not use public transport?
18. Has the affected person been advised to continue wearing the face mask until they reach home?

Follow up

19. Have you carried out an assessment of the incident to identify any follow-up actions needed?
20. Have you advised the LWR of the incident in accordance with the agreed protocol?
21. Are you available to provide advice and assistance if contacted by the HSE?

Cleaning

22. Have you taken the isolation area out-of-use until cleaned and disinfected?
23. Have you made arrangements to clean and disinfect any classroom space where the staff or students were located?
24. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?
25. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? *(It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access in line with the guidance which will be provided shortly)* **YES**

Appendix 8 Checklist Lead Worker Representative

Checklist of questions in line with the protocol at Appendix 3 as agreed between the Department and management bodies

- 1.** Have you been s/elected by your colleagues on the staff and have you agreed with your school principal to act as a Lead Worker Representative for your school, in accordance with the process for *lead worker representative/s in schools that has been agreed centrally and is to be implemented locally*).
- 2.** Have you been provided with information and training in relation to the role of Lead Worker Representative? (*Training for this role is currently being explored with the HSA*).
- 3.** Are you keeping up to date with the latest COVID-19 advice from Government?
- 4.** Are you aware of the [signs and symptoms of COVID-19](#)?
- 5.** Do you know [how the virus is spread](#)?
- 6.** Do you know how to help prevent the spread of COVID-19?
- 7.** Have you watched and do you understand the online training provided by the Department of Education and have you been given induction training before returning to school?
- 8.** Have you been made aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19?
- 9.** Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
- 10.** Have you completed the COVID-19 return-to-work form and given it to your school? (*DES template Return-to-Work form available*)
- 11.** Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? (*Checklist for School Management available*)
- 12.** On behalf of the employer did your school principal consult with you when putting control measures in place? Control measures have been agreed centrally between the Department and education partners and will be revised as necessary. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol
- 13.** Have you a means of regular communication with the principal and where applicable any other person with overall responsibility for the school COVID-19 plan?
- 14.** Are you co-operating with your school to make sure these control measures are maintained?
- 15.** Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (*Checklist for Cleaning and Disinfection available*)
- 16.** Have you been asked to walk around and check that the control measures are in place and are being maintained?
- 17.** Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?
- 18.** Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
- 19.** Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?

- 20.** Are you co-operating with your school in identifying an isolation area and a safe route to that area? (*Checklist for dealing with suspected case of COVID-19 available*)
- 21.** Are you helping in the monitoring and keeping under review the management of someone developing symptoms of COVID-19 while at school?
- 22.** Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
- 23.** Are you helping in maintaining the staff and student contact log?
- 24.** Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
- 25.** Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
- 26.** Are you raising those control concerns or suggestions with your school Principal and feeding back the response to the staff member/s who raised the issue?
- 27.** Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?
- 28.** Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?
- 29.** If you are a teacher, have you been provided with the 2 hours per week of protected time off class contact hours, as provided for in the protocol?
- 30.** If you are an SNA, have you been provided with 66 of the “72 hours”, as provided for in the protocol?
- 31.** If you are a school secretary or a caretaker have your duties been re-prioritised by school management to afford you sufficient time to carry out your duties as LWR within the scope of your normal contracted hours, as provide for in the protocol?

Appendix 9 Checklist for Cleaning

1. Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner to staff and students and to adjust your cleaning procedures in line with that advice? **YES**
2. Have you reviewed the HPSC health advice for the safe reopening of schools, in particular **Section 5.6 Environmental Hygiene**? **YES**
3. Have you explained the need for the enhanced cleaning regime to staff and students? **YES**
4. Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying? **YES**
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime? **YES**
6. Have you provided training for cleaning staff on the enhanced cleaning regime? (*DES intends to provide online training for cleaning staff*)
7. Have you made arrangements for the regular and safe emptying of bins? **YES**
8. Are you familiar with the cleaning options for school settings set out in the HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management? **YES**
9. Are you aware that each school setting should be cleaned once per day? **YES**
10. Have you in place a system for regular cleaning of the following frequently touched surfaces? **YES**
 - Door handles,
 - Hand rails
 - Chairs/arm rests
 - Communal eating areas
 - Sinks
 - Toilets facilities
11. Have you provided cleaning materials to staff and students so that they can clean their own desk or immediate workspace? **YES**
12. Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks? E.g. mobile phone laptop and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed. **YES**
13. Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, pens **YES**
14. Have you put in place a written cleaning schedule to be made available to cleaning staff including:
 - Items and areas to be cleaned
 - Frequency of cleaning
 - Cleaning materials to be used
 - Equipment to be used and method of operation **YES**
15. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning? **YES**

- 16.** If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves? **YES**
- 17.** Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag? *Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.* **YES**
- 18.** Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use? **YES**
- 19.** Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use? **YES**

APPENDIX V

RISK ASSESSMENTS

Risk assessments have been carried out at Central Technical Institute by Mr. John Mc Carthy with the assistance of his staff using template Risk Assessments provided by the Health and Safety Authority.

Risk Assessments Attached