

YOUR STUDENT GUIDE TO HEALTH & SAFETY



KEEP THIS GUIDE
TO HAND – IT
CONTAINS
ESSENTIAL
INFORMATION

First Aid & Medicine

Slips, Trips, and Falls

Internet and Mobile Safety

Safety in Lessons

Sports Activities

Computer Use

Cycle Safety

Personal Safety

Fire Safety

Fire Evacuation

Electrical Safety

INTRODUCTION

Your safety is just as important to us as your learning experience. We want you to feel comfortable, supported, and confident during your time here. This booklet will help you understand the key health and safety information you need while studying and living with us.

Please take a few moments to read it and keep it somewhere handy. Knowing what to do and where to find help will make it easier for you to stay safe and enjoy your time here to the fullest. By looking after yourself and following the guidance in this booklet, you're helping us keep the whole DISC community safe.



DOS AND DON'TS



- Behave in a responsible and considerate manner
- Comply with health and safety procedures and instructions
- Obey all safety signs and notices
- Report all incidents involving fire, injury, property damage or criminal activity
- Report any bullying or aggressive behaviour towards you or other students or staff
- Report any concerns you have about your safety or that of other students



- Misuse or tamper with safety equipment
- Ignore safety instructions or warnings
- Run, push, or behave in a way that could cause accidents or injuries
- Bring prohibited items onto the premises (e.g., weapons, fireworks, or dangerous substances)
- Block fire exits, walkways, or access routes
- Use electrical equipment in an unsafe way (e.g., overloaded sockets, damaged cables)

FIRE SAFETY

Fires can start and spread very quickly if fire-safety measures are not followed. Something as simple as covering air vents, blocking corridors, or using electrical appliances incorrectly can create a serious fire risk. Even a small fire can cause major damage to your belongings, and smoke and fumes can become dangerous within seconds.

Fire is not only a threat to you but also to the people around you. A single incident can put many lives at risk, including your fellow students, staff, and the firefighters who respond in an emergency. By following fire-safety rules, paying attention to instructions, and keeping your environment tidy and obstruction-free, you help protect yourself and everyone in the building.



DO



- Keep your room tidy and clutter-free
- Ensure you can leave your room quickly in an emergency
- Familiarise yourself with the evacuation procedures and exit points in all the buildings you use
- Keep fire doors closed and evacuation routes clear of clutter
- Treat all alarms as real emergencies unless you are informed otherwise

DON'T ❌

- smoke, use candles or burn incense in your room
- Misuse or tamper with fire equipment - lives may depend on this equipment and it is a criminal offence
- Obstruct exits and escape routes
- Cover heaters, light fittings or fire detectors



FIRE EVACUATION

follow these steps in the event of discovering a fire or hearing the fire alarm:

DO ✅

- Sound the alarm immediately by breaking the fire alarm glass and pressing the call point.
- Warn others nearby and leave the building at once, walking quickly and calmly to the assembly point.
- Use the nearest safe exit — do not use lifts.
- If you are in class, follow your teacher's instructions.
- Inform the nearest member of staff about the location of the fire, or dial 999 if it is safe to do so.
- Report to the person taking the register at the assembly point.
- If no one is present to take the register, remain at the assembly point until help arrives.
- Be aware of traffic when moving to or waiting at the assembly point. Let me know if you want this adapted for a student guide, signage, or a formal policy format.

DON'T

- Use the lifts
- Stop to collect belongings or wait for others
- Go back into the building until a member of staff says it is safe to do so

Never try to put out a fire unless you are trained and it is safe to do so!

ELECTRICAL SAFETY

Electric shocks can be nasty and sometimes fatal. Electrical failures can also start fires. Here are a few steps to minimise risks...

DO

- Have faulty equipment checked or replaced
- Check you have the correct CE approved Irish adapters and plugs, or ask staff to check for you
- Switch off appliances and plug sockets when they are not in use

DON'T

- Use damaged cables, adaptors or extension leads, or run them under carpets or bedding
- Use or attempt to fix faulty electrical equipment
- Use kettles, toasters, heaters, rice cookers etc. in your bedroom
- Overload sockets



FIRST AID & MEDICINE

At your induction, you will receive important information about who the trained First Aiders are and what steps to take if you have an accident, feel unwell, or need support with managing medicines while on campus. This will include where to go for help, how to report an incident, and what to do in an emergency. Please make sure you understand this information and follow the simple rules here.

DO



- Report all accidents to a member of staff as soon as possible
- Store medicines safely
- Get your medicine from an authorised dispenser
- Do seek help from a First Aider immediately if you feel unwell, even if it seems minor.
- Do call the emergency services if the incident is severe



DON'T



- Don't take medication that has not been prescribed or recommended for you.
- Don't buy medicines from unverified or unofficial sources.
- Don't delay telling a member of staff if you feel unwell after taking any medicine.

SLIPS, TRIPS & FALLS

To help minimise accidents, please keep the premises clean, tidy and free from unnecessary hazards. Pay attention to your surroundings and move around the building with care. Simple actions such as watching where you are walking, keeping walkways clear, and reporting any hazards immediately can make a significant difference in preventing slips, trips and falls. Be aware of your surroundings and follow these guidelines:



DOS AND DON'TS



- Watch where you are going
- Be careful in busy areas on crowded stairs and in wet and icy conditions
- Report or clean up spilt food or liquid immediately
- Wear appropriate footwear for your environment
- Do wipe your shoes on mats when entering the building in wet or snowy weather
- Do use handrails on stairs, especially during busy times.



- Leave items unattended in walkways
- Drop litter or leave a mess behind you
- Don't obstruct corridors, stairs or emergency exits with bags, boxes or personal belongings
- Don't ignore spills, damaged flooring or other hazards — report them immediately instead
- Don't trail cables, chargers or wires across walkways where someone could trip

SAFETY IN LESSONS

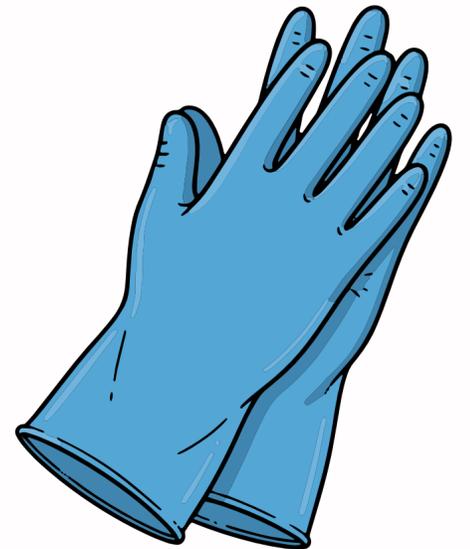
Putting theory into practice in science classes can involve additional risks, especially when working with hazardous substances, heat sources, or sharp equipment. Practical activities are designed to be safe when carried out correctly, but accidents can happen if instructions are not followed or if equipment is used carelessly. To help keep you and others safe, it is important to listen carefully, follow your teacher's guidance, and use all equipment responsibly.



DOS AND DON'TS



- Follow safety procedures and instructions by listening carefully to your teacher, asking questions if anything is unclear, and completing activities only in the way you have been shown.
- Read written protocols for hazardous work – such as Good Laboratory Practice and Safety in Fieldwork – so you understand the risks involved, the controls in place, and the correct steps to follow before, during and after practical tasks.
- Wear the right protective equipment, such as goggles, gloves, lab coats or sturdy footwear, and make sure it fits properly and is worn for the entire duration of the activity.
- Concentrate when working with dangerous materials, avoiding distractions, staying aware of what others around you are doing, and handling all substances and equipment slowly and carefully.



- Don't start any practical activity if you do not feel fully confident or safe — stop immediately and ask your teacher or technician for guidance before continuing.
- Don't ignore feelings of uncertainty, such as not understanding an instruction, being unsure how to use a piece of equipment, or noticing something that doesn't seem right.
- Don't attempt to improvise or change the procedure, even if it seems quicker or easier.
- Don't handle hazardous substances or equipment without supervision if you are unsure of the correct method.
- Don't continue working if something unexpected happens, such as equipment malfunctioning or a spill occurring — alert a member of staff straight away.



SPORTS & ACTIVITIES

Any sport or outdoor activity carries some level of risk, whether you are training indoors, exercising outdoors, or taking part in organised events. Using approved clubs, facilities and organisations helps to reduce this risk because they follow recognised safety standards, provide qualified supervision, and ensure equipment is properly maintained. Your own actions also play an important role in keeping you safe. By preparing properly, listening to instructions, and following the simple guidelines below, you can enjoy your activities confidently and responsibly...

DO



- Use the right equipment for the activity
- Follow instructions from coaches, trainers, or activity leaders at all times
- Warm up and cool down properly to reduce the risk of injury
- Stay hydrated and take breaks when needed
- Let the organiser know about any medical conditions or injuries that might affect your ability to take part safely



DON'T

- Don't undertake sports activities without the appropriate equipment and supervision
- Don't push yourself beyond your ability level, especially if you are unfamiliar with the activity or feeling unwell — stop and seek advice if you are unsure.
- Don't use damaged, makeshift or unapproved equipment, even for a short time. Report any concerns to the organiser immediately.

ROAD SAFETY



It is important that you observe all road signs, signals and markings, as many of them may be different from those used in your home country. Ireland has specific road safety laws designed to protect pedestrians, cyclists and drivers, and you are expected to follow these at all times. Understanding the local rules, including how to use pedestrian crossings, shared spaces, and cycle lanes, will help you stay safe when moving around towns and cities. If you are unsure about any signs, road layouts or traffic rules, please take time to learn them before travelling. A list of useful websites is provided at the end of this booklet for further guidance and up-to-date information on Irish road safety.

DOS AND DON'TS



- Pay close attention when using roads, pavements and shared walkways, staying alert to vehicles, cyclists and other pedestrians
- Look to your right first, as traffic in Ireland drives on the left and vehicles will approach from the right when you begin to cross
- Check the “Look Right/Look Left” markings on the road at pedestrian crossings and junctions, and follow them carefully before stepping out
- Use designated walkways, pedestrian crossings and traffic-light-controlled points whenever they are available



- Don't drive a car unless you have a valid driving licence and appropriate insurance, as this is a legal requirement in Ireland and penalties can be severe
- Don't cross the road between parked cars or in places where drivers may not be able to see you clearly
- Don't use your phone, headphones or other distractions when crossing roads or walking near traffic
- Don't assume vehicles will stop for you, even at marked crossings — always wait until it is safe
- Don't ignore traffic signals, pedestrian lights or road markings

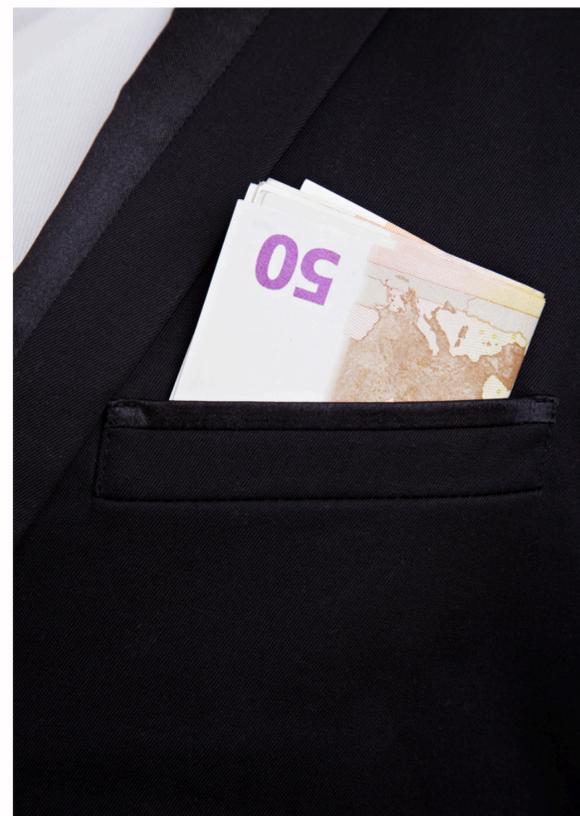
Remember: Motorists drive on the left hand side of the road in Ireland!

CYCLE SAFETY

Cycling is a great, healthy way to get around, but it's important to stay safe by obeying traffic and crossing signs, watching for vehicles turning left across your path, and using designated cycle paths where marked. Always wear a helmet, use lights, and check your brakes and tyres regularly to keep your bike in good working order. Never leave your bike unlocked, as theft can happen quickly, and avoid wearing headphones or using your mobile while cycling, as these distractions reduce your awareness and greatly increase the risk of an accident. Irish cycle laws and information can be found here: <https://www.citizensinformation.ie/en/travel-and-recreation/cycling/cycling-offences/>

PERSONAL SAFETY

By taking simple precautions, you can significantly reduce the risk of becoming a victim of crime. Staying aware of your surroundings, planning your journeys in advance, and avoiding isolated or poorly lit areas can help you stay safe when out and about. Keep your valuables out of sight, stay with friends where possible, and trust your instincts if a situation feels uncomfortable. Small, sensible actions like keeping your phone charged, letting someone know where you are going, and using reputable transport options can make a big difference to your personal safety.



DOS AND DON'TS



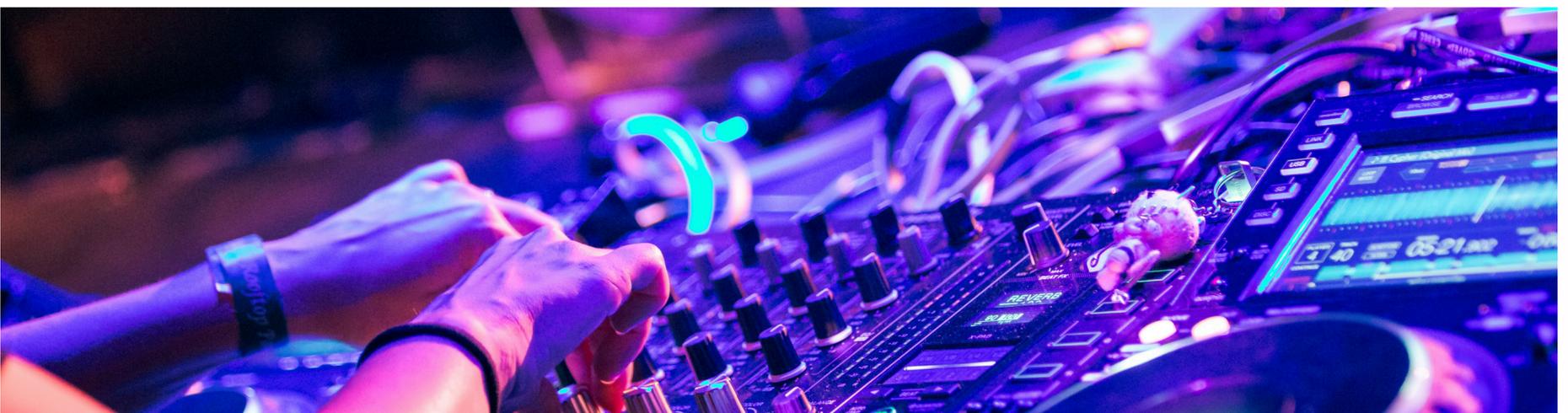
- Secure your bedroom and personal belongings, keeping valuables out of sight
- Carry your ID at all times, and report it straight away if it is lost or stolen.
- Keep money safe, or use a bank card account instead of carrying large amounts
- Use cashpoints in daylight where possible, be aware of people standing close to you, and shield your PIN
- Stay in busy, well-lit areas at night, and plan your route before you leave



- Let anyone into college buildings if they do not have a pass or if you do not know them
- Lend your phone, electronic devices or money to anyone you do not know well
- Show money or valuables in the street, or leave them visible or within easy reach
- Accept lifts from strangers, unmarked taxis, or people you barely know

NIGHTLIFE SAFETY

Nights out can be a fun part of student life, but it's important to stay safe and make decisions that protect you and your friends. Planning ahead, staying aware of your surroundings, and looking out for one another will help ensure your night is memorable for the right reasons. The guidance below will help you enjoy yourself responsibly and reduce the risk of harm when socialising at night.



DO ✓

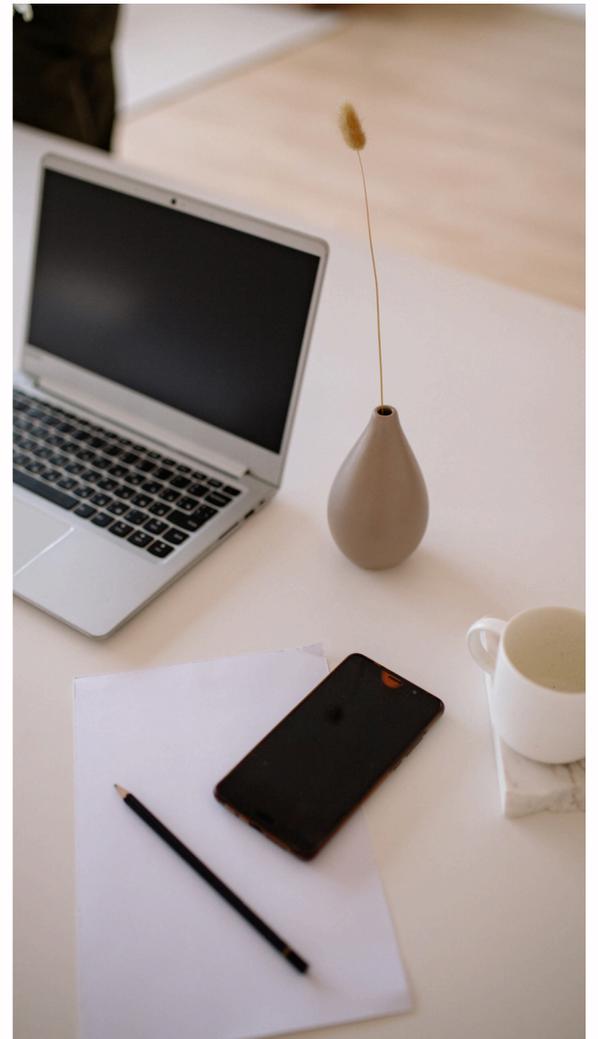
- Tell a friend where you're going and roughly when you expect to return
- Plan your route home in advance
- Ensure your mobile phone is fully charged before you go out
- Use only licensed taxis, or walk home in a group if this is not possible.
- Stay alert to signs of danger, including unsafe situations or individuals acting suspiciously

DON'T ✗

- Get into a car with a driver who appears to be under the influence of alcohol or drugs.
- Leave drinks unattended, as this increases the risk of spiking.
- Take unknown or illegal substances, as they can be extremely dangerous and unpredictable.

INTERNET & MOBILE SAFETY

The internet and mobile phones are excellent tools for learning, communication, and staying connected with people around the world. However, it is important to remember that not everyone online has good intentions. Some individuals use the internet and social media to deceive others, build false friendships, or persuade people into situations that may be unsafe or harmful. Protecting yourself online means staying aware of these risks, recognising suspicious behaviour, and knowing how to respond if something doesn't feel right. By using the internet responsibly and keeping your personal information private, you can enjoy all the benefits of digital communication while staying safe.



- Remember that not everyone online is who they claim to be
- Tell a member of staff and report the user to the website or platform if you suspect that someone may be fraudulent or is behaving in a way that makes you feel uncomfortable
- Use privacy settings to limit who can see your information, posts and contact details.
- Think carefully before sharing anything online, such as messages, images and personal data



- Give personal information to people you don't know, including your address, phone number, school, routine, or location
- Give out financial information or make payments online unless it is through a verified, secure website or recognised payment system
- Send images or information that could put you at risk
- Respond to suspicious messages or requests — block and report them instead

COMPUTER USE

Setting up your workstation correctly and maintaining good posture are essential for preventing common discomforts such as eye strain, wrist or finger pain, headaches, and back or shoulder problems. Your monitor should be positioned about an arm's length from your eyes, with the top of the screen level with your eye line to avoid tilting your head. Sit with your head and body aligned, shoulders relaxed, and elbows kept close to your sides. Adjust your chair so the curve of the backrest supports your lower back, ensuring there is a small gap between the edge of the seat and the back of your knees. Keep your feet flat on the floor or use a footrest if they do not reach comfortably. These small adjustments help maintain a neutral posture and reduce strain when working for long periods.

Avoid slumping, leaning over your desk, or putting unnecessary pressure on the backs of your thighs and knees, as this can restrict circulation and lead to discomfort. Creating an ergonomic workspace is a simple but effective way to support your wellbeing while studying. If you experience any discomfort associated with computer use, or would like guidance on arranging your workstation, please ask for support.



EMERGENCY NUMBERS & LINKS

CALL 999 or 112 for immediate help from the police, fire and ambulance services

Other important numbers you may want to add here:

Out-of-hours number for your place of study:
Accommodation/homestay emergency contact:
On-site nurse/doctors' surgery:
GP surgery:
GP out-of-hours service:
Site security contact:

Useful Websites:

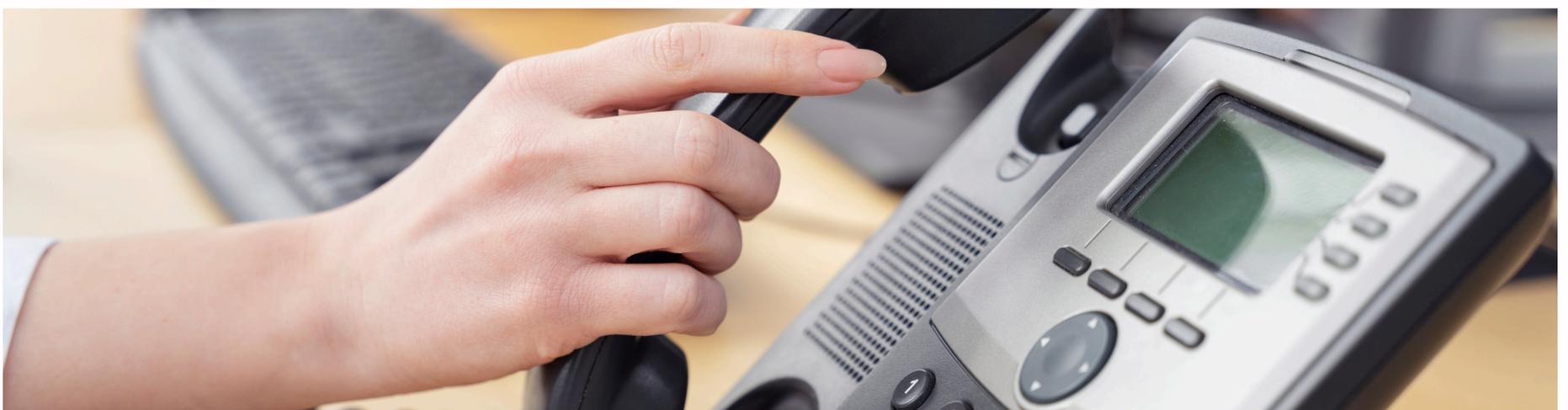
The following websites provide comprehensive information and advice on road safety and the Highway Code:

- <https://www.rsa.ie/>

There are Apps for staying safe in a whole range of situations, such as:

- <https://usi.ie/> <https://www.suzylamplugh.org/Pages/Category/personal-safety-advice>
- <https://spunout.ie/>
- <https://www.hotline.ie/>

ChildLine is a confidential service for young people (up to 19) covering many issues including online bullying, self-harm, stress and relationships: <https://www.childline.ie/> or call 1800 66 66 66 or text 50101



SUPPLEMENTARY GUIDE INFORMATION

This supplement outlines key updates to ensure alignment with current Irish health and safety legislation. Please read this alongside the original booklet.

Legal Framework and Compliance Updates

- Legal Statement: This guide aligns with the Safety, Health and Welfare at Work Act 2005, General Application Regulations 2007-2020, and relevant child protection guidelines applicable in Ireland.
- Risk Assessments: All premises and student activities are subject to ongoing risk assessments carried out by qualified staff.
- Safeguarding: DISC follows Children First: National Guidance for the Protection and Welfare of Children (Tusla, 2017). If you feel unsafe or are concerned about another student, please speak to a Designated Liaison Person (DLP).
 - First Aid: First aiders are certified under PHECC. First aid kits comply with the Safety, Health and Welfare at Work (General Application) Regulations, 2007.
 - Fire Safety Compliance: Fire alarms and extinguishers are inspected regularly by qualified personnel in line with national fire safety requirements.
 - Emergency Flowchart: A visual guide for 'What to do in an Emergency' should be displayed in common areas.

Mental Health Resources:

- HSE Mental Health Support Line: 1800 742 444
- Samaritans Ireland: 116 123
- SpunOut text support: Text SPUNOUT to 50808



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