

Section 1 Safety Management Policy

1.1 Introduction

Dún Laoghaire Institute of Art, Design and Technology (IADT) is committed to ensuring that its staff members, student and visitors to its campus are protected at all times and that they have confidence in the systems operated by IADT to ensure their safety and wellbeing. This Safety Statement, prepared in accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005 as amended, outlines the policy of Dún Laoghaire Institute of Art, Design and Technology (IADT) in relation to the management of health and safety in its workplaces. This Safety Statement represents IADT's commitment to the prevention of accidents, incidents and ill health at its place of work and to providing a workplace that supports equality, diversity and inclusion for all and is free from harassment and bullying in all its forms.

As a third level educational establishment, IADT is home to a diverse and numerous range of work activities, taking place across many disciplines. This Safety Statement provides a framework for the organisation of safety throughout the Institute dealing primarily with safety management and addressing generic issues. Each Faculty, Department and Office supplements the detail of the safety statement through the completion of risk assessments for activities coming under their management control.

1.2 Safety Statement Structure

This Safety Statement has been developed in consultation with the Health and Safety Committee in accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005 as amended and all associated regulations made under the Act and any amendments to the Act (hereinafter "the Act").

This Safety Statement is set out in a number of Sections and Appendices and each are published separately on the Institute's internal electronic file sharing system which is accessible to all staff of the Institute. This Sections 1 to 3 inclusive: 'Safety Policy'; 'Roles and Responsibilities'; and 'Communication, Consultation, Participation and Representation' are published on the Institute website.

The Safety Statement is required by Section 20 of the Act to have, inter alia, the following elements:

- Hazard identification and the risk assessments; these are outlined in Section 5 of this Statement,
- The protective and preventive measures being taken and the resources provided for protecting safety, health and welfare at the place of work; these are outlined in Section 4 of this Statement
- The plans and procedures to be followed and the measures to be taken in the event of an emergency or serious and imminent danger; these are outlined in Section 6 of this Statement,
- The duties of his or her employees regarding safety, health and welfare at work, including co-operation with the employer and any persons who have responsibility under the relevant statutory provisions in matters relating to safety, health and welfare at work; These are outlined in Section 2 of this Statement and specifically Section 2.6 in relation to employees,

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- The names and, where applicable, the job title or position held of each person responsible for performing tasks assigned to him or her pursuant to the safety statement; these are set out in Section 2 of this Statement,
- The arrangements made regarding the appointment of safety representatives and consultation with, and participation by, employees and safety representatives, including the names of the safety representative and the members of the safety committee; these are set out in Section 3 of this Statement.

1.3 COVID-19 Response

In March 2020, in response to the emerging COVID-19 crisis, the Institute implemented a range of response actions to ensure the continued health and safety of staff, students and visitors in respect of COVID-19.

In meeting our commitment we have developed a COVID-19 Response Protocol, and included in this Protocol are the named staff members responsible for all areas. These staff members have been briefed, and are sufficiently experienced to manage in respect of COVID-19.

All staff, students and visitors to Campus are responsible for their own personal health and wellbeing and are required to assist in the implementation of this plan. The combined effort of all individuals will help contain the spread of the virus.

In meeting our commitment, we will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our stakeholders;
- provide up to date information to our staff and students on the Public Health advice issued by the HSE and Gov.ie;
- display information on the signs and symptoms of COVID-19, correct handwashing techniques and social distancing;
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements;
- adapt the Campus to facilitate physical distancing;
- provide an adequate number of trained representatives who are easily identifiable and who are part of the Institute's reporting system;
- keep a log of contact / group work to help with contact tracing;
- provide all staff and students with an induction / familiarisation briefing, this may be in the form of videos;
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 when on campus;
- implement our procedure to be followed in the event of someone showing symptoms of COVID-19 when on campus;
- maintain our cleaning regimes in line with government advice on cleaning in respect of COVID-19.

Stakeholders will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through any of the following: the Line Management Structure; the Lead Worker Representatives; the Student Union & Trade Union Representatives.

The Institute will continue to monitor and update its protocols and procedures in respect of Covid-19, and subject to Government guidance.

1.4 Policy Statement

It is the policy of IADT to ensure that high standards of health and safety are maintained throughout the Institute and that these standards comply with the requirements of the Safety, Health and Welfare at Work Act 2005.

This Safety Statement, prepared in accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005 as amended together with all associated regulations made under the Act and any amendments to the Act, outlines the policy of Dún Laoghaire Institute of Art, Design and Technology (IADT) in relation to the management of health and safety. IADT recognises its responsibility to ensure, in so far as is reasonably practicable, the safety, health and welfare at work of all of its employees and those who are on the premises occupied by IADT, acknowledging, in particular, full and part-time students

This Safety Statement sets out the means by which the Institute's Health and Safety policy objectives are met. It provides a framework for the organisation of safety throughout the Institute, includes information on the management of Health and Safety and how it is delegated throughout the management and staff structure of the Institute. The detailed arrangements for achieving these objectives are set out in the main Sections of the Safety Statement.

IADT fully recognises its obligation to provide:

- A safe place of work for its employees and the employees of its contractors
- Appropriate preventative and protective measures, taking account of the General Principles of Prevention
- For the prevention of risk to health from any article or substance
- For the preparation, revision and testing of emergency plans
- Appropriate information, instruction, training and supervision
- Safe systems of work
- Safe access and egress
- Safe plant and machinery
- Suitable protective clothing and equipment where hazards cannot be eliminated
- Welfare and hygiene facilities as appropriate
- A mechanism for consulting with its employees on matters concerning Safety, Health and Welfare at work
- For the required reporting of prescribed accidents and dangerous occurrences to the Health and Safety Authority
- A competent resource in the form of trained staff and /or independent experts external to the IADT where the requisite expertise is not available in-house, to advise and assist in securing the safety, health and welfare of employees and others.

It is IADT's policy to comply with legal safety, health and welfare requirements as a minimum standard, and with relevant codes of practice and guidelines where appropriate.

IADT aims to ensure, so far as is reasonably practicable, that persons, including staff, students, contractors and their staff and members of the general public, coming onto its campus or into contact with activities under its control are not exposed to risks to their safety or health. Conversely, the Institute expects that all such persons will act in a manner so as not to put at risk their own safety and health, or that of others.

IADT will ensure that any particular measures required to protect the safety and health of those with disabilities will also be implemented and that actions taken to protect the health and safety of persons generally will not discriminate against persons with

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disabilities. IADT will ensure that all actions taken with regards to health and safety will have due consideration for issues of equality, diversity and inclusiveness of the staff, students and visitors to its campus.

The allocation of responsibilities for health and safety and the arrangements and resources being deployed to implement this policy are set out within the Section 2 of this Safety Statement.

All managers and supervisors are required to care for the safety, health and welfare of employees under their supervision or control.

While protecting the safety and health of all those who frequent its campus and other IADT controlled locations from time to time, IADT aims to foster and instil a positive and proactive safety culture within the learning environment which the students can take with them into their future careers.

Lecturers, tutors, and other academic staff are required to be conscious of the health and safety of employees and students within their areas of responsibility and to take all reasonable steps to ensure that the environment is maintained as safe and that proper safe work practices are adhered to. They are expected to exercise a duty of care and are required to report fully on accidents or dangerous occurrences within their areas of responsibility. The cooperation of all full and part-time students is required to ensure that IADT can discharge its responsibilities under law.

All staff members of the Institute shall take reasonable care to protect his/her own safety, health and welfare while at work, along with the safety, health and welfare of any other person who may be affected by their actions or omissions, and shall comply with the relevant statutory provisions of the Acts and Regulations and the reasonable direction of their managers and/or supervisors.

All managers and supervisors are required to be fully aware of IADT's policies and to ensure that safety policy statements are brought to the notice of employees and students as appropriate.

Whether a manager, a member of staff or a student, we all play a role in the implementation of the Institute's Health & Safety Policy and as such it is important that you read this Safety Statement carefully, understand your role, responsibilities and duties and the overall arrangements in place to ensure that IADT remains a safe place to work and learn.

Co-operation is essential and I therefore request all members of the Institute, demonstrate their commitment towards a safe and healthy work and learning environment by ensuring they adhere to Institute, Safety Policies and Procedures and this Safety Statement.

All policy statements will be reviewed regularly and revised as necessary to take account of legislative and/or technological change and changes in work practices. Any such revisions will be brought to the notice of all employees and students.

Signed :



David Smith
President

Date:

___1st June 2021___