

# Waterford Academy of Education

## Health & Safety Statement

### 2009-2011

#### Introduction

This document sets out the Health & Safety Statement for all personnel, students, visitors and contractors employed by Waterford Academy of Education (hereafter referred to as WAE or the Academy). It has been prepared in accordance with the Safety, Health & Welfare at Work Act, 2005 and all associated relevant legislation.

The purpose of the Safety, Health and Welfare at Work Act 2005, (herein after referred to as the Act) is to ensure the safety, health and welfare of all employees in the workplace and to ensure that non-employees present in the workplace are safe. The Act applies to employees in all types of work and embraces all the activities of the Academy.

Section 20 of the Act requires the organisation to prepare a written safety statement specifying the manner in which the safety, health and welfare at work is to be secured and managed. The WAE Safety Statement is a programme for safeguarding health & safety of all individuals at the Academy. It represents management's commitment to health and safety, and states how resources will be allocated in order to maintain the above.

The Safety Statement is based on the principle that health & safety can be managed, since accidents and diseases are foreseeable and can usually be prevented. It is a commitment to comply with all the relevant health & safety legislation and provides a framework for continual improvement by setting targets and objectives.

This safety statement will be updated as necessary in light of new legislation, structural changes, changes in systems of work etc. and will be reviewed annually.

## Waterford Academy of Education

### Health & Safety Policy

It is the policy of Waterford Academy of Education to promote high standards of health and safety within all work areas and to ensure that with the Safety, Health and Welfare at Work Act 2005 and associated legislation are achieved.

In addition to our commitment to the safety of our staff and students, it is our policy to ensure the safety of visitors and members of the public and to discharge our duties to contractors and others who may be affected by our activities.

The Academy undertakes to ensure that adequate resources are provided to implement the Health & Safety Policy. The Management Team will therefore ensure that:

- Adequate resources are provided to ensure that proper provision can be made for health and safety;
- Adequate numbers of suitably trained personnel are available to undertake all work activities;
- Sufficient resources are available to provide necessary information and training with respect to health and safety.

All members of the Academy are expected to demonstrate their commitment towards a safe and healthy work and study environment by complying with the Academy's health and safety policy and associated procedures.

Signed by the Directors of Waterford Academy of Education Ltd.

Mr Ken McCormick

Date

Dr Venie Martin

Date

## Health and Safety Management

This Safety Statement sets out the broad principles, which the Academy has adopted to ensure the health and safety of its employees, students and others affected by its activities. The central thrust of health and safety management at the Academy is encapsulated in the General Principles of Prevention, which are as follows:

### ***General Principles of Prevention:***

- The avoidance of risks;
- The evaluation of unavoidable risks;
- The combating of risks at source;
- The adaptation of work to the individual, especially with regard to the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
- The adaptation of the place of work to technical progress;
- The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work. The giving of priority to collective protective measures over individual protective measures;
- The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment;
- The giving of appropriate training and instructions to employees.

### ***Employer's Responsibilities***

The Academy will, in so far as is reasonably practicable, ensure the safety, health and welfare at work of all employees and persons not in its employment but who may be affected by its work activities. In achieving this, the Academy recognises its express responsibilities under Section 8 of the Act which outline the employer's duties.

These duties cover:

- The management and conduct of work activities;
- Preventing improper conduct or behaviour (for example, violence, bullying or horseplay at work);
- The design, provision and maintenance of:
  - Safe workplaces;
  - Safe means of access to and egress from the workplace;
  - Safe plant and machinery;

- Ensuring safety and prevention of risk from the use of any substances or articles, from noise, vibration or ionising or other radiations or any other physical agent at the place of work;
- Providing safe systems of work;
- Providing adequate welfare facilities;
- Provision of adequate instruction, training and supervision and any necessary information;
- Preparing risk assessments and safety statements;
- Take account of the general principles of prevention when implementing necessary safety, health and welfare measures;
- Provision and maintenance of suitable personal protective equipment where risks cannot be eliminated, or where such equipment is prescribed;
- The preparation and, where necessary, the revision of adequate plans and procedures to be followed and measures to be taken in the case of an emergency or the presence of serious or imminent danger;
- The reporting of accidents and dangerous occurrences to the Health & Safety Authority;
- To obtain, where necessary, the services of a competent person to assist in ensuring the safety, health and welfare of his or her employees.

### ***Assignment of Responsibilities***

#### ***Management Board***

The ultimate responsibility for the implementation of the Academy's health & safety policy and ensuring its compliance with the health and safety legislation rests with the Management Board.

#### ***Executive Directors***

The Executive Directors have overall responsibility for ensuring that:

- The Academy meets its statutory obligations set out in the Safety, Health & Welfare at Work Act, 2005 and associated legislation;
- All managerial and supervisory staff are made aware of the Academy's health & safety policy and procedures;
- Unusual absenteeism patterns, which may be related to occupational health problems are investigated;
- An Emergency Evacuation Plan is developed and implemented;
- When facilities are rented from another organization, its Health and Safety statement and procedures must be made available and the Executive Directors must make sure they are followed by Academy staff and students;
- Accident reports are analysed and actions are taken to prevent recurrence of accidents;

- Appropriate health and safety training for all staff and students is sourced and provided. (e.g. evacuation procedures, First Aid, etc.);
- The Academy Safety Statement is updated and revised at least every 3 years.

### ***Director of Studies***

The Director of Studies must ensure:

- That the safety statement is brought to the attention of all staff and students at induction and by inclusion in the Staff and Student Handbooks;
- That all staff and students fully understand and observe the arrangements for safety;
- That existing staff and new staff are provided with adequate information, training and instruction of the hazards and risks associated with their work;
- Records of formal and informal health and safety training of staff and students must be in written form and be available for inspection by the Executive Directors;
- That clear formal communication channels are maintained in order that the results of ongoing risk assessments are communicated to staff and students;
- Accident reports are recorded in the Accident Book;
- Appropriate personal protective equipment is supplied, as necessary;
- Fire fighting and first aid facilities are available in the buildings used by the Academy and there are an adequate number of trained personnel available to use them;
- Students receive safety information and training appropriate to the hazards and risks that they may be exposed to.

### ***Teaching and Administrative Staff***

The Act places the following statutory provisions on employees:

An employee must:

- Comply with requirements of the 2005 Act and all associated legislation;
- Take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work;
- Not be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that he or she is likely to endanger his or her own safety, health or welfare at work or that of any other person;
- If reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests, by or under the supervision of a registered medical practitioner who is a competent person, as may be required by Regulations made under the 2005 Act;

- Co-operate with his or her employer or any other person, as necessary, to assist that person in complying with safety and health legislation as appropriate;
- Not engage in improper conduct or other behaviour such as violence, bullying or horseplay, which could endanger another person at work or his or her safety, health and welfare;
- Attend health and safety training as required and undergo as appropriate, any reasonable assessment required by the Academy;
- Taking account of the training and instructions given by the Academy, correctly use any article or substance and protective clothing and equipment provided for use at work or for his or her protection;
- An employee, on entering into a contract of employment, may not misrepresent himself or herself as regards the level of training that they have received.

An employee is required to report to his/her employer, or other appropriate person, as soon as they become aware of any instance:

- Where work is being carried on, or likely to be carried on, in a manner which may endanger his or her safety, health or welfare or that of another person;
- Any defect in the place of work, the systems of work or in any article or substance likely to endanger him or her or another person;
- A breach of safety and health legislation likely to endanger him or her or another person which comes to his or her attention.

All employees have a duty to refrain from improper conduct liable to harm the safety, health or welfare of persons at work. Violence, horseplay and bullying at work would come within the meaning of improper conduct.

In addition to the legal obligations listed above all staff must:

- Read and fully understand the Academy Safety Statement and safety policies and procedures;
- Promote safe work practices in accordance with the Academy Safety Statement;
- Ensure equipment is operated in a safe manner and good housekeeping standards are maintained;
- Use personal protective equipment as necessary;
- Promote safe work practices;
- Report any accident, dangerous occurrence, or potential safety hazard to the Director of Studies and co-operate fully in any accident investigation;
- Ensure all safety rules are communicated to students, contractors and visitors while working in their area of expertise;
- Use equipment only if properly trained;

- Students under their supervision receive safety information and training appropriate to the hazards and risks that they may be exposed to.

### ***Students***

- Students have a legal responsibility not to endanger themselves or others by their actions. Thus full time and part time students must:
- Take reasonable care of their own safety and not endanger others by their acts or omissions;
- Co-operate fully with all safety rules and regulations issued by the Academy;
- Not interfere or misuse anything that is provided in the interest of health and safety;
- Ensure equipment is operated in a safe manner and good housekeeping standards are maintained;
- Use personal protective equipment (PPE), as necessary;
- Use equipment only if properly trained;
- Report accidents, dangerous occurrences, defective equipment or potential safety hazard to the Teacher in charge or the Academy Administrator;
- Comply with requirements of the 2005 Act and all associated legislation;
- Not be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that he or she is likely to endanger his or her own safety, health or welfare at work or that of any other person;
- Not engage in improper conduct or other behaviour such as violence, bullying or horseplay, which could endanger another person or his/her safety, health and welfare;
- Attend health and safety training as required and undergo as appropriate, any reasonable assessment required by the Academy.

### ***Visitors***

All visitors to departments must identify themselves to the relevant Academy personnel and must follow Academy's safety procedures.

## ***Reporting of Accidents and Dangerous Occurrences***

### ***Accident Reporting***

The Academy has a statutory duty to record all accidents and report certain types of accidents and dangerous occurrences to the Health and Safety Authority. Therefore all accidents and dangerous occurrences must be reported immediately to your Manager/Supervisor, Teacher or Academy Administrator and an accident report form completed in the Accident Book. A witness report form must also be filled out if applicable.

***Accident Investigation***

As soon as possible, serious accidents and near misses will be investigated by a competent person appointed by the Executive Directors and an investigation form completed. It is intended that data gathered in this manner will enable the accurate identification of the true underlying causes. Annual statistical analysis will be carried out on the data generated to assist in this regard. The purpose of this exercise is to identify the causes of the accident and allow corrective action to be taken to prevent a re-occurrence. In this manner personal factors such as inadequate training will be highlighted, or job factors such as unsafe systems of work or inadequate engineering will be identified.

All employees and students are obliged to co-operate with such investigations and to provide any information, which may be useful in establishing the circumstances surrounding the accident.

***Reporting to Health & Safety Authority (HSA):***

In compliance with legislative requirements, the Academy will report an injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays. These reports will be sent to the H.S.A.

In the case of a dangerous occurrence, the Academy will report all dangerous occurrences as outlined in the twelfth schedule of the Safety, Health and Welfare at Work (General Application) Regulations 1993.

These official report forms will be prepared by the Academy Administrator.

***Incident Reporting***

An incident may be defined as any situation, which results in personal harm or upset to an individual as a result of violent or aggressive behaviour and/or theft or vandalism of personal property.

All incidents should be reported to the Academy Administrator immediately after the incident occurs. He / she, in consultation with the Executive Directors, will ensure that:

- All incidents are recorded using the Incident Report Form;
- That a suitably qualified person interviews the victim in private and records details of that interview on the Incident Report Form;
- The victim is referred for medical attention, if necessary and only if the victim wishes to be referred;
- The Garda Siochana are contacted, if the victim wishes, and if necessary;
- The incident is followed-up with the relevant organisation to ensure that all information sent was received;



- The Academy will ensure that all information provided by the victim is held in the strictest of confidence.

***First Aid***

It is the policy of the Academy that all managers, administrators and teachers attend a basic First aid programme.

In the event that the injury exceeds the ability of the teacher to treat, the injured person should proceed directly to the Accident & Emergency Department at Waterford Regional Hospital.

The teacher or person in charge will organise an ambulance or taxi as appropriate.

Private vehicles belonging to staff/students should not be used to transfer staff or students to hospital.

***Helpful contact numbers:***

Emergency Services	999 / 112
Ambulance Control	1890 499 299
Medical Centre (Barronstrand Street)	051-852999
Waterford Regional Hospital	051-873321
Garda Siochana	(051) 874888

***First Aid Boxes***

First Aid boxes will be checked monthly to ensure that they are properly stocked in accordance with the recommended contents of first aid kits as outlined by the H.S.A.

***Welfare Facilities***

The Academy shall ensure that adequate welfare facilities are provided for staff and students:

- Adequate toilet facilities are provided and maintained in a good clean hygienic condition;
- Adequate washing facilities (including hot water where necessary) and washing and drying materials/equipment are provided and maintained;
- Arrangements for eating foodstuffs are provided.

***Smoking Policy***

The Academy is fully committed to establishing a healthy environment for all staff and students by introducing and maintaining a smoke free policy. The objective of this policy is to eliminate exposure of staff and students to Environmental Tobacco Smoke. Therefore:

***Smoking is prohibited in all areas inside all buildings at the Academy***

and individuals smoking outside entrance(s), exit(s), open windows, ventilation intake systems and covered entryways of any building must ensure that they are an adequate distance from the building such that the migration of smoke into the

building is eliminated or minimised.

### ***Training***

It is the policy of the Academy that every employee receives safety training on an ongoing basis. All new personnel and new students will receive safety training as part of their induction. The on-going safety training needs of staff shall be identified by the Director of Studies.

When identifying training needs due regard shall be paid to:

- - Legislative requirements;
- - Risk assessments;
- - Accident statistics.

The Academy Administrator will keep training records to include the content of the training session, duration of session, name of trainer and trainee, date and signature of trainer and trainee.

Induction training includes information on the Academy's attitude to safety and on the safety procedures and requirements. It is recognised that maintaining a safe working environment needs constant and continuing vigilance and it is accepted that the training and education of employees will continue to have an important role to play in this regard.

### ***Fire Safety Programme & Emergency Plans***

The purpose of the fire safety programme is to outline the commitment of the Academy to fire safety throughout each venue utilized for classes and establish standards based on current relevant legislation and best practice to prevent the outbreak of fire.

The objectives of the fire safety programme are to:

- Identify fire hazards and to assess the risks therefrom;
- Identify and implement appropriate measures to reduce fire risks;
- Ensure the safety of persons at the Academy in the event of fire;
- To develop emergency response and evacuation procedures detailing duties and responsibilities assigned to personnel and the exact procedure to be followed in the event of an emergency.

The Fire Safety Programme incorporates arrangements for:

- The prevention of an outbreak of fire through the establishment of day-to-day fire prevention practices;
- The instruction and training of staff;
- The holding of fire and evacuation drills;
- The physical maintenance of escape routes;

- The provision of adequate fire protection equipment and systems;
- The inspection and maintenance of the fire protection equipment and systems;
- The provision of assistance to the fire brigade.

Standard procedures entitled “Emergency Response and Evacuation Procedures (SP-OHS-01)” have been developed as an integral part of the fire safety programme. The purpose of these are to establish guidelines, procedures and lines of command to follow in case of an emergency situation.

They are devised to protect building users, employees, students, the public and the environment. The plan is designed to provide orderly and efficient transition from normal to emergency operations, delegate emergency authority, assign emergency responsibilities and assure continuity of operations.

The objective of the plan is to ensure the Academy is evacuated in an orderly and controlled manner. It is to minimise potential injury to personnel, visitors, public, property or the environment.

### ***Hazard***

#### ***Special Precautions in respect of Pregnant Employees***

In accordance with the Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations 2000, when an employee informs the Academy of her pregnancy, an assessment of any risk to the safety and health of that employee, and any possible effect on the pregnancy or breast-feeding by employees will be carried out.

This risk assessment will analyse a number of factors namely:

- Physical Agents;
- Chemical Agents;
- Industrial Processes;
- Working Conditions.

The appropriate action will be taken to minimise or eliminate any risks, which may arise. In the event of an area, agent or work process revealing a risk to the employee’s pregnancy or breastfeeding, and it is not practicable to ensure the safety and health of that employee through protective and preventative measures, then the Academy will temporarily adjust the working conditions of the employee concerned so that exposure to such risk is avoided.

#### ***Revision of Safety Statement***

The Academy will review and update the Safety Statement, as necessary to reflect legislative changes and/or changes in the Academy’s work practices and communicate any such revision to staff and students.