



# Health and Safety Policy for Course Participants

Version 2.0

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## 1 Purpose

- 1.1 The Institute for Education (IfE) is committed to the health, safety of all course participants.
- 1.2 This policy demonstrates the IfE's commitment to providing a safe environment in accordance with the [Occupational Health and Safety Authority Act XXV11\(2000\)](#) and subsequent amendments.
- 1.3 This policy sets out the IfE's health, safety and wellbeing priorities and gives effect to the IfE's Health and Safety Manual.

## 2 Aims

- 2.1 This policy aims to:
  - 2.1.1 Affirm the commitment of the IfE to:
    - Provide and maintain, as far as reasonably practicable, an environment that is without risks to the health and safety of members of the IfE's community;
    - Plan the management of incidents, emergencies and critical incidents within the scope of this policy.
  - 2.1.2 Describe the critical features of the IfE's approach to health and safety management and the responsibilities assigned to staff to provide this safe and healthy environment;
  - 2.1.3 Commit resources to the management of incidents and emergencies.

## 3 Policy

- 3.1 It is the policy of the IfE, so far as is reasonably practicable, to protect the health, safety and welfare of all course participants; and to act in compliance with our legal obligations relevant to the IfE.
- 3.2 Within the general policy, the IfE aims to effectively manage hazards and risks arising from its facilities or activities, and in particular the IfE will:
  - Create an accessible health and safety management system that eliminates or minimises risk of injury or illness to people associated with the IfE's operations;
  - Engage with all course participants in creating safe working and learning environments and safe systems of work;
  - Develop and maintain a culture that encourages all course participants to actively manage health and safety risks;

- Provide a continually improving health and safety management system by establishing, and monitoring progress towards measurable objectives and targets aimed at eliminating illness and injury at the IfE;
  - Establish a health and safety management framework to meet legislative obligations to the highest possible standard;
  - Provide instruction and supervision as is necessary, to ensure that health and safety hazards and risks are identified, understood and managed effectively;
  - Require accurate reporting, notification and investigation of all injuries and incidents;
  - Provide prompt, effective work based rehabilitation for all injuries where appropriate and possible;
- 3.3 The IfE outlines, documents and communicates health and safety responsibilities, authority to act, and reporting requirements at all levels.
- 3.4 The IfE actively identifies and manages health and safety risks, through the systematic identification of hazards, evaluation of risks and implementation of effective risk controls.

## **4 Responsibilities**

### **4.1 The Chief Executive Officer (CEO)**

4.1.1 The CEO is responsible for ensuring that structures, systems and procedures are in place to secure implementation of this Policy.

4.1.2 Responsibilities include:

- Ensuring that the IfE successfully manages health and safety and that suitable measures are taken to promote an effective health and safety culture;
- Ensuring that the IfE has a Policy, which is appropriately managed, on the management of health and safety and that this Policy is communicated to all course participants;
- Within the resources provided for the IfE, ensuring that there are adequate staff, funds and materials to support the Health and Safety Plan;
- Ensuring that effective communications strategies are in place in order to disseminate information to all course participants;

### **4.2 The Health and Safety Committee**

4.2.1 The function of the Health and Safety Committee is to support the CEO with the executive responsibility for the health and safety performance of the IfE.

#### 4.2.2 The Committee meets at regularly and performs the following functions:

- Developing the IfE's Health and Safety Plan with the aim of controlling risks and continually improving health and safety standards throughout the IfE;
- Directing all staff on the implementation of the IfE's Health and Safety Plan;
- Monitor the success of the IfE's Health and Safety Plan and reviews its effectiveness;
- Considering new legislation and guidance on health and safety matters, the implications for the IfE, and what action needs to be taken to ensure compliance.

#### 4.3 The Health and Safety Administrative Officer

The Health and Safety Administrative Officer is responsible for:

- Outsourcing the services of a warranted, OHSA-registered, qualified or competent Health and Safety Officer/Consultant for all health and safety related work within the IfE;
- Procuring the services of a warranted, OHSA-registered, qualified or competent Health and Safety Officer/Consultant to identify unsafe practices, risks or breaches of safety regulations and to advise and provide recommendations on work processes and procedures. The Health and Safety Administrative Officer shall subsequently refer such recommendations for discussion within the Health and Safety Committee;
- Facilitating and scheduling repairs of unsafe or damaged equipment as necessary and in line with recommendations provided by a warranted, OHSA-registered, qualified or competent Health and Safety Officer/Consultant;
- Liaising with a warranted, OHSA-registered, qualified or competent Health and Safety Officer/Consultant and the IfE HR Manager to establish the number of employees that are legally required to attend health and safety courses, as well as for the purposes of staff training and education on the basic occupational health and safety principles present at the workplace;
- In collaboration with the Health and Safety Committee, developing and implementing safety procedures and policies;
- Engaging a warranted, OHSA-registered, qualified or competent Health and Safety Officer/Consultant or any other relevant, competent service provider or external supplier, to carry out investigations and identify the root cause of incident or other unsafe conditions on a work site;

- Overseeing the placement and setup of safety signs to warn of potential hazards as recommended by a warranted, OHSA-registered, qualified or competent Health and Safety Officer/Consultant;
- Providing available documentation to law enforcement personnel and investigators as directed by the IfE CEO and/or management, to address cases of workplace accidents;
- Ensuring that risk assessments are conducted by a warranted, OHSA-registered, qualified or competent Health and Safety Officer/Consultant, so that low to high-risk areas are identified;
- Engaging a warranted, OHSA-registered, qualified or competent Health and Safety Administrative Officer/Consultant to review IfE processes and ensure they are in line with external safety legislation;
- Keeping the staff updated with any new rules and regulations regarding Health and Safety procedures as recommended by a warranted, OHSA-registered, qualified or competent Health and Safety Officer/Consultant;
- Creating and updating of maintenance logs to ensure that records are up to date;
- Attending occupational safety and health courses or training to update job knowledge and enhance skills.

#### **4.4 The Senior Manager Course Co-ordination and School Professional Development**

The Senior Manager Course Co-ordination and School Professional Development is responsible for:

- Applying and implementing the IfE's Health and Safety Policy and related procedures;
- Ensuring that risk assessments are implemented and authorised properly;
- Ensuring identified control measures are implemented and continue to be effective;
- Ensuring that risk assessments are recorded, regularly reviewed, updated and shared with affected course participants. If the people, processes or activities involved change, or if an accident or near miss occurs, the risk assessment should be reviewed immediately;
- Ensuring that risk assessments fully reflect the teaching procedures and that the relevant control measures are clearly defined in the teaching procedures;
- Carrying out a risk assessment using appropriate confidentiality if a course participant approaches them regarding a disability or condition affecting health;

- Supporting course participants who have a disability or condition affecting health which may be affected by or made worse by work or research activities;
- Ensuring that Course Coordinators receive induction, training, resource (including time), advice and support;
- Ensuring that all statutory requirements as identified in IfE's codes of practice are implemented in the lecture rooms;
- Raising any issues of non-compliance through their line management structure.

#### 4.5 The Senior Manager Research and Development and the Manager Research Analyst

The Senior Manager Research and Development and the Manager Research Analyst together with the respective dissertation supervisors are responsible for:

- Creating and approving a risk assessment for course participant projects and agree and discuss control measures with the course participant before any research initiates;
- Ensuring that risk assessments take place at the planning stage of any research proposal and are updated in line with revisions to the research project.
- Offering an adequate level of supervision taking due account of the risks involved in the research, and the individual experience and competency of the course participant.

#### 4.6 Course Participants

4.6.1 All course Participants are responsible for:

- Taking reasonable care of themselves and collaborate with the IfE on health and safety matters;
- Reporting an accident, incident, near miss or work-related illness to their Course Coordinator;
- Notifying their Course Coordinator if they have a disability or condition affecting health which may be caused by or made worse by work or research activities;
- Reporting any faults, damage, unsafe or unhealthy working conditions, practices or equipment to their lecturer;
- Utilising equipment for its intended purpose;
- Not misusing anything provided for health and safety;
- Raising the alarm on discovering a fire;
- Leaving by the nearest emergency exit if emergency alarms sound;
- Being aware of all the IfE's [policies and procedures](#).

## 5 Relevant documents

- [Occupational Health and Safety Authority Act XXVII \(2000\)](#)
- [Health and Safety Policy](#)
- Health and Safety Plan
- [Health and Safety Manual](#)
- [First Aid Policy](#)
- [No Smoking Policy](#)

## 6 Version history

Originator	Version	Date	Changes Done
QA Dept.	1.0	18/02/2019	Initial Release
QA Dept.	2.0	25/03/2022	<ul style="list-style-type: none"> <li>▪ Removed reference to employees and visitors from the whole policy.</li> <li>▪ Updated section 4.</li> <li>▪ Included the role of the Health and Safety Administrative Officer.</li> </ul>