

Section 3 Communication, Consultation, Participation & Representation

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3.1 Communications Processes

Communication is a key element in establishing a culture of health and safety in the Institute and is integral to bringing an understanding of this Statement to the staff of the Institute generally. Communication is a two way process, information is both given and received by and from the Institute, and from and by staff members of the Institute. The Institute is committed to providing information on health and safety at the times that it is required, in formats that are usable, in sufficient detail that is comprehensible and in language that is understandable. There are many ways that the Institute communicates the importance of Health and Safety to its staff and many ways that the Institute receives information from staff regarding health and safety.

The Institute will bring this Safety Statement to the attention of all of its staff members. The Institute publishes this Safety Statement on its publicly accessible website and in its staff accessible electronic file system. The Institute has installed relevant signage throughout the campus identifying risk areas and the protections required, including signage showing escape routes, fire alarms and fire management systems. All staff members and students are inducted on health and safety issues on their appointment as staff members and/or enrolment as students. Staff members receive regular and continuous training with regards to Health and Safety throughout their careers with IADT. Health and Safety matters are a standing item on key meeting agendas. Individual Managers address and provide local information on Health and Safety where relevant.

The Institute also receives communication from staff members regarding Health and Safety. The Institute engages external advisors from time to time and where appropriate to advise the Institute on matters of Health and Safety. Staff in the Institute are encouraged to identify and bring to their line managers attention any health and safety matters that come to their attention. Staff in the Institute are entitled to appoint a Safety Representative to represent them in matters related the Health and Safety. All Staff Members are eligible to be invited to participate in the Health and Safety Committee of the Institute.

3.2 Scope

Communication, consultation, participation and representation in respect of this Safety Statement relate to matters solely in respect of safety, health and welfare issues. Committees and representation established and/or identified within the Safety Statement are not intended to duplicate, replicate or disenfranchise communication, consultation, participation and/or representation processes established or functioning under other legislation, agreements or practices whether established within the Institute or by reason of any external requirement. Only matter directly related to the safety, health and welfare of staff and students in the Institute may be addressed through this Safety Statement.

3.3 Training and Instruction

General Requirements

Suitable training and instruction, as well as being required by law, can help minimise risk of injury to employees and other persons using the workplace. IADT has in place a Staff Training and Development Policy. Training related to Health and Safety is identified as Category A Training and is fully funded through a central Institute training fund.

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Training and instruction in a wide range of areas is provided regularly by the Institute. Some training is provided using on-line platforms and others are based on Campus. The following training associated with health and safety is provided by the Institute. The details of the training provided in any specific year is outlined within the Annual Report of the Health and Safety Committee.

Induction

New members of staff and each intake of students complete an induction programme. Appropriate levels of information on Health & Safety form part of the overall induction and orientation process.

For all staff members the induction programme is provided in a number of parts within the first year of their appointment. Firstly, The HR Department organises an annual staff induction course for all newly appointed staff members. This induction course provides a high level induction on Health and safety matters including specific training on fire and evacuation measures. Secondly, the relevant Departmental Manager provides a detailed induction to the duties and the role of the individual staff member and this includes details of the specific health and safety matters relating to the role including the risk associated with each task, the protection and safety measures in place and the requirements for the use of PPE.

For students, handouts covering general matters within the Institute are provided during Inductions. Course specific health & safety matters are provided by the Academic Staff.

Institute wide training

Training and instruction is provided on a periodic basis for all staff in the following areas related to health and safety: manual handling, occupational first aid, fire warden and evacuation. On-line training on the protection of children and vulnerable adults and equality, diversity and inclusion are also provided to all staff.

Specific Training and Skill Development

The Institute undertakes a continuous programme of assessment and skill development all staff relevant to their roles. Periodic training in areas related to health and safety have been provided to specific staff as follows: Abrasive wheels, Anaphylaxis and the use of Adrenalin Pens, Chemical safety, CPR, Cherrypicker, Portable Appliance Testing, Safe Pass and Working at Height – scaffold.

Management Safety Training

All managers will be trained periodically on their responsibilities regarding managing from a health and safety perspective and their responsibilities.

Staff Wellbeing events and Training days

The Institute operates a number of staff wellbeing events throughout the year as well as a number of days specified for staff training initiatives. Various training opportunities, primarily in the area of life and health management are provided during these events and days: Dealing with Bullying, Emotional First Aid, safeTALK – suicide alertness course and Stress Management

Record Keeping, Monitoring and Review

Record keeping is required for proof of compliance as well as for monitoring the effectiveness of the health and safety management system. Records of the qualification and training records of all nominated personnel are held either on the personnel record of the individual, where a qualification is required or in the individual's key department.

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3.4 Consultation

It is the policy of IADT to consult with its staff and ensure they are represented on matters that affect their safety, health and welfare. The Institute will consult with employees at all levels concerning Institute Safety Statement, Risk Assessments and in respect of the implementation of Health and safety Measures. The Institute also consults staff members in a wide variety of ways for a variety of reasons, not related to Health and Safety. Institute employees are required to cooperate with the Institute and its Management in the implementation of Health and Safety. The following Institute arrangements are in place for securing and maintaining consultation in relation to matters of Health and Safety:

- a) The Institute is committed to taking account of any representations made by an employee or their Safety Representative. Staff Members who wish to make representations in relation to Health and Safety matters that relate to work activities taking place in their area should in the first instance (or through their elected safety representative) raise the matter with their line manager for resolution. Staff Members who wish to make representations regarding Institute wide Health and Safety matters may do so through any of the following: the line manager, the Safety Representative, the Health and Safety Committee, any members of the Executive or the President. The resolution of the matter may be made by the appropriate relevant Manager.
- b) The Institute recognizes the right of its employees to elect a Safety Representatives, and cooperation with the employee Safety Representatives will include:
 - i) Providing Institute H&S information.
 - ii) Advising a Safety Representative in the case of an H&S Inspector visiting any area coming under their representation.
 - iii) Facilitating Safety Representatives to discharge their functions.
 - iv) Permitting time off for training.
 - v) Providing Safety Representatives with the required information in relation to any notifiable accidents and dangerous occurrences.
 - vi) IADT has established an Institute Health & Safety Committee, which facilitates consultation on Institute Health and Safety matters between the Employer (IADT), its Employees and Students.

3.5 Safety Representative

The 2005 Act provides for consultation between employers and employees to help ensure cooperation in the prevention of accidents and ill health. Under Section 25 of the 2005 Act, employees are entitled to select a safety representative, from among the staff members of the Institute, to represent them on safety and health matters with their employer. The management of the selection process is a function of the Health and Safety Committee.

The rights, obligations & functions of the Institute Safety Representatives are set out in the Act. They are also detailed in Appendix 3.1 to this Section and are as follows:

- a) Make representations to the Institute on any aspect of safety, health and welfare at work.
- b) Receive information from management as is necessary to ensure so far as is reasonably practicable, the safety, health and welfare of employees at the place of work.
- c) Inspect the entire or any part of the Campus and/or other places of work under the control of the Institute, after giving notice to the Institute or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person. The Institute and the Safety Representative shall, having regard to the nature and extent of the hazards in the

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- place of work, agree the frequency or schedule of inspections which may be carried out, which agreement shall not be unreasonably withheld by the Institute.
- d) Investigate complaints relating to safety, health and welfare at work made by any employee after the giving of reasonable notice to the relevant Manager and the Chairperson of the Health and Safety Committee (representing the employer)
 - e) Investigate accidents and dangerous occurrences provided it does not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under any of the relevant statutory provisions.
 - f) Carry out inspections and investigate hazards and complaints subject to agreement and prior notice.
 - g) Be informed of any visits from the Health and Safety Authority (HSA) and to accompany the HSA Inspector, on any visit except when it is for the purposes of investigating any accidents and/or dangerous occurrences unless at the discretion of the inspector they are so invited.
 - h) Make verbal or written representations to inspectors on matters of safety, health and welfare, including in relation to accidents and/or dangerous occurrences.
 - i) receive advice and information from inspectors on matters relating to safety, health and welfare at the place of work
 - j) At the discretion of the inspector concerned, where an employee is interviewed by an inspector with respect to an accident or dangerous occurrence at a place of work, attend the interview where the employee so requests
 - k) Be allowed time off as may be reasonable to act as a safety representative or to acquire the knowledge to carry out that function.
 - l) Be given the opportunity to receive appropriate health and safety training.

3.6 Health & Safety Committee

Under section 26 (1) of the Safety Health and Welfare Act 2005 as amended (the Act), employers must make arrangements for employee consultation and participation. In order to ensure effective consultation with employees, IADT has established a Health & Safety Committee to consult with employees on matters relating to health and safety, in accordance with the provisions of Section 26 and Schedule 4 of the Act and to help communicate and promote health & safety matters effectively.

The functions of the Health & Safety Committee are set out in Appendix 1 to this Section and is generally to act as an advisory and consultation forum and to ensure employee involvement in safety activities at IADT and to advise the Executive and the Governing Body on the preparation of and on the development of safety policies and procedures. The Health & Safety Committee also has a role in promoting safe work practices throughout the Institute. The Committee is composed of a cross-section of employees in the Institute, particularly where there needs to be an emphasis on safe working practices. The number of Members of the Committee will not be less than 3 or more than 10. The elected Safety Representative, where such a person is elected, is a Member of the Committee. The President is an ex-officio Member of the Committee. The Committee will invite representation from the Student Union representing the views of the Student Body and from the appointed on-campus catering provider as food safety is an important and specialist activity. The Committee will be chaired by an appropriate Executive Member appointed by the President.

The Committee will meet as appropriate but generally not less than twice or more than four times in any one year. The Committee will meet during the standard working day and Members will be afforded such time as is required to attend meetings. The Committee will report annually to the Executive and this Report will be considered by the Governing Body.

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Appendix 3.1 Role of Safety Representative

The role of the Safety Representative is set out in Section 25 of the Safety, Health and Welfare at Work Act 2005 and is generally as follows:

- a) To represent employees at the place of work in consultation with their employer on matters related to safety, health and welfare at the place of work.
- b) A safety representative may:
 - i) inspect the whole or any part of the place of work after giving reasonable notice to the employer, or immediately, in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person
 - ii) investigate accidents and dangerous occurrences provided that he or she does not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under any of the relevant statutory provisions
 - iii) after the giving of reasonable notice to the employer, investigate complaints relating to safety, health and welfare at work made by any employee whom he or she represents.
- c) A safety representative may:
 - i) accompany an inspector who is carrying out an inspection of the place of work under *section 64* other than an inspection for the purpose of investigating an accident or dangerous occurrence
 - ii) at the discretion of the inspector concerned, accompany an inspector who is carrying out an inspection under *section 64* for the purpose of investigating an accident or dangerous occurrence
 - iii) at the discretion of the inspector concerned, where an employee is interviewed by an inspector with respect to an accident or dangerous occurrence at a place of work, attend the interview where the employee so requests
 - iv) Where an inspector attends at a place of work for the purpose of carrying out an inspection under *section 64*, the employer shall inform the safety representative that the inspection is taking place.
- d) The employer and the safety representative shall, having regard to the nature and extent of the hazards in the place of work, agree the frequency or schedule of inspections which may be carried out under *subsection (2)(a)(i)*, which agreement shall not be unreasonably withheld by the employer.
- e) Every employer shall consider any representations made to him or her by the safety representative in relation to the matters specified in this section, or any other matter relating to the safety, health and welfare at work of his or her employees and, so far as is reasonably practicable, take any action that he or she considers necessary or appropriate with regard to those representations.
- f) An employer shall give to a safety representative such time off from his or her work as is reasonable having regard to all the circumstances, without loss of remuneration, to enable the safety representative
 - i) to acquire, on an ongoing basis, the knowledge and training necessary to discharge his or her functions as a safety representative, and
 - ii) to discharge those functions

Appendix 3.2 Health and Safety Committee

Terms of Reference

The agreed terms of reference of the Committee are to act as an Advisory Committee to the Executive of the Institute on all aspects of safety, health and welfare in relation to staff, students, visitors and contractors of the Institute in accordance with Section 26 of the Act, as follows:

- a) Being advised on matters related to Institute occupational Health & Safety in accordance with The Safety Health and Welfare at Work Act 2005
- b) The preparation and updating of the Safety Statement for the Institute in accordance with Section 20 of the Act.
- c) To review regular audits of the Institute's safety procedures, as set out in the Safety Statement, to ensure that best practice is being complied with and to suggest corrective action to be taken where appropriate.
- d) To receive reports on the methods of operation in each academic department and functional area of the Institute to ensure that proper safety procedures are in existence and that there is appropriate awareness of proper health and safety standards by staff and students alike. Where relevant, information should be documented in the Safety Statement.
- e) To receive details of any measure proposed to be taken in the place of work which may substantially affect the safety, health and welfare of those employees, including measures to be taken under the relevant statutory provisions.
- f) To monitor the Institute's compliance with its legal obligations under Occupational Health & Safety legislation and to appraise the Executive on the implications of any changes in legislation.
- g) To review the hazard identification and the risk assessment processes carried out under [Section 19](#).
- h) To review and monitor the activities arising from or related to the protection from and the prevention of risks to safety, health and welfare at work.
- i) To review and consider the information required to be provided to employees under Section 9.
- j) To promote a positive attitude to Health & Safety within the Institute.
- k) To foster an awareness and understanding of the importance of safety, health and welfare among staff of the Institute.
- l) To identify the necessary safety training needs of the Institute and, subject to availability of funding, to formulate, manage and implement a programme of training each year, referred to in [Section 10](#).
- m) To identify all funding requirements associated with Health & Safety.
- n) The designation of employees under Section 11 i.e., persons with responsibility for dealing with emergencies.
- o) The appointment of persons referred to in [Section 18](#) i.e., competent persons.
- p) The election of a Safety Representative in accordance with Section 25.

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- q) The nomination of members of the Health and Safety Committee under Section 26.
- r) To review proposals regarding the planning and introduction of new technologies particularly in relation to the consequences of the choice of equipment and working conditions and the working environment for the safety, health and welfare of employees.
- s) To ensure there is an effective accident/incident reporting procedure in place in the Institute, in accordance with Section 8 (2)(k), and to ensure there is a regular review of all accidents and incidents reported with a view to identifying trends and problem areas, and to recommend to the Executive of the Institute the corrective action to be taken.
- t) The safety committee shall consider any representations made to it by the employer on matters affecting the safety, health and welfare of persons employed in the place of work in accordance with Section 6 (f) of Schedule 4.
- u) To provide an Annual Report to Executive Management on the workings of the Committee.

Standing Orders

The Health and Safety Committee will operate under the below Standing Orders:

- a) **Frequency, Timing and Duration of Meetings:** The Committee will generally meet twice in every year, once in the term between September and December and once in the term between January and May. Except in the case of an emergency such meeting shall not be held more frequently than once every three months. Meetings will be scheduled during the standard working day and the duration of each such meeting shall not exceed one hour.
- b) **Meetings will be scheduled by the Chairperson of the Committee.** The Safety Representative may request the Chairperson to schedule a meeting within seven days of the request. The Chairperson will schedule the meeting as requested, unless a legitimate reason for not calling the meeting is provided to the Safety Representative in writing in advance of the end of the seven-day period. Where a Member of the Committee identifies an issue that falls within the remit of the Committee and that the issue requires urgent consideration by the Committee, they may request, through either the Chairperson or the Safety Representative that a meeting be called.
- c) **Location of Meetings:** The Committee will meet on the IADT Campus in a location suitable for the number of members of the Committee. The Committee may meet from time to time at off campus locations sourced by the Institute at no cost to the members of the Committee. Where access to the IADT Campus is restricted or unavailable for any reason, meetings may be held by appropriate video conferencing facilities, provided by the Institute.
- d) **Quorum for Meetings:** The Quorum for a Meeting of the Committee shall be 40% of the Members excluding vacancies but shall be not less than three members in attendance.
- e) **Agenda for Meetings:** The Chairperson in consultation with the Safety Representative will prepare and circulate an agenda for the meeting. Members of the Committee may request items to be included on the Agenda, by giving seven-day's notice to the Chairperson and identifying the specific Term of Reference that permits the item to be included on the Agenda.
- f) **Meeting Records:** The Chairperson will arrange for a record of the meeting to be prepared for approval at the next meeting and will arrange for such records to be published in accordance with the Institutes Records Management Policy. The approved minutes of the meeting are the formal and only record of the matters considered and transacted at the meeting.

Membership

Membership of the Committee

The Committee will comprise a minimum of three members and a maximum of ten members. The members will be drawn from the staff of the Institute on the basis of reasonable representation from the staff cohort and their roles in respect to safety, particularly the areas where the greatest risks would be expected. The Committee will have regard for gender balance in inviting new members, with an expectation that a minimum of 40% of members will be drawn from each gender. Where the number of members being considered are less than 4 then a minimum of one of the appointees shall be from each gender. The Committee may invite additional participation where considered necessary and where representation is not represented and input is considered to be required.

The President is an ex-officio member of the Committee and if in attendance is entitled to Chair the Meeting.

The following is the Membership of the Committee:

Persons Nominated by the President:

Secretary/Financial Controller (Chairperson of the Committee)
Estates and Facilities Manager
Head of Department of and Academic Department
Safety Representative (1)

Persons Nominated by the Committee:

Academic Staff Member (1)
PMASS Staff Member (1) with experience of office and/or electronic environments
PMASS Staff Member (1) with experience of construction activities
PMASS Staff Member (2) with experience of craft works, chemicals, and electronics
PMASS Staff Member (1) with experience of the student experience, particularly those with disabilities

Participating Attendees:

Student Nominee
Campus Contracted Catering Provider

Where a member of the Committee ceases to be employed by the Institute, they shall at the same time cease to be a member of the Committee; where the Student Nominee ceases to be a registered student of IADT, or ceases to be a sabbatical officer of the Student Union, they shall at the same time cease to be a participating attendee at the Committee.