



CO-ORDINATOR
Frank Brady
Telephone: (094) 9541117/9542103
E-mail: youthreachballinrobe@msletb.ie



Further Education Centre
The Neale Road
Ballinrobe
Co. Mayo

Safety and Accident Policies and Procedures at Ballinrobe Youthreach

Safety Procedure

The management expects each of the staff, regardless of his/her position with the centre, to cooperate in every respect with our safety statement and all statutory safety regulations.

1. All injuries and accidents are reported immediately to the Co ordinator and obtain medical aid without delay.
2. Personal protective equipment, where required, must be worn by all staff./students. There will be no exceptions to this requirement.
3. Hazardous conditions and other safety concerns must be reported immediately to the co ordinator.
4. The staff will follow all safety rules.

Accident Policy

1. When there is a staff member or a student injured your first priority is for them to receive medical help. Apply immediate first aid and if it is serious call 112 for help or bring the person to the hospital.
2. Let the Co ordinator know about the accident and explain the details.
3. Immediately call the parents of the student and let them know about the injury.
4. Fill out an accident report in the accident report book in office





CO-ORDINATOR
 Frank Brady
 Telephone: (094) 9541117/9542103
 E-mail: youthreachballinrobe@msletb.ie

Further Education Centre
 The Neale Road
 Ballinrobe
 Co. Mayo

Accident Report Form

Injured's name _____ Age _____

Sex/Gender _____

Job description/title _____ Social security Number _____

Date and time of accident _____ location _____

Task being performed when accident occurred

Date and time accident reported _____ To whom _____

Name(s) of witness(es)

Describe how the accident occurred

What part of body was injured _____

Describe the injuries in detail

Date and time you sought medical attention

Name of doctor and/or hospital

Could anything be done to prevent accidents of this type? If so, what _____

Signature of Staff: _____
 Date: _____





CO-ORDINATOR

Frank Brady

Telephone: (094) 9541117/9542103

E-mail: youthreachballinrobe@msletb.ie



Further Education Centre
The Neale Road
Ballinrobe
Co. Mayo



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