



City of Dublin Education and Training Board

Corporate Safety Statement

Document version	2
Drafted by	NASCON (National Safety Consultants)
Responsibility for this policy in City of Dublin ETB	Director OSD and Health & Safety Officer
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Introduction

This is the Corporate Safety Statement of the City of Dublin Education and Training Board (ETB) which is prepared for the organisation in accordance with the following legislation:

- The Safety, Health & Welfare at Work Act (2005)
- The General Applications Regulations (2007)

Corporate Risk Management

City of Dublin ETB has prepared a Corporate Risk Management Strategy and Plan. A number of plans form the Corporate Risk Register including the Business Continuity Management Plan and the Critical Incident Plan. An integral component of the Risk Register is this Corporate Safety Statement.

Corporate Safety Statement

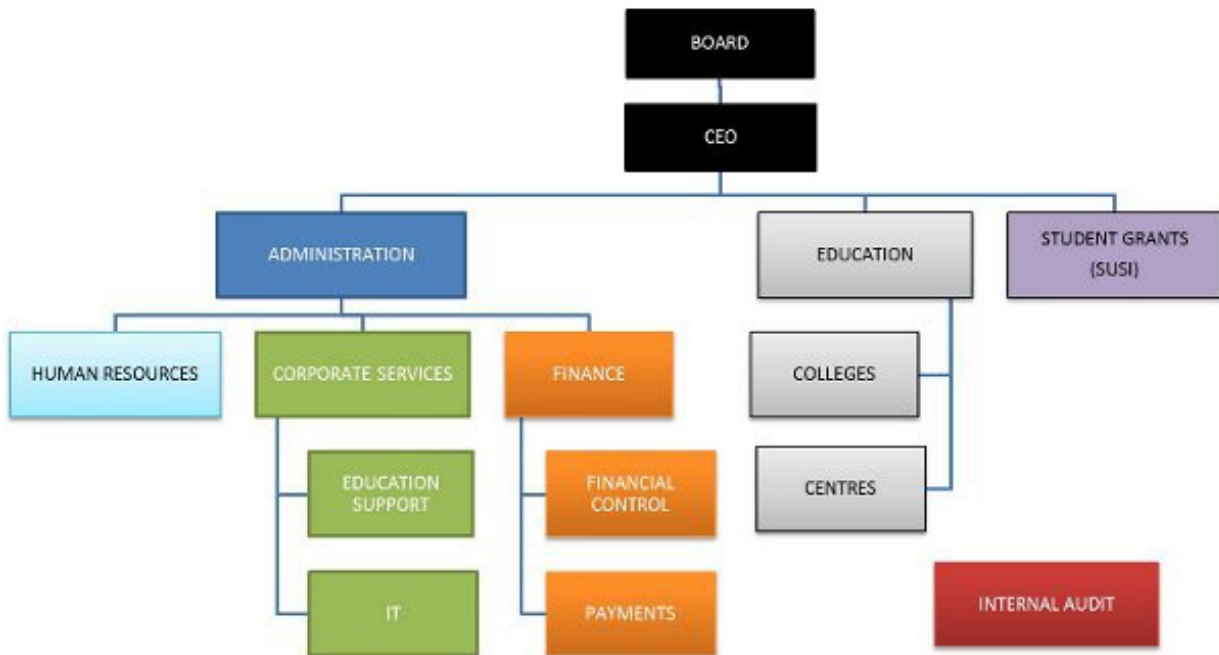
The purpose of the Safety, Health & Welfare at Work Act (2005) is to ensure the safety, health and welfare of all employees in the workplace. This legislation applies to all work environments and embraces all activities of City of Dublin ETB. The Act requires that employers prepare a written Safety Statement which details its commitment and proposed programme of health and safety management. Due to the diverse nature of the operations and activities of City of Dublin ETB and a large number of work locations, specific safety measures will be further referenced in an Ancillary Safety Statement for each location. There is a separate template in place for the Ancillary Safety Statement.

City of Dublin ETB's approach to health and safety management is coordinated through a combined partnership of the various stakeholders including boards of management, staff and students across all City of Dublin ETB locations.

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Safety Management Hierarchy of City of Dublin ETB (2021)

Safety is everyone’s own legal and personal responsibility. All staff members have obligations under the Safety, Health & Welfare at Work Act (2005) and accordingly City of Dublin ETB management recognises its own further obligations to promote and manage safety across all City of Dublin ETB locations. The hierarchy below constitutes the safety management responsibility structure pertaining to the organisation.



Corporate Safety Statement of City of Dublin ETB

To each staff member, student, contractor, and visitor

1.0 - General Policy Statement

This document sets out the overall Safety Policy of City of Dublin ETB and specifies the means provided to achieve that policy. Our objective is to endeavour to provide and manage a safe and healthy work environment for all our staff members and to meet our duties, as far as is reasonably practicable, to students, contractors and members of the public who may be affected by our daily activities.

Management will endeavour to achieve these objectives by providing adequate safety training, managing proper emergency planning, facilitating safety consultation, provision of safe systems of work and safety conscious (competent) staff.

Safe working is a condition of employment. Every staff member must assume responsibility for working safely. The success of this policy will depend on your co-operation. It is therefore important that you read the document carefully and understand your role and the overall arrangements for health and safety at City of Dublin ETB.

Occupational health and safety are managed through the resources of City of Dublin ETB Head Office and at a local level by the appointed person in charge. The Chief Executive has overall responsibility for safety, health and welfare within the organisation and works with each location to ensure the highest standards apply.

It is our intention to review this Safety Statement in the light of experience and developments at City of Dublin ETB. Staff and others are encouraged to put forward any suggestions for continual improvement of the safety management system documented in this Safety Statement.

Dr. Christy Duffy
Chief Executive
City of Dublin ETB

March 2022

2.0 - Roles and Safety Responsibilities

The organisation of work practices in City of Dublin ETB will be such that optimum conditions are in place for safeguarding safety, health and welfare at work. The following declarations made in relation to health and safety, are done so in accordance with the requirements and recommendations laid down by the Safety, Health and Welfare at Work Act, 2005. These declarations are also in accordance with the guidelines as specified by The Health and Safety Authority (HSA).

2.1 – Management Responsibilities

Safety begins at senior management with each level accountable for the level below. The following responsibilities attach to the management structure of City of Dublin ETB, however, the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work rests ultimately with the City of Dublin ETB.

City of Dublin Education and Training Board (CDETБ)

City of Dublin ETB shall:

- Endeavour to ensure that there are available, sufficient funds and facilities to enable the Safety Statement and Risk Assessment recommendations to be reasonably implemented.
- Take a direct interest in the health and safety policy and positively support any person whose function it is to implement such policies.
- Monitor overall health and safety performance at each City of Dublin ETB location.
- Ensure actions are taken regarding health and safety obligations.
- Endeavour to provide a safe place of work and safe systems of work at each City of Dublin ETB location.
- Prioritise actions on health and safety issues and identify where further risk control resources are required.
- Have in place a designated person (Safety Rep) for consultation on safety, health and welfare at each City of Dublin ETB location.
- Ensure that an up-to-date Safety Statement and Risk Assessment has been completed at each City of Dublin ETB location.
- Ensure a forum exists for consultation on health and safety between all employees and management at each City of Dublin ETB location.

The Chief Executive – Dr. Christy Duffy

The typical health and safety responsibilities of the Chief Executive are to:

- Demonstrate a safety commitment by issuing any necessary reasonable directives in the interest of the health, safety and welfare of all staff members, students and others.
- Ensure that safety responsibility is properly assigned, understood and accepted at all levels within City of Dublin ETB.
- Procure advice and assistance whenever necessary and take heed of any valid health and safety matter highlighted by staff members.
- Ensure that all staff held accountable for their performance in relation to occupational health and safety.
- Show through personal behaviour that only the highest standards of safety are acceptable.
- Ratify this Corporate Safety Statement.
- Facilitate a consultative process with stakeholders, management and staff members.
- Be fully familiar with the Corporate Safety Statement and the safety policy commitments documented therein.
- Ensure that each school, college and centre is managing its own health and safety utilising the systems provided from the support services of City of Dublin ETB head office.
- Ensure that resources are allocated within the constraints of the ETB budget to implement safety precautions written within our Corporate and Ancillary Safety Statement.

Principal/Head of Centre

The role of each Principal/Head of Centre for **co-ordinating health and safety** extends to all areas of their respective premises. Typically, the role profile covers the following health and safety management responsibilities:

- Implementation of the health and safety policy programme in accordance with the Safety, Health and Welfare at Work Act, 2005, and in accordance with the recommendations set forth in this Safety Statement.
- Review the hazard identification/risk assessments completed for the premises and act upon the recommendations stated therein.
- Continuous vigilance in the area of hazard identification and risk control requirements.
- Deal directly with the safety representative (when/if elected) and act upon any representations where reasonably practicable.
- Arrange a review of the Safety Statement annually and revise accordingly.
- Ensure that all staff members are aware of actions to be taken in case of emergency and that properly maintained fire-fighting equipment is available.
- Ensure that good housekeeping standards are maintained and in particular that fire exit routes are kept clear and that fire points are not obstructed.
- Source safety information (where necessary) relating to any hazardous substances, materials, or equipment being used on the premises.
- Assist with drawing up & reviewing departmental health & safety procedures.
- Ensure all accidents/incidents are recorded appropriately.

2.2 - Staff Member Responsibilities

There is also a responsibility on staff members to ensure health and safety at work. Section 13 of The Safety, Health and Welfare at Work Act, 2005, places a number of obligations on staff members while at work -

- To take reasonable care of their own health and safety and that of other staff members who may be affected by his/her acts or omissions.
- To cooperate with management on statutory safety obligations.
- To use any suitable appliance, protective clothing, safety equipment or other means provided for securing safety, health and welfare.

CDETB Corporate Safety Statement

- To report to management without delay any defects of which he/she becomes aware in work equipment, place of work, or system of work, which might endanger health and safety.
- Not to intentionally or recklessly interfere with any safety measure provided. Such action may lead to disciplinary procedures.
- To be familiar with any required safety procedures and safe work methods.
- To cooperate with, and take into account, any safety training provided.
- Not to be under the influence of an intoxicant while at work (including illegal drugs, prescribed drugs with known intoxicant side effects, and alcohol).

City of Dublin ETB also requires each staff member to immediately report to the relevant designated Safety Officer (e.g., Principal/Head of Centre) any incident resulting in loss or injury and any dangerous occurrence that could have resulted in loss or injury.

3.0 – Safety Co-operation

3.1 - Staff Members

In addition to the aforementioned obligations, staff members are required to co-operate with the investigation of an accident either by the responsible person, safety representative or an inspector from the Health and Safety Authority. City of Dublin ETB has expended considerable time and resources in the preparation and implementation of a safety policy programme designed to protect the interests of its staff members.

The programme will not succeed unless each staff member co-operates fully by observing their legal safety obligations and by following safe work practices. Staff members are expected to read, understand, and work in accordance with the information and recommendations set forth in this Corporate Safety Statement and the associated Ancillary Safety Statement relating to their specific workplace.

Revised safety documentation will be produced periodically and made readily available to all personnel as appropriate. In such an event, all staff members will be required to comply with any new safety requirements as stated therein.

Each staff member is expected to read the Safety Statement of City of Dublin ETB and to act accordingly. Failure to comply with the terms of this Safety Statement may result in disciplinary action in accordance with the Industrial Relations Act, 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000.

3.2 - Contractors

Contractors may be provided at pre-contract stage with a copy of the Safety Statement. They will be required to sign the documents to indicate that they have read and understood them. They must perform their work in accordance with the terms of this Safety Statement. It is implied in this condition that, in its work activities, the contractor will adhere to recognised standards and regulations relevant to their work practices.

Contractors may also be required to submit their own Safety Statement at the pre-contract stage for examination. This will be examined by *the responsible person* in City of Dublin ETB and if this documentation does not reflect safe work practices (as is applicable to the contract work intended) then the organisation can direct the contractor to amend the Safety Statement before any contract work commences.

Contractors should assume responsibility for health and safety relating to their work practices and procedures and this shall be incorporated into a signed contract prior to any significant works commencing.

CDETB Corporate Safety Statement

Contractors working on our premises are obliged to carry out their duties in accordance with the requirements of The Safety, Health & Welfare at Work Act, 2005, and as such accept responsibility to work in a non-negligent manner whilst on the premises of City of Dublin ETB. We will also ask for a copy of the Contractors Safety Statement and a Method Statement (higher risk activities) for any work to be carried out:

Contractor Name	Nature of work	Signature

4.0 - Safety Consultation and Information

4.1 - Safety Representatives

Under the Safety, Health & Welfare at Work Act, 2005, staff members have the right to elect a safety representative (however, this is not a mandatory requirement).

Safety Representatives have the right to:

- Information from the Safety Statement.
- Be informed of impending Health and Safety Authority inspections.
- Accompany the HSA Inspector on visits (but not during official investigation of an accident).
- Consult with the HSA Inspector.
- Make representations to the Safety Officer (Principal/Head of Centre).
- Investigate accidents and dangerous occurrences provided that it does not interfere with the performance of the employer's statutory obligations.
- Inspect the workplace subject to agreement.
- Time off as may be reasonable in order to acquire information and training on matters relating to safety, health and welfare.

4.2 – Safety Information

Information in the format of emergency response procedures, evacuation plans, warning signs and safety notices are displayed in hard copy and distributed where applicable. Information relating to any hazardous substances, materials, or equipment being used in the workplace is available through the designated Safety Officer if necessary.

4.3 - Availability of the Safety Statement

Each staff member has access to this Safety Statement and is encouraged and obliged to maintain safe work practices. The [Corporate Safety Statement of City of Dublin ETB](#) is available from the Safety Officer - Ann Glynn at ann.glynn@cdetb.ie

A staff copy of this Safety Statement is also available for reference. All employees should read and understand the document with particular reference to Section 2.2 - Employee Responsibilities.

5.0 - Safety Resources and Policies

5.1 – Personnel Resources

Considerable time resources have been expended by the management of City of Dublin ETB in implementing the health and safety policy documented in this Safety Statement. Use of hazard identification and risk assessment processes, along with safety management strategies highlighted in the appendices to this Safety Statement are further resources allocated towards successful management of this policy. Other resources include consultation with staff members and provision of safety training to relevant personnel, where appropriate.

5.2 - Maintenance Resources

Most of the efforts by way of maintenance in terms of time, materials and service are directed to improving work, equipment and facilities with consequent improvements in their safety. Considerable improvement has been made in the fabric of all City of Dublin ETB workplaces over the years and it is planned to continue such progress into the future.

5.3 – Safety Training

Training is being provided at City of Dublin ETB on an ongoing basis with fire and evacuation drills, and other areas related to safety, which consumes financial and direct resources (e.g.; time, materials, equipment, etc.). There are a number of specific safety training courses offered to City of Dublin ETB personnel including the following;

- Critical Incident Management Training
- Safety Representative Training
- First Responder Training
- First Responder Refresher Training
- Fire Safety Training
- Manual Handling Training
- Working at Heights Training

5.4 - Other Safety Resources

Other potential resources that may be committed to controlling hazards are as follows;

- Completion of safety audits
- Accident & incident investigation
- Monitoring workplace practices
- Safety representative consultations
- Provision of safety information
- Display of hazard warning signs
- Provision of personal protective equipment (PPE)
- Implementing risk control recommendations

5.5 – Bullying and Harassment Policy

Management of City of Dublin Education and Training Board is committed to providing a workplace free from harassment and bullying. The documents entitled “[Harassment & Sexual Harassment Prevention Policy - Complaint Procedure for ETB Staff](#)” and the [ETB’s Dignity at Work Charter](#), together comprise the City of Dublin ETB’s dignity at work policy.

Harassment and bullying are behaviour that is destructive to a positive working atmosphere and will not be endured. All staff members have the right to working in an environment free from any form of harassment causing stress, bullying or intimidating behaviour. If any staff member experiences unwanted or offensive behaviour toward them, and makes a complaint through the identified channels, they can expect the complaint to be fully investigated and the proper outcome to be identified. Breach of this policy will lead to disciplinary action in accordance with the Industrial Relations Act, 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000.

Harassment undermines the confidence and dignity of the individuals affected by it. It can also tarnish the work atmosphere where bullying is tolerated or is accepted as the norm. Harassment and bullying can occur in any kind of workplace and this policy aims to inform staff members of their rights and responsibilities under this policy.

Definition of Harassment & Bullying:

Harassment occurs if any person feels intimidated, humiliated, patronised or embarrassed by the derogatory, offensive or discriminatory remarks or actions of others. Harassment may interfere with job performance, undermine job security or create a threatening or unpleasant work atmosphere.

Sexual harassment is unwanted behaviour of a sexual nature by one staff member towards another. Examples of sexual harassment include:

- Insensitive jokes and pranks
- Lewd comments about appearance
- Unnecessary body contact
- Display or circulation of sexually offensive material
- Request for sexual favours
- Threat of actual sexual violence
- Threat of dismissal, loss of promotion etc for refusal of sexual behaviours

Bullying is defined as any form of repeated, unwelcome and unacceptable conduct that could be regarded as offensive, humiliating or intimidating. Examples of bullying include:

- Verbal abuse
- Shouting, making jokes, unfair and excessive criticism, ridicule in front of other individuals, spreading false truths about the individual around the workplace.
- Non-verbal abuse
- Looks, a gesture, displaying emblems on clothing, exclusion, whistling, isolation at work breaks, social events etc.
- Physical abuse (including violence and aggression)
- Hitting, bodily contact that is abusive in nature, shaking fists in a threatening manner, sabotaging a colleague’s personal belongings, etc.
- Improper use of social media against another individual

Cyber Bullying and Privacy Requirements

Circulating, publishing or distributing (including on the internet) material associated with City of Dublin ETB activities including, but not limited to, material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of discipline and may result in disciplinary action. As part of such disciplinary action, City of Dublin ETB reserves the right to suspend an individual where it considers the actions warrant such sanctions.

COMPLAINTS PROCEDURE:

Informal:

Any member of staff who feels they are being targeted or subjected to offensive harassing or bullying behaviour should first try to make it clear to the alleged bully that their behaviour is unwanted and unacceptable. A victim of harassment or bullying should keep a record of such a request and document the alleged harasser's response. If an alleged victim feels unable to confront the person, or feels that these incidents are of a serious nature they should approach the Management for support or advice. A victim of harassment is advised to seek support at the earliest opportunity and to keep a record of the behaviour or treatment complained of. Where an informal attempt to resolve the matter fails, the complainant is encouraged to raise the complaint through the formal complaint's procedure.

Formal:

When an alleged victim has been unsuccessful at resolving a complaint informally with the alleged harasser, a formal complaint should be made in writing to Management. Once a formal complaint has been received an investigation will be undertaken which will include separate interviews with both the complainant and alleged harasser and anyone identified as a witness to the behaviour. All parties will be given an opportunity to state their case and are entitled to be represented at the investigation interviews. Every effort will be made to safeguard confidentiality during the investigation. The Interviewer and Management will weigh up the evidence as presented. If the complaint is substantiated the harasser will be subjected to appropriate discipline.

RESPONSIBILITY

Every member of staff has a responsibility to ensure that harassment and bullying do not occur at any level or in any department. This individual responsibility extends to an awareness of the impact of personal behaviour that could cause offence to another member of staff and make them feel uncomfortable or threatened. Management has a particular responsibility to ensure that the workplace is kept free from all forms of harassment and bullying so that staff may go about their work free from the threat of harassment or intimidation. As in all matters of discipline it is primarily the responsibility of management to establish and sustain proper standards in the workplace. Management will respond promptly to complaints of harassment or bullying and will deal with all complaints in an expeditious and supportive manner.

It is also the responsibility of all staff to make themselves familiar with this policy and procedure and to treat their colleagues with respect and dignity.

5.6 - Pregnant Employee Policy

Management of City of Dublin ETB adheres to the provisions of The General Application (Pregnant Employee) Regulations, 2007.

These regulations apply to staff members that are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If Management is notified of any of the above, an assessment of any hazardous activities relating to the staff member will be carried out.

The following hazards must be considered:

- Physical shocks, including direct blows to the abdomen.
- Handling a load.
- Movement and postures, which are abrupt or severe, or give, rise to excessive fatigue.
- Non-ionising radiation.
- Chemicals: In particular any chemical which is harmful by inhalation or when absorbed through the skin, i.e., organic solvents.

A pregnant staff member must not be exposed to these hazards unless the hazards are adequately controlled.

Adequate control means:

- The hazard is reduced to a level, which will not harm the pregnant woman or the developing child or breast-fed child.
- If any of these risks are present, they must be either eliminated or have safeguards put in place to protect the staff member's health and safety.

These safeguards include:

- Changing the type of work, working hours, etc.
- Moving the staff member to other safe work.
- Access to a rest area if necessary.

If these safeguards are not possible then the staff member may be granted safety and health leave. This continues until either the hazardous conditions change or the pregnant staff member becomes eligible for paid maternity leave.

5.7 - Stress Management Policy

City of Dublin ETB 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 health and safety, including stress.

Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them.

Certain causes of stress in the workplace can include:

- Poorly organised work patterns
- Poor working relationships
- Poor communication at work
- Ill-defined work roles
- Highly demanding tasks
- The threat of (or actual) violence, harassment or bullying

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard:

- Identification of potential problems
- Assessment of risks
- Implementation of safeguards
- Monitoring the effectiveness of safeguards.

We may utilise the following methods of stress management:

- Ensure that management is aware of the potential causes of stress and the early warning signs
- Ensure that all complaints that may be related to stress are listened to and appropriate measures taken.
- Invite staff members to consult with management on work related stress, and to attend review meetings to agree appropriate remedial action, where necessary.
- City of Dublin ETB has a proactive Employee Assistance Service (EAS) to aid staff as needed. This service is provided to the organisation by Spectrum Health.

The Employee Assistance Service (EAS) is a confidential counselling service. It provides support to employees, in addition to their spouse, civil partner or dependant, where the family member can be described as a person over the age of 18 and residing in the family home. The EAP is available 24/7, 365 days a year covering numerous topics such as; counselling, infertility & pregnancy loss, elder care support, parent coaching, international employee support, legal information, financial information and more.

[Access the EAS directly by calling](#)

Teacher and SNA Phone Number 1800 411 057	Phone Number for All Other Staff 1800 814 243
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5.8 – Accident & Incident Reporting and Investigation Policy

All accidents or incidents (near misses), whether serious or not, must be reported immediately to management. An Accident/Incident Report form is available for this purpose and must be completed by City of Dublin ETB. (See Safety Statement Appendix for sample format).

Accident/incident investigations will be carried out and the purpose of investigation is to determine the immediate and root cause of the accident/incident and to prevent recurrence. The conclusions of the investigation will be logged. All staff members are required to co-operate with such investigations and to provide any information, which may be useful in establishing the circumstances surrounding the accident/incident. Corrective action will be taken where necessary and recorded.

Accident data will be periodically analysed by Management with a view to improving safety performance. Where appropriate, the Safety Statement (including risk assessments) will be reviewed in light of any accident/incident.

The Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations (2016) require certain accidents and dangerous occurrences are reported to the Health and Safety Authority. These include the following categories:

- A workplace accident resulting in the death of a staff member.
- A workplace accident resulting in the absence of a staff member for more than 3 working days (not including the day of the accident).
- An accident to any person not at work caused by a work activity, which causes loss of life or requires medical treatment (e.g., member of the public).
- Certain dangerous occurrences, which have the potential to cause serious injury, whether or not they did cause serious injury (for categories of dangerous occurrences that require reporting to The HSA refer to www.hsa.ie).

Management of City of Dublin ETB is responsible for reporting any such accidents/dangerous occurrences to the Health and Safety Authority. Reporting will be completed on the prescribed forms IR1 (accidents) or IR3 (dangerous occurrences) and notification will be submitted online to the Health & Safety Authority through their website.

HSA contact details:

The Health & Safety Authority
The Metropolitan Building,
James Joyce Street,
Dublin 1.
Tel. No. (01) 6147000
www.hsa.ie

5.9 - Emergency Procedures Policy

Emergency procedures are in place and these procedures will be reviewed periodically and amended where necessary. Evacuation drills will take place at least twice a year or more often if required. Staff are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency. [Records of all fire safety management procedures are included separately in the Fire and General Register.](#)

After each evacuation, a review will be carried out to evaluate procedures and carry out any remedial action deemed necessary. Visitors and contractors will be informed of evacuation procedures as appropriate. The names of fire wardens/deputy fire wardens (when/if appointed) will be displayed in appropriate locations at each workplace.

New staff will receive information on fire safety procedures relating to their respective workplace and this may include the following:

- How to raise the alarm.
- Actions to be taken on discovering a fire.
- How to call the fire brigade.
- Location and use of escape routes.
- The evacuation procedure.
- Assisting any disabled people, visitors and others during evacuation
- Location of and use of fire extinguishers as appropriate.
- Location of the designated emergency assembly points.

List of emergency phone numbers

Ambulance	999 or 112
Fire Brigade	999 or 112
Gardai	999 or 112
Hospital (Tallaght)	01 – 414 2000
Hospital (Crumlin)	01 – 409 6100
Hospital (Beaumont)	01 – 809 3000
Hospital (Mater)	01 – 803 2000
ESB	1850-372 999
Gas (Leaks etc)	1850-20 50 50

In the event of a situation arising in the course of work involving serious, imminent and unavoidable danger, staff can stop work and immediately leave the place of work and proceed to a place of safety, as per Section 11 of The Safety, Health and Welfare at Work Act (2005).

5.10 – COVID-19 Control Policy

City of Dublin ETB is committed to providing a safe and healthy environment for all our staff, students, contractors and visitors. To ensure this, we have developed a COVID-19 Response Plan at each location and prepared a specific COVID-19 Risk Assessment accordingly. Management and staff are responsible for the success of (and cooperation with) this plan and a combined effort will help contain the spread of the virus.

City of Dublin ETB will endeavour to:

- Monitor our Covid-19 response and amend this policy in consultation with our staff
- Provide up to date information to our workers on the Public Health advice issued by the HSE and Gov.ie
- Display information on the signs and symptoms of Covid-19 and correct hand-washing techniques
- Facilitate Covid-19 Lead Worker Reps to carry out the role outlined in the Covid Response Plan
- Inform all personnel of essential hygiene and respiratory etiquette and physical distancing requirements
- Adapt each premises to facilitate physical distancing
- Keep a log of contact/group work to help with contact tracing
- Provide a Covid-19 induction training/familiarisation briefing where necessary
- Develop a procedure to be followed in the event of someone showing symptoms of Covid-19 whilst on any of our premises
- Provide instructions for personnel to follow if they develop signs and symptoms of Covid-19 whilst on any of our premises
- Provide a cleaning regime in line with ongoing public health advice

All staff at City of Dublin ETB will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the following personnel at each City of Dublin ETB location:

Designated Role
Covid-19 Coordinator(s)
The Lead Workers Representative(s)

5.11 – Disability Access

It is our policy to assess the risk(s) to persons with a disability at the design and planning stage to ensure an “Open Access” policy for all.

We welcome into City of Dublin ETB people with disabilities. People with guide dogs or other assistance dogs may be required to produce, on request of City of Dublin ETB officials, their guide dog owner or assistance dog owner identity card. All other animals and pets are excluded from City of Dublin ETB with the exception of those participating in course delivery (where applicable).

It is the responsibility of the management team to ensure that we consult with persons with disabilities to ensure their safety concerns are met. It should be remembered that a workplace that is safe for people with disabilities is also safer for all. For visitors with physical, intellectual incapacities or disabilities it is necessary to take their needs into account when designing emergency exit arrangements, emergency signage, etc.

City of Dublin ETB will explore all reasonable methods of providing and improving access to our premises for people with limited mobility, while respecting the integrity and quality of the existing buildings. Where physical access remains difficult or impossible, City of Dublin ETB may introduce alternative forms of education delivery in order to extend access as far as is practicable.

6.0 Hazard Identification, Risk Assessment and Risk Control Programme

6.1 - Risk Assessment Methodology

The risk assessment process employed in determining a risk profile at each City of Dublin ETB workplace location involves the following:

- Identifying the significant hazards present in the workplace
- Identifying what risks are associated with each hazard.
- Recording the likelihood and severity of injury/illness associated with the hazard. Calculating the risk rating based on likelihood and severity (the risk rating is arrived at by multiplying the likelihood of injury x severity of injury - see page 25 for specific details).
- Suggesting control options in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- The length of time specified for implementing control measures will vary and be dependent on the risk rating for the hazard i.e., the higher the risk, the faster action should be taken. If additional control measures reduce the likelihood or severity of injury, a revised risk rating can be recorded.

Risk assessments should generally be reviewed annually and any necessary amendments made. They should also be reviewed if there is a change in circumstances e.g., new equipment, processes, procedures etc., following an accident or incident and in the event of new legislation, codes of practice or new guidance being published.

The Hierarchy of Controls

The selection and implementation of the most appropriate method of risk or hazard control is a crucial part of the risk assessment process. The following hierarchy should be used when deciding on control measures, starting with the first in the list and working down to the last resort, which is the provision of personal protective equipment and clothing.

1. Elimination:

Eliminating the hazard entirely from the workplace is the best way to control it. Examples of this would be providing a lifting device, which eliminates the need to carry out manual handling or disposing of unwanted chemicals.

2. Substitution:

If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Examples are substituting a hazardous chemical with a less toxic one or substituting a smaller package or container to reduce the risk of manual handling injuries.

3. Engineering Solutions:

If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact. Examples of engineering controls are:

- Enclosure (enclose in a way that eliminates or controls the risk)
- Guarding/segregation of people
- Interlocks and cut-off switches

4. Administrative Solutions:

These are the management strategies which can be introduced such as training, job rotation, limiting exposure time or provision of written work procedures.

For example:

- Safe systems of work that reduce the risk to an acceptable level
- Written procedures that are known and understood by those affected
- Adequate supervision
- Identification of training needs and provision of appropriate training
- Information/instruction (signs, handouts)

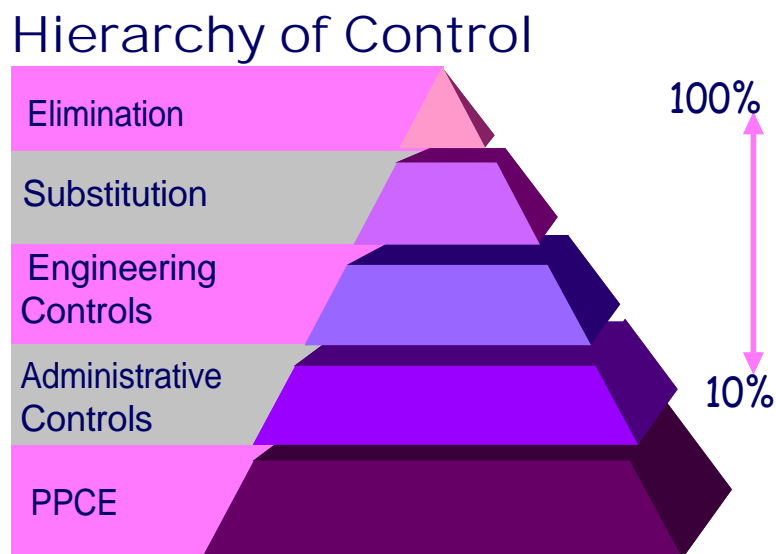
5. Personal Protective Equipment and Clothing:

Personal Protective Equipment and Clothing should always be considered as a last resort. It can also be used as an interim measure to reduce exposure to a hazard.

Summary

The most effective way to control risk is obviously to remove it. Elimination is by definition 100% effective. The further you go down the list the less effective the methods become. Training alone, for example, is estimated as being only 10% effective.

It is also worth bearing in mind that the amount of management and supervisory effort needed to maintain the controls is in inverse rank order. In other words, Control Level 5 (PPE) takes the most effort to maintain and Control Level 1 (Elimination) the least effort.



Risk Assessment Methodology (BS 8800 & HSG65 Rating System)

The formula for assessing a risk rating is - (Likelihood (L) x (S) Severity) = Risk Rating (RR)

Priority Table 1

Likelihood	Severity		
	Slightly Harmful (= 1)	Harmful (= 2)	Very Harmful (= 3)
Unlikely (= 1)	1	2	3
Likely (= 2)	2	4	6
Very likely (= 3)	3	6	9

Severity Guidance Table 2

Slightly Harmful (= 1)	Harmful (= 2)	Very Harmful (= 3)
Superficial injuries	Lacerations	Amputation
Minor cuts & bruises	Burns	Major fractures
Eye irritation from dust	Concussion	Poisoning
Nuisance & irritation	Serious sprains	Fatal injuries
Temporary discomfort	Minor fractures	Occupational cancer
	Temporary Deafness	Life shortening disease
	Dermatitis	Fatal disease
	Asthma	Head injuries
	Minor disability	Eye injuries

Risk Control Action Priority Table 3

Risk Rating (RR) Score	Timeframe for Risk Control Action
High (9)	Immediate risk control actions required
Medium – High (6)	As soon as is reasonably practicable
Medium (4)	As soon as is reasonably practicable
Low – Medium (3)	To be actioned once all ‘higher level risk ratings’ are addressed
Low (1) or (2)	Maintain ongoing hazard awareness

Risk Rating Example:

Step 1 - If it is estimated that the likelihood (L) of harm occurring from exposure to a hazard is “Likely” then that equates to a score “2” (see Table 1).

Step 2 - If the severity of harm (S) that is likely to occur from exposure to the same hazard is in the category as “very harmful” (see Table 2) then that equates to a score of “3”.

Step 3 - Simply multiple one by the other, that is “2” by “3” which equals 6. This is the allocated risk rating (RR) to be documented in the risk assessment record.

7.0 - Revision of Safety Statement

- 7.1 The Corporate Safety Statement of City of Dublin ETB will be reviewed periodically by the responsible person(s) in consultation with any required external expertise.
- 7.2 Representations made by staff members through any elected safety representative will be considered and if approved will be incorporated in the review.
- 7.3 The Safety Statement may require revision between annual reviews arising from changes in legislation or at the request of The Health and Safety Authority, and such revisions will be arranged by the responsible person (within City of Dublin ETB) or competent external advisor.
- 7.4 The annual revision of the Ancillary Safety Statement for each CDETB location will incorporate an updated risk assessment in accordance with Section 19 of The Safety, Health & Welfare at Work Act (2005).
- 7.5 The Safety Officer (within City of Dublin ETB) will review all relevant safety procedures following any accidents or dangerous incidents.

7.6 THIS SAFETY STATEMENT IS DUE FOR ANNUAL REVIEW AND UPDATE IN MARCH 2023

This Corporate Safety Statement template has been formulated for City of Dublin ETB under the provisions of The Safety, Health and Welfare at Work Act (2005). This Safety Statement is a documentation of the commitment given by City of Dublin ETB towards proactively managing health and safety in the workplace across all City of Dublin ETB locations.