



Dublin Cultural Institute
34a Bachelors Walk,
Dublin 1, D01 A437, Ireland

HEALTH AND SAFETY POLICY DUBLIN CULTURAL INSTITUTE

1. POLICY STATEMENT

Dublin Cultural Institute is committed to providing a safe and healthy environment for all staff, students, and visitors. The school recognises its responsibility to prevent accidents, injuries, and work-related illnesses through effective health and safety management.

The school will comply with relevant Irish health and safety legislation, including the **Safety, Health and Welfare at Work Act 2005**, and will implement procedures to minimise risks within the school premises and activities.

2. POLICY OBJECTIVES

The objectives of this policy are to:

- Ensure the health, safety, and welfare of staff and students.
- Identify and manage potential hazards within the school environment.
- Provide safe facilities and equipment.
- Promote awareness of health and safety responsibilities.
- Establish procedures for emergencies and accidents.

3. SCOPE

This policy applies to:

- All employees
- All students
- Contractors and visitors
- All school facilities and activities

4. RESPONSIBILITIES

4.1 SCHOOL MANAGEMENT

Management is responsible for:

- Implementing and maintaining health and safety procedures.
- Conducting risk assessments.
- Providing safe equipment and facilities.



- Ensuring staff receive appropriate safety training.
- Maintaining emergency procedures.

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4.2 STAFF RESPONSIBILITIES

Staff members must:

- Follow all health and safety procedures.
- Take reasonable care for their own safety and the safety of others.
- Report hazards, accidents, or unsafe conditions.
- Participate in safety training where required.

4.3 STUDENT RESPONSIBILITIES

Students must:

- Follow school safety rules.
- Respect safety instructions provided by staff.
- Report hazards or unsafe situations to school staff.

5. RISK ASSESSMENT

The school will regularly conduct risk assessments to identify hazards and implement control measures.

Areas assessed include:

- Classrooms
- Office areas
- Fire safety
- Electrical equipment
- Student activities

Risk assessments will be reviewed annually or when significant changes occur.

6. FIRE SAFETY

The school will maintain fire safety procedures including:

- Clearly marked emergency exits
- Fire extinguishers and alarms
- Fire evacuation plans displayed throughout the building
- Regular fire drills for staff and students

All occupants must follow evacuation instructions during emergencies.

7. EMERGENCY PROCEDURES



Emergency procedures include:

- Immediate evacuation in the event of fire
- Contacting emergency services when required
- First aid assistance where necessary

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8. FIRST AID

The school will:

- Maintain accessible first aid kits.
- Ensure designated staff members are trained in first aid.
- Record all accidents or injuries in an accident log.

Serious incidents will be reported to relevant authorities where required.

9. ACCIDENT AND INCIDENT REPORTING

All accidents, injuries, and near misses must be reported immediately to school management.

The school will:

- Maintain an accident report log.
- Investigate incidents to prevent recurrence.
- Implement corrective measures when necessary.

10. SAFE FACILITIES AND EQUIPMENT

The school will ensure that:

- Facilities are maintained in safe condition.
- Electrical equipment is regularly inspected.
- Furniture and classroom equipment are safe for use.

Defective equipment must be reported and removed from use until repaired or replaced.

11. HOUSEKEEPING AND CLEANLINESS

The school will maintain clean and safe premises by:

- Keeping walkways and exits clear.
- Ensuring classrooms and offices are tidy.
- Providing appropriate waste disposal facilities.

12. HEALTH AND WELLBEING



The school promotes a healthy environment by:

- Providing adequate ventilation and lighting.
- Maintaining comfortable classroom conditions.
- Supporting staff and student wellbeing.

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13. TRAINING AND AWARENESS

The school will provide health and safety training to staff including:

- Fire safety awareness
- Emergency procedures
- Accident reporting procedures

Students will receive basic safety guidance during orientation.

14. MONITORING AND REVIEW

Health and safety procedures will be monitored through:

- periodic safety inspections
- accident and incident reviews
- staff feedback

The policy will be reviewed annually to ensure compliance and effectiveness.