

Policy Identifier: Safety Statement

Title:	Safety Statement
Description:	This Statement sets out the health and safety procedures of MIE. With the assistance of this Safety Statement, we will endeavour to take all appropriate actions to ensure compliance with the Safety, Health and Welfare at Work Act 2005, General Application Regulations 2007 and all other applicable legislation.
Author (Position):	Head of Conferencing & Facilities
Version:	1
Approved By:	MIE President
Approval Date:	26 th November 2021
Date of Next Review:	April 2023 (or as necessary)

Safety Statement

1. General

A declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of its employees in achieving these goals.

1.1. Organisation and Responsibilities

This section sets out the health and safety responsibilities of key personnel within the organisation.

1.2. Safety Arrangements

This section explains the systems and procedures that will be used to form the basis of our health and safety regime.

1.3. Safety Records

- An Annual Review of our Health and Safety System and Procedures.
- Periodic Checklists created specifically for individual roles and responsibilities.
- A comprehensive source of records relating to statutory examination periodic inspection and testing of the work equipment and installations used by our organisation. Records relating to Fire Safety Management will be found in our Safety Management System.
- A system for keeping health and safety training records.
- A section for accident and incident reporting, and investigation.

2. Purpose

Marino Institute of Education (MIE) recognises that it has responsibilities under the Safety, Health and Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Applications) Regulations 2007 to 2016. This also includes current health and safety legislation for the health and safety of its workforce whilst at work and others who could be affected by its work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our Senior Managers, Heads of Department and Team Leads are made aware of their responsibilities and are required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our institute.

This institute intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved through;

- the provision of health and safety leadership in identifying and controlling health and safety risks so identified;
- consultation with our employees on matters affecting their health and safety;
- the provision and maintenance of safe plant and equipment;
- ensuring the safe handling and use of substances;
- the provision of necessary information, instruction and training for our workforce, taking account of any who do not have English as a first language;
- making sure that all workers are competent to do their work, and giving them appropriate training;
- the prevention of accidents and cases of work-related ill health;
- the active management and supervision of health and safety at work issues;
- having access to competent advice;
- the provision of the necessary resource required to make this Statement and our health and safety arrangements effective;
- aiming for a continuous improvement in our health and safety performance and management through a process of regular audit and review; and

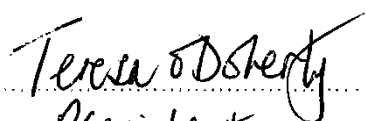
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- reviewing this Statement and associated arrangements on a periodic basis using findings from the audit process, staff consultations and incident investigation to guide change.

We also recognise:

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our workforce recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each worker, which sets out their duties and includes our specific health and safety rules. In support of this Statement we have prepared a responsibility chart and specific arrangements.

Signature 
Position *President*

Date: 26th November 2021

The Statement is reviewed on a periodic basis.

3. Overview

3.1. General

This Health and Safety Statement contains a plan detailing how we manage our health and safety issues. The Statement sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and safety is an integral part of how we operate as a responsible employer and we have put in place the necessary organisational arrangements to achieve this. This Statement has been initiated after carrying out a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

3.2. Safety, Health and Welfare General Statement

This is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees towards achieving these goals. The General Statement is brought to the attention of all employees by publication in the main Policy Manual and in the Employee Safety Handbook. It may also be included on notice boards in our premises.

3.3. Dignity and Respect

The aim of the Dignity & Respect Policy is to promote our commitments to the fairness, dignity and respect of each person and to indicate what constitutes a breach of that Policy and what action MIE will take if it becomes necessary to deal with an offence of this nature

3.4. Organisation

This part of the Statement details the health and safety responsibilities of key personnel within our organisation. These responsibilities are fulfilled by completion of various Safety Records, proformas and records in relation to ongoing maintenance activities, training, accident reporting, and investigation, and actions that have taken place.

3.5. Relevant Legislation

This page sets out details of the main statutes and regulations affecting health and safety at work that are currently in force.

3.6. Safety Arrangements

This part of the Statement explains the systems and procedures in place for managing individual topics or subjects for which our business is responsible.

3.7. Emergency

In the event of an emergency situation, please follow the training and instruction you have been provided with.

3.8 Fire

For fire emergency raise the alarm, evacuate the area, only fight the fire if you are trained and competent to do so, close doors and windows to prevent the spread of fire, refer to your fire safety training and act accordingly.

3.9 Medical Emergencies

Raise the alarm, summon the first aider on duty and follow their instructions.

3.10 Theft, Aggression or Violence

Follow the guidance and advice of your line manager and the guidance in the safety statement; do not place yourself in a position of danger or high risk.

4. Related Policies

4.1. [Dignity and Respect Policy](#)

A part of our commitments to the fairness, dignity and respect of each employee, any form of bullying will not be tolerated by MIE. The aim of this Policy is to indicate what constitutes bullying and what action MIE will take if it becomes necessary to deal with an offence of this nature.

This Policy is applicable to all employees (temporary and permanent) irrespective of length of service and includes clients and service personnel both inside and outside the work environment.

MIE acknowledges the right of all employees to a workplace and environment free from any form of bullying. Every member of staff has an obligation to be aware of the effects of their own behaviour on others.

Any instances of bullying will be dealt with in an effective and efficient manner. MIE reserves the right to use the disciplinary procedure up to and including summary dismissal.

As part of MIE's code of conduct, it is imperative that all staff and suppliers respect the dignity of every colleague. Please consider the multi-cultural beliefs of all of your colleagues regarding your code of conduct, with particular reference to remarks, dress code, posters, e-mails and anything which may cause offence on the grounds of a person's gender, civil status, race, religion, family status, age, sexual orientation or disability or to a member of the traveller community.

Please refer to the [Dignity and Respect Policy](#).

4.2. Working From Home

MIE recognises that working from home has become increasingly necessary for a variety of reasons and MIE will set out its Policy for working from home safely and productively in due course.

It is recognised that working from home will not be possible in all instances.

4.3. Record of Periodic Review of the Health and Safety Statement

Our Health and Safety Statement and Safety Arrangements are reviewed periodically. This is a record of these periodic reviews which should take place at least annually. Health and Safety Consultants employed by Peninsula Business Services Ltd will also review the Health and Safety Management Documentation system to ensure that it meets current statutory requirements and good practice relevant to the organisation.

This record should be endorsed by all persons who carry out these periodic reviews.

DATE	WAS THIS A FULL REVIEW OF THE HEALTH & SAFETY STATEMENT AND PROCEDURES? Y/ N	NAME OF REVIEWER(S)	NEW SAFETY STATEMENT SIGNED / DATED Y / N	Tick if reviewed by H & S Consultant

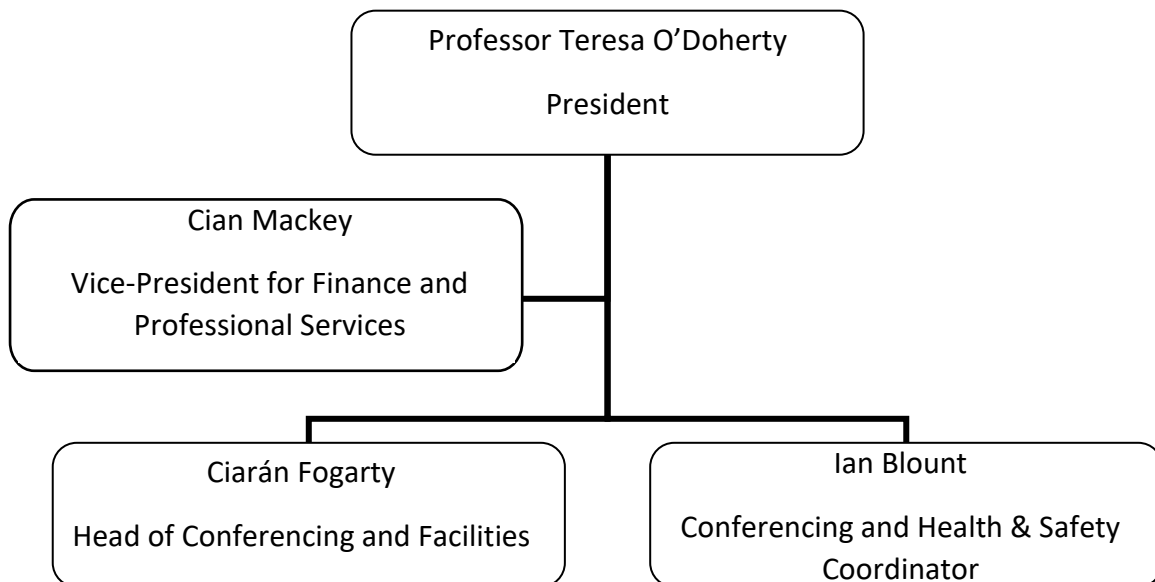
4.4. Organisation

The President has overall responsibility for the implementation of this Statement.

The Statement is executed through key personnel who have been allocated specific responsibilities for managing health and safety.

Emphasis is placed on recognising potential hazards and taking steps to minimise their effect on employees and others.

The organisational structure set out below shows the key personnel with health and safety responsibilities.



5. Responsibility

The President has overall responsibility for health and safety matters. We have identified a need for and taken action on the key issues below.

5.1. The Management of Health and Safety General

- Provide and resource an effective health and safety management system.
- Provide a suitable means of consultation with employees on health and safety matters.
- Ensure that adequate Employer's Liability Insurance cover is arranged and maintained.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when employed) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees are provided with appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation.

5.2. Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

5.3. Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

5.4. Fire and Emergency Arrangements

- Adequate arrangements are in place to deal with fire safety at our premises.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.

5.5. Risk Assessment

- Risk assessments are undertaken and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- Risk assessments are documented.
- The outcomes of risk assessments are communicated effectively to employees and others.

5.6. Premises

- Provide a suitable and safe working environment for employees with adequate welfare facilities.
- Ensure that the fixed electrical installation is adequately installed and maintained.
- Introduce and maintain measures to control and manage the risks posed by asbestos.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace
- All equipment provided by the organisation is suitable and properly used.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.
- Appropriate hand tools are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

5.7. Substances

- All substances are used safely.
- All substances are appropriately stored.

5.8. Employer's Responsibilities

- A commitment to managing and conducting work activities in order to protect employees' health and safety.
- Providing a safe place of work which is adequately designed and maintained.
- Providing safe means of access and egress to and from the place of work.
- Providing safe plant, equipment and machinery.
- Providing safe systems of work, e.g. operating procedures.
- Preventing improper conduct likely to put an employee's safety and health at risk.
- Preventing risk to health from any article or substance (including plant, tools, machinery, chemical substances and equipment) as applicable to the place of work.
- Providing appropriate information, instruction, training and supervision, taking account of the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced.
- Providing suitable protective clothing and equipment where hazards cannot be eliminated.
- Preparing and revising emergency plans.
- Designating staff to take on emergency duties as necessary.
- Providing and maintaining welfare facilities for example toilets, changing rooms, canteen area etc.
- Providing, where necessary, a competent person to advise and assist us in securing the safety, health and welfare of all of our employees.

5.9. Employees' Responsibilities

- Complying with relevant health and safety legislation.
- Ensuring that you are not under the influence of an intoxicant while working as this could endanger your safety, health and welfare or that of others.
- Ensuring that you do not engage in improper conduct or other behaviour that is likely to endanger your safety, health and welfare or that of others.
- Co-operating with your employer and any other person to help us and any other person to comply with their legal duties.
- Use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means provided (whether for your use alone or for use in common with others) for securing your safety, health and welfare while at work.
- To report to your employer or immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work that might endanger safety, health or welfare at work of any employee or that of any other person of which you become aware.
- No person(s) shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, or equipment provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.
- Attend training as may be required or as may be prescribed relating to safety, health and welfare at work or relating to work carried out by you.

5.10. Monitoring

- The operation of this Statement and arrangements is actively monitored through the periodic review of our completed Safety Record Forms and also by using Periodic Workplace Checklists. The President has overall responsibility for this, but some of the routine tasks may be delegated. We also undertake an annual health and safety management review to determine whether our existing health and safety procedures and arrangements are adequate. This is achieved by completing an Annual Health and Safety Review form.

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The continual review of the completed Annual Health and Safety Review records and the Periodic Workplace Checklists, along with our comprehensive Safety Records, helps us to check the effectiveness of our Safety Management System.

5.11. Persons to Whom Health and Safety Responsibilities Have Been allocated

We are required to identify, by name, managers and supervisors who have responsibility for specific workplace functions. Listed here are the functions and named member of staff responsible for their management and implementation. This list will be updated whenever functions are reassigned or transferred to new personnel.

Site or Location: Marino Institute of Education, Griffith Avenue, Dublin 9, D09 R232	
FUNCTION	TITLE
Health and Safety Booklets	Ian Blount: Conferencing and Health & Safety Coordinator
Individual Responsibilities	All employees
Safety Statements	Health & Safety Team (Ian Blount & Ciarán Fogarty)
Finance and Purchasing	Cian Mackey: Vice-President for Finance and Professional Services
Management of Contractors	Ciarán Fogarty: Head of Conferencing and Facilities
Asbestos Information Holder	Ciarán Fogarty: Head of Conferencing and Facilities
Management of Health and Safety	Health & Safety Team (Ian Blount & Ciarán Fogarty)
Operational Procedures (writing and preparation)	Health & Safety Team (Ian Blount & Ciarán Fogarty)
All Risk Assessments	Ian Blount: Conferencing and Health & Safety Coordinator
Emergencies (fire, flood, first aid), plans and procedures	Health & Safety Team (Ian Blount & Ciarán Fogarty)
Personal Protective Equipment	Ciarán Fogarty: Head of Conferencing and Facilities
Training	Health & Safety Team (Ian Blount & Ciarán Fogarty)
Maintenance	Ciarán Fogarty: Head of Conferencing and Facilities
Welfare facilities	Ciarán Fogarty: Head of Conferencing and Facilities

5.12. Responsibility Table

This Responsibility Table shows the allocation of individual health and safety responsibilities to the personnel and management position identified in the table.

Key

P - President

H&S T – Health and Safety Team

EMP – Employees

Safety Arrangements	P	H&S T	EMP
Managing Safety & Health at Work	✓	✓	
Accident, Incident, Ill Health Reporting and Investigation	✓	✓	✓
Workplace H&S Consultation	✓	✓	
Risk Assessment and Hazard Reporting	✓	✓	
Substance & Alcohol Abuse	✓	✓	✓
Purchasing	✓		
New and Expectant Mothers	✓	✓	✓
Lone Working	✓	✓	✓
Health & Safety Training	✓	✓	
Health & Safety of Visitors	✓	✓	✓
Personal Protective Equipment	✓	✓	✓
Safe Systems of Work	✓	✓	✓
Equality and Disability Discrimination Compliance	✓		
H&S Information for Employees	✓	✓	
Fire Safety - Arrangements and Procedures	✓	✓	✓
First Aid	✓	✓	✓
Housekeeping and Cleaning	✓	✓	
Pest Control	✓	✓	

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Safety Arrangements	P	H&ST	EMP
Building Services	✓	✓	
The Control of Hazardous & Non-Hazardous Waste	✓	✓	
Access, Egress, Stairs & Floors	✓	✓	
Workplace Signs	✓	✓	
Premises	✓	✓	
Electrical Safety	✓	✓	✓
The Provision, Use & Maintenance of Work Equipment	✓	✓	✓
Office Equipment	✓	✓	✓
Storage of Chemical Substances & Agents	✓	✓	
Control of Flammable Liquids	✓	✓	
Slips, Trips & Falls	✓	✓	✓
Special Events	✓	✓	
The Safe Use of Machinery	✓	✓	✓
Lifting Equipment & Lifting Operations	✓	✓	✓
Lifts	✓	✓	
Work at Height	✓	✓	
Access Equipment	✓	✓	
Live Electrical Work	✓	✓	
Manual Handling	✓	✓	✓
Display Screen Equipment & DSE User Eye Tests, VDU & Spectacles	✓	✓	
Legionella Control	✓	✓	
Use of Chemical Agents & Substances	✓	✓	✓
Horticultural Chemicals & Substances	✓	✓	✓
Control of Noise at Work	✓	✓	
Contractor Control & Management	✓	✓	
Roof Work	✓	✓	

6. Relevant Legislation

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved.

This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this Statement was prepared. The BusinessSafe Online Reference Library contains a similar list which must be up to date. The document is titled 'Health and Safety Legislation (IRL).

Not every piece of the legislation will apply to our operations on a day to day basis, but we must be aware of them should circumstances change.

Further detail and access to the specific wording of each of these legal requirements is available from the BusinessSafe 24 Hour Advice Service on 01 855 5050.

7. Related Documents

7.1. [Dignity and Respect Policy](#)

7.2 Safety Statement Policy

7.3 Working from Home

8. Appendix 1 Health and Safety Legislation References

- [Chemicals Acts 2008 and 2010](#)
- [Carriage of Dangerous Goods by Road Act, 1998](#)
- [Carriage of Dangerous Goods by Road Regulations 2007](#)
- [Chemicals Act \(CLP Regulation\) Regulations 2011.](#)
- [Dangerous Substances Act 1972](#)
- [Employment Equality Act 1998](#)
- [Display Screen Equipment Regulations 2007](#)
- [European Communities \(Classification, Packaging, Labelling and Notification of Dangerous Substances\) \(Amendment\) Regulations 2008](#)
- [Chemicals Act \(Control of Major Accident Hazards Involving Dangerous Substances\) Regulations 2015](#)
- [European Communities \(Lifts\) \(Amendment\) Regulations 2008](#)
- [European Communities \(Export And Import Of Certain Dangerous Chemicals\) \(Pesticides\) \(Enforcement\) Regulations 1995 as amended](#)
- [European Union \(Prevention Of Sharps Injuries In The Healthcare Sector\) Regulations 2014](#)
- [Factories Act 1955](#)
- [Fire Services Act 1981 & 2003](#)
- [Organisation of Working Time Act 1997](#)
- [Safety, Health and Welfare at Work \(Chemical Agents\) Regulations 2001 and 2015](#)
- [Safety, Health and Welfare at Work \(Carcinogens\) Regulations 2001 and 2015.](#)
- [Safety, Health and Welfare at Work \(Confined Spaces\) Regulations 2001](#)
- [Safety, Health and Welfare at Work Act 2005 \(Commencement\) Order 2005](#)
- [Safety, Health and Welfare at Work \(Exposure to Asbestos\) Regulations 2006 and 2010](#)
- [Safety, Health and Welfare at Work \(General Application\) Regulations 2007 to 2016](#)
- [Safety Health and Welfare at Work \(General Application\) \(Amendment\) Regulations 2010 – Optical Radiations](#)
- [Safety Health and Welfare at Work \(General Application\) \(Amendment\) Regulations 2012 – Optical Radiations and Pressure Systems](#)

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- [Safety Health and Welfare at Work \(Biological Agents\) Regulations 2013.](#)
- [Safety, Health and Welfare at Work \(Construction\) Regulations 2013.](#)
- [Safety Health and Welfare at Work \(Electromagnetic Fields\) Regulations 2016](#)