

Safety at Teaching Venues

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Description: New Issue
Issued by: Quality Co-ordinator
Approved by: Quality Co-ordinator

- 1. Subject** Safety at Teaching Venues

- 2 Purpose** To detail the safety procedures to be taken at venues hired by the Institute for the running of modules.

- 3 Scope** This procedure covers the safety procedures to be followed by Associate Lecturers in the management of modules.

- 4 References** Quality Manual, section 4.5
Procedures Manual ref:
AP/408.01 Evaluation of Modules
SA/413.01 Training in Quality Assurance

- 5 Documentation**
 - 5.1 Public Liability Accident Report Form. ref: AP/407.09 – 7.6.2

- 6 Definitions**
 - 6.1 Members of the Institute: This term is used to describe all students, teaching associates, tutorial staff and administrative staff of the Institute for Supply Chain Excellence
 - 6.2 Module Manager: This term is used to describe an Associate Lecturer who is responsible for the management of a module.

- 7 PROCEDURES**
 - 7.1 Responsibility**
 - 7.1.1 The Associate Lecturer [Module Manager] managing the module shall be responsible for the implementation of this procedure.

 - 7.2 Use of Teaching Venues**
 - 7.2.1 Our objective is to provide a Safe and Healthy environment for all members of the Institute and to satisfy our 'Duty of Care' to members of the Institute and all others affected by our operations
 - 7.2.2 It is the duty and responsibility of all members of the Institute to be aware of, and conform to the Safety, Health and Welfare procedures in operation at the venues we hire for teaching and to accept and carry out their defined duties at all times.

7.3 Venue Safety Procedures

7.3.1 On arrival at the venue the Module Manager shall meet with the venue management and take details of the venue's safety procedures.

7.3.2 At the beginning of the module and at the commencement of each day, the Module Manager shall point out / remind students the safety features of the venue, for example:

- The method used in raising the alarm
- The location of fire exits, particularly the nearest one to the training room.
- The location of the nearest fire stairs - if on an upper floor
- The location of the designated Assembly Point.

7.4 Evacuation Procedure

7.4.1 If the fire alarm is activated the Module Manager shall immediately order the evacuation of the training room and proceed directly to the Assembly Point.

7.5 Assembly Points

7.5.1 On arrival at the Assembly Point the Module Manager shall take a roll call, using the sign-in sheet.

7.5.2 Should a member of the class not attend the Assembly Point, with their whereabouts not known by other students, the Module Manager shall immediately inform the Fire Officer / member of the Gardaí or member of the venue management team.

7.5.3 The Class shall remain at the Assembly Point until instructed to disband by those directing the emergency or until being told it is safe to return to the building.

7.6 Accidents occurring during the running of modules

7.6.1 In the event of an accident, or an incident that gives rise to an accident involving members of the Institute at a module venue, the Module Manager shall report the incident to the venue management team.

7.6.2 The Module Manager shall record all such incidences in their report on the Module.

7.7 Accidents involving students / members of the public

7.7.1 In the event of an accident, or an incident occurring involving a visitor or member of the public, staff who attend the scene shall be required to react positively and responsibly to the situation and (or) call for assistance.

7.7.2 Immediately following the incident or as soon as practicable, the staff who was first responder shall report the matter to the Administrator who shall issue a 'Public Liability Accident Report' form. [see attachment 5.1]

7.7.3 The Member of the Institute involved as first responder shall complete all sections of the 'Public Liability Accident Report' form.

7.7.4 The Administrator shall record the issue of the Public Liability Accident Report

7.7.5 The completed Public Liability Accident Report shall be forwarded to the Institute's insurers, and a copy of the report shall be placed on file.

7.8 Liability and Accident reporting procedure

7.8.1 The Programme Manager shall be responsible for the processing of all Liability and Accident Reports relating to the venue.

7.8.2 Member of the Institute shall receive training in basic first aid as part of their induction training.

7.8.3 The member of staff who attends the scene of an accident involving a member of the Institute and/or a member of the general public shall be required to react positively and responsibly to the situation and (or) call for assistance [Garda, Ambulance and/or Fire Brigade.].

7.9 Health Safety and Welfare at Work Act [2005]

7.9.1 Module Managers are reminded to abide by the Health Safety and Welfare at Work Act [2005] and particularly Section 13 of the Act which details the general duties of employees while at work:

- a) They must take reasonable care for their own safety and that of any other person who may be affected.
- b) Ensure that he or she is not under the influence of an intoxicant to the extent that they are a danger to themselves or others.
- c) They must not engage in improper conduct or behaviour that is likely to endanger his or her own safety, health and safety at work or that of another person.
- d) They must co-operate with their employer and others in meeting the requirements of the Health and Safety at Work Act [2005]
- e) They must use the equipment provided in a safe manner
- f) They must attend training provided relating to health and safety in the work place
- g) They must report to their employer any defects they notice in the place or system of work which might be dangerous to safety, health or welfare to themselves or others.

7.9.2 In fulfilment of the above requirements Module Managers shall on the discovery of a fire which they cannot extinguish by using the appropriate equipment shall:

- Raise the alarm by alerting others
- Contact the venue reception / management team and inform them of the problem
- If possible, check that no persons are trapped in the area of the fire
- Close any doors/windows to the area so as to contain the fire
- Evacuate the area and go to the Assembly Point

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SAMPLE

Attachment 5.1

Public Liability Accident Report Form.

Ref: AP/407.09 – 7.6.2

**Copy of
Public Liability Accident Report
to be provided by Insurers**