



The Institute of Education

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HEALTH AND SAFETY POLICY

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1.0 Health and Safety Policy

The Institute, as far as is reasonably practicable, will provide and maintain premises and systems of work which do not involve risk to the health of members of staff or students.

Such information, instruction, training and supervision will be given as is reasonably practicable and necessary to safeguard the health of students. This information is set out in the Institute's Safety Statement.

1.1 Premises

The Institute of Education undertakes to maintain the premises, including the means of access and exit, in a safe condition for normal working by all reasonable measures and any regulations or orders made under the terms of the Safety, Health & Welfare at Work Acts 2005 and 2010 will be observed.

It also undertakes to provide staff with adequate information, instruction and training for the evacuation of Institute premises in the event of fire or other emergency.

1.2 *The Institute of Education's Responsibilities*

The Institute of Education, as far as is reasonably practicable, will continue to review all measures which are necessary to protect the health and safety of all students.

The Health and Safety Officer/Management are responsible for the practical application of the Institute's Health and Safety policy in the areas under their control.

The Operations Manager, Ms Deirdre Callanan, is responsible for all matters concerning the Institute's premises.

1.3 *Student Responsibilities*

You should be aware of your Health and Safety obligations which require:

- While you are at school, all students have a duty to take reasonable care of their own health and safety and of the Health and Safety of anyone else who may be affected by their actions.
- All students must co-operate with staff and anyone else concerned so they comply with their obligations under the Act.

- Students must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in the terms of the Act.
- Students wishing to cross Leeson Street for any reason must only do so at the traffic lights. Students should be vigilant, as a contra-flow bus, cycle and taxi lane is in operation. Please look left and right before crossing Leeson Street.

2.0 Fire Procedure

You must familiarise yourself with the following emergency procedures in case of fire.

If you discover a fire you should:

- Sound the alarm by operating the nearest Break Glass Point
- Contact the Health and Safety Officer immediately
- Call the fire brigade
- Tackle the fire with the nearest appropriate fire extinguisher – **but only if safe to do so**
- When you hear the fire alarm leave the building by the nearest available exit and assemble at your pre-selected Assembly Point and await roll call
- **Do not delay** in leaving the building by collecting personal belongings
- **Do not use lifts** in event of fire warning
- **Do not re-enter the building** until told to do so by the Health and Safety Officer

Details of the procedures, exit and assembly points, and the appointed Fire Marshals for each floor, are displayed around the building.

You should also find out where your nearest fire alarm and fire extinguishers are located, and know how to operate them.