

**Health & Safety
Policy & Procedure**

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Approved By: Governance Committee
QA Committee

Date: 17/08/2020

Approved By: Tony O' Brien
CEO

Date: 22/09/2021

This policy pertains to **Northridge House Education and Research Centre at St Luke's Cork**, hereafter referred to as the **Centre**.

1. Purpose of Policy

This Health and Safety Policy will specify the way the safety, health and welfare of persons employed by the Centre will be secured and will also outline procedures which will safeguard visitors, centre users, contractors, and members of the public, as required by current legislation. This policy will also specify the level of co-operation required of employees in order to ensure, so far as is reasonable, a safe working environment. The Health and Safety policy is in place to assist the Centre staff in adhering to the standard of quality of service as set out in our Quality Assurance Policy.

2. Definitions

Statutory – Required by law.

PPE – Personal Protective Equipment, equipment used for safety such as hats, steel toecap boots, gloves, facemasks, gowns, hand sanitiser, sanitising wipes etc.

3. Scope of Policy

This policy applies to all Staff, including Administration, Tutors and Housekeeping and Maintenance and to all persons attending the Education Centre, learners, guests etc.

4. Policy Statement

The Safety, Health and Welfare at Work Act, 2005, requires that companies take all necessary steps to ensure the safety, health, and welfare at work of employees, visitors, and centre users. The Centre is committed to securing a workplace and environment that, in so far as is reasonable is kept free of hazards that may adversely affect the safety and health of our employees, visitors or Centre users.

The Centre will comply with the 2005 Safety Health and Welfare at Work Act and other relevant regulations enacted, such as the General Applications Regulations 2007 to 2016, 1981 Fire Services Act and other relevant regulations and Health and Safety Authority codes of Practice.

In particular the Centre will:

- Provide a team structure that will value and safeguard the health and safety of staff and Learners and respond to all reasonable health and safety concerns.
- Provide and maintain safe and healthy working conditions and systems, in accordance with statutory requirements and will plan and implement actions required to deal with emergency situations that may arise.
- Provide the necessary training, information, and instruction to enable employees to perform their work safely, effectively and without risk to safety and health.
- Make available all applicable personal PPE, safety equipment or protection devices, as is necessary to maintain the centre as a safe place to work.
- Maintain a constant and continuing management interest in health and safety matters and communicate to staff through an effective representative and consultative process.
- Regularly review our safety statement and any other safety related documents.
- Carry out ongoing assessments by means of audits and inspections and record the results of such audits and inspections as appendices to the Safety Statement, thereby ensuring that the safety statement remains an active document.
- Perform weekly inspections of Fire Alarm System, Emergency Lighting & Exit Signs and Fire Doors & Evacuation Routes
- All Learners are introduced to the evacuation procedures and assembly points on the first day of their course by the tutor.
- The Centre has a dedicated Health & Safety Committee to review items on a rolling agenda.
- This committee reports to the Governance Committee on a quarterly basis and all evacuation training records and fire alarms tests etc are presented.

5. Roles and Responsibilities

It is the responsibility of the Centre to provide a safe work and education environment for learners and staff.

It is the responsibility of the Health and Safety Committee to ensure that regular tests of the alarm system take place and are logged.

Each person attending and working in the Centre has a role to play in maintaining a safe environment. It is up to everyone to bring to the attention of Centre staff any issue which they feel will create an unsafe environment or will adversely affect the wellbeing of any person within the centre.

It is the responsibility of the Tutor to ensure that all emergency exits within classrooms are free of obstruction.

It is up to the Centre staff to ensure that any concerns raised are dealt with in a constructive and timely manner so as not to allow such issues to create a hazardous or unhealthy environment for any person attending the Centre.

The Centre administrative staff must inform the Director of Education and maintenance staff of any raised issues so that they can be resolved expediently.

Where applicable the maintenance staff will rectify any issues that have been raised and if they are unable to do so a member of the maintenance staff or admin staff will contact the appropriate external body responsible for the issue.

Weekly inspections will be performed by the Maintenance staff.

It is the responsibility of the DOE that H & S section of the Risk Register will be up to date and on the Fixed Agenda of the Governance Committee.

6. Associated Documentation

Safety Statement

Risk Register

2005 Safety Health and Welfare at Work Act

General Applications Regulations 2007 to 2016, 1981 Fire Services Act

Evacuation Test Log

7. Referenced Policies

Quality Assurance Policy ED 18

8. Monitoring and Review

This policy is reviewed periodically or as required.