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# Health & Safety COVID-19 Student Induction



# The Responsibilities of IBAT College

- IBAT has a duty of care to all employees, contractors, and visitors & students.
- IBAT provide facilities that are conducive and appropriate to adequate studying needs with the relevant consideration to training, environmental and fire safety needs.
- Health & Safety, Admin and Lecturers identify potential risks via a Risk Assessment and undertake remedial activities. If you require a copy, please request via the School Admin
- Special COVID19 procedures have been published and added to this presentation, please raise your hand to ask any H&S related questions at any time.



# Staying COVID-19 Secure

## Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

### • FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_ Your Health and Safety Representative \_\_\_\_\_

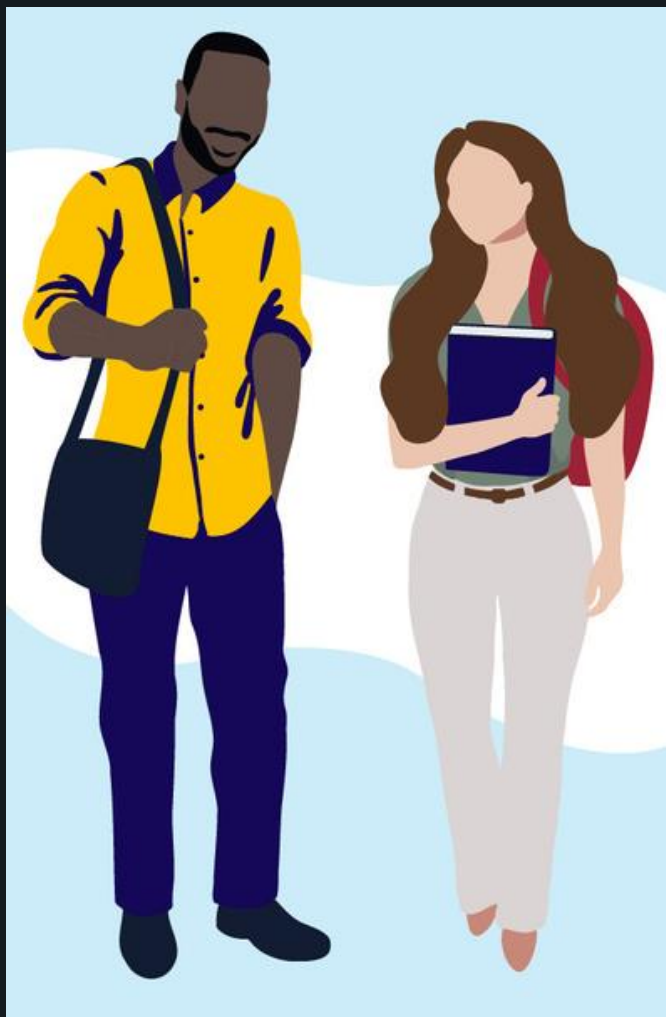
# COVID19

## Pre-Arrival Advice

- Students must ensure you have read and understood the COVID19 Risk Assessment prior to arrival. If you have not, please request a copy to be sent to you or view the hard copy at reception.
- Ensure you comply with all local and Irish Government travel guidelines and wear a mask and sanitise your hands where instructed.
- If you feel unwell with a cough, cold, flu you cannot attend a lecture; until at least 14 days have elapsed since your last symptoms.



# COVID19 Arrival Advice



- Students to be prepared to remain 1-2m distance outside of premises until allowed to enter by school officials.
- Following entry to the campus you will be required to complete a daily screening survey. This will ask you a number of health-related questions and no data will be shared with anyone outside of the school. Alternatively you may complete a hard copy at reception / at the start of class, as instructed.
- Temperature checks will be taken at the reception. The normal temperature range is 36 – 37.5°. Outside of this you will be asked to return home and contact the admin team and a healthcare professional on 111
- Sanitise your hands on arrival with the alcohol gel provided.
- Lifts are a maximum of 2, please use the stairs where appropriate and allow those with mobility requirements to be granted priority.

# COVID19 - On Site Advice

- Class start times will be staggered to ensure smooth access and egress; please ensure you arrive on time ensuring a smooth flow rate.
- Maximum occupancy numbers have been published on classrooms, toilets and open spaces; please ensure your discretion and consideration to the rules at this time.
- Wash your hands at regular intervals for 20secs or more.



- Follow all signage and social distance guidelines published around the school.
- Remain in your student bubble at 1-2m distance at all times per the seating plan and desk arrangements.
- Use disinfectant wipes to sanitise your station and equipment (provided by lecturer)
- Facemasks are to be worn as per government guidelines.

# Your Responsibilities as Students

- Follow all safety guidance and training provided by lecturers and teachers
- Don't engage in any activity you believe may endanger you or your peers
- Request a copy of any H&S documentation directly to the Admin team



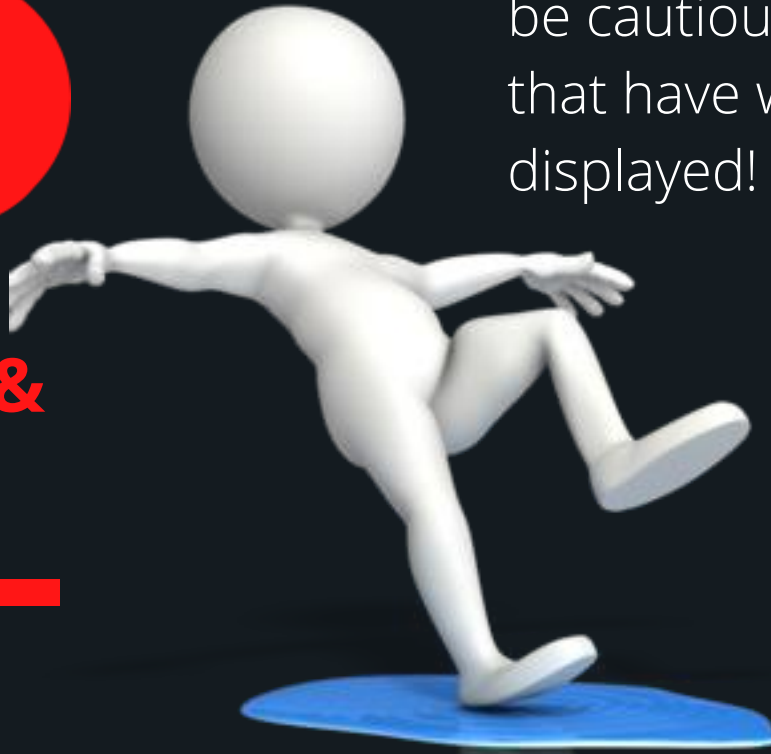
- Report accidents, incidents or potential accidents, even if they seem minor
  - Be considerate to others in everything you do
  - Ensure you leave the facilities as you would like to find them
- Adhere to all safe distance and COVID 19 guidelines per the signage, training or email communication



## SLIPS, TRIPS & FAILS

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Be careful when carrying any awkward personal equipment in crowded spaces; and be sure to use any anti-slip mats or handrails in areas with smooth floors!



Be aware of your environment and be cautious when walking on floors that have warning floor signs displayed!





# ACCIDENT REPORT POLICY

## All accidents must be reported immediately.

Prior to leaving the building inform your Lecturer, Campus Manager, Reception, Security or H&S Personnel where it will be recorded in the Accident Report Book. This is the responsibility of the injured person and must be correctly reported to school officials before leaving the building at the time of the accident.

## Accident Report Form

SA First Aider must always be called to assist where students will complete an accident report form in their presence. This is to record all information of the accident and will be used for investigative purposes. Any witnesses to the accident will also be requested to complete this form. In case of extreme circumstances i.e. Fire, Hospital Admission, details of accidents should be entered on the Accident Report form as soon as physically possible. Forms are held with the School Reception & Security Teams or by contacting the Administration Team.

## Near Miss

If you see something which has the potential to cause harm to others:- don't ignore it – report it!

All accidents must be reported.

... explain exactly what happened



# Evacuation Procedures

## IN THE EVENT OF A FIRE

If you hear the fire alarm on campus:

**DO NOT Run!** Immediately proceed to the nearest emergency exit

**DO NOT** stop to collect any personal belongings!

**DO NOT** use Lifts!

**DO NOT** attempt carry out any items unless detailed in departmental instructions and then only with no personal risk to yourself!

**DO NOT** attempt to re-enter the premises unless requested to do so by authorised person.

LEAD BY EXAMPLE

**Follow instructions of  
GUS staff as you exit!**

Break the nearest  
break glass point



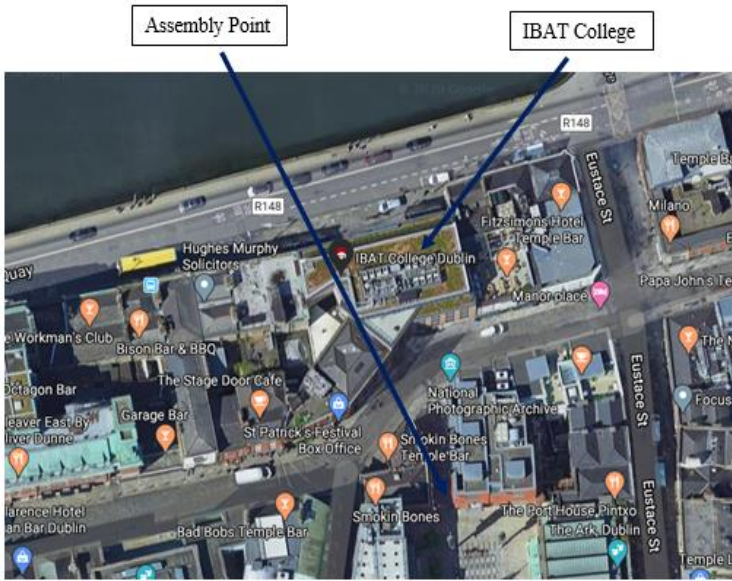
# Assembly Points by Buildings

## Wellington Quay Campus



### IBAT Wellington Quay DESIGNATED ASSEMBLY POINT

- **IBAT Assembly Point:**
  - Front Exit: Turn Right outside the building and following around to Meeting House Square on the Right
  - Back Exit: Straight through Yard to Meeting House Square (Directly Opposite)

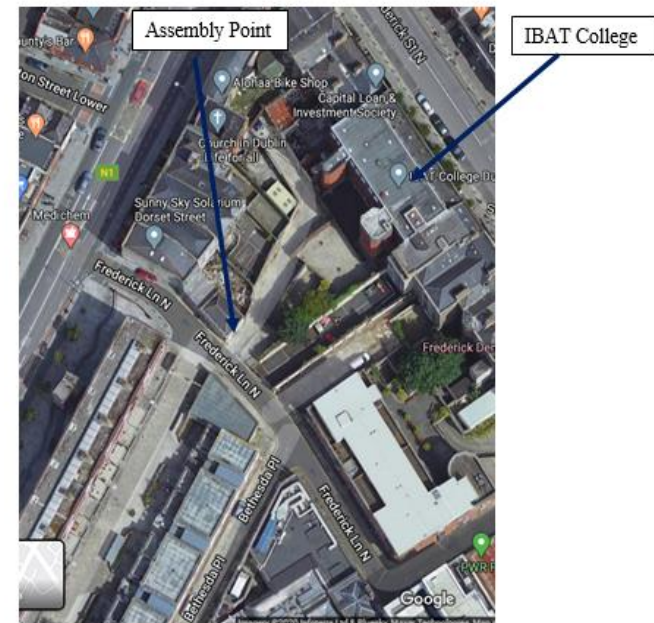


## Frederick Street Campus



### IBAT FREDERICK ST DESIGNATED ASSEMBLY POINT

- **IBAT Assembly Point:**
  - Front Exit: Turn Right outside the building and following around to Frederick Lane on the Right
  - Back Exit: Straight through Yard to Frederick Lane



**For further information**

**For** further information, please contact  
[healthandsafety@ibat.ie](mailto:healthandsafety@ibat.ie)

**Thank You**