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**YOUTHREACH**  
**Ballinrobe**



Further Education Centre  
The Neale Road  
Ballinrobe  
Co. Mayo

## Health & Safety Policy/ Procedures

It is the aim of Ballinrobe Youthreach and MSL ETB that all students and staff work in a healthy, clean and safe educational environment. To this end, we strive to operate the following guidelines in the centre:

- Identify and eliminate as far as practicable all hazards to health & safety of the students/ and staff.
- Elect a staff safety representative.
- Provide necessary protective clothing for hands, eyes, ears and feet and breathing apparatus where necessary.
- Ensure that the correct protection is used at all times.
- Teachers and students to be trained as to the safe use of machines in their charge.
- Regularly evaluate centre safety statement.

### **Incident Guidelines**

- Evaluate accident and take the following steps as appropriate: ring doctor/ambulance and/or give first aid as necessary if safe to do so.
- Accidents must be reported to the Director/Co-ordinator and documented in the **Accident Book**.
- Statements must be taken from witnesses without delay.
- Photograph scene/video/camera.

### **Fire Safety**

The **Fire Officer** checks the following each month:

- Exit signs are in place.
- Fire instructions displayed.
- Doors can be opened and have easy access.
- Ensure escape route plan is displayed.
- Update Safety Plan

There must be a fire drill each term at the discretion of the Fire Officer.

