



## **Company Policy Statement on Health,**

### **Welfare and Safety at Work**

**It is the policy of this company to protect, so far as is reasonably practicable, employees, students and suppliers of either goods or services, who enter the premises.**

It is the policy of this company to comply with the **Safety, Health and Welfare at Work Act 2005** and relevant legislation whilst at work and to provide such information, training and supervision needed for this purpose.

It is the policy of this company to consult all staff on matters of health and safety and employees and students are hereby notified of the safety policy.

The company safety policy will be kept up to date as the business may change in nature and size.

Sign  
ed:

Mr. Glen Anderson  
College Director

Date: 5<sup>th</sup> January 2015

### **Relevant Legislation**

- Safety, Health and Welfare at Work Act 2005
- General Application Regulations, 1992 and amendments 2006
- Fire Services Act 1981 & 2003
- Shawa 05 (Signs) Regulations
- Fire Safety in Places of Assembly (ease of escape) Regulations, 1985
- Construction Regulations, 2006
- Current E.U. Legislation

## **RESOURCES PROVIDED FOR THE MANAGEMENT OF SAFETY, HEALTH & WELFARE**

The company is committed to the provision of the necessary resources to properly manage Safety, Health and Welfare.

Resources include:

1. **FINANCE**

Sufficient funds will be budgeted each year for Safety and Health provisions, protective equipment, safety promotions, signs and training. The budget for Safety, Health and Welfare will be revised annually.

2. **TIME**

Sufficient time will be allocated for consultation and safety meetings.

3. **TRAINING**

Funds will be available for training. The company Safety Officer will attend at least one safety course each year. All employees doing manual work will receive the necessary training in manual handling techniques.

4. **PROFESSIONAL ADVICE**

Where necessary the services of a competent Health and Safety Officer will be available.

## **RESPONSIBILITIES OF THE COLLEGE ADMINISTRATOR**

The college administrator will ensure that: -

1. The provisions of this policy are fully implemented at all company premises.
2. Staff under her control maintain this policy and comply with statutory requirements.
3. Training is given to enable all personnel to carry out their responsibilities with regard to health, safety and welfare.
4. All personnel recruited or assigned are suitable for and competent to carry out the work.
5. The overall safety policy is monitored and revised as necessary.
6. The Managing Director is informed of any impediments of this policy.
7. Any contractors or self-employed person have a safety statement and adequate insurance.

## **RESPONSIBILITIES OF THE SAFETY ADVISOR**

The Safety Advisor will provide advice and guidance in:

1. Plant and equipment design, construction and maintenance;
2. Selection, induction, training, supervision and motivation of staff;
3. Work Environment;
4. Work methods and practices;
5. Protective equipment and devices;
6. Investigation and monitoring of accidents;
7. Maintenance of records and statistics;
8. The design and monitoring of the safety programme;
9. Liase with Mr Glen Anderson and appointed safety officer on matters relating to health, safety and welfare;
10. Advise the Managing Director on action required where improvement notices, prohibition notices or prohibition orders have been served on the company.

Investigate any reportable accident and advise the Managing Director on the position vis-à-vis the injured party, potential claims, insurance or H.S.A. implications.

## **RESPONSIBILITY FOR SAFETY**

The responsibility for the overall implementation of the company safety policy lies with the College Director. In the absence of the Managing Director this responsibility is delegated to the Academic Registrar.

## **PROCEDURE FOR CONTROL OF CHEMICALS**

The purpose of this procedure is to eliminate where possible and where this is not possible, control exposures to substances that may be hazardous to health.

### **PROCEDURE**

Purchase of any substances can only be made with the approval of the Safety Officer. His responsibility is to ensure that the safest possible substance is used.

He will procure with each purchase, a Material Safety Data Sheet, which will be received by a person who is competent to properly interpret the Safety Data Sheet.

He will instruct personnel who will be in contact with the substance.

- Possible harmful effect.
- The safe level to which a worker may be exposed.
- How this level will be achieved.
- Personal protective equipment.
- Safe means of disposal.
- First Aid treatment.
- All chemical will be stored securely when not in use, and will be under the care of the Safety Officer.
- All storage containers will be properly labelled.
- All chemicals used by the company will be listed on a chemical inventory list stating

## **DUTIES OF EMPLOYEES**

IT IS THE DUTY AND RESPONSIBILITY OF ALL LCC EMPLOYEES:

1. To take reasonable care for his/her own safety, health and welfare and any other person's who might be affected by his/her acts or omissions.
2. To co-operate with your employer or any other person to such an extent as will enable the employer or other person to comply with statutory obligations.
3. To use, in a way that will provide the intended protection, any appliance, protective clothing, convenience equipment or other means provided for securing his/her safety, health and welfare at work.
4. To report, without undue delay, any defects of plant, equipment in the place of work or system of work which might endanger health, safety and welfare at work.
5. To never intentionally or recklessly interfere with or misuse any appliances, protective clothing, convenience equipment or other means provided to ensure safety at work.
6. To use correct tools and equipment for the job.
7. To inspect all tools and equipment before use.
8. To avoid any action or omission which would be a source of danger to himself/herself or others.
9. To never carry out tasks which they feel they are not competent to carry out or which involves an unreasonably high risk.
10. To read the company safety statement.

## **INDUCTION OF NEW EMPLOYEES**

All new employees will be given a safety induction before they are allowed to begin work.

The objective of the induction is to inform new employees of the various safety procedures in place and to advise them of hazards associated with our work. The responsibilities for carrying out this induction lie with the College Director/Academic Registrar.

The induction programme must include.

- Company Safety Policy.
- Duties of employees.
- Special procedures.
- Hazard reporting procedure.
- First Aid.
- Personal Protective Equipment Requirements.

## **ACCIDENT INVESTIGATION PROCEDURE**

While we intend to do all in our power to maintain the highest possible standards of occupational health and safety, it must be borne in mind that accidents may occur.

These are two types of accidents which can occur:

1. Accidents which result in injury to personnel and/or damage to property.
2. Accidents which do not result in injury or property damage. They are known as non-injury accidents (N.I.A.).

Company policy requires that all accidents are investigated so that causation factors can be prevented.

The following is the procedure to be followed for the investigation of accidents.

1. All employees will report as soon as is practicable any accident which has occurred.  
This includes Non Injury Accidents.

## **CONTROL AND MANAGEMENT OF ACCIDENT INVESTIGATION**

It is essential that the circumstances surrounding an accident be investigated as soon as possible after the occurrence. In order to do this the College Director (or his deputy) must:

1. Secure any equipment and/or machinery involved in the accident.
2. Secure the area surrounding the accident.
3. Secure any witnesses to the accident.

**Step one** will ensure that there is no interference with the equipment/machinery, which might alter the conditions, which prevailed at the time of the accident. Any change may conceal the true cause of the accident and could lead to a re- occurrence.

**Step two** will ensure that any factors, which may have contributed to the accident, will not be altered or removed.

**Step three** if carried out promptly, will ensure that the witnesses' statements are taken while the facts are fresh in their memories and are therefore less likely to be embellished or to have become defensive.

The Academic Registrar (or her deputy) must then record, in the correct sequence, the events leading up to the accident, the exact nature of the accident and the extent of the damage and/or injury caused by the accident. She must assess the potential for a continuing risk resulting from circumstances surrounding the accident.

If the extent of the injury caused is likely to cause disablement or death, the College Administrator (or her deputy) must, without delay, inform the Health & Safety inspectorate. In these circumstances, the area of the accident must remain secure, pending a visit from the inspectorate.

It is a useful additional tool for investigation of accidents, if the Academic Registrar (or her deputy) has access to a camera. If this is available, she should take or have taken, photographs of the scene of the accident from a number of different angles. These may prove vital in any ensuing insurance or court investigation.

## **CONTRACTORS AND SUB-CONTRACTORS**

1. Contractors and sub-contractors shall provide a copy of their safety statement upon request.
2. Contractors and sub-contractors must provide evidence showing appropriate employers liability and public liability insurance in place.
3. They have a duty to bring to the attention of Mr Glen Anderson any processes or use of materials, which may endanger health, safety and welfare while at work.
4. They must comply with the requirements of this safety statement and co- operate with management in providing a safe place of work, a safe system of operation and use of protective equipment.
5. They must provide all their employees and others under their care with adequate protective equipment.
6. They must ensure their managers, supervisors and employees are aware of their obligations with regards to health, safety and welfare.

# **HAZARD ANALYSIS & PREVENTIATIVE MEASURES ARRANGED BY AREA AND/OR ACTIVITY**

## **OFFICES HOUSEKEEPING**

### **1.1**

All passages to be kept clear of materials, power cables, telephone wires etc. Access to desks, cabinets etc. to be kept clear and tidy. Waste paper bins to be regularly emptied. Paper (e.g. computer paper) not to be stored on ground. Spillages (tea etc.) to be cleared up immediately.

## **EQUIPMENT**

### **1.2**

PCs, photocopiers to be used in accordance with supplier's instructions. Care must be taken with electrical equipment so that power sockets are not overloaded and wires do not cause trip hazards etc. Only correctly fused plug tops shall be used. Report frayed or damaged cables so that they can be repaired. If you need to lift a heavy item such as a printer – get help.

## **CHEMICALS**

### **1.3**

You may not think that you come in contact with any harmful chemicals in an office. However, most offices contain some harmful/toxic substances – at least one person has died from inhaling tippex thinner fluid. The danger from them can be increased if they are accidentally mixed with other chemicals. Sources of harmful or toxic chemicals in the office include tippex, tippex thinners some inks, marker fluids, photocopier toner, fly killer spray, cleaning fluids, nail varnish remover etc.

It is extremely important therefore that all chemicals and other substances be used only in accordance with manufacturer's instructions (e.g. in well-ventilated area etc.). Any spills etc. must be cleared up immediately in an appropriate manner. Information on all chemicals used to be made available and are kept by the College Director.

#### 1.4

Shelves and cabinets should not be overloaded nor should items be stacked on them in an unsafe manner. Chairs should not be used as makeshift ladders to access high shelves etc. Doors on cabinets should be kept closed when not in use. Sufficient space should be provided to allow staff to access open drawers for example without blocking passageways.

## **CONTRACTORS AND VISITORS**

1. Only reputable contractors who have demonstrated an ability to carry out their function in a safe efficient manner will be considered at the tender stage. Contractors should be required to supply proof of adequate insurance and a copy of their safety statement.
2. Short term or casual visitors must at all times be accompanied by a member of staff.
3. Visitors are defined as all personnel who do not normally work at the particular premises.

## **IF YOU DISCOVER A FIRE YOU SHOULD TAKE THE FOLLOWING ACTION:-**

### **SMALL FIRES**

If you are absolutely sure that it is SAFE to do so, tackle the fire with the fire fighting equipment provided.

### **V.I.P.**

If at any time you feel that the fire is becoming beyond your control, leave the scene and go to your assembly area sounding the alarm as you go. Give relevant information to your fire warden.

### **LARGE FIRES**

Go immediately to your assembly point sounding the alarm as you go. Give all relevant information to your fire warden.

If you hear the fire alarm:

- A. Make safe any equipment you are using.
- B. Walk (do not run) to the nearest safe exit. You should know the position of all emergency exits.
- C. Go to your appointed assembly area and remain there until told you can leave by the fire marshal/warden.

<b>RISK ASSESSMENT AND CONTROL</b>			
<b>HAZARD</b>	<b>RISK ASSESSMENT</b>	<b>CONTROLS</b>	<b>RESP.</b>
Bad Housekeeping	Slip, trip, fall Injuries	Keep access & walk ways clear. Do not run cables across walk ways	Manager
	Items falling causing injuries to persons below	Store overhead items neatly, and securely so as they won't fall	Manager
Slippery floors	Fall injuries	Do not allow floors to become slippery. If oil or other slippery material is spilled clear it up immediately	Manager

<b>RISK ASSESSMENT AND CONTROL</b>			
<b>HAZARD</b>	<b>RISK ASSESSMENT</b>	<b>CONTROLS</b>	<b>RESP.</b>
Office Safety: Fire	Burns, suffocation	All employees must know and understand evacuation procedures	Manager
Trailing Cables	Trips, falls	Do not trail cables across areas where people walk.	Staff
Filing Cabinets left open	Topple over	Do not leave the top drawers of cabinets open	Staff
Materials stored at heights	Fall injuries, objects falling	Do not store materials where people have to over reach. If necessary, then proper access must be provided. Store securely to prevent objects from falling	Staff
Electric Fire	Fire Hazard	Keep away from combustible materials. Direct towards open space.	Manager

<b>RISK ASSESSMENT AND CONTROL</b>			
<b>HAZARD</b>	<b>RISK ASSESSMENT</b>	<b>CONTROLS</b>	<b>RESP.</b>
Overloading electrical circuits	Fire Hazard	Do not overload sockets. Get a competent person to install electrical equipment.	Manger/Staff
Sharp Instruments	Lacerations	Exercise care when handling blades, scissors, letter opener etc.	Manager/staff
Tippex Thinners (Solvent)	Could cause narcosis if inhaled  Eye irritant	Keep covered when not in use. Use in well ventilated area.  Use care when pouring. Keep away from eyes.	Manager/staff

## **FIRE & FIRE PROTECTION**

A fire occurs when a fuel, oxygen and ignition source come into contact. Fire prevention requires the elimination of one of the three elements. Fuel may be in the form of plastic, paper, or flammable chemicals. Oxygen is mainly present in air. Sources of ignition may be found in sparks, heat sources and static electricity.

The following is our policy on fire. The objective of this policy is to ensure that fires are prevented and in the event of a fire that emergencies are dealt with efficiently to avoid or minimise any injury or damage that may be threatened by an emergency:

### **Precautions:**

- Routine inspection and maintenance of equipment.
- Fire alarm and smoke detectors are installed throughout the premises, as are fire alarm call points, which are positioned by exits – (see floor plan with fire alarm call points indicated).
- Fire extinguishers and fire hose reels are mounted throughout the premises.
- They are serviced annually and test discharged every 3-5 years.
- Glen Anderson and Parkway Center Staff are trained in the safe and proper use of fire-fighting equipment.
- No smoking policy must be obeyed – Smoking is not permitted within buildings.
- Emergency lighting is installed and illuminated exit signs indicate escape routes.
- All fire exits, passageways, stairs and any other escape routes must be kept free from obstruction and must remain unlocked while the premises are occupied.
- All internal doors are fireproof and must remain closed at all times.
- Fire blankets are provided in the canteens.
- Escape routes and location of Assembly Point are on display.

## **Responsibility:**

**Glen Anderson** is charged with the responsibility of operating an effective emergency plan and for ensuring that it is kept up to date and also by ensuring the following:

- Adequate testing of equipment.
- "NO Smoking" Policy is obeyed.
- Sources of ignition are kept away from combustible substances/materials.
  
- Fire drills must be performed at least once every six months – Alarm to be activated, staff to evacuate the premises through the nearest exit and report to their designated Assembly Point – **in the Parkway Shopping Centre Car Park**. A head count must be taken by the receptionist at the Assembly Point.
- It is the responsibility of the Glen Anderson to co-ordinate the fire drills. Details of the Fire Drill must be documented and filed

## **FIRE DRILL**

A fire drill is conducted every year at regular intervals the Safety Officer, Center Manager (Parkway) and College Director.

Details, memos and records are on file in the reception.

## **FIRST AID**

- Two members of the staff of the LCC are trained to Certificate Level in First Aid. Mr Daniel Corbett and Mr Ciara Brennan.
  
- First Aid Kits are located in LCC College and are inspected monthly by the College Director.
  
- Accident report forms are available at reception and from the College Director's Office

## **NO SMOKING POLICY**

**Strictly Enforced** : Smoking is not permitted within the LCC building at any time.