



**TITLE: HEALTH AND SAFETY POLICY**

<b>Effective Date</b>	12 May 2021	<b>Version</b>	1.1
			Policy was re-approved by the Management Board with no changes of merit, aside from the addition of referenced policies.
<b>Approved By</b>	Management Board	<b>Date Approved</b>	12 May 2021
		<b>Review Date</b>	12 May 2026 <i>or as required</i>
<b>Superseded or Obsolete Policy / Procedure(s)</b>		<b>Owner</b>	
1 – <i>Health &amp; Safety Policy</i> (13 December 2017)		Director of Operations	
Initial Issue			

**1. Purpose of Policy**

This Policy outlines Carlow College, St. Patrick's (hereafter Carlow College) commitment to implementing as far as reasonably practicable all the actions and guidelines set out in relevant legislation, regulations and orders and codes of practice; thus, protecting the safety and health of all employees, learners, contractors and visitors on or using Carlow College facilities.

This Policy is underpinned by Health & Safety legislation and principally the *Safety, Health & Welfare Act 2005*.

The Office of the Director of Operations has responsibility for all aspects of Health & Safety within the College.

The ultimate responsibility for Health & Safety within Carlow College rests with the Governing Body. It is the responsibility of the Governing Body, through the President, to ensure the statutory requirements are met.

The Director of Operations and the Management Board of Carlow College will advise the President on safety matters and assist in the full implementation and review of the agreed *Health and Safety Policy* through the development and implementation of a Health and Safety Plan.

A process of consultation with all staff in Carlow College will continue in order to finalise and update the Health & Safety Plan and there will be an ongoing communication exercise with all parties using the facilities on this.

The Health and Safety Plan, which is available on the Staff Gateway, comprises a General Policy Statement, a Safety Statement, an Employee Safety Handbook and Risk Assessment process to include the identification of all hazards, an assessment of the risks associated with the hazard with control measures being put in place to reduce the level of risk as far as possible. The *Health and Safety Policy* has been developed to ensure that it supports the aspirations of the College's mission statement by providing a safe working environment for staff and learners.

## **2. Scope of Policy**

The *Health and Safety Policy* of Carlow College will extend to all staff, learners, contractors and visitors using Carlow College facilities.

All staff have a duty to cooperate in the operation of the *Health and Safety Policy* as set out in the *Safety, Health and Welfare at Work Act 2005*. Each staff member in Carlow College must assume responsibility for health and safety and read / be familiar with the *Health and Safety Policy & Plan*.

All learners must comply with the requirements of the *Safety, Health and Welfare Act 2005* and all associated legislation. Learners must take reasonable care at all times for his / her safety and anyone affected by his / her actions.

Outside contractors, in addition to adhering to the provisions of their own health and safety requirements, must be informed of the relevant sections of Carlow College's Health and Safety Plan pertaining to the specific tasks being undertaken.

Visitors to Carlow College will be alerted to the relevant sections of the Health and Safety Plan as is relevant to the reason for their use of the campus facilities.

The specific obligations of all parties who use Carlow College facilities to protect their health and safety will be determined in the risk assessments undertaken. This includes the identification of any hazard that may cause a health or safety issue and reporting this promptly to their Line Manager or the Health and Safety Representative.

## **3. Policy Statement**

Please ref: *Carlow College Health and Safety General Policy Document* (posted around the College facilities and on the Carlow College website).

## **4. Roles and Responsibilities**

It is the responsibility of the Governing Body, through the President of Carlow College and assisted by the Management Board, to ensure the development, implement and review all aspects of this Policy.

The Office of the Director of Operations will take accountability for this Policy.

Within the *Health and Safety General Policy Statement*, individual roles and responsibilities have been identified and these will ensure there is adherence to all the safeguards as laid down in this Policy and the Carlow College Health and Safety Plan.

The nature of Health and Safety carries a responsibility on everyone who is employed by or uses the facilities at Carlow College to take whatever steps are necessary to ensure their own wellbeing and that of all colleagues and learners.

Carlow College has retained Peninsula Business Services Ltd., Health & Safety Consultants to assist in the development of our management of health and safety within the College. They will continually monitor all aspects of health and safety and undertake regular reviews.

## **5. Associated Documentation**

- Health and Safety General Policy Statement
- Employee Safety Handbook
- Risk Assessments Manual

## **6. Reference Policies<sup>1</sup>**

- *CCTV Policy*
- *Child Protection Policy*
- *Critical Incident Policy*
- *Disciplinary Policy (Staff)*
- *Learner Code of Conduct and Disciplinary Policy*
- *Learner Disability Policy*
- *Remote Working Policy*
- *Smoking Policy*

## **7. Monitoring and Review**

The President, together with the Management Board of Carlow College, will review this Policy and associated documentation annually. This review will be managed by the Director of Operations Office.

Through the Director of Operations Office there will be continuous monitoring of the implementation of this Policy in conjunction with the Health and Safety Officer and Representatives.

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<sup>1</sup> In addition to policies at the College, Staff Members should also consult the Employee Handbook for general employment matters.