

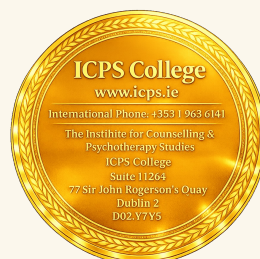


Health & Safety Policy

Statement of policy and arrangements for the safety, health and welfare at work of all staff, students and visitors of ICPS College

The Institute for Counselling & Psychotherapy Studies *ICPS College, Dublin*

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DUBLIN • IRELAND



Health and Safety Statement

The education sector was included in safety legislation for the first time with the introduction of the Safety, Health and Welfare at Work Act, 1989. ICPS College acknowledges its full obligations under this legislation and its successors, and is committed to a pro-active rather than re-active approach to safety, health and welfare.

The scope of this document covers academic staff, ancillary staff, service staff (including cleaning and maintenance), and administrative and clerical staff. It also includes the effects that the educational activities at ICPS College workplaces have on the students attending at, and visitors to, those workplaces. Under the Safety, Health and Welfare at Work (General Application) Regulations, 1993, all employers are required to report accidents which result in an employee being absent from work for more than three days to the Health and Safety Authority.

The first objective is to ensure the primacy of the preventive approach highlighted in the 1989 Act and the 1993 General Application Regulations and manifested through the safety statement and safety consultation requirements. Many accidents — such as slips, trips, handling and lifting, striking against objects and falling objects — are preventable under a properly developed Safety Statement incorporating appropriate preventive measures, coupled with adequate safety training and information. Many stress-related illnesses can also be avoided by placing emphasis on prevention and preparing rather than coping — a pro-active rather than a re-active approach.

Safety Statement



While the Safety Statement is of paramount importance, there is also need for the Institute to address safety management and control issues. ICPS College should be informed of the requirements of health and safety legislation, especially with regard to manual handling regulations, accident reporting procedures, and pregnant workers' requirements. The College has put in place an appropriate safety management system, including safety consultation and the preparation of a Safety Statement, as set out in this document.

Establishment of Safe Systems



Procedures have been drawn up for the following operational areas of the College:

- ◆ **Maintenance and cleaning activities** — managed under contract with cleaning service providers, with appropriate health and safety oversight.
- ◆ **Supervision of students** — a system of supervision is in place across all teaching, practical and online learning environments.
- ◆ **First aid and safe lifting** — including arrangements for students with disabilities or mobility needs.
- ◆ **Work environment management** — addressing noise, dust and other environmental factors.
- ◆ **Pregnant employees risk assessment** — conducted in accordance with the 1994 Pregnant Employees Regulations.
- ◆ **Institute-related activities inside and outside the classroom** — governed by the College's Code of Behaviour.
- ◆ **Isolation and violence** — with backup facilities; supported by the Code of Behaviour and Anti-Bullying Policy.
- ◆ **Practical classes** — specific rules drawn up by tutors and trainers as appropriate to the activity.

Strategies for Dealing with Stress at Work

The College recognises that pressure of work can trigger stress-related illness, and that this does not indicate weakness or incompetence. Strategies in place include:

- ◆ Recognising potential stressors

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- ◆ Establishing specific action plans that take account of individual personalities and the institutional culture
 - ◆ Increasing awareness of stress problems through seminars and information sessions
 - ◆ Establishing good communication channels
 - ◆ Developing a supportive culture, including staff get-togethers
 - ◆ Improving the physical work environment
 - ◆ Providing in-service training and information

Employee Welfare Facilities

- ◆ Provision of staff room, toilet accommodation and washing facilities
- ◆ First aid provision
- ◆ Personal protective equipment where required
- ◆ Appropriate training of staff in health and safety
- ◆ Monitoring and review of health and safety performance
- ◆ Allocation of resources to ensure health and safety issues are addressed and rectified where necessary

Section 12 Safety Statement Requirements

Section 12 of the 1989 Act requires all employers to prepare a Safety Statement in writing for their workplaces. A Safety Statement is essentially an action programme setting out how the health and safety of all employees is managed in the workplace. The Safety Statement, as required under the 1989 Act, applies to employees only, and there is no statutory requirement for the inclusion of provisions relating to third parties (such as students or visitors). However, given that employees and students generally share the same environment during the training day, the implementation of the terms of the Safety Statement will, of course, have a beneficial influence on the health and safety of students and visitors.

The Safety Statement Must Include

- ◆ Identification of hazards in the workplace
- ◆ Assessment of the risks arising from these hazards
- ◆ Details of arrangements made and resources provided for security, safety, health and welfare

- ◆ Specification of the measures taken to eliminate or control hazards, and the cooperation required from employees in safety and health matters
- ◆ Arrangements for consultation with employees on safety and health matters

Safety Representatives & Officers

Under Section 13 of the 1989 Safety, Health and Welfare at Work Act, “the employees at a place of work are entitled to select and appoint one of their number to act as a Safety Representative.”

Regulation 8(a) of the 1993 General Application Regulations states that it shall be the duty of every employer to designate one or more employees to carry out activities specified by the employer that are related to the protection from and the prevention of occupational risk at the place of work — in practice, the designated Safety Officer.



Thus, the Safety Representative may be selected by the employees, while the Safety Officer must be appointed by management.

Role of the Safety Representative

The Safety Representative may consult with, and make representations to, the employer on safety, health and welfare matters relating to employees in the place of work. They may investigate accidents and dangerous occurrences to find out the causes and help to identify any remedial or preventive measures necessary. Subject to prior notification to management, the Safety Representative may also carry out inspections in the place of work to identify hazards and risks to safety and health. The Safety Representative has an important role to play in the promotion of health and safety.

Role of the Designated Safety Officer

The designated Safety Officer is appointed by management and is responsible for coordinating safety management within the College. The Safety Representative will normally liaise with the Safety Officer. Management retains responsibility for effecting urgent repairs or taking corrective action



daily. More complex concerns are referred to the College's senior management for resolution. The College has ultimate responsibility for the resolution and resourcing of health and safety issues that arise.

Board, Safety Officer & Awareness

Prepared in accordance with the Safety, Health and Welfare at Work Act 1989.

Board of Directors

The Board of Directors recognises and accepts not only its statutory responsibilities but also its obligations as an employer to direct, manage and achieve the safety, health and welfare at work of every employee and guest alike. The Board of Directors believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining safety, health and welfare in the workplace and for behaviour that does not jeopardise the individual's personal safety, health and welfare or that of others.



Safety Organisation

Safety is a line management responsibility. Trainers are responsible for safety in their own areas and for the implementation of relevant safety procedures. The Safety Officer monitors safety generally and the operation of safety procedures. The Head of Training ensures that each employee obtains a copy of the Safety Statement and is familiar with its contents.

Safety Officer Duties

The Safety Officer is responsible for overseeing the safety provisions on behalf of the Institute and is consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement. The Safety Officer's main duties and responsibilities are:

- ◆ To guide and advise on all health, safety and welfare matters

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- ◆ To ensure that the College fulfils all statutory requirements in respect of the Factories Act 1955, the Safety in Industry Act 1980, and the Safety, Health and Welfare at Work Act 1989
 - ◆ To ensure that the appropriate safety education and training are coordinated and carried out using both in-house and external resources
 - ◆ To undertake regular and appropriate revision and auditing of College safety procedures and methods of operation, to ensure that they are kept up to date
 - ◆ To ensure that adequate fire protection and prevention measures are provided
 - ◆ To investigate all accidents and dangerous occurrences, and to ensure that appropriate statutory notifications are properly completed; causes of accidents shall be determined as far as is practical, and where appropriate, remedial action shall be specified

Safety Awareness

All employees will be:

- ◆ Instructed in lifting and handling methods
- ◆ Advised of the protective clothing and safety equipment available, and the areas where they must be worn
- ◆ Advised of the nature and location of fire equipment and how it is safely operated
- ◆ Notified of any changes in safety procedures

Equipment, Welfare & Conduct

Electrical Appliances

Arrangements will be made for all electrical appliances to be checked on a regular basis by a competent person — the maintenance person, the supplier or their agent. Before using any appliance, the user should check that:

- ◆ All safety guards which are a normal part of the appliance are fitted and in working order
- ◆ Power supply cables and leads are intact and free of cuts or abrasions
- ◆ Suitable, undamaged fused plug tops are used and fitted with the correct fuse



Chemicals, Solvents, Detergents & Toner

Safety data sheets are supplied with all such materials. Members of staff using these materials should familiarise themselves with the hazards associated with the materials and the precautions to be taken in the event of spillage, splashes or other incidents.

Welfare

To ensure the continued welfare of employees, toilet and cloakroom areas are provided. Staff must co-operate in maintaining a high standard of hygiene in these areas.

Members of staff and trainee teachers are reminded that any person who is under medical supervision or on prescribed medication, and who has been certified fit for work, should notify the Managing Director of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow



workers or students. The Managing Director will arrange or assign appropriate tasks for that person to carry out in the interim. Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to instant dismissal.

First Aid

Some staff are qualified in first aid. In addition, comprehensive first aid box(es) are available in the office to deal with minor injuries.

Evacuation

An evacuation procedure has been prepared and is provided to each employee, and is set out in detail in the College's Centre Contingency Plan. Evacuation drills will take place at least twice per year, or more often if required. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

Smoking

Smoking is forbidden by law throughout the premises.

Duties of Employees & Incident Reporting

Duties of Employees

The attention of employees and trainees is drawn to the following duties of persons employed, as laid down in Section 9 of the Safety, Health and Welfare at Work Act 1989. It shall be the duty of every employee while at work:

- ◆ To take reasonable care for his or her own safety, health and welfare and that of any person who may be affected by his or her acts or omissions while at work
- ◆ To co-operate with his or her employer and any other person to such an extent as will enable that employer or other person to comply with any of the relevant statutory provisions
- ◆ To use, in such manner as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided for securing his or her safety, health or welfare of which he or she becomes aware

No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions, or otherwise for securing the safety, health or welfare of persons arising out of work activities.

Accident and Incident Reporting

All incidents — no matter how trivial, and whether to employees, students or members of the public — must be reported immediately to the Managing Director. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required. An Accident

Report Book is retained for recording all accidents.

General Safety

The aim of the Board of Directors is to provide a healthy and safe working environment. This can be achieved with the help and assistance of all employees and students by:

- ◆ Observing the general rules of safety
- ◆ Using all plant, machinery and equipment in a safe and proper manner
- ◆ Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves and/or others
- ◆ Keeping work areas clean and tidy at all times
- ◆ Making sure all corridors and passageways, particularly those leading to escape routes, are kept free of obstructions at all times
- ◆ Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises

Concluding Comment

This Safety Statement has been prepared based on conditions existing in the premises of the Institute at the time of writing. It may be altered, revised or updated at a future date to comply with any changes in conditions, in legislation, or in the operational environment of the College.

APPROVED BY

Head of Academic Standards & Accreditations

ICPS College · Dublin, Ireland

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