



Waterford Wexford Education and Training Board (WWETB)

Corporate Safety Statement



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Health & Safety Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Waterford & Wexford Education and Training Board (WWETB) to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, learners, visitors, contractors and other persons on our premises from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and visitors to our buildings.

To achieve our safety, health and welfare objectives, WWETB uses the combination of a Corporate Safety Statement together with a workplace site specific standardised Safety Statement to detail the overall approach to the management of health and safety across our organisation.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements, which must be carried out by the employer to ensure the safety, health and welfare of all staff.

WWETB, as employer, undertakes in so far as is reasonably practicable to:

- promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- maintain a constant and continuing interest in safety and health matters;
- continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- consult with staff on matters related to safety, health and welfare at work;
- provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

WWETB is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed: Kevin Lewis

Kevin Lewis
Chief Executive

Date: 13 May 2022

Declaration of Intent

WWETB are committed to implementing the provisions of the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations 2007-2020 and all other relevant statutory legislation, including when these are amended and updated.

WWETB will comply with all our duties as an employer under Section's 8 & 9 of the 2005 Act. Hazard and Risk Assessments templates, will be provided, as will Safety Statements in compliance with Sections 19 and 20.

The different requirements are divided into the following headings:

- *General Duties of Employers (Section 8);*
- *Information to Employees (Section 9);*
- *Instruction, Training & Supervision of Employees (Section 10);*
- *Emergencies and Serious and Imminent Dangers (Section 11);*
- *Protective and Preventive Measures (Section 18);*
- *Hazard Identification & Risk Assessment (Section 19);*
- *Safety statement (Section 20);*
- *Co-operation (Section 21);*
- *Health Surveillance & Medical fitness to Work (Section 22 & 23);*
- *Safety Representative (Section 25);*
- *Employee Consultation (Section 26);*
- *Penalisation (Section 27).*

Sections 13 and 14 of the 2005 Act outline the duties of all staff. Each staff member will take care of their own safety and health and that of any person who may be affected by their acts.

Staff will co-operate with management, enabling the implementation of Corporate and local Safety Statements. Section 14 of the Act states that each employee shall not intentionally or recklessly interfere with any safety measure provided.

The different requirements are divided into the following headings:

- *General Duties of Employees (Section 13);*
- *Interference, misuse, etc. (Section 14);*
- *General Duties of Persons in Control of Place of Work (Section 15);*
- *Health Surveillance & Medical fitness to Work (Section 23);*
- *Safety Representative (Section 25);*
- *Employee Consultation (Section 26).*

WWETB expects all staff to comply with these duties.

We shall consult with our staff to enable the promotion of safety, health and welfare at work as a team.

WWETB shall provide a Corporate Safety Statement and Local Safety Statements templates. The Corporate Safety Statement sets out the safety intent of WWETB. It will include policy documents, resources and outline responsibilities.

The Local Safety Statement shall be amended to be site-specific to each school/centre or work area. It will includedetailed responsibilities at each workplace.

Copies of the corporate Safety Statement will be made available through the website and staff hub

Copies of, both Safety Statements will be made available to all Staff, visitors, and contractors.

All Safety Statements will be reviewed annually and will be updated following any significant changes in legislation, operation, personnel, risk levels, new technology, equipment or procedures.

Introduction to the Safety Statement

A safety statement is a systematic approach to managing health and safety with the organisation. It is an ongoing evolutionary document that outlines a template for developing and recording the safety management system of Waterford & Wexford ETB.

In essence the Safety Statement provides:

- A facility for achieving and sustaining legislative compliance.
- A structure for the integration of safety responsibilities into all levels of the management structure and all day-to-day operations.
- A method for recording risk assessments, hazard identification, controls and risk elimination.
- Records of accidents and dangerous occurrences on site including investigation and evaluation reports.
- Records of ongoing health and safety training.
- A mechanism for providing information, instruction, training, and consultation with all staff and elected safety representatives.
- Ongoing evaluation process of the effectiveness of the above.

WWETB's aim is to provide a safe working environment at all times for staff, students and third parties. This can only be achieved with cooperation and effort from all.

Responsibility for health and safety rests with **all staff** at **all levels** within the organisation.

This document sets out the proactive safety management system, procedures and management responsibilities. Each employee will be given an opportunity to read this document and put any questions they may have to management for clarification. When the employee is satisfied that they understand the Corporate Safety Statement, Local Safety Statement and how they apply to their work, the Acceptance Form at Appendix 3 must be signed.

Local Safety Statement

These are required for our 13 Post Primary Colleges (including 1 PLC), 1 Community National School, 29 Further Education & Training Centres and 3 administration offices. See list of locations in appendix 5

Roles and Responsibilities

Responsibilities of the **Chief Executive**

The Chief Executive is the Accounting Officer in respect of ensuring the duties of the employer as set out in the 2005 Act are complied with.

Under the Safety, Health and Welfare Act 2005 responsibility rests with the employer to ensure appropriate safety systems are in place with clear roles and delegated functions assigned to support a culture of safety first.

Under section 13 of the Education and Training Board Act, 2013, health and safety is an executive function with the Chief Executive as the Accounting Officer of the organisation. The Chief Executive may delegate functions to a Centre Manager who is defined under the 2005 Act as being a person in control of a place of work

- The Chief Executive has overall responsibility for the implementation of the Safety Statement, which includes the following:
 - Review the effectiveness of the Safety Management System in place within WWETB.
 - Delegate as appropriate to the Principals, Centre Managers, Co-ordinators and ensure they understand their role under the relevant Safety Statements.
 - Review the roles and responsibilities of all involved in the implementation of this safety statement and modify where necessary
 - Confirm each school/centre has an adequate safety statement in place
 - Ensure that Safety, Health and Welfare at Work is included on the Agenda for Management Meetings.
 - Commit to promoting and developing an effective, efficient Health & Safety Management System
 - Ensure adequate information on relevant safety legislation, safety standards and codes of practice is available and accessible to all staff.

Responsibilities of Directors

- Commit to promoting and developing an effective, efficient Health & Safety Management System.
- Ensure adequate information on relevant safety legislation, safety standards and codes of practice is available and accessible to all staff.
- Ensure that Safety, Health and Welfare at Work is included on the Agenda for Management Meetings.
- Delegate as appropriate to the Principals, Centre Managers, Co-ordinators and ensure they understand their role under the relevant Safety Statements.

Responsibilities of person in control of a place of work

- Comply as far as reasonably practical with the requirements of the 2005 Act;
- Shall ensure as far as is reasonably practical, that the place of work, the means of access thereto, or egress therefrom, and any article or substance provided for use in the place of work, are safe and without risk to health.
- Ensure all accidents and incidents are reported to the ETB and investigated with all relevant statutory reports completed;
- Organise relevant training with appropriate registers maintained;
- Participates in the Safety Committee where one is established.
- Prepare the Local Safety Statement for their school/centre ensuring Risk Assessments are carried out.
- Commit to promoting and developing Health and Safety in their school/centre.
- Investigate and record incidents in a timely manner.
- Take appropriate action on any safety representation made.
- Prepare Emergency Evacuation Plans and Critical Incident Plans.
- Identify training needs of staff and arrange where possible.
- Maintain accident register.
- Hold regular Safety, Health and Welfare at work committee meetings and submit minutes to Safety Health and Welfare Unit.
- Review and update Safety Statement as is necessary.
- Ensure that Safety, Health and Welfare at Work is included on the agenda for staff meetings.

Safety Representatives

Employees may, from time to time, select and appoint from amongst their number at their place of work a representative (in this Act referred to as a “safety representative”) or, by agreement with their employer, more than one safety representative, to represent them at the place of work in consultation with their employer on matters related to safety, health and welfare at the place of work.

Responsibilities of Local Health & Safety Committees

A Health and Safety Committee (hereinafter Safety Committee) facilitates the consultation process on safety, health and welfare matters in a centre.

Employees have the right to make representations to and consult their employer on matters relating to their safety, health and welfare at work.

Where, in a place of work by agreement of the employer, there is a group of persons (by whatever name known) representative of the employer and the employees that constitutes a safety committee in compliance with *Schedule 4 of the 2005 Act* and that exists for the purpose of consultation regarding the safety, health and welfare at work of the employees, consultation within that group of persons may, to such extent as may be agreed between the employer and his or her employees, fulfil the requirements of *subsections (1) and (2) of the Act*.

Consideration shall be given to any representations made by employees in relation to matters relating to their safety, health or welfare at work and, so far as is reasonably practicable, take any action that he or she considers necessary or appropriate with regard to those representations.

Employees involved in arrangements for consultation will be given such time off from their duties as is reasonable having regard to all the circumstances, without loss of remuneration, to enable those employees—

- (a) to acquire the knowledge and training necessary to discharge their functions under this section, and
- (b) to discharge those functions.

Where a safety committee is established as a means of consulting with employees, it should ideally be comprised of a minimum of;

- Centre Manager ;
- Members of Staff (elected by staff);
- Safety Representative (elected by staff).

The Safety Committee will also consider any of the other items arising under Section 26 (1) (b) of the Health and Safety and Welfare at Work Act, 2005.

- The membership of this committee must include the Principal/Centre Manager and the safety representative.
- Ensure Risk Assessments are up to date
- Ensure and monitor servicing of the Fire Alarm, Fire Extinguishers and Emergency Lighting
- Keep Employee list up to date for Emergency Evacuation Drills.
- Monitor and stock First Aid Supplies.
- Review any new equipment / procedures/staff that may impact on H&S procedures.
- Provide minutes of Meetings for Submission to Services Support Unit.

Responsibilities of the Director of Organisation Support and Development –

- Manage Health & Safety Services and Support Unit
- Issue directives to Principals/Centre/Office Managers, as appropriate.
- Provide support to Health & Safety Administration when monitoring Health and Safety audits/reviews.
- Liaise between Chief Executive, Directors and Health & Safety Services and Support Unit.

Responsibilities of Safety Health and Welfare Unit

- Assist the Chief Executive in the implementation of the Safety Statement.
- Provide support to Principals/Centre Managers/Co-ordinators on Health & Safety matters
Monitor Health & Safety Statements.
- Ensure Risk Assessments are carried out for the whole organisation, updated where necessary and are task and site specific.
- Advice on the preparations of Emergency Evacuation and Critical incident Plans.
- Arrange for appropriate training for staff involved in Health and Safety.
- Audit schools/centres
- Review Safety Statements submitted by schools/centres
- Advise on Fire Safety requirements /document
- Circulate any relevant documentation/training/policies etc. received regarding Health & Safety
- Other functions as might arise from time to time.

Responsibilities of all Staff

Under Section 13 of the Safety, Health and Welfare at Work Act 2005, all staff are obliged to:

- Take reasonable care of their own health and safety and that of any person who may be affected by their acts
- To report without delay, any defects which may endanger safety or health of persons
- Co-operate with the Chief Executive, enabling the implementation of the Safety Statement

Section 14 of the Safety Health and Welfare at Work Act 2005 states that each employee shall not intentionally or recklessly interfere with any safety measure provided and shall:

- Familiarise themselves with the Safety Statement and seek clarification if there is any aspect they do not understand.
- Comply with all control measures put in place to eliminate/minimise risk.
- Be aware of the person responsible for safety, health and welfare on the premises.

Welfare Facilities & Policy

The provision of welfare facilities required by legislation will be provided in accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007-2020. Employees are reminded that:

- Each employee is responsible for maintaining safe housekeeping standards in their work area as well as in general centre areas;
- The centre is committed to providing, within available resources, the highest standards of cleanliness and hygiene throughout its operation;
- Designated areas have been allocated for employees to have their rest break while on the premises. The Canteen and staff rooms will have adequate numbers of tables and appropriate chairs;
- Canteen facilities with hot and cold water, microwave etc. are provided;
- Locker rooms and showers where applicable should be kept clean and tidy;
- Shower heads must be cleaned and flushed through with hot running water on a regular (weekly) basis in order to avoid stagnant water accumulating.

The following resources have been dedicated throughout the organisation:

- Health and Safety administration staff, the Safety health and Welfare unit will develop appropriate health and safety programmes, policies, inspections, training activities and communications.
- Trained First Aiders will act as medical support to the organisation using onsite First Aid boxes and availing of continued training. Where professional medical attention is required the trained first aider will monitor the injured party until emergency services arrive.
- Each new employee will be provided on commencement of employment with the necessary information and guidelines on the basic safety knowledge they require before they begin work.

The following financial resources will be provided

- Engaging reputable contractors to maintain and service fire protection equipment.
- Ensuring that all new buildings/refurbishments comply with relevant fire, health and safety standards from the outset.
- Allocating sufficient resources to schools and centres to ensure that health and safety issues can be tackled on a phased prioritised basis.
- Rectifying safety shortcomings in existing buildings by prioritising a programme of work in accordance with the level of risk and resources available.

Emergency Evacuation Planning:

Each school/centre/office will prepare an Emergency Evacuation Plan in the event of a fire, gas leak, chemical leak, severe weather conditions or other foreseeable emergencies. An individual emergency plan will be prepared for staff, or students with disabilities or where the risk assessment identifies the need to have specific arrangements in place.

Emergency Response Priorities

- Evacuate all staff, learners, contractors and visitors.
- Account for all staff, learners, contractors and visitors.
- Contact Emergency Services.
- Control the emergency through planned responses where safe
- Protect property from further damage.
- Initiate clean-up and salvage operations
- Conduct post-emergency evaluation and critique.
- File written reports to Regulatory Agencies where applicable.

Training

WWETB endeavours to employ competent personnel at all times. A Safety Management Programme will be developed to ensure that all staff receive training, information and/or instruction where necessary, from competent persons on safe working techniques.

Selected personnel may be selected to attend information seminars and or training on Occupational Safety, Health and Welfare at work matters in order execute their duties. Induction training is provided to the appropriate staff.

A sufficient number of persons are to be designated and trained to assist in the safe orderly emergency evacuation of all staff, learners, visitors and contractors. Training will be provided to local Health and safety officers and safety representatives.

Safety Consultation

Under Section 25 and Section 26 of the Safety Health and Welfare at Work Act 2005 each employer has an obligation to consult with staff on matters relating to health and safety. Staff may elect a safety representative to ensure consultation takes place with all staff. Resources and contact information will be available to all staff through the Staff Hub

Hazards and Risks

It is the policy of WWETB to identify risks and control hazards as far as reasonably practicable.

A risk assessment may be a visual exercise that reflects a situation at a given point in time. It is a common-sense duty of care to identify risks and hazards to assist the Employer in making decisions in respect of deploying resources.

It is recognised that where staff are engaged in the process of risk assessment that there is a requirement on the employer to ensure that appropriate time during the working day is identified for this work to be completed. Employees who participate in good faith in the risk assessment process will not be subject to any disciplinary sanction.

The most appropriate person to carry out a risk assessment of any area / location is the individual staff member with the most experience and knowledge of the nature of the work to be undertaken in specific areas of the centre. This means that the person(s) most familiar with the workspace and activities to be carried out there may be asked to complete a risk assessment of their workspace as they will be more likely to be aware of and deal with hazards on a daily basis.

A risk assessment exercise does not place responsibility on the employee to reduce or eliminate a risk. Once identified through a risk assessment process the risk/hazard becomes the responsibility of the person in control of the place of work to reduce or eliminate in a planned and co-ordinated manner, which may require assistance and support from the ETB.

This exercise does not negate the duty of an employee to notify management of any concerns that may arise at any other point in time. Consideration should be given locally within schools and centres to allowing appropriate time to support people engaged in conducting risk assessments on an annual or bi-annual basis in their area of work.

HSA Templates for risk assessments are included in the appendices of the ETBi safety statement, **(See 5.2 and 5.3)** and are also available on the HSA website. The templates are to be made specific to each centre. They are to be reviewed and revised at least annually or as new equipment, systems, personnel or other significant changes occur.

A signature on a risk assessment form is not mandatory however a record must be maintained of who undertook the assessment from the perspective of assuring accurate, responsible record keeping.

Risk assessment is at the heart of managing safety, health and welfare effectively in any workplace. Before addressing risk assessment, there are a few essential health and safety terms that all members of the centre community should be familiar with

A **hazard** is anything that has the potential to cause harm to people, property or the environment. It can be a work material, piece of equipment or a work method or practice. There is general recognition of many common hazards e.g. an unguarded saw blade, wet stairway. There is a need to recognise that unsafe working is equally as hazardous and can cause serious injury and loss.

Physical Hazards: These include slips, trips, falls, congestion, heat, noise, machines and fire.

Chemical Hazards: These include smoke, dust, laboratory chemicals, solvents and dermatitis causing agents.

Biological Hazards: These include potential infection arising from unsafe work practices or lack of hygiene.

Behavioural Hazards: It is recognised that unsafe employee work practices and unsafe learner behaviour, can be major hazards and it is also recognised that inexperienced workers and inexperienced learners are vulnerable.

Psychological Hazards: These include noise, stress, harassment, sexual harassment and bullying.

A **risk** is the likelihood of an accident happening.

A **risk assessment** is the process of identifying and evaluating the level of risk to the safety, health and welfare of workers at work.

Section 19(1) of the Safety, Health and Welfare at Work Act 2005 states that the Risk Assessment must be written down. Risk Assessments are recorded in the appropriate templates provided by, for example, Safety, Health and Welfare at Work Guidelines for Post Primary Schools (HSA Publication)

Risk Assessment Templates detail the safe procedures and practices to be observed so that the risk of injury and loss is maintained at an acceptable level. The Risk Assessments form part of the Safety Statement.

Where reasonably practicable, the risks are eliminated from the workplace, or at least reduced by control measures to ensure the safety, health and welfare of staff. Each risk is assessed, categorised and a control measure is put in place as far as reasonably practicable to minimise the possibility of risk of accident, incident, injury or ill health.

A **control** is put in place to reduce the risk to an acceptable level, as far as reasonably practical, where hazards cannot be removed.

A **critical incident** is an immediate and unplanned presentation of a hazard. Plans are in place to deal with Critical Incidents. A record of all Critical Incidents is kept in the Safety Officer's File.

An **Emergency Evacuation** will be carried out as per the Fire Drill.

Where it is not practicable to eliminate certain risks, Personal Protective Equipment (PPE) is provided to the relevant staff to reduce the risk to an acceptable level. Staff must wear this PPE.

Instruction, Training and Supervision

Management in each school/centre/office have responsibility to ensure that only trained and competent staff are tasked with work activities which have the potential to cause harm. They will take action to ensure that training requirements are met and that the effectiveness of training to meet requirements is reviewed.

Senior management will ensure that all staff understand the importance of their training and experience and how they can work effectively to ensure safe working. They will also ensure that staff are aware of the health and safety consequences of their work activities and the benefits of following safe working practices.

It is recognised that ongoing safety training is required in order to assist in the maintenance of a high standard of service. Safety training and safe work procedures will be available to all staff as required.

Communication

This section establishes how the school / centre / office community is made aware of the contents of the safety statement and is consulted on safety, health and welfare matters. School / centre/ office Management will ensure that all staff, including contractors and students/learners, are made aware of issues regarding health and safety. They will also be responsible for receiving, recording and responding to any health and safety communications. The school / centre/ office Manager is responsible for ensuring that this safety statement is brought to the attention of all employees and others at the workplace that may be exposed to risks covered by the safety statement

Monitoring, Review and Update

The school / centre/ office Manager and Safety Committee will hold meetings on a regular basis to review health and safety within the building. The meeting will be used as a forum to discuss general health and safety issues affecting the school / centre / office and to record performance in relation to health and safety issues. The issues will be discussed and analysed and where necessary corrective and preventive actions are agreed and recorded. The meeting will also be used to discuss and agree on actions arising as a result of accidents, complaints and non-compliance concerns. Periodic reviews of the status of objectives and targets by Management will be also used to monitor and measure health and safety performance



Appendix 1 – Sample risk Assessment

Waterford and Wexford Education and Training Board <u>Risk Assessment</u>								
Department : _____				Location: _____				
Hazards	Is the hazard present?	What is the risk?	Risk Rating H=High M=Medium L=Low	Controls	Is this control in place?	Action/To do list	Person Responsible	Signature and Date completed

Signed: _____

Date: _____



Appendix 2 - Risk Assessment Matrix

		<u>Severity</u>				
		Not Significant (1)	Minor (2)	Significant (3)	Major (4)	Severe (5)
<u>Probability</u>	Almost Certain (5)	Medium (5)	High (10)	High (15)	High (20)	High (25)
	Likely (4)	Low (4)	Medium (8)	High (12)	High (16)	High (20)
	Possible (3)	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
	Unlikely (2)	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
	Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Use the above table to assess the level of risk. Rate the probability and the severity of an accident on a scale of 1 to 5. Multiply both figures to

give a risk rating between 1 and 25. This will indicate the level of risk and allow for prioritisation of control actions.



Appendix 3 – Acceptance Form

This Safety Statement was coordinated and developed in an effort to ensure a working environment in which no person is injured and no property or equipment is damaged.

Safety begins with a positive and responsible attitude from all staff. It is in your best interest and the interest of your co-workers for you to carefully read, understand and follow your safety responsibilities and procedures as set out in this Safety Statement.

This is the Corporate Safety Statement for WWETB – Each school/centre/office will provide a site specific local safety statement that will include site specific risk assessments, emergency plans, details of first aid personnel, fire marshals, safety representatives etc.

Please sign below as being informed and agreeing to the content of this safety statement:

Should you have any queries relating to this document please forward to
carolomalley@wwetb.ie

PRINT NAME

SIGNATURE

DATE:



Appendix 4 – Other Relevant Policies

[Alcohol and Drugs in the Workplace Policy](#)

[Dignity and Respect Policy](#)

[Bullying Prevention Policy](#)

[Harassment and Sexual Harassment Prevention Policy](#)

[Risk Management Policy](#)

[Severe Weather Policy](#)

[Smoke Free Workplace Policy](#)

[Working Hours and Time Keeping Policy](#)

[Travel and Subsistence policy](#)

[Records Management Policy](#)



Appendix 5 - WWETB ETB locations

FET Centres
Bunclody FET
Dungarvan FET
Enniscorthy FET
Gorey FET
Kilmathomas FET
Cappoquin FET
New Ross FET
Ozanam Street FET
Tramore FET
Wexford FET
Wexford Ad Ed
11
Training Centres
Waterford Training Centre
Wexford Training Centre
Kilcohan Training Centre
3
Outdoor Education
Outdoor Education Centre
1
Youth Reach Centres
Wexford YR
Dungarvan YR
Enniscorthy YR
New Ross YR
Waterford YR
Gorey YR
Tramore YR
Subla YR
8
Adult Ed Centres
Dungarvan Literacy
Railway Sq
VTOS Durands Court
New Ross Literacy
PLC College
WCFE PLC
5

Administration Offices
Ardcavan Wexford
Dungarvan Waterford
2
Schools
Meánscoil San Nioclás An Rinn
Selsker College Wexford
Creagh College Gorey
Colaiste an Atha Kilmuckridge
Kennedy College New Ross
Bridgetown College Wexford
Bunclody VC Wexford
Colaiste Abbain Adamstown
St Declans Kilmacthomas
St Pauls CC Waterford
Dungarvan College
WCFE
Enniscorthy VC Wexford
13
CNS
Kilnamanagh NS Wexford
R&D Centres
Fab Lab New Ross
NZEB Enniscorthy
Fab Lab Enniscorthy
3
46



Each of the 46 locations listed will have in place a site specific Safety Statement.

Staff will be briefed on its content and records kept to reflect this.

All new staff and contractors will be briefed on the content of the Safety Statement during induction.