



Enable Ireland Sandymount School

HEALTH & SAFETY STATEMENT

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1.0 INTRODUCTION TO THE HEALTH AND SAFETY STATEMENT

Enable Ireland Sandymount School shares a campus with Enable Ireland Clinical Service. The school and the clinic buildings are fully integrated and facilities are shared between both organization. The school Board of Management has adapted the Enable Ireland Safety Statement for full use throughout the school. This safety statement is supported by other school polices as defined below.

The Safety, Health and Welfare at Work Act 2005 places responsibility for occupational health and safety on all stakeholders. The Act defines the role of employers, employees and the Government in framing and implementing occupational safety and health policy in Ireland. Enable Ireland will comply with the Act and the Safety Health and Welfare at Work (General Application) Regulations 2007 and all other relevant legislation in all its activities. In so far as reasonably possible, adequate resources in relation to health, safety and welfare matters will be made available.

The Health and Safety Statement sets out a proactive safety management system. It also deals with the consultation with employees on safety issues, occupational health issues, the management of contractors and the training standards applied. In addition, this Health & Safety Statement applies to visitors, service users and customers as well as all non-Enable Ireland employees on site such as HSE personnel.

Formal standards and best practice requirements which reflect national, European and international legislative requirements and guidelines, are paramount in creating a safe environment for all.

In addition to this, each individual location will prepare a risk register and local risk assessment documents outlining location-specific risk assessments. These documents will outline task analysis and control measures for each identified hazard. A risk register will be kept in each location to review areas of medium to high risk and all risks will have a specified review period recorded. Enable Ireland will strive to ensure a safe working environment at all times. Responsibility for health and safety rests with **allemployees at all levels** within the organisation.

Each line manager will ensure that all existing and new employees under his/her immediate supervision receive adequate health and safety training, supervision and instruction of the hazards and risks appropriate to their tasks.

This statement must be read in conjunction with the following Enable Ireland policies and guidelines;

- Risk Management Policy
- Accident & Incident Reporting, Investigating and Insurance Policy
- Alcohol and Substance Abuse Policy
- Dignity and Respect at Work Policy
- Disciplinary Policy and Procedure
- Grievance Policy and Procedure
- Guidelines for effective working relationship of Service User and PA
- Maternity Leave
- Medical Devices Policy
- Medication Management policy

- Protocol for the Protection & Welfare of Children
- Safeguarding Vulnerable Persons at Risk of Abuse National Policy
- Protocol for the Application of Trust in Care Policy in Enable Ireland
- Smoke Free Workplace Policy
- Transport Policy
- Optical Examinations Policy for Display Screen Equipment

1.1 STATEMENT OF GENERAL POLICY

The Board of Management of Enable Ireland Sandymount School brings to the attention of its Staff the following arrangements for safeguarding the Safety, Health and Welfare of those employed and working in the School, as well as the Safety, Health and Welfare of all its Pupils and Visitors – young and old.

This policy requires the co-operation of all employees, Teachers, SNAs and ancillary. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes.

Our school shares a campus with Enable Ireland Clinical Services and both buildings are interlinked. Both staff of Enable Ireland and our school cross each other buildings each day. With this in mind the Board of Management has adapted this safety statement for use throughout the school and clinic. Enable Ireland is the Patron of the school and reference to Enable Ireland in this document includes the school.

Enable Ireland Sandymount School will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and service users, and provide such information, training and supervision as required for this purpose. Enable Ireland aims to ensure the safety and health of third parties including visitors and customers who come into contact with or may be affected by the work activities of the organisation.

It is Enable Ireland's policy to ensure, in so far as is possible, the health, safety and welfare of all its employees and service users in accordance with the Safety, Health and Welfare at Work Act 2005 and relevant, later, subsidiary legislation and statutory instruments. The Enable Ireland Health and Safety Statement is operated and managed within the framework of National and EU legislation. All reasonable steps will be taken to ensure that no person's
- be it employees, service users or others - health, safety and welfare is put at risk by, or as a result of, the activities of Enable Ireland.

All affected will receive the necessary and up to date information, instruction and training and adequate levels of supervision for them to undertake activities in a safe manner. Both proactive and reactive approaches towards health, safety and welfare will be taken.

Enable Ireland is committed to working under the General Principles of Prevention in Schedule 3 of the Safety, Health and Welfare at Work Act 2005 including taking measures to avoid risks, evaluate unavoidable risks, adapting the work place, replacement of dangerous articles, substances or systems, prioritising protective measures, developing adequate prevention policies and providing appropriate training and instruction in so far as reasonably practical.

Under the Safety, Health and Welfare at Work Act 2005, Part 2, Section 8, Enable Ireland is required to ensure as far as is reasonably practicable, the health and safety of all employees and service users, and all contractors and visitors to Enable Ireland premises. Safety precautions are observed by everyone. The prevention of accidents in

service areas and retail areas is the duty of every individual using or entering them.

Directors of the Board of Enable Ireland carry particular responsibilities under the Act if it can be shown that an offence committed by their undertaking was attributable to neglect, connivance, consent or authorisation on their part.

A subgroup of the Enable Ireland's Board of Directors, the Risk Committee, exists to review all areas of risk within the organisation including health and safety.

The Health and Safety Statement is the foundation of this programme; it sets out Enable Ireland's policy on health and safety.

Allied to this Health & Safety Statement, there are Risk Registers and Risk Assessment templates as well as the local Health & Safety Fire Register which details the local structures, specific roles and responsibilities and names of nominated employees.

The Health & Safety Statement both underpins and is underpinned by Enable Ireland's Health and Safety culture. You are required to promote a positive health and safety culture by familiarising yourself with the statement and the programme objectives. Your help and involvement is critical in making the programme a success. It is important that all employees read this document carefully and understand their role and the overall arrangements for Health and Safety Employee, both teachers and SNAs read this document carefully and understand their role and the overall arrangements for Health and Safety.

Each employee is required to confirm in writing that he/she has received and understand his/her role and obligations therein. Any employee found to be in breach of the policy or guidelines could be subject to disciplinary action up to and including dismissal

Paddy O Dwyer
Chairperson
Board of Management
Enable Ireland Sandymount School

2.0 RISK REGISTER AND ASSESSMENT

Section 19 of the Safety, Health and Welfare at Work Act of 2005, provides that the employer must identify the hazards at the place of work, assess the risks from those hazards and have a written risk assessment of those risks as they apply to all of the employees and to any single employee and group of employees who may be exposed to any unusual risks including anything specified by safety and health legislation.

Each individual location will prepare a local risk register detailing and tracking medium and high risks as well as keeping general risk assessment documents outlining local specific risk assessments. These documents will outline task analysis and control measures for each identified hazard within each location.

Risk Assessments must be reviewed annually or as required depending on the level of risk using the Enable Ireland Risk Assessment Form and must also be recorded on the risk register.

The HSA Guide to the Safety, Health and Welfare at Work Regulations, 2005 should be used as a reference document in tandem with the risk assessment guideline in the Local Health Safety & Fire Register when carrying out the assessments.

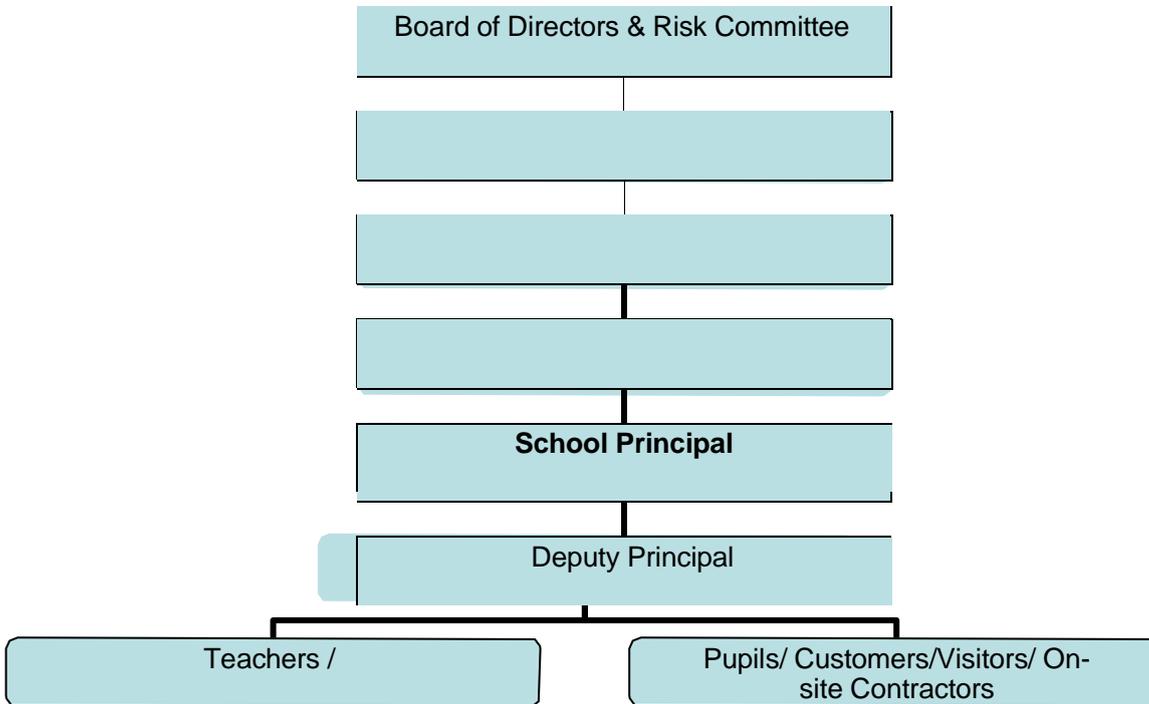
Risk assessments must be carried out periodically depending on the level of risk identified and at a minimum once a year for lower risk categories. These must be reviewed either by the Local Health and Safety Advisory Committee or at local team meetings in smaller locations.

Please note: any new/donated equipment deemed to be hazardous must be risk assessed prior to introduction into the location.

Line managers are responsible for the safety of persons in their location including the completion of risk assessment analysis for pregnant employees working with them. These risk assessments must be reviewed twice during the pregnancy or more often if a specific risk is identified.

3.0 ORGANISATION AND RESPONSIBILITIES

3.1 Health and Safety Organisational Chart



3.2 Health and Safety Responsibilities

3.2.1 Board of Directors / Chief Executive

Safety begins at management level and the ultimate responsibility in law for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work Act 2005 rests with the Board of Directors and is delegated to a subgroup of the Board now known as the Risk Committee and the Chief Executive

The Chief Executive as School Patron will:

- Demonstrate a commitment by taking active steps to be aware of the safety record and shall support any directives/instructions in the interest of the health, safety and welfare of all employees and third parties.
- Ensure that Enable Ireland meets its statutory obligations set out in the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work Act (General Application) Regulations, 2007.
- Endeavour to ensure that there are sufficient funds and facilities available to enable this Health & Safety Statement to be reasonably implemented.
- Ensure that the Health & Safety Statement is kept up to date, evaluated and reviewed every two years and is brought to the attention of all employees.

- Ensure that the responsibility is properly assigned, understood and accepted at all levels.
- Ensure that a disciplinary procedure exists for wilful breaches of safety standards contained in this Health & Safety Statement and that all employees are aware of this procedure.
- Ensure that an effective means of safety consultation with employees is provided.
- Retain the Master Copy of the Health & Safety Statement
- Issue controlled copies as detailed in the specified circulation list.
- Continue active involvement with the everyday safety management within Enable Ireland, through regular communication with the Senior Management Team.
- Monitor the National Health and Safety Advisory Committee.
- Prepare (or have prepared) an annual report on safety health and welfare for the Board of Directors of Enable Ireland.

3.2.2 Senior Management Team/ National Health and Safety Competent Person

Responsibility for the national implementation of the Health & Safety Statement rests with the Senior Management Team who will:

- Nominate a member of the Senior Management Team/ or designate to become The National Health and Safety Competent Person.
- Ensure that risk registers and risk assessments have been completed for all locations and that clear, formal communication channels are maintained in order that the results of ongoing risk assessments are communicated to all employees.
- Ensure through co-ordination with the National Services Forum, Local Health and Safety Competent Persons and line managers that processes and activities carried out are undertaken safely and without risk to health.
- Periodically review its own responsibilities and those of all employees with regard to the effectiveness of the Health and Safety Statement through audit of incident and accident rates and management of same.
- Have involvement with the development of the organization's emergency plans.
- Ensure that safety audits, safety inspections and regular review risk assessments are undertaken within each locations in conjunction with the relevant line manager.
- Be responsible for the implementation of proactive Health and Safety procedures in Enable Ireland.

- Familiarise itself with all applicable Health & Safety Acts & Regulations applicable to the organisations activities.
- Make any necessary amendments and revisions to the Health and Safety Statement and communicate these to relevant employees.
- Liaise with Government and other bodies on matters pertinent to health and safety as necessary.

3.2.3 The National Health and Safety Advisory Group

The National Health and Safety Competent Person will convene a National Health and Safety Advisory Committee and chair the meetings.

The National Health and Safety Committee will:

- Support the National Health and Safety Competent Person in the implementation of the Health and Safety Statement.
- Monitor and evaluate the effectiveness of the Enable Ireland Health & Safety programme.
- Co-ordinate annual national reporting, including accident & incident analysis.
- Compile an annual national report - including review of process and documentation and make recommendations to the CEO regarding changes to the Statement.
- Ensure Enable Ireland is aware of, and in compliance with, current Health & Safety Legislation and any legislative changes.
- Assist in Health & Safety training design and implementation.

This group will meet at a minimum of four times a year and will be made up of National Service Forum representatives and nominated employees from across the organisation who have specific expertise and an interest in the area of Health and Safety.

3.2.4 National Services Forum Members

Responsibility for the local implementation of the Health & Safety Statement rests with the National Services Forum members.

They will ensure that:

- The Enable Ireland Health & Safety Statement, Local Risk Assessments and other safety measures are observed.
- All employees are trained in safe methods of work appropriate to their tasks.
- All employees are competent to carry out their work safely and are fully aware of all hazards in their job to themselves and others.

- All emergency evacuation and first aid procedures are implemented and that a sufficient number of trained personnel are available to assume the roles of fire wardens and First Aid officers.
- All activities are planned so that they may be carried out in a safe manner.
- All employees are familiar with this Health & Safety Statement.
- Any new equipment brought in to a locations conforms to the current regulatory provisions, standards and codes of practice governing health and safety and that a risk assessment is carried out on this piece of equipment.
- All accidents and incidents are reported, recorded and investigated to prevent reoccurrence.
- Arrangements are in place for consultation with employees on health and safety matters via the Local Health and Safety Advisory Committee and Safety Representatives where applicable.
- Periodic fire and safety inspections are carried out and corrective action is taken in respect of any deficiencies identified.
- All employees under their immediate control are aware of actions to be taken in case of emergency and that properly maintained fire fighting equipment is available within their area.
- Good housekeeping standards are maintained and in particular that fire exit routes are kept clear and fire points are not obstructed.
- A register of Local Approved Contractors for Enable Ireland is compiled.
- All Accident & Incident Report Forms are collated for review and kept for future reference.
- In the event of an accident that removes a person from his/her place of work for 3 consecutive days or more after the day of the accident, the report (IR1) form is completed by the relevant National Services Forum member and forwarded to National Health and Safety Competent Person for submission to the Health & Safety Authority..
- Responsibility for implementing a proactive Health & Safety procedure in their location.
- Risk registers are maintained in the locations under their responsibility.
- Make themselves familiar with all applicable Health & Safety Acts and Regulations applicable to Enable Ireland's activities.

- Safety audits and safety inspections take place on a regular basis.
- Training in the area of first aid, fire fighting and prevention, manual handling and Visual Display Unit (VDU) training (including refresher training) is made available to all employees in all locations.
- Personal protective equipment is available, where appropriate, for employees under their control.
- Confirm and advise the Local Health and Safety Competent Person of his/her responsibilities; who takes actions; to whom he/she reports; how the function can be carried out within his/her working role; and what resources are available to him/her.

3.2.5 Local Health and Safety Competent Person

Under the Safety, Health and Welfare Act, 2005, the employer, for the provision of protective and preventative services, must appoint a person. This person (or persons in some cases) is, in the legislation, referred to as a competent person*.

**Competent person is defined in the Act as "Having regard to the task he or she is required to perform and taking account of the size or hazards of an undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken"*

A Local Health and Safety Competent Person will be nominated by each National Services Forum member to co-ordinate Health and Safety arrangements in each location as appropriate. The Local Health and Safety Competent Person will, with the support of the Local Health and Safety Advisory Committee, assist Enable Ireland's management in discharging their responsibilities by:

- Coordinating and monitoring all contractors visiting or working in the premises in association with the person responsible to ensure that safe systems of work are applied and ensuring adherence to the Health & Safety Statement, safety rules and procedures.
- Ensuring that inspection and testing of fire protection installations are carried out as required and appropriate records are kept.
- Regularly inspecting the locations within his/her remit in a walk through audit to ensure that safety standards are being complied with and, in larger locations, with the assistance of zone marshals.
- Where necessary, making recommendations directly to the employee, who is in breach of Enable Ireland's Safety Standards and as relevant in each location, and, where appropriate, to the line manager.
- Assisting in ensuring that the revision and evaluation of risk assessments are periodically evaluated and revised.
- Assisting with hazard identification and implementation of control measures.

- Ensuring that the Health & Safety Statement is understood by employees by bringing it to the attention of each employee at their induction training.
- Ensuring all employees have access to the Health & Safety Statement.
- Ensuring that all safety rules, regulations and procedures are kept under review.
- Managing Health and Safety issues within his/her area on a daily basis.
- Ensuring that records are maintained of employee training and that employees have undergone suitable and effective training.
- Acting as the “Responsible Person” for the purposes of the reporting of injuries and dangerous occurrences to the National Services Forum when required by the Safety, Health and Welfare at Work (General Application) Regulations 1993.
- Monitoring trends in his/her location.
- Being responsible for implementing proactive Health & Safety procedures within his/her location.
- Making him/herself familiar with all applicable Health & Safety Acts & Regulations applicable to Enable Ireland’s activities.
- Liaising with the external agencies as appropriate such as the Health Services Authority, the Fire Services, and Road Safety Authority.
- Assisting with periodic safety inspections ensuring corrective action is taken in respect of any deficiencies identified.
- Advising local management of actions which needs to be taken to reduce occupational risks.
- Liaising with Safety Representatives (if appointed) to co-operate whenever necessary.
- Complete monthly Health & Safety Summary Reports.

3.2.6 Local Health and Safety Advisory Committee

A Local Health and Safety Advisory Committee will be set up in each location as appropriate. Where locations are too small for a separate committee local team meetings will incorporate health and safety matters at each team meeting. This will serve to support the Local Health and Safety Competent Person in the discharge of his/her duties.

Whilst this Local Health and Safety Advisory Committee and/or team meetings structure may meet as often as required, **as a minimum it must communicate informally monthly and meet formally on a quarterly basis** to discuss health and safety issues, review inspection records, accident investigation findings and make recommendations for any necessary improvements. All communication (including informal) must be recorded.

The members of the Local Health and Safety Advisory Committee or local teams as appropriate will comprise local management and employees and will:

- Be responsible for implementing proactive Health and Safety in its area and consulting on relevant health and safety issues.
- Make recommendations on matters relating to health and safety and the Health & Safety Statement itself.
- Make itself familiar with all applicable Health and Safety Acts & Regulations applicable to the organisation's activities.
- Report to the relevant National Services Forum member.

3.2.7 Safety Representative

In accordance with the Safety, Health and Welfare at Work Act 2005, Section 25, employees have the right to nominate a Safety Representative. This may be necessary in larger regions to ensure that an effective communication channel is in place between management and employees. The role of the Safety Representative may be summarised as follows:

- A Safety Representative is a person selected by the employees to represent them in relation to Health and Safety. The safety representative's role is to communicate and review local Health and Safety implementation under the Safety, Health and Welfare at Work Act 2005. However, the Safety Representative does not have responsibility for health and safety other than that imposed on him/her by virtue of employee responsibilities outlined under Section 13 of the Safety, Health and Welfare at Work Act 2005.
- The Safety Representative(s) will be given access to any information in the possession of management that pertains to the safety, health and welfare of employees – subject to the exclusion of information relating to an individual, information pertaining to Enable Ireland taking or defending a legal action or information which may not be disclosed without contravening a legal prohibition.
- The Safety Representative will be given the opportunity to receive appropriate training and, if required, the Safety Representative will undertake a Safety Representative's course.
- The Safety Representative will be informed when an Inspector of the Health and Safety Authority (HSA) visits the area and will be facilitated in order to discharge his/her functions under the Safety, Health and Welfare at Work Act 2005. The Safety Representative will not suffer any disadvantage through discharging these functions.
- All locations will be encouraged to develop this role.

3.2.8 Line Managers

The line manager is responsible for the safety of persons in his/her location. In this respect, he/she must:

- Ensure that the relevant parts of the Health & Safety Statement are adhered to and communicated to relevant personnel.
- Identify to the relevant National Services Forum members/Local Health and Safety Competent Person and members of the Local Health and Safety Advisory Committee any deficiencies or changes necessary to the Health & Safety Statement relevant to his/her location.
- Ensure that local safety inspections and audits are undertaken regularly for his/her location and that problems are rectified.
- Liaise with the Local Health and Safety Competent Person on the findings of all audits and inspections.
- Review all monthly health and safety summary reports for his/her location.
- Identify training needs within his/her location.
- Attend Health and Safety training and other training deemed necessary to carry out his/her role safely.
- Ensure that all employees under his/her immediate control are aware of actions to be taken in the case of an emergency and that properly maintained fire equipment is available within his/her location.
- Supervise methods of work.
- Ensure adequate supervision of current work practices to ensure that they are performed in accordance with the current safety policies and procedures and ensure the identification of all hazards relevant to work activities are appropriately assessed, controlled and documented.
- Set a personal example of high safety practice and standards.
- Be responsible for implementing proactive Health & Safety procedures in his/her location.
- Make himself/herself familiar with all applicable Health & Safety Acts and Regulations applicable to Enable Ireland's activities.
- Ensure Accident and Incident Forms are sent to the relevant National Services Manager and investigate incidents or near-misses and take immediate corrective action where necessary.
- Ensure that personal protective equipment is provided and used in the correct manner where considered necessary.

- Ensure that good housekeeping standards are maintained and in particular that fire exit routes, access and exit routes are kept clear and fire points are not obstructed.
- Ensure that a Risk Assessment be carried out for any pregnant or nursing mothers, and reviewed twice during the pregnancy or more often if a specific risk is identified.
- Ensure compliance with all locations of Health & Safety.

3.2.9 Zone Marshals

Zone Marshals will be nominated as appropriate and will be responsible for:

- Completion of the Daily Hazard/Precaution Check List for their particular Zone.
- Where appropriate, the completion of the Daily Hazard/Precaution Check List for the Pool (See Health Fire & Safety Register).
- Work closely with the Local Health and Safety Competent Person in the development and monitoring of the Daily Hazard/Precaution Check List.

Deputy Zone Marshals must be nominated to provide cover when the regular Zone Marshals are absent. The names of Deputy Zone Marshals must be communicated to all employees, in order that all are aware of who is responsible at all times.

3.2.10 Duties of All Employees

- All employees are required, under Sections 13 and 14 of the Safety, Health and Welfare Act 2005, to co-operate fully with all provisions taken for ensuring the safety, health and welfare of Enable Ireland employees, service users and non-employees.
- All employees are required to read and understand the Health & Safety Statement.
- All employees are required to report immediately all accidents, incidents, dangerous occurrences, unsafe conditions and unsafe acts. Accidents occurring on the premises must be reported to the line manager/supervisor in charge.
- All employees are required to discharge their work in a safe manner so as to avoid injury to themselves / other persons and avoid damage to equipment and property.
- Employees must use suitable appliance, protective clothing, convenience, equipment or other means or things provided for securing their safety, health and welfare while at work.
- It is the duty of all employees to report to their line manager/ Local Health and Safety Competent Person, as appropriate, without unreasonable delay, any defects in plant, equipment, place of work or system of work which might endanger safety, health and welfare of which they become aware.
- Only use equipment if properly trained.

- Attend at such training as may be reasonably required, and whereby non-attendance would result in breach of legislation and could cause injury.
- Employees must not intentionally or recklessly interfere with or misuse any appliance, protective clothing or equipment.
- All employees must ensure that they are not under the influence of a toxicant.
- Any employee who does not adhere to company safety rules will be subject to disciplinary action.
- Report such matters as:
 - Any work/activity which may endanger the health and safety of employees
 - Any defect in a system of work, article or substance which could cause injury

4.0 ARRANGEMENTS FOR IMPLEMENTING HEALTH & SAFETY STATEMENT

4.1 Induction Training

All employees of Enable Ireland will receive induction training on this Health & Safety Statement on commencement of employment to ensure that they fully understand the hazards of their workplace and what safety precautions and emergency procedures are required. In addition, they will be made aware of accident, incident and dangerous occurrence reporting procedures. Induction training will be the responsibility of their direct line manager.

4.1.1 Health and Safety Training

Enable Ireland is committed to providing appropriate Health and Safety training for all employees and service users where necessary. Health and Safety training will be the responsibility of the relevant National Services Forum member and line managers. In accordance with the Safety, Health and Welfare at Work Act 2005, training and annual or refresher courses, as appropriate, will be provided in a form, language and manner that employees are reasonably likely to understand and training records will be maintained. Mandatory Health & Safety training will be provided to all employees. Each location will be required to keep a record for each individual employee detailing training completion dates and refresher due dates.

4.1.2 Job-Specific/Task Training

Appropriate training will be given to employees involved in those activities where a training need has been identified, to enable compliance with Health & Safety legislation, and to carry out the functions of the post assigned. Appropriate training will also be provided for employees transferring from one department to another. This training will be identified by the relevant line managers and will be provided by a competent employee or an external expert as appropriate. Records must be maintained and kept within each location.

4.1.3 Specialist Safety Training for Local Health and Safety Competent Persons

Specific training will be given in:

- Safe Lifting and Handling
- Fire Fighting, Prevention and Evacuation Procedures
- Machinery Safety
- Risk Assessment
- Assisting with Accident Investigation
- Safety Audit

This training will meet the requirements of appropriate legislation, (as set out in Sections 9 and 10 of the Safety, Health and Welfare at Work Act 2005). Standards and guidance on this will be given by qualified persons or organisations approved to provide such training.

The educational and training status of every employee including those in management will be kept and maintained on file by the relevant National Services Forum member or line manager.

Health & Safety training records will contain the following information:

- Date of instruction or exercise
- Duration of instruction
- Name of instructor
- Name of person receiving instruction
- Signature on completion of training session
- Original/ copy of certificate gained from the course

4.1.4 Safety Consultation

Enable Ireland recognises that employee involvement in Health and Safety in the work place is an integral part of ensuring that high standards are reached and maintained. Enable Ireland is also committed to complying with the requirements of the Safety, Health and Welfare at Work Act 2005 relating to consultation. The National Services Forum will be responsible for co-ordinating consultation with employees and providing appropriate information on matters pertaining to safety, health and welfare.

The principal mechanism for consultation with employees on Health and Safety will be via their direct line manager. In addition, employees may consult with the Local Health and Safety Competent Person and Local Health and Safety Advisory Committee members.

4.1.5 Manual Handling

Enable Ireland recognises the unique risks posed to employees in the course of their work from manual handling. In line with the General Application Regulations 2007 risk assessment, training and specialist task analysis will be put in place. Training will be provided in line with the statutory requirements with refresher courses every 3 years.

In addition, training in patient handling will be offered to appropriate employees.

No employee or volunteer should be working in any location without a current manual handling certificate.

4.1.6 Chemical Safety

All chemical agents including substances such as cleaning agents, pool chemicals and substances used in seating manufacture will be risk assessed and monitored using the correct data safety sheets. The safe storage, disposal and replacement of chemicals will take place in all Enable Ireland locations and will be monitored and recorded through the risk assessment process and the Health Safety & Fire Register.

4.2 SAFETY INSPECTIONS

4.2.1 Fire Inspection

A fire safety programme has been drawn up with relevant documentation in the Health Safety & Fire Register. This programme will ensure scheduled testing of fire alarms, smoke detectors, break glass units, fire extinguishers, emergency lighting, fire escape routes, signage positioned at emergency exit points and evacuation procedures. Local arrangements must be added where appropriate

Evacuation procedures are normally the responsibility of the Local Health and Safety Competent Person or Fire Marshall and records of tests are kept in the Health Safety & Fire Register. Each location will allocate a named person to this task. Fire marshals will be appointed and trained for this programme as appropriate.

4.2.2 Workplace Inspections

Inspections of workplace locations will be carried out by line managers in consultation with the Local Health and Safety Competent Persons or assigned personnel at quarterly intervals and are scheduled without prior notice. This will consist of a walkthrough of the respective location and will particularly look for hazards associated with:

- Slips, Trips and Falls
- Safe Use, Storage and Handling of Chemicals
- Protruding Objects and Housekeeping
- Obstructed Exit Routes
- Unsafe Acts
- Tools and Machinery
- Loose, Frayed or Damaged Electric Cables or Equipment
- Manual Handling and Service User Handling

Checklists may be used to assist in the identification of hazards.

Additional inspections or audits will be carried out from time to time by the Safety Representative or Local Health and Safety Advisory Committee. Records of these inspections will be kept.

If deemed necessary, external consultants will be employed by Enable Ireland to carry out Safety Audits and to make recommendations for risk reduction measures.

4.2.3 Monitoring of Inspections

The Senior Management Team, in consultation with the National Health and Safety Advisory Committee, National Services Forum members and Local Health and Safety Competent Persons, will monitor safety inspections and recommendations. Records will be kept of actions completed and, if not completed, the reasons for non completion will be documented.

4.3 NON-EMPLOYEES ON THE PREMISES

4.3.1 Visitors

All visitors and contractors must:

- Report to reception or person in charge.
- Sign in at the appropriate place and sign out when leaving. Times must be recorded.
- Adhere to all safety rules and procedures (these must be highlighted on arrival).

4.3.2 Contractors on Premises

When visiting any premises of Enable Ireland for the purpose of carrying out work, all contractors must:

- Report to reception / named contact person.
- Sign in at the appropriate place and sign out when leaving. Times must be recorded.
- Adhere to all safety rules and procedures (these must be highlighted on arrival)
- Wear I.D. / security badge, if provided, at all times.

4.4 FIRE & EMERGENCY PROGRAMME

4.4.1 Introduction

It is the objective of Enable Ireland to achieve and maintain high standards of fire safety. This means, at a minimum, to conform to the requirements of current legislation, including the Safety, Health and Welfare at Work Act 2005 and the Fire Services Act, 1981 and 2003, Building Regulations/Building Control Act 1997 and the Safety, Health and Welfare at Work (General Application) Regulations 2007

The objectives of the fire safety program are as follows:

- To guard against an outbreak of fire
- To ensure so far as is reasonably practicable the safety of:
 - Persons in each location in the event of outbreak of fire or
 - Other emergencies e.g. bomb threat.

4.4.2 Fire and Emergency Plan

This plan must include procedures relating to fire prevention and instructions in the event of a fire or other emergency. It must specify the individual's (including visitors and contractors) responsibilities as appropriate. This plan, which must include the following, must be reviewed periodically and amended where necessary:

- Emergency Evacuation Procedures
- Equipment Defects/Breakage Procedures
- Fire Safety Procedures
- Procedures in the case of sudden illness
- Road Traffic Accident Procedures

4.4.3 Emergency Evacuation

Emergency evacuation drills must be carried out in all locations at intervals of not more than three months in service centres, offices and the warehouse and six months in retail shops. Responsibility for ensuring that drills are carried out and appraised rests with the relevant National Services Forum member or line manager. Records of practice drills (including times etc.) must be kept.

4.4.4 Training

Appropriate training will be carried out to ensure that all employees are aware of:

- Fire prevention measures
- Correct use of the provided fire-fighting equipment
- Procedures in the event of fire or other emergency

Training programs will be coordinated by the line managers in conjunction with the Local Health and Safety Competent Person.

4.4.5 Monitoring of Fire Protection Installations

A schedule of inspections by a registered company for fire protection installations must be drawn up, in compliance with the Irish Standard 3218 Code of Practice for Fire Detection and Fire Alarm Systems for Buildings and System Design Installation and Servicing. Where possible, the same contractor will be used throughout the country.

4.4.5 Service Users

Service users will be included in Health and Safety Training as appropriate with specific emphasis on fire and emergency procedures.

5.0 OCCUPATIONAL HEALTH & WELLBEING

5.1 First Aid

Where First Aid is required, to be administered, suitably trained and competent First Aid personnel will provide First Aid assistance (in compliance with the requirements of the Safety, Health and Welfare at Work (General Application) Regulations, 2007: Chapter 2 of Part 7; First Aid. The expertise of medical staff may be sought where necessary. It is stressed that the storage and/or administration of drugs and medications is not part of the first aid provision as set out in the Regulations and Guidelines. The National Services Forum member or delegate will ensure that there are an adequate number of named first aiders in each location. Names of first aiders will be recorded and circulated in each location. Allocation of this assignment will be the direct or delegated responsibility of the relevant National Services Forum member in each location.

5.1.1 First Aid Boxes

First Aid Boxes will be kept at strategic locations determined by a relevant line manager, Local Health and Safety Competent Person or by the Local Health and Safety Advisory Committee. It is the responsibility of the Local Health and Safety Competent Person to ensure that these boxes are adequately supplied. A chart showing the location of these boxes will be posted in each location.

5.1.2 Protection of Pregnant, Post Natal & Breastfeeding Employees

Enable Ireland will take all necessary steps to comply with the Safety, Health and Welfare at Work Act (General Application) Regulations, 2007, Chapter 2 of Part 6. This will involve carrying out a Pregnant Employees Risk Assessment which must be twice during the pregnancy or more often if a specific risk is identified.

In all cases:

- Employees must inform management if they are pregnant as early as possible in the pregnancy. Each case shall be treated on an individual basis according to the needs of the particular employee.
- Management must identify those aspects of the work process that may place the mother or child at risk and steps must be taken to remove exposure to this risk.
- Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate nursing mothers.

In particular, when a pregnant employee informs her employer of her condition an assessment of her work will be carried out to identify particular risks to the mother or child. These include:

- Manual Handling
- Potential for blows to the abdomen
- Any exposure to chemicals, particularly those containing the phrases R40, R45, R46, R61, (R47 on SDS pre 1995)
- Exposure to radiation, vibration, noise, lead, extremes of temperature.

Where the hazards above present a risk to a pregnant employee, unborn child or breastfeeding mother, Enable Ireland will endeavour to provide alternative employment. Where this is not possible, the employee will be entitled to Health and Safety leave as per the regulations (see Enable Ireland Maternity Leave Policy). Similarly when a breastfeeding mother returns to work, an assessment of her work will be carried out.

5.1.3 Dealing with Violence, Aggression, Bullying or Harassment

The Enable Ireland 'Dignity and Respect at Work' policy must be consulted in any matters arising from possible violence, aggression, bullying or harassment.

The Enable Ireland Behaviors that Challenge Policy is in place to assist employees to work effectively with people with challenging behaviors. In addition, all employees in HIQA-designated centers receive training in this location.

5.1.4 Dealing with Workplace Stress

Enable Ireland adheres to all aspects of the Safety, Health and Welfare at Work Act 2005 which obliges employers to identify and safeguard against ALL risks to the Health and Safety of its employees, including workplace stress. Enable Ireland has a specific policy in place to address workplace stress.

Workplace stress can be defined as the harmful physical and emotional responses that occur when the requirements of the job do not match the capabilities, resources or support needs of the employee. Stress comes from the gap between the level of demand and the person's perception of his/her ability to meet the demand. This will vary from individual to individual.

Possible causes of stress in the workplace include:

- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Poorly defined work roles
- Overly high demanding tasks

Enable Ireland will promote a positive working environment by active and open communication with employees:

- All managers and supervisors will have regular consultation and communication with all employees. They will ensure that complaints that may be related to stress are listened to in a confidential manner, documented and appropriate measures taken immediately.
- If an employee believes that he/she is stressed due to work-related issues, he/she should immediately bring the matter to the attention of one of the following people: line manager, Safety Representative, HR Manager, Local Health and Safety Competent Person or any member of management.
- The availability of the Enable Ireland Employee Assistance Programme will be conveyed to all employees.

5.1.5 General Welfare

Enable Ireland is committed to providing acceptable standards of facilities in all its locations. This includes the provision of acceptable, clean and well maintained eating, drinking and sanitary facilities in all locations.

Employees have an obligation to help with the general maintenance of their location and standards will be monitored in each locations and recorded in the Health Safety and Fire Register.

5.1.6 Water Testing

Enable Ireland, in line with the General Regulation Applications 2007, will have in place a comprehensive policy on the management and testing of Legionella in all locations as well as methods for monitoring and control of same.

6.0 DOCUMENT CONTROL

6.1 The Document System

This Health and Safety Statement refers to the activities of Enable Ireland, in so far as they affect the Health and Safety of employees, service users, visitors, contractors and others at each location. The identification and recommendation for the provision of specific arrangements and controls to eliminate or minimise the risks to Health and Safety will be coordinated by an employee acting as the Local Health and Safety Competent Person in association with a Local Health and Safety Advisory Committee for each location, line managers and outside experts as deemed appropriate.

6.2 Implementing the Safety System

The Office of the Chief Executive will hold the master copy of the Health & Safety Statement. Controlled copies of the Health & Safety Statement shall be issued to all locations. The relevant National Services Forum member working with his/her Local Health and Safety Advisory Committee and staff teams will be responsible for ensuring that a risk register and specific risk assessment documentation are prepared for all locations under his/her remit.

6.3 Document Approval and Issue

Relevant documentation will be available in hard copy in the Local Health & Safety Fire Register and, in soft copy, on INFORM. The national administration office for Health and Safety will delegate responsibility for the issuing and storage of new documentation and the retrieval and filing of obsolete documentation with regard to the Health & Safety Statement to the National Health and Safety Advisory Committee. New documents will be issued and approved by the Chief Executive. With regard to local service risk assessment documents, the National Services Forum member/Local Health and Safety Advisory Committee will be responsible for the issuing and storage of new risk assessment documentation, risk registers and the retrieval and filing of obsolete documentation.

7.0 MONITORING AND REVIEW

This Health and Safety Statement is intended as a working document which is open to change and adaptation in line with legislation and changes in the workplace. At a minimum, this will be reviewed every two years to ensure compliance and best practice. The main implementation tool for this document is the Health Safety & Fire Register which is located and accessible in all locations as well as a series of site and/or service specific risk assessments and the risk register in each location.

Enable Ireland has a series of policies and procedures to enhance this statement and can be used in specific circumstances. Examples of this include policies on VDU assessment, manual handling, administration of medication and first aid.