

## Health & Safety

The Children's Therapy Centre provides a healthy, safe learning facility, with a library and material resources for use of all its learners. It is the responsibility of the centre to maintain the general environment, to carry out regular health and safety inspections and to complete any necessary maintenance to the building, materials and resources. It is the responsibility of everyone using the centre to help maintain a safe learning environment, on a day-to-day basis, for the experiential learning which is an essential element of teaching and learning in the centre. Should you notice any breakage, damage or risks anywhere in the centre please notify the Health and Safety Officer.

The centre has parking facilities for 16 vehicles. Please park in the spaces marked on the centre map:

- You are asked to park thoughtfully and considerately
- As the boreen (roadway) is a cul-de-sac, and very narrow, and as there are other houses along the boreen, please park within the actual grounds
- At all times a clear passage **must be** left for emergency vehicles
- Be alert to the possible presence of an indicator that the space for **disability parking** is required for this training and do not park in this space

From time to time, fire drills will take place during your course, please cooperate with the directions of the fire officer on duty on the day in question.

Keep your own belongings tidy and in a space where they will not obstruct movement or create risk to other people using the centre. Please hang coats/jackets on the rack rather than on the back of chairs.

Learners may use the main training room when eating lunch and having tea & coffee breaks.

- Please clear up the space after use, including sweeping up any dropped food and washing the table surface.
- All tea and coffee mugs, plates and cutlery must be removed from the training room before the next training session.
- Please wash your mug after use and place other dishes/cutlery in the dishwasher. Mugs can be placed into the dishwasher following the afternoon break.
- No mugs or glasses or other items of delph are allowed in the training room during training sessions, group process or workshops.
- Learners are also asked to refrain from bringing tea/coffee/food onto the mezzanine or into the library area.

Please notify the tutor, or the health and safety officer, about any damaged or leaking items that you notice.

Because the centre uses experiential teaching techniques you will be using water, paint, sand and other materials.

1. Please wipe up any spillages of liquids or sand and wash paint trays etc after use.
2. After each experiential please return resources to their correct storage space.

The Children's Therapy Centre greatly appreciates your cooperation and help in maintaining a safe, healthy learning environment.