



CO-ORDINATOR
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Further Education Centre
The Neale Road
Ballinrobe
Co. Mayo

Health and Safety

Accident

All accidents must be dated and detailed in an accident report form. This form must be completed within 48 hours, with the accident reported immediately to coordinator or to acting staff coordinator who in turn may need to contact the emergency services or relevant authorities in some cases. Details of Emergency Contact numbers will be available in the main office

First-Aid

In the case of any injury or illness occurring to a learner while attending Youthreach, the appropriate first aid treatment should be administered by the designated person with appropriate training. Procedures are in place for contacting the appropriate emergency services should the necessity arise. The matter should be reported to the co-ordinator as soon as possible. The incident should be recorded on an Accident/ Injury Report Form and filed in the appropriate participants file.

Prescription Medication

At admission the learner and parent/guardian must give notification of allergies or special food needs to the centre. Where required, a letter from the doctor must be obtained. There is an obligation on Students or Parents/Guardians to inform the centre co-ordinator if Students are taking prescribed medication which could affect their ability to learn. Learners are solely responsible for taking medication at the correct time.

Inhalers are to be used only as prescribed by the learner's doctor. The centre is to be informed by the parent/guardian of the correct usage.

Should a learner have epilepsy or diabetes or another condition that may require emergency medical assistance, the centre needs accurate information about the drugs and the required dosage for the purposes of





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informing medical assistance. Any change in medication practice must be notified to the centre by the parents/guardian immediately. The staff of Youthreach are not responsible for ensuring that participants take their medication.

Any learner found with other medication will be asked to hand it over and parents/guardians will be informed immediately. Failure to comply with this request may result in suspension or removal from the centre.

Hygiene

It is necessary to have good hygiene standards at all times to prevent the risk of all types of infections. Guidance on food preparation techniques, hygiene and food storage will be posted in the kitchen areas and these will comply with basic food and hygiene certificate regulations.

Learners are required to maintain the highest level of personal hygiene and grooming that is possible for them. If difficulties arise in this matter, it may be necessary for a staff member to speak to the learner sensitively about the issue, and support the participant in practical ways of improving the situation.

Dress Code

Learners attending Youthreach are required to dress in an appropriate manner in order to partake in the programme. Clothing should be practical and not in any way give offense to themselves or others.

Protective Clothing

Under Health & Safety Regulations learners are required to wear protective clothing in areas deemed appropriate by their instructor/teacher.

Drugs/Alcohol

A drug is considered to be a substance people take, other than food, to change the way they think, feel or behave. When a reference is made to a drug or a substance the list can include medicines, nicotine, alcohol, solvents, illegal drugs and this list is not exhaustive. The use, possession or trafficking of illegal drugs is against the law and will be treated by all staff as such.





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All drug related incidents will be treated with upmost confidence; however limits of confidentiality need to be taken into consideration with regard to legal considerations and the health and wellbeing of the student. In order to ensure that Students and staff are in a safe learning environment, 'with-cause' drug testing may be carried out. This means that a drug test will be carried out if there is a Health and Safety concern and/or if the student appears to be under the influence of an intoxicant and therefore falls into the criteria for 'with-cause' testing.

The judgement as to whether 'with-cause' testing needs to be applied can be based on a number of factors including the following:

- Apparent disorientation
- Unsteadiness
- Slurring of words
- Smell of alcohol
- Admitted or observed taking of illegal or non-prescribed drugs or volumes of alcohol which might cause the legal limit for driving to be exceeded
- Unusual or abnormal behaviour

In all cases, prior to a student being requested to undergo 'with-cause' testing, more than one staff member will have submitted an opinion as to the existence of circumstances or conditions sufficient to warrant testing. Normally, one of these would be the centre co-ordinator.

If a student is under the age of 18, parental/ guardian support will be sought in relation to any tests that may have to be carried out. A parent/ guardian will be asked to accompany their child to an external competent source. The type of test to be administered will be decided by the external competent source.

By signing this code of conduct, students who are 18 years of age and over and also parents/guardians of students who are under the age of 18, are giving their consent to 'with-cause' drug testing. A student or parent/guardian will be made aware of the concerns regarding the student's behaviour and the reason for the test. Students or parents/guardians must co-operate with this process if the student wishes to continue their training here. The results will be notified to the student and the parents/guardians where appropriate.

If the 'with-cause' drug test proves positive, the student will be given the full support of the centre co-ordinator and the support of all the staff in the





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centre. Students will be asked to seek professional addiction counselling services with an agreed external source and to co-operate with these services as required. Students will be free to return to the centre once they show they are drug-free and provide evidence that they are co-operating with the agreed addiction counselling service.

Smoking

Smoking by learners will not be encouraged. The centre is a public building under the law and therefore no smoking is allowed anywhere in it. Smoking will only be permitted in the outside smoking designated area. For Health and Safety reasons, the smoking of self-made cigarettes/ rollies is not allowed.

Fire Safety

A designated Health & Safety Representative will be appointed. A break glass alarm system is located in common areas of the building. A fire blanket will be located in the kitchen and fire extinguishers will be sited throughout the building. Ongoing checks will be carried out to ensure seals are not broken. All fire equipment is to be serviced on service due dates by designated Fire Safety Company.

Fire notices to be posted in premises advising of what to do in the event of a fire, fire exits clearly marked and location of fire assembly point outside of building. Ensure all fire exits are clear and accessible at all times. The Youthreach co-ordinator will be responsible for ensuring that staff and participants are aware of fire procedures and drills will be held at least twice a year. These drills are to be recorded in Fire Safety Log.

Any interference with fire safety equipment will result in the immediate expulsion from the centre. Due to Health & Safety concerns refusal to cooperate in relation to the matter of interference with fire safety equipment or fire incidents may necessitate Youthreach to be closed until the issue is resolved.





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Centre Safety

The full staff team is responsible for centre safety and must report any concerns to the designated Health & Safety Officer promptly. Staff car keys and building keys should not be left lying around. Additional thought must be given to young people who may be at risk of harming themselves.

Glue, varnish, paint, lighter fluid and aerosol sniffing is highly dangerous and staff need to be aware of these risks and ensure that these and other potentially dangerous materials such as harmful detergents are safely locked away.

Also tools, kitchen knives, art materials may be used by young people who wish to harm themselves or others. Learners allowed to use such equipment need to be supervised and equipment needs to be accounted for daily and safely locked away when not in use. Any missing equipment must be reported to the Health & Safety Officer and/or co-ordinator immediately.

Offensive Weapons

An offensive weapon is described as “Where a person has a knife, blade or any other sharply pointed article in public place in order to give offense, any article intended to unlawfully cause injury, incapacitate or intimidate another person “(An Garda Síochána)

It is illegal to carry or use an offensive weapon. It is not permitted to have one in the centre. Where necessary the Garda Síochána will be contacted by staff to deal with the incident. Weapons brought into the centre will be confiscated. Confiscated weapons will not be returned and parents/guardians will be informed if appropriate and a serious incident report logged.

Garda Vetting



YOUTHREACH is funded by the Department of Education and Science and Enterprise Trade and Employment with the assistance of the European social fund



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All Youthreach staff, volunteers and students on placement must have Garda Clearance as per MSL ETB vetting procedures.



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