# Health & Safety Policy/ Procedures

It is the aim of Ballinrobe Youthreach and MSL ETB that all learners 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 learners/ 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 learners 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

Fire drills will take place throughout the year at the discretion of the Fire Officer and with the cooperation of the other programs operating in the building.