



The Irish Agriculture and Food Development Authority

Teagasc Education Critical Incident Policy

Address Queries to	Head of CDSU
Next Review Date	2027
Written by	Donna Deegan
Proposed by:	Quality and Standards Committee
Approved by Teagasc Academic Council	May 2024

1. Purpose of the Policy

The purpose of this policy is to establish guidelines and procedures for managing critical incidents effecting Teagasc course delivery. A critical incident in this instance is any event or situation that poses a serious threat to the safety, well-being or the operations of the Teagasc educational activities , requiring an immediate and coordinated response.

2. Applicability

The Policy applies to all Teagasc Education training programmes, staff, contractors, visitors, and to learners engaged in Teagasc Education programmes.

This Policy will be:

- Published on the Teagasc public website and referenced in documents where relevant

3. Policy Statement

The Teagasc critical incident policy will help management and staff to react quickly and effectively during a critical incident. This policy will provide a framework to assist the college / education centre to return to normality as soon as practically possible and to limit the effects on staff and learners.

Teagasc is committed to ensuring the safety and security of all persons involved in Teagasc education programmes and maintaining continuity of operations in the event of a critical incident. The college/ education centre will respond as quickly as circumstances allow to any such incident. It will prioritise the protection of lives and property while minimising disruption to teaching and other essential functions.

4. Procedures that Support this policy

- Teagasc college or education centres will form a critical incident management team.
- The critical incident management team will draft individual critical incident management plans, which can then be implemented in the event of a critical incident.

- c) Critical incidents by their nature are difficult situations, and have to be managed in different ways depending on the context and nature of any individual critical incident.
- d) Colleges and education centres will use the guidance procedures to draft critical incident plans. However, the actual actions, tasks and decisions taken by the critical incident management team will, depend on the given circumstances at the time of the incident.
- e) Relevant documents and procedures related to this policy are accessible via the Teagasc Education homepage under Quality Assurance.
- f) Staff delivering Teagasc training programmes must be aware of this policy, and implement its procedures.
- g) At the start of Teagasc programmes, learners must be made aware of this policy, its procedures and impacts.
- h) This policy recognises that all stakeholders (staff and learners) have a role in the critical incident process and as such they must have regard to this policy.
- i) This policy and procedure relating to the same will be reviewed in line with best practice.

5. Definitions and Terms

QQI	Quality and Qualifications Ireland (www.qqi.ie)
Learners	Any person registered on a Teagasc training programme
<i>Critical Incident</i>	Any event or situation that poses a serious threat to the safety, well-being or the operations of the college activities requiring an immediate and coordinated response.
<i>Critical Incident Management Team</i>	Team put in place to lead and manage the response to a critical incident.

6. Revision History

Revision date	Version	Summary of Changes
24/04/2024	0.2	D. Deegan
26/04/2024	0.3	Updated section 3 to allow for flexibility within the policy. Updated section 4 to standardise terminology used. Updated section 5 to include standardised terminology.
22/07/2024	0.4	Policy name changed to include "Education" in the title