Section 4 Safety Management Arrangements

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4.1 Introduction

In accordance with the requirements of the Safety, Health and Welfare at Work Act 2005 and in particular the Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007) as amended, Institute arrangements are in place for protecting the safety, health and welfare. These arrangements include five broad themes with individual sections:

- Resources — Section 4.2
- A safe place to work — Section 4.3 to Section 4.14
- Safe systems of work — Section 4.15 to Section 4.23
- A Safe work environment — Section 4.23 to Section 4.39
- Monitoring and Compliance — Section 4.40 to Section 4.49

The following individual Sections set out the Institute policies and procedures for implementing and maintaining the arrangements for safety.7

4.2 Resources

The Institute undertakes to ensure sufficient resources are in place for the effective implementation of this Safety Statement, its policies, and procedures. Accordingly, and for the purposes of protecting safety, health and welfare at the place of work, the Institute will allocate resources as follows:

- **Safety Training:** Resources and funding will be provided and made available for any required Health and Safety Training in accordance with the Institute's Staff Training and Development Policy and as outlined in Section 3 of this Safety Statement.
- **Facilities & Equipment:** The Institute will provide so far as is reasonably practicable the required funding and sufficient resources to ensure any required Health and Safety upgrades or repairs of facilities or equipment comply with Health and Safety Requirements.
- **New Works (buildings)/Refurbishments/Repairs:** The Institute will ensure that all new work, refurbishments, repairs and making good any defects carried out will comply with the relevant Building Regulations and codes of practice and that construction activities are carried out in accordance with the relevant regulations made under the Act.
- **Ongoing Monitoring:** The Institute will provide adequate resources for the ongoing monitoring of safety, health and welfare in the workplace. The Institute will risk assess hazards and control the risk taking account of the hierarchy of control measures, time and cost factors.

4.3 A Safe Place to Work

The human body responds to events that provoke stress by activating the nervous system and specific hormones. This natural reaction is known as the stress response. This response generally improves a person's ability to perform well under pressure. However, stress affects everybody in different ways. Where the person's reaction to stress causes them to underperform in their lives or to become overwhelmed, this is generally termed an overly stressful situation. What causes one person to become over-stressed may not have the same effect on someone else. It is not usually possible to completely remove the stress from an individual's life. However, managing it is definitely possible and enables individuals to manage the situation and continue with their lives.

4.4 Welfare Provisions

In accordance with legislation, IADT provides welfare facilities which are available to all staff which include the following:

- Appropriately designed work stations and environments suitable to the nature of the work being undertaken including:

- Adequate and suitable facilities for sitting/other ergonomic support, in the case where work can be done in a seated position.
- 00Adequate environmental conditions in the form of temperature, humidity and lighting will be maintained for employee workstations.

- Adequate supply of potable drinking water at suitable points conveniently located and accessible to all Employees. The quality of the water supply is maintained and monitored.
- Adequate number of lavatories and washbasins with hot and cold running water conveniently located and accessible to all Employees. It should be noted that lavatories may be designated as gender neutral or gender specific.
- Adequate number of lavatories and washbasins with hot and cold running water designated for persons with disabilities conveniently located and accessible to all Employees with disabilities. It should be noted that lavatories may be designated as gender neutral or gender specific.
- Suitable and adequate facilities for boiling water and taking meals or reasonable access to other suitable and adequate facilities at an appropriate designated location.
- A Staff Well Being Room in the Backlot Building.
- Facilities for pregnant or breastfeeding employees in the Staff Well Being Room in the Backlot Building.
- Adequate and suitable sanitary, washing and drying facilities with hot and cold running water maintained in a clean and hygienic condition.
- Shower facilities for staff members taking physical exercise.

Where special work clothes must be worn, and where for health and/or propriety reasons necessitate it, the following provision will be made in part or altogether depending on the work activity welfare requirements:

a) Appropriate & adequate changing rooms/cloakroom facilities with sufficient capacity and seating for storage and changing of clothes will be provided.
b) Where depending on the work activity, adequate and suitable showers for employees will be provided.
c) Where required, adequate provision for drying wet or damp work clothes.

4.5 Occupational Health Management

Health surveillance and management is the periodic review for the purpose of protecting health and preventing occupationally related diseases and disorders in employees. It is important to the Institute that any potentially adverse variations in the health of staff members either individually or collectively, which may be related to working conditions, are identified as early as possible. In accordance with Section 22 of the Act, the Institute has an obligation "to ensure that health surveillance is made available for every employee appropriate to the health and safety risks which may be incurred at the place of work".

The Institute ensures that this forms part of the appointment process and as part of the ongoing health management processes. All new employees are assessed by the Institute's Occupational Health Advisor, a registered medical General Practitioner, prior to the commencement of employment. Where the outcome of this assessment indicates that specific accommodations are implemented, these are discussed with the employee and the relevant and reasonable accommodations are provided and implemented.

Where a staff member, through certified medical reports, indicates that new or additional accommodations have become necessary to facilitate the employee and to meet the health and safety needs of the employee, these are assessed by the Institute's Occupational Health Advisor and are implemented in accordance with the recommendations received from them.

Where a risk assessment or a regulation requires that a health assessment or health surveillance be carried out for either a specific named employee or a group of employees, such employees will be referred to the Institute Institute's Occupational Health Advisor for appropriate assessment and monitoring.

The Institute has in place a Staff Wellbeing Room, in the Backlot Building, for staff members who require its use as an emergency. Employees should contact the HR Office to schedule access to the Staff Wellbeing Room.

4.6 Dignity and Respect at Work

IADT is committed to ensuring the dignity of each of its employees and students while engaged with the Institute. IADT is committed to ensuring that the workplace and student experience is free from bullying, sexual harassment and harassment. All employees, students and other persons working in and for the Institute have the right to be treated with dignity and respect. The IADT Mutual Respect Policy outlines Institute policy in this regard and the procedures that will be implemented in relation to allegations of either bullying or harassment. Sexual harassment, harassment and bullying by the Institute; staff members, students, and/or by persons not directly connected with the Institute (such as contractors and/or their staff, visitors to the Institute, or any other person) will not be tolerated and could lead to disciplinary action (in the case of employees and student) and other sanctions or exclusions from premises (in the case of others). Complaints by employees will be treated with fairness and sensitivity and in as confidential a manner as possible in accordance with the policy.

4.7 Health and Fitness

IADT supports the staff members of the Institute through the promotion of health-based activities and through a range of voluntary health programmes. These are notified and promoted to all staff in the Institute and many activities occur during the working day without loss of pay to the employee.

IADT promotes healthy practices by encouraging staff members to walk and cycle to work through a number of schemes such as the bike to work scheme and the tax saver bus and rail scheme. The Institute provides showering facilities in the Backlot Building as well as cycle equipment drying and storage facilities.

4.8 Stress

The human body responds to events that provoke stress by activating the nervous system and specific hormones. This natural reaction is known as the stress response. This response improves a person's ability to perform well under pressure. Stress affects everybody in a different way. What causes one person to become over-stressed may not have the same effect on someone else. It is not usually possible to completely remove the stress from an individual's life. However, managing it is definitely possible and enables the individual concerned carry on with their lives.

Workplace stress arises when the work demands on a person exceeds their capacity to meet them. These will be different from person to person. The main causes of workplace stress include poor working relationships, poor communication, lack of control, ill-defined work roles, dull repetitive work, demanding tasks, violent situations etc. The HR Department should be consulted immediately if an issue regarding stress is highlighted. The resolution to workplace stress may include a re-evaluation of the working role and/or environment and/or assessment by the Institute's Occupational Health Advisor.

The Institute has in place a confidential independent well-being service for employees, offering information together with professional support and assistance on any matter that may be impacting their work or personal life. This is available on free phone **1800 995 955**, it is available 24 hours a day 7 days a week.

The Institute has in place a Staff Wellbeing Room, in the Backlot Building, for staff members who require its use as an emergency. Employees should contact the HR Office to schedule access to the Staff Wellbeing Room.

4.9 Pregnant, Post Natal and Breastfeeding Employees

Pregnancy is a part of normal everyday life, it is generally an exciting time for parents or would be parents, it is not an illness. Many women work during pregnancy and many return to work while they are breastfeeding. Because there are some hazards in the workplace which may affect either the health of the woman or her developing child, an employer has specific responsibilities as set out in Chapter 2 of Part 6 of the Safety, Health and Welfare at Work (General Application Regulations) 2007.

The Safety, Health and Welfare at Work (General Application) Regulations 2007 as amended by the Safety, Health and Welfare at Work (General Application) (Amendment No 2) Regulations 2016 (S.I No 70 of 2016), places a duty on employers to assess the risks to determine any possible effects on new or expectant mothers resulting from any activity at the place of work. All female employees will be advised on recruitment that they are required to advise their Head of Department or Supervisor should they become either pregnant or a 'new' mother (that is a woman who has given birth within the last six months and who is breast feeding).

Pregnant employees should advise the Institute (i.e. Line Manager and/or Human Resources Department) of their condition as soon as they are aware they are pregnant. The Head of Department or Supervisor will inform the HR Department of this on receipt of notification.

Pregnant Students should advise their Institute (Head of Department or Academic Supervisor) of their condition as soon as they are aware they are pregnant.

On receiving notification of staff pregnancy, recent birth or breastfeeding, the line manager or other appropriate competent person[1] (e.g. Head of Department or supervisor (by whatever title)) will complete the Pregnant Person Risk Assessment (this assessment form is available from the HR Department). This risk assessment will analyse a number of factors:

a) Working environment
b) Ergonomic workstation assessment
c) Requirement for manual handling
d) Physical agents
e) Chemical agents,
f) Biological Agents,
g) Industrial Processes

Where the assessment reveals a risk, then the employee will be informed of the preventive or protective measures that will be taken. On returning to work, any employee who is breastfeeding should advise their direct line manager or the Institute Human Resources Department of this fact. Employees must co-operate with the employer regarding any changes that are made as a result of risk assessment related to the employee's condition.

[1] All Institute employees appointed to any of the following grades are deemed to be competent persons for the purpose of a maternity risk assessment within their area: Heads of Department and Executive; Administrative Grades VI and above; Senior Technical Officers, Head Caretaker and Team leader Caretaker.

The Institute has in place a Staff Wellbeing Room, in the Backlot Building, which is suitable for breastfeeding, expressing and storing breast milk. Breastfeeding employees should contact the HR Office to schedule access to the Staff Wellbeing Room.

4.10 Persons with Disabilities

IADT welcomes job applications from persons with disabilities and encourages prospective students with disabilities to apply to IADT.

On appointment to a role, a specific risk assessment in consultation with the individual concerned will be completed by the Institute Occupational Health Service to ensure that the health and safety needs relevant to the staff members are taken into account. Preventative and proactive measures will be put in place following the risk assessment where specific hazards or accommodations are identified. Personal emergency egress plans (PEEP) will also be prepared in consultation with the individual concerned and where required. Specialist advice will be sought where necessary. Periodic risk assessments will also be conducted by the Institute either at the request of the individual or the relevant Head of Department where the role or duties of the individual change and/or where there is an apparent change in the capacity of the individual to carry out their duties. The HR Department will manage all risk assessments related to staff members in consultation with the individual and the relevant Head of Department.

Where a student with disabilities registers with the Institute, the Institute Student Disability Service will arrange the necessary risk assessments and will prepare a Personal emergency egress plan (PEEP) in consultation with the individual concerned and where required.

4.11 Children and Young Persons

IADT recognises the importance of protecting young people in a work environment. Chapter 1 of Part 6 (Regulations 143 to 146) and the related Schedule 7 to the Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007) as amended by the Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2007 (S.I. No. 732 of 2007), as amended by the Safety, Health and Welfare at Work (General Application) (Amendment No 2) Regulations 2016 (S.I No 70 of 2016) relates to the employment of and work undertaken by children and young persons. These transpose the health and safety aspects of Council Directive 94/33/EC on the protection of young persons at work. The Protection of Young Persons (Employment) Act 1996 further provides for the setting of limits to the working hours of young persons (i.e. 16 to 17 year olds) who may not work for more than eight hours in any day or forty hours in any week.

In general, IADT does not employ or engage children or young persons for the purposes of work. However, IADT employs registered students in a variety of roles to assist in the operation of the Institute and as part of the overall educational experience. A small number of students are under the age of 18 when registering as students and therefore it is possible that students under the age of 18 may be employed by IADT.

IADT as part of its educational programmes makes or causes to be made films, television programmes, photographic shoots etc. As part of these productions, young persons of any age may be engaged as subjects and/or actors. Any child under 16 years may be employed in film, theatre, sports or advertising activities under licence from the Minister for Employment Affairs and Social Protection (formerly the Minister for Enterprise, Trade and Employment).

IADT has in place a Protection of Children and Vulnerable Adults Policy in compliance with the Children First Act 2015 as amended.

IADT complies with all legislation regarding the employment of young persons and with all safety requirements as set out.

4.12 Out of Hours Work & Lone Working

Work, research or study activities undertaken within campus buildings outside of the normal hours of operation (i.e. Out of Hours Work) can present an increased hazard to personal safety and as such these risks need to be controlled. For example, working late into the evenings, at night or on weekends can mean less support being available for supervision of studio or office activities, and/or the availability of staff First Aid Responders. As a general rule, out of hours working should not be undertaken except where strictly necessary. Any Department in considering permitting Out of Hours activities for staff or students coming under their management control must complete a risk assessment for such.

Lone working occurs where a staff member or student is working by themselves, either out of hours or in a location that is not within sight or sound of other workers or is in a remote aspect of the campus. A remote location does not necessarily mean somewhere distant from other locations, the location may be remote by virtue of being on a separate floor, or being accessible only through a corridor or in a sound proofed room. Where it is necessary for an individual to work in isolation, an appropriate risk assessment must be undertaken and controls which should include regular communication with a second person implemented.

4.13 Intoxicants, Alcohol and Drugs

Every employee must ensure that they are not under the influence of an intoxicant (i.e. alcohol or drugs or a combination of alcohol and drugs) to the extent that they are likely to endanger their own safety and/or that of any other person. As a general principal, employees are not permitted to be on campus while under the influence of intoxicants and should remain at home and avail of the appropriate absence from work arrangements. The Institute reserves the right to require any employee reasonably suspected of being under the influence of an intoxicant to undergo an appropriate external assessment.

IADT recognises that employees from time to time may be prescribed medication by their General Practitioner in the management of their own personal health. Some employees may be on long term medication for a variety of reasons. All medication issued through pharmacies on the basis of prescriptions contain guidance notices issued by the manufacturers of the medication. Such notices contain details of necessary restrictions on working and using machinery. Staff members are required to be familiar with the requirements of medication that they are taking and to comply with any advices and/or directions given as they relate to their ability to carry out their work. Staff members are required to notify the HR Department of any such restrictions where they have an impact on the ability of the staff member to complete essential duties and tasks. The staff member may be required to attend for an assessment by the Institute's Occupational Health Advisor.

Where a staff member believes that they have become dependent on the use of intoxicants of whatever kind can seek support to deal with their concerns through the Institute's Employee Assistance Service. This is available on free phone **1800 995 955**, it is available 24 hours a day 7 days a week.

4.14 First Aid

It is the duty of the Institute to provide a safe place of work for its staff members and a safe place to study for its students. This Safety Statement sets out a wide range of provisions, actions, policies and procedures to ensure that this occurs. However, accidents and mishaps occur and unfortunately some injuries do occur in the Institute.

Employers have a duty to provide first-aid equipment at all places of work where working conditions require it. Depending on the size or specific hazards (or both) of the place of work,

trained occupational first-aiders must also be provided. Chapter 2 of Part 7 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007) relates to the provision of first-aid and first aid facilities in the workplace.

First aid means "treatment for the purposes of preserving life or minimizing the consequences of injury or illness until the services of a registered medical practitioner or registered general nurse are obtained". It is also the "treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a registered medical practitioner or registered general nurse".

The Institute provides first aid boxes in a number of locations throughout the campus and has in place a first aid procedure. IADT also has in place a number of AED Devices. These are available to the Institute First responders and to external emergency services. The locations of the first aid boxes are clearly identified on campus and the locations are listed in Section 5 of this Statement.

The Institute has designated the Caretaking Staff as the Occupational First Aid First Responders and they are trained and qualified in this regard. Other staff members are also trained as Occupational First Aiders and are available to assist in an emergency. They can be contacted using the internal phone system on 4999. All First Aiders are trained in the use of the AED devices and the use of anaphylactic pens.

The Institute has a designated Health Centre for students, it is staffed by nursing staff on a roster basis and a General practitioner on a part time basis. The Health Centre operates on an appointment basis for students. The qualified health staff will be available in an emergency to assist the First Responders.

Accident and Emergency provision is available in both St Michael's Hospital Dún Laoghaire (3km) from 08.00 to 20.00 seven days a week and St Vincent's University Hospital (6km) 24 hour seven days a week and an Injuries Unit is available in St Colmcille's Hospital Loughlinstown (6km) from 08.00 to 18.00 seven days a week.

4.15 Safe Systems of Work

Safe systems of work are operated in IADT and it is Institute policy that employees and/or students are not instructed or permitted to perform tasks outside their competency and capacity. Certain work activities will give rise to risks which may only be mitigated by additional controls including adherence to specific written procedures. In cases where written safe working procedures operate, the relevant employees and/or students will be issued with or informed that they are required to read it and adhere to the procedure when undertaking the relevant work activity. Some instructions will be obtained on-line or through video instructions and may be prepared by the Institute, by manufacturer or suppliers or by other external agencies. The following Sections 4.16 to 4.23 outline some of the key Safe Systems of Work, other Safe Systems of work are identified in the Risk Assessments completed under Section 5 of this Statement and held in either the central file or in the relevant local Department.

4.16 Manual Handling

Many injuries are the result of incorrect lifting and handling techniques or attempts to lift or carry loads that are inappropriate for the physical capacity of the person involved. The Institute will comply with the Manual Handling Regulations contained in Chapter 4 of Part 2 (Regulations 68 and 69) and the related Schedule 3 to the Safety, Health and Welfare at Work (General

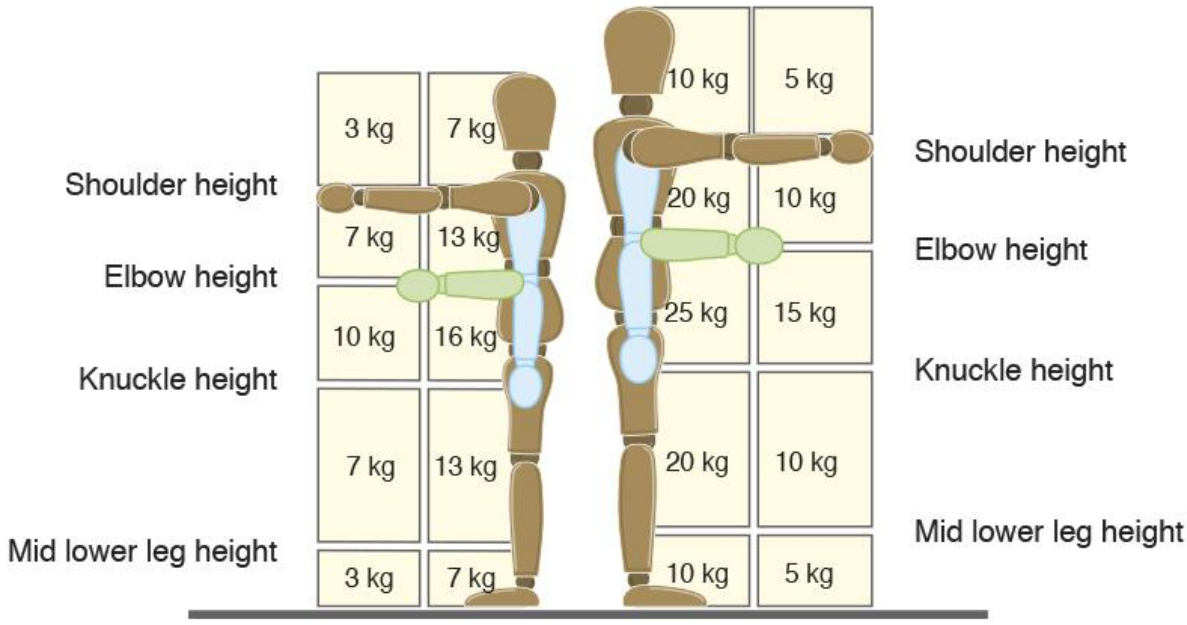
Application) Regulations 2007 (S.I. No. 299 of 2007) which transposes EU Directive 90/269/EEC on the Manual Handling of Loads.

Where manual handling, manipulation and lifting of loads which involves a risk of injury (particularly to the back) is present, the Institute will take measures to avoid the need for such manual handling where possible. Where this is not achievable mechanical aids / or appropriate organisational methods will be used.

Where manual handling is unavoidable the Institute (the relevant Manager in consultation with the Staff Member involved) will undertake a risk assessment of any manual handling activity which involves risk of injury or damage to health, particularly back injury. The Manual Handling Regulations require the Institute to:

a) Take appropriate organisational measures, in particular mechanical equipment, to avoid the need for the manual handling of loads by employees.
b) Where the need for manual handling of loads by employees cannot be avoided, appropriate means shall be used or the employees will be provided with the means in order to reduce the risk involved to reduce risk involved in the manual handling of loads.
c) Where the need for manual handling of loads by Institute employees cannot be avoided, the work methodology will be organised in such a way as to make handling as risk free as possible.
d) Ensure that all employees undertaking manual handling tasks are trained in manual handling techniques by a competent trainer.

Certified Manual Handling Training is provided to all staff members of IADT on a periodic basis. Section 3 outlines the details of this. Only Staff Members trained and competent in manual handling should be engaged in the process of such activities.



Lifting and lowering risk filter (Health & Safety Executive UK)

Implementation of the Manual Handling Regulations in IADT is controlled by the Institute Manual Handling Policy, Procedures, and guidance documents. All Managers and staff should refer to these documents in relation to Institute Manual Handling activities.

4.17 Work Equipment

Work equipment is defined as any machinery, appliance, apparatus, tool or installation for use at work. The scope of work equipment is therefore extremely wide. The Safety Health and Welfare at Work (General Application) Regulations, 2007 in Chapter 2 of Part 2 and the related Schedule 1 to the Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of

2007) as amended by the Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2007 (S.I. No. 732 of 2007) relating to the use of work equipment, sets out the requirements with regard to work equipment.

This Section deal with Work Equipment purchased by and on behalf of the Institute and is located on Campus. The Institute has a separate Policy for Staff Members who are working remotely and/or at home and where the work environment is not fully under the control of the Institute. The Institute Remote Working Policy outlines the Health and Safety issues and the management of these for remote workers.

4.17.1 Work Equipment Requirements

As the term equipment covers a very wide variety of appliances and machinery etc. used within the Institute, it is not possible in this Section to give a full detail of the requirements for the use and operation of each piece of equipment. In this Safety Statement, the Institute Safety policy on work equipment, its design, suitability, specification and methodology for use is set out by the individual works equipment risk assessments, see Section 5 of this Safety Statement for Risk Assessments. All IADT employees are required to comply with the control measures applicable to any piece of equipment that they are using.

Staff Members should only use equipment where they have been appropriately trained, inducted and qualified in its use.

All equipment should be visually inspected for any visible damage prior to connecting the equipment to a power source or operating the equipment where either there is no power source (manual equipment), it is battery operated or it is permanently wired to a power source. Where a piece of equipment is or has been visibly damaged, the equipment should be removed from operation until such time as it has been fully examined, tested and risk assessed by an appropriately competent person. Particular attention during a visual inspection must be paid to the connections to the relevant power source, whether electric cables, gas connectors or fuel lines. Where any visible damage to any of these is identified, the equipment must be taken out of service immediately until an appropriately qualified repair is completed and tested.
All appropriate control mechanisms, protective guards and personal protective equipment must be in place and used prior to activating or using any piece of equipment and at all times during its operation.

4.17.1.1 Purchasing Equipment

The purchasing of plant and equipment is subject to the provisions of the Safety, Health and Welfare at Work Act 2005 and associated regulations in addition to the Institute's Procurement Policy, thus all plant & equipment must be specified to be suitable for the purpose for which it is intended, suitable for the location for which it is planned to be installed and undergo risk assessment prior to acceptance into the Institute. The assessment should determine all hazards associated with the item, the frequency of exposure of individuals to the hazards, the consequence to the individual of contact or exposure, the level of risk as a result of exposure and the necessary control procedures required, including the use of personal protective equipment, in consultation with the Head of Department. The Head of Department shall ensure that the equipment complies with all ergonomic and safety standards, and where there is potential impact on or a requirement to alter the Institute infrastructure, they shall consult with the Estates and Facilities Manager prior to purchase and in sufficient time to plan and implement any required construction works. The Risk Assessment will also include the necessary risk assessments relation to the delivery and installation of the equipment on Campus. Equipment and/or machinery suppliers shall be required to supply all relevant information including specifications for machine guarding, maintenance, noise, fumes, dust, special training needs etc. which will assist in the risk assessment process.

4.17.1.2 Ownership and Control of Equipment

Equipment includes a wide variety of appliances and machinery in the Institute, some of these form part of buildings, some are fixed in position to the building structure, while others are free standing and/or portable. Appendix 4.1 identifies the controllers and persons responsible for each category of equipment. The Specifier is responsible for ensuring that the equipment is suitable and meets the requirements, including all statutory requirements, for the planned activity. The Budget Holder is responsible for the purchasing, and on-going maintenance costs of the equipment, including any statutory testing, certification or assessment. The Controller is responsible for the operation, including operation by staff members under their direction, of the equipment and including any operating risk assessments, visual checks, operational maintenance etc. The Controller is also responsible for the security of the equipment, access to the equipment and the actions of equipment operators. The key equipment categories are:

- Fixtures and Fittings
- Plant
- Kitchen Equipment
- Furniture
- ICT Network Equipment
- ICT Lab Equipment
- ICT Desktop Equipment
- Classroom AV Equipment
- Institute AV Equipment
- Teaching AV Equipment
- Specialist Teaching Equipment
- Workshop Equipment
- Film and TV Studio Equipment
- General Office Equipment
- Telecommunications Equipment

4.17.2 Ergonomics

It is the policy of the Institute to comply with legislation regarding the protection of employees from ill health arising as a consequence of inadequate work station design, repetitive tasks, extremes of temperature, vibration and other ergonomic related stresses.

On an ongoing basis and primarily through risk assessments, the Institute endeavours to achieve and improve upon maintaining good standards of ergonomic design and operation. The process for achieving compliance is set out below and the Institute will:

a) Undertake an analysis of employee work activities to identify ergonomic hazards.
b) Seek the assistance of a competent person[2], to complete the assessment of the risks associated with the hazard, where required.
c) Determine the safety control measures to reduce the identified risk to appropriate levels.
d) Communicate the control measures to the relevant management and the affected employees.
e) Provide any Health and Safety training as determined by the assessment.
f) Undertake inspections to monitor the effectiveness of the controls.
g) Develop procedures for the integration of ergonomics into all new processes, procedures, equipment etc.

The Institute process is applicable to all new equipment, machines, tools, work methods, work procedures and work stations which should be assessed for ergonomic hazards prior to purchase and/or being brought into use. In the case of ergonomic standards applicable to designing new workstations, layout of new offices, laboratories, workshops, and kitchens etc. Managers should

[2] For the purposes of this Section a competent person may include an IADT employee trained in assessing workstation ergonomics.

liaise with the Institute Estates and Facilities Office for advice and guidance. It is the responsibility of all Heads of Department to ensure that this process is applied to staff and areas under their control. Managers should also liaise with the Estates and Facilities Office where assistance is required for more complicated issues.

Ergonomic assessments in respect of home based work stations will be conducted by the individual staff member, themselves, under guidance from the Remote Working Policy. Within this Policy, the Institute retains the authority to conduct an inspection of the location for compliance with Health and Safety requirements where, there is a concern regarding the appropriateness of the location. The Institute may revoke authority for remote working, where the home work station presents a safety risk to the Staff Member.

4.17.3 Portable Appliance Testing

Portable electrical equipment, by its nature, is more susceptible to damage than fixed electrical equipment. It is also more likely to be used in different environments, including outdoor environments exposed to weather conditions, and is often directly in contact with the user. For these reasons it is important that portable electrical equipment is maintained so as to be safe.

To make sure that it continues to be safe to use, employers must ensure that portable equipment which is exposed to conditions likely to cause deterioration and consequent danger, and is supplied at a voltage in excess of 125 volts AC, undergoes a visual check by the user and is periodically inspected by a person competent to establish the ongoing safety of the electrical equipment. The nature and frequency of these inspections will vary dependent on the use and location of the equipment.

IADT has in place a Portable Appliance Testing (PAT) Procedure and relevant staff members are trained in PAT Testing.

Staff members are required to regularly check portable electrical equipment as well as the electrical cables for damage and wear and tear. Such checks must be carried out whenever the equipment is moved from one location to another and after a prolonged period without use.

4.17.4 Display Screen Equipment (VDU)

In addition to the requirements for the Institute to provide workstations appropriately designed for the nature of the work concerned, there are particular and additional elements of consideration needed for display screen equipment. Display screen equipment (VDU) means any alphanumeric or graphic display screen, regardless of the display process involved. Chapter 5 of Part 2 (Regulations 70 to 73) and the related Schedule 4 to the Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007) relates to the regulation of the provision of and use of display screen equipment.

Chapter 5 of Part 2 of the Regulations transposes Directive 90/270/EEC on the minimum safety and health requirements for work with display screen equipment. In effect, the provisions relate to the safety and health requirements for employees who habitually use display screen equipment (VDUs) as a significant part of their normal work.

The definition of "display screen equipment" (VDU) covers computer screens and microfiche readers and applies to both conventional cathode ray tube (CRT) display screens and other display processes such as liquid crystal displays. Display screens when showing films, videos, television pictures or for surveillance purposes are not covered. However, display screens capable of being used for a range of functions such as video viewing, as a television screen, as well as for

word-processing or viewing of data and graphics will need to be assessed to establish the use of the screen and whether, if there is greater habitual use for data and graphics, it falls within the scope of the Regulations.

A laptop is not covered by the Regulations due to the fact that under the Regulations the keyboard shall be tiltable and separate from the screen so as to allow the user to find a comfortable working position which avoids fatigue in the arms or hands. A laptop does not have a separate keyboard and should not be used for long periods of time and a separate risk assessment should be carried out to assess the usage of the laptop and the set-up of the temporary laptop workstation.

4.17.4.1 Hazards and Risks of Visual Display Units

There is insufficient medical evidence to suggest that the use of a VDU will result in either short or long term effects on an operator's health. The radiation emitted by VDUs is very much less than that from natural environmental sources such as the sun and is well below the levels considered harmful by responsible bodies such as the National Radiological Protection Board. However, a number of ergonomic problems such as back strain, upper limb pains or visual fatigue have occurred when appropriate codes of practice and criteria have not been observed.

4.17.4.2 Arrangements and Controls

When purchasing VDUs, tilt swivel facilities on the screen shall be provided to allow the operator to find a comfortable position avoiding fatigue in the arms or hands in accordance with SI 44 of 1993. VDUs are serviced or replaced if an operator reports drifting or flickering of images.
The importance of equipment layout is important in reducing risks. The following factors have been considered:

- The work desks or surfaces has sufficiently large, low reflective surface;
- The areas in front of the keyboards are sufficient to provide support for the operator's hands;
- Document holders, where appropriate are arranged to minimise frequent head and eye movement;
- If required, foot rests are provided;
- All power cables are positioned as far as is reasonably practicable so as to avoid the risk of trips or falls;
- All operators are provided with adjustable height and back supports 5 star chairs;
- Desks and screens are arranged so as to minimise bright lights being reflected in the screen;
- Easy to operate curtains / blinds are provided to cut out all unwanted light/glare;
- A suitable background lighting level is required to comply with current regulations;
- Local illumination is provided where required;
- An adequate level of heating, ventilation and humidity is established and maintained where possible.

4.17.4.3 Eyesight and Eyesight Tests

While no evidence has been found to date which would suggest that the operation of VDU's causes damage to a person's sight, an appropriate eye and eyesight test shall be provided and carried out by a competent person to each employee:

- Before commencing display screen work;
- At regular intervals thereafter;
- If an employee experiences visual difficulties, which could be due to VDU use.

If, as a result of these tests, it is shown as necessary a full ophthalmological assessment shall be carried out on the employee concerned. Where it is shown as necessary, and if normal corrective

appliances cannot be used, the employee concerned will be provided with special corrective appliances appropriate to his/her work.

VDU work does not cause epilepsy. However, anyone suffering from the rare form of photosensitive epilepsy should seek medical advice before working with a VDU;

Daily work on a display screen should be periodically interrupted by breaks or changes of activity which reduce the workload at the display screen.

If any adverse symptoms develop, they must be reported at the earliest opportunity to the relevant Head of Department and/or the HR Manager.

Training in VDU use shall include:

- General principles of ergonomics including the optimum adjustment of furniture, screen, keyboard, lighting, etc., including full explanation of the system's team manual, "Avoiding R.S.I.";
- Instruction in good keyboard technique;
- Skill development and training to enable them to benefit from enhanced job design;
- Specific training will be provided if there are any changes in operating systems or equipment.

4.18 Working at Height

Work at height means working in a place (except a staircase in a permanent workplace) where a person could be injured by falling from it, even if it is at or below ground level. Work at height applies to all work at height where there is a risk of a fall which is liable to cause personal injury. Some examples of work at height include: using a kick stool or stepladder in a stock-room or library; order picking using a fork-lift truck with an integrated platform; using a mobile elevating work platform to erect steel work; using trestles and ladders to paint or clean; changing lamps or ceiling tiles in an office; working on the back of a lorry to sheet a load; working on the top of a fuel truck; climbing masts or poles; rigging lighting for a concert, film or stage production; using harnesses and ropes professionally to instruct in abseiling or rock climbing; working close to an open excavation or cellar trap door; erecting bill posters at a height; erecting or working on a scaffold. There is no minimum height that refers to working at height.

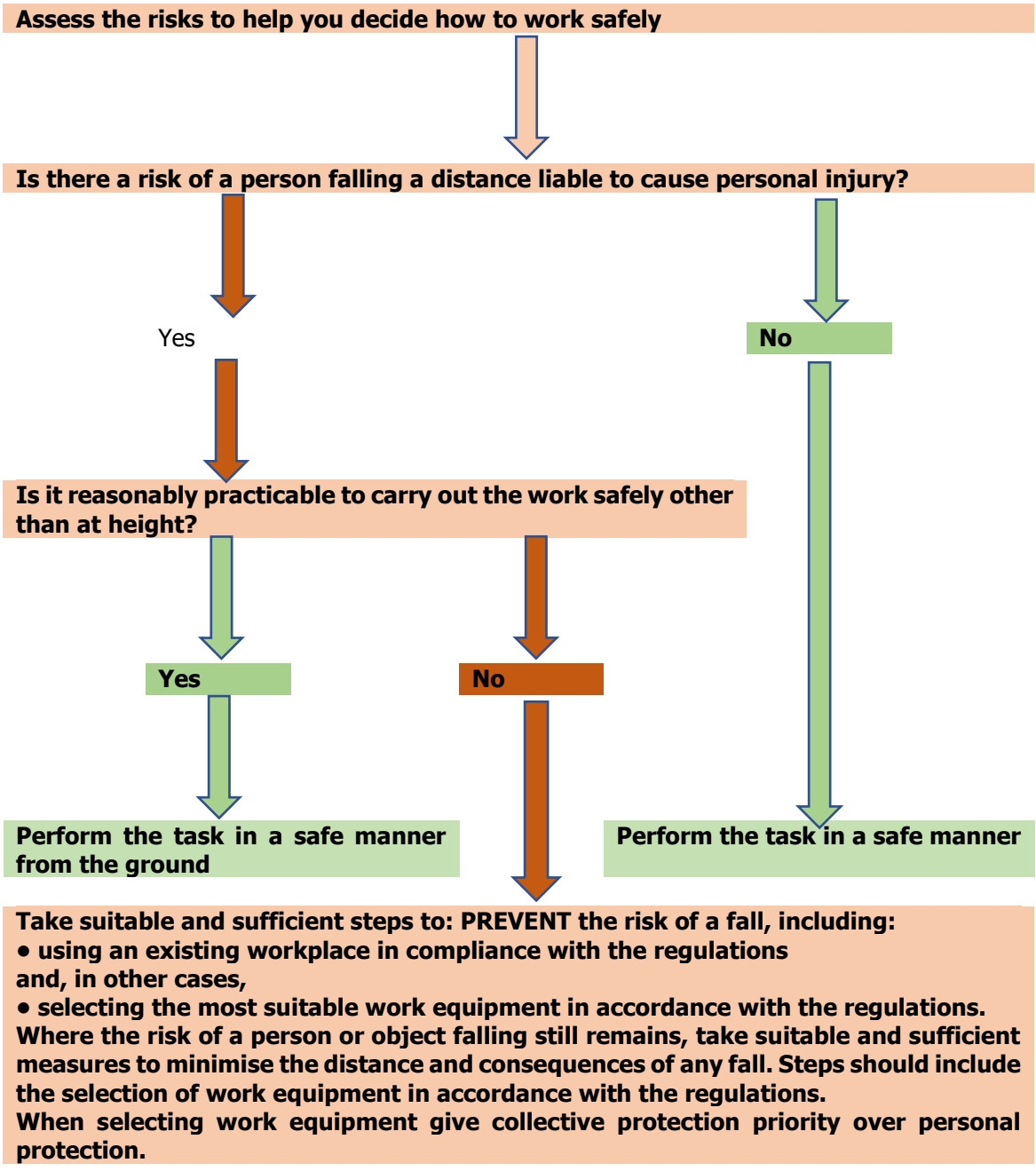
There is a simple hierarchy for managing work at a height:

- avoid work at height where this is reasonably practicable;
- use work equipment or other measures to prevent falls where you cannot avoid working at height; and
- where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall.

It is an Institute requirement that:

- all work at height is properly planned, organised, supervised and carried out;
- the place where work at height is done is safe;
- all work at height outdoors takes account of weather conditions;
- those involved in work at height are instructed and trained;
- equipment for work at height is appropriately inspected;
- the risks from fragile surfaces are properly controlled; and
- The capacity for objects to fall, thus causing injury, is prevented.

Working at Height Flow Chart



Special precautions should be taken with regards to the use of ladders, steps, kick stools, and trestles. Only ladders, steps, kick stools, and trestles owned or controlled by IADT may be used, such items may not be borrowed from third parties unless under a specific contract. Such items must be visibly inspected for damage prior to use and must be examined and tested by a competent person on a periodic basis. Any item with visible damage must not be used and must be taken out of service until a full assessment is carried out.

4.19 Filing Systems

All offices and departments have filing systems and these present a greater potential for hazards related to manual handling and working at heights. Filing systems should be designed and

operated with regards to the requirements for manual handling and working from heights. This can be achieved by limiting the size of individual files and by storing files within reach. While there is no specific requirements regarding the location of files, best practice would suggest that regularly accessed files should be stored between waist and shoulder height.

4.20 Hoists and Lifting Equipment

IADT has a number of fixed hoists (within the national film school studios) as well as a range of other mobile lifting equipment. There is a wide range of regulations regarding the installation, use and testing of hoists and lifting equipment.

Staff Members must be trained in the use of hoists, prior to using specialist lifting equipment.

All hoists and lifting equipment will have the safe working load (SWL) clearly identified in Kg or Tonnes and this is the maximum weight that may be lifted by the equipment.

All hoists and lifting equipment will be tested by independent professional testers in accordance with the regulations and, in any case, at least annually.

4.21 Personal Protective Equipment

The safety and health of employees must be primarily safeguarded by measures to eliminate workplace risks at source, through technical or organisational means or by providing protection on a collective basis. Collective protective measures covering numbers of employees in a workplace must have priority over protective measures applying to individual employees. If these measures are not sufficient, PPE must be used to protect against the hazards that are unavoidable.

Chapter 3 of Part 2 and the related Schedule 2 to the Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007) relates to the provision and use of personal protective equipment (PPE) at work which re-transposes Directive 89/656/EC on the use of personal protective equipment aimed at protecting the safety and health of employees.

The fundamental principle enshrined in these provisions is that personal protective equipment (PPE) should only be used as a last resort.

The four principles for eliminating or reducing work-related hazards are:

1. Eliminate the risk.
2. Isolate the risk.
3. Restrict and/or prohibit access to hazard zones.
4. Use PPE.

There are strong arguments for attempting to control hazards on a general or collective basis before resorting to providing PPE:

(i) PPE only protects the wearer.
(ii) With PPE, theoretical levels of protection are seldom reached in practice, and actual levels of protection are difficult to assess. For example, with face masks the effectiveness of the mask depends on many factors, such as facial hair or contours and composition of contact material between face and mask. In order to cater for the physical differences in employees, more than one type or size of PPE should be available where numbers of employees are involved.
(iii) The use of PPE always restricts the wearer to some degree, e.g. in movement, visibility, hearing, breathing ability, and may be uncomfortable to wear and cause irritation at points of contact with skin due to perspiration etc.

(iv) In some cases the psychological effect of PPE may be such that the individual wearing the PPE feels more protected than he or she actually is.

IADT will provide PPE to staff members where identified in relevant risk assessments. This equipment is personal to the individual staff member and must be stored on campus. PPE must be checked and inspected by the staff member on each occasion that it is required. Where PPE becomes damaged it must be replaced prior to any requirement for its use.

PPE must be worn in accordance with its requirements where it has been identified as necessary in a risk assessment.

Where an IADT staff member wishes to use their assigned PPE for personal purposes outside campus, they must seek the permission of their Head of Department, IADT Staff Members may then be charged with the cost of replacing the PPE. PPE taken off campus may not subsequently be reintroduced to campus.

IADT Students will be advised of the necessity to provide their own PPE and will not be permitted to engage with IADT equipment and/or processes without the necessary PPE being used. Students should not share individual items of PPE.

4.22 Driving and transport for work purposes.

Driving for work includes any employee who drives or operates a mechanically propelled vehicle as part of their work either in an IADT owned or controlled vehicle or an employee's own vehicle for which they receive an allowance from IADT either on a period basis or for distances driven on Institute business.

All employees driving for work either in their own vehicles or off campus are required to comply with the Institute Travelling and Subsistence Policy.

Commuting to and from work is not classified as driving for work, except where the person's journey starts from their home and they are travelling to a work location that is not their normal place of work.

Driving for work involves a risk not only for the driver, but also for fellow workers and members of the public, such as pedestrians and other road users. Staff Members driving on behalf of IADT must hold a recognised licence for the class of vehicle being used. Where such a licence is not required, the Staff Member must have received appropriate instructions and training in respect of the vehicle prior to operating the vehicle. Staff members operating vehicles on behalf of the Institute must take proper and appropriate care and attention to the proper use of the vehicle, the environment in which they are operating and all other persons in the reasonable vicinity of the vehicle, at all times.

The transporting of dangerous substance on behalf of IADT in private vehicles is prohibited. Certain low risk or non-hazard material may be transported by staff members in their private vehicles provided the appropriate arrangements are made to ensure personnel and environmental safety i.e. risk assessment, proper containment, safe handling procedures, PPE.

Transporting equipment and/or materials on behalf of IADT, irrespective of the hazardous nature of the equipment or materials, must be carried out using vehicles designed and suitable for the requirements. Appropriate risk assessments must be undertaken by the appropriate staff member in advance of the transport arrangements being made.

All statutory laws and regulations must be fully adhered to when driving and/or transporting on behalf of IADT. The driver of any vehicle being used on behalf of IADT will be personally responsible and liable for any penalties imposed due to non-compliance with any statutory regulation. It is a serious disciplinary offence for any staff member or student to operate any mechanically propelled vehicle on behalf of IADT while under the influence of alcohol, any drug not being a prescribed drug or a drug available for purchase through retail outlets and/or for operating a vehicle while under the influence of a prescribed drug, where the advice from the manufacturer suggests that the patient should not drive.

4.23 Driving on Campus

The roads, carparks, cycleways and footpaths on the IADT campus have been designed and constructed in accordance with the requirements for the design and construction of public roads. They have not been taken in charge by the Local Authority and it is not intended that they would be, therefore they are not classified as public roads. However, while the property under the control of IADT is private property, as it is only accessible from a public highway, the provisions of the Road Traffic Act 1961 as amended are applicable to all roads, car parks, cycleways and footpaths on Campus.

All statutory laws and regulations must be fully adhered to when driving and/or transporting on campus. The driver of any vehicle, whether or not being used on behalf of IADT, will be personally responsible and liable for any penalties imposed due to non-compliance with any statutory regulation. All such enforcement will be the responsibility of An Garda Siochana. It is a serious disciplinary offence for any staff member or student to operate any mechanically propelled vehicle on behalf of IADT while under the influence of alcohol, any drug not being a prescribed drug or a drug available for purchase through retail outlets and/or for operating a vehicle while under the influence of a prescribed drug, where the advice from the manufacturer suggests that the patient should not drive.

The IADT Campus is regularly used by its staff, students, contractors, Media Cube Companies, pitch users and visitors along with the staff, trainees, contractors and visitors of the Blackrock Education Centre and the pupils, parents, guardians, staff, contractors and visitors of Monkstown Educate Together National School as well as a number of visitors to the campus from the locality. The daily population of campus users is in the region of 4,000 persons. There is a hazard in the colocation of vehicles, both motor and cycle and pedestrians, including children.

The Institute has provided segregated spaces for cars, bicycles and pedestrians in order to mitigate the associated risks. Cars and vehicles are required to travel at a maximum speed of 5km per hour and are required to use roads and carparks only. Cars and vehicles must be parked in marked parking bays and must not park on footpaths, cycleways or grassed areas. Cars and

vehicles must not impede fire escape routes from any building or park in such a manner as to impede emergency vehicles. Cars not complying with the Institute regulations may be immobilised (clamped) or relocated to a safe place on or off campus in accordance with the Institute Car Parking Policy. Cyclists must use cycleways and must travel at a maximum speed of 5km per hour. Cyclists must not use pedestrian entrances or walkways. Bicycles must be parked in the provided cycle parking areas. Bicycles must not be parked or secured to railings associated with access ramps for persons with disabilities and/or blocking emergency exits from buildings. Bicycles parked in a manner impeding other campus users may be removed to another location by the Institute or agents acting on behalf of the Institute. Pedestrians should use the footpaths provided and should cross roads at designated crossing points only. Pedestrians should not walk along roadways or cycleways.

Transporting equipment and/or materials on behalf of IADT, irrespective of the hazardous nature of the equipment or materials, must be carried out using vehicles designed and suitable for the requirements. Appropriate risk assessments must be undertaken by the appropriate staff member in advance of the transport arrangements being made.

4.24 A Safe Environment

IADT is committed to maintaining a safe working environment for its staff, students and visitors. The following Sections 4.25 to 4.39 set out the safety standards applicable to the working environment generally and with specific reference to particular risk issues.

4.25 Buildings

IADT has a number of buildings on its Campus. All of the buildings have been constructed in compliance with the laws and regulations in place at the time of construction. Where upgrades and modifications have occurred to the buildings, these have been done in accordance with the laws and regulations in force at the time of the upgrade and/or modification and, where required, the entire building has been upgraded to the relevant legislative standards. Such standards include:

- All relevant planning legislation
- All relevant Building Regulations
- All relevant Fire Certification Regulations
- All relevant Disability and Access Certification Regulations
- All relevant Environmental Building Regulations

The Estates and Facilities Manager has overall responsibility for all aspects of Health and Safety with respect to all buildings and the fabric of all buildings under the control of the Institute, on Campus.

The following is a list of the IADT Buildings and more detail is contained in Appendix 4.2 of this Section:

- Atrium
- Backlot
- Carriglea
- Media Cube
- National Film School Studio Building
- Quadrangle Academic Staff Annex
- Quadrangle Chapel
- Quadrangle Róisín Hogan House
- Quadrangle Print Workshops
- Quadrangle Workshops
- Quadrangle Orchard Suite

4.26 Housekeeping

Maintenance of the work environment is critical to the continued health and safety of employees and students. It is a requirement of the regulations that IADT has a responsibility to ensure that any place of work is maintained in a clean and hygienic condition and that any rubbish, dirt, refuse and waste is not allowed to accumulate and is removed on a regular basis. Employers must also ensure that the floor of any workroom is kept clean and that a suitable cleaning regime is in place. IADT undertakes the following to maintain a safe working environment.

IADT has a regular programme of building maintenance and upgrade works to maintain and improve the working environment. These works are generally undertaken during non-teaching

periods to avoid disruption to staff and/or students. The Estates and Facilities Department plans and schedules these works and appoints the relevant qualified contractors to complete the works. Only the Estates and Facilities Manager may authorise works or alterations to building structures.

IADT has a scheduled programme of workplace cleaning. The Estates and Facilities Manager contracts an appropriate cleaning contractor for this purpose. Where a "deep" clean is required, following any significant period of shut down of any area or after the completion of any works, this will be scheduled by the Estates and Facilities Manager.

IADT has in place a contract with a licenced waste contractor for the removal of waste from the Institute. IADT has installed a range of waste receptacles throughout the campus, using a three stream waste system. These are emptied on a daily basis and waste is relocated to an external waste compound for collection by the waste contractor.

All staff members are required to keep and maintain their individual work stations clean and tidy with regards to the nature of the work being carried out. Staff members must ensure that by their work, they do not create a hazard for themselves, their colleagues or any other person who may be required to visit their work area. The work area of any staff member includes; their assigned work station (where such is assigned); any hot desk being used, pro tem, by the staff member; any other working area (studio, classroom, meeting room, workshop) used by the staff member and/or student. Particular attention must be paid to trailing power cables.

4.27 Ambient Temperatures

The maintenance of a comfortable work environment is essential for the health and safety of staff members and students. It is suggested that for most people an acceptable temperature for office work lies within the range of 18° to 23°C. The General Application Regulations established a minimum working temperature for office spaces as being 17.5°C after the first hour of work. IADT provides installed heating systems to ensure that these requirements are met. Where due to external temperature fluctuations, the ambient temperatures cannot be achieved, IADT will provide portable arrangements to assist in controlling temperatures.

4.28 Legionella

Legionellosis is the collective name given to the pneumonia like illness caused by legionella bacteria, including the most serious Legionnaires' disease. Under general health and safety provisions, IADT must consider the risks from legionella that may affect staff, students and/or members of the public and take suitable precautions. National Guidelines for the Control of Legionellosis in Ireland, 2009 published by the Health Protection Surveillance Centre in conjunction with the HSE and the HSA, set out the requirements in respect of the control and management of systems to prevent outbreaks of legionellosis.

IADT has a system of testing for legionella in compliance with the Guidelines.

4.29 Pests and Vermin

Controlling and eliminating pests such as rats, mice, insects and certain bird species is important as they are not only highly unpleasant but pose a danger to health. Controlling and limiting pest infestations is important to IADT. IADT has in place humane trapping systems for the control of rodents within all of its buildings. These are inspected and re-set on a regular routine basis. IADT has a call out service to deal with significant infestations, through the Estates and Facilities Office.

IADT has installed a range of humane preventative measures to limit the capacity of avian pests from becoming established in or on buildings. Where necessary, IADT will remove and relocate avian pest colonies in a humane manner.

Certain species are protected under the Wildlife Acts and these will be protected by IADT in accordance with the legislation. IADT will not implement pest control measures that may inadvertently impact on protected species.

4.30 Air Quality

IADT ensures that there is sufficient ventilation in its offices, classrooms and other work spaces. In most cases the natural ventilation provided through windows and doors will be adequate for the needs. In cases where, for instance, there are high dust levels or high temperatures or where the workplace is isolated from the outside air, mechanical or forced ventilation may be necessary.

IADT maintains its ventilation systems free from any substance or organism which may contaminate the air passing by it, thereby affecting the safety and health of employees.

Where necessary, IADT will conduct air quality assessments and may use an appropriate and qualified external expert for this purpose.

4.31 Smoking

The Institute maintains a safe and healthy environment for staff, students and visitors. In accordance with the Public Health (Tobacco) Acts, smoking of tobacco products, including all e-cigarettes and vaping products, is prohibited within all IADT Buildings and enclosed spaces.

Smoking is discouraged throughout the campus and is only permitted in the available smoking shelters.

Smoking is prohibited outside or within 2 metres of any doors or windows in the Institute.
The sale of tobacco or tobacco products, including e-cigarettes and vaping products is prohibited on campus. The Institute also prohibits any advertising for smoking, tobacco, and unregulated nicotine products in college publications and within IADT managed property.

4.32 Campus Occupiers

IADT's Campus is situated on a 25Ha site on Kill Avenue, Dún Laoghaire, Co Dublin. The Campus is accessed from Kill Avenue for both pedestrian and vehicular traffic.

The Institute shares it Campus with other employers and Campus occupiers. Each of these is responsible for the Safety, Health and Welfare of their own employees and visitors. However, all such individuals must pass over IADT property to access the other properties. IADT maintains the access routes in accordance with this Statement and the Act. Where appropriate IADT has legal agreements in place with each of the other occupiers which sets out the joint and separate relationships and responsibilities of each of the parties. The provisions of both Sections 15 and 21 of the Act is applicable to the relationship between IADT and all of the campus Occupiers.

4.32.1 Media Cube

The Media Cube is a building owned and controlled by IADT with portions of the building assigned to other organisations and companies by way of a licence. IADT is responsible for and maintains all external elements of the building and all common areas of the building including: corridors, stairwells, lifts, reception area, meeting rooms, kitchens, toilets and shower. IADT controls and

maintains private to IADT all areas identified for the management, maintenance and operation of the building including: cleaner stores, comms rooms, plant rooms, roof terrace and storage areas. IADT controls a number of rooms for use by IADT and its staff and these areas are fully included within this Safety Statement. Rooms licenced to third party organisations and companies are under the control of those parties under the terms of their licence and they are responsible for the Health and Safety of their staff within their licenced area and in cooperation with IADT in all areas of the campus to which they have access for the purposes of their operations.

4.32.2 Film School Rentals

IADT issues licences to external agencies for the purpose of making films and television programmes in its studios and other locations on Campus. These licences are for short defined periods of time and set out the nature of the activities permitted.

4.32.3 Blackrock Education Centre

Blackrock Education Centre (BEC) is a teacher education centre established by the Department of Education and Skills. It is managed by an appointed Director and a Board of Management. BEC occupies a portion of the Campus at the north western part of the Campus. Under the provisions of the Regional technical Colleges Act 1992, as amended, this portion of land did not become vested in the Institute. IADT provides access to BEC by way of a roadway. Other utility services are jointly provided with separate metering for both IADT and BEC.

4.32.4 Monkstown Educate Together National School

Monkstown Educate Together National School (METNS) is a primary school established by the Department of education and Skills through its school patronage process. It is managed by a School Principal and a Board of Management. It occupies a portion of the Campus at the north eastern part of the Campus. The property of the school is formally leased by the Institute to the Minister for Education and Skills and assigned by the Minister to the school. IADT provides access to METNS by way of a roadway and a separate pedestrian walkway, IADT provides for the use of campus car parking by parents and guardians of the school pupils during drop-off and collection times. IADT has a Memorandum of Understanding with METNS regarding the operation of the Campus.

4.32.5 Football Pitch

IADT issues licences to external organisations for the purpose of using the football pitch for training and match play purposes. These licences are for short defined periods of time and set out the nature of the activities permitted. IADT has a licence with METNS for the use of the football pitch during school days, this licence has no expiry date.

4.32.6 Campus Rentals

IADT issues licences to external organisations for the purpose of using defined areas of the campus and its buildings for a variety of purposes but predominantly for teaching and training purposes. These licences are for short defined periods of time and set out the nature of the activities permitted.

4.33 Contractors

The Institute makes use of a wide range of services that are provided by outside contractors. Each of these is an employer in their own right and has their own obligations under the Safety, Health and Welfare Act 2005. The provisions of both Sections 15 and 21 of the Act is applicable to

the relationship between IADT and contractors, particularly Embedded Contractors. The contracted services can be divided into three categories:

- **Embedded**, these are contractors who operate on Campus as part of the general running of the Institute and who have employees dedicated to IADT and/or the Campus, e.g. Catering Contractor, Cleaning Contractor Security Contractor.
- **Visiting**, these are contractors who visit Campus to carry out works but do not maintain a dedicated place of work on Campus, e.g. equipment repair and maintenance, ground maintenance, pitch maintenance, printer maintenance and management
- **Construction**, these are contractors engaged to perform construction related activities and/or installation contracts.

Prior to entering into any contract and/or commencing works or service provision on campus, the proposed contractor must submit all the required documentation, including where relevant their Safety Statement and specific Risk Assessments. They must commit to fully comply with the terms, conditions, policies and procedures of this Safety Statement and for construction works, the Estates and Facilities Office requirements for contractors.

All contractors and their employees and/or other individuals under their control are obliged to comply with IADT's safety procedures including this Safety Statement, in addition to any safety requirements identified by the contractor themselves.

All Embedded Contractors are required to submit their current Safety Statement and any amendments to this, including the specific risk analysis for IADT's Campus in advance of commencement on campus. These Statements will be held by the relevant Head of Department for the duration of the contract.

All Construction Contractors are required to comply with the Safety, Health and Welfare at Work (Construction) Regulations 2013 as amended.

All Safety Statements will be verified by the relevant Head of Department for the inclusion of references to IADT and the requirements of the IADT Safety Statement. This does not constitute an evaluation of such Safety Statements for compliance with any provisions of the Act or Regulations under the Act. Responsibility for compliance with the Act and its Regulations rests with the contractor. IADT reserves the right to require any contractor to have their Safety Statement, as it applies to works or services carried out for IADT, evaluated for compliance by an agreed third party external expert. Such evaluation to be at the cost of the contractor.

Where a contractor's Safety Statement or work practices are found to be non-compliant with the Act, IADT reserves the right to terminate the contract without notice.

4.34 Safety Signs

Where a hazard or risk cannot be totally removed it is important to notify people that the hazard exists and how to avoid the remaining residual risk.

Chapter 1 of Part 7 (Regulations 158 to 162) and the related Schedule 9 to the Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007) as amended by the Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2007 (S.I. No. 732 of 2007) and Safety, Health and Welfare at Work (General Application) (Amendment No 2) Regulations 2016 (S.I No. 70 of 2016) relates to the installation and use of safety signs at places of work. Chapter 1 of Part 7 and Schedule 9 to the General Application Regulations 2007 set out requirements on the safety signs and signals which must be used at all workplaces when hazards cannot be avoided or adequately reduced and these re-transpose EC Directive 92/58/EEC and Article 1 of Directive 2014/27/EU to take account of changes from the Regulation (EC) No. 1272/2008 of

the European Parliament and of the Council of 16 December 2008 on classification, labelling and packaging of substances and mixtures, amending and repealing Directives 67/548/EEC and 1999/45/EC, and amending Regulation (EC) No. 1907/2006 (OJ L 353, 31.12.2008, p. 1).

The system for signs and signboards required by the regulations is based on the familiar "traffic light" colours:

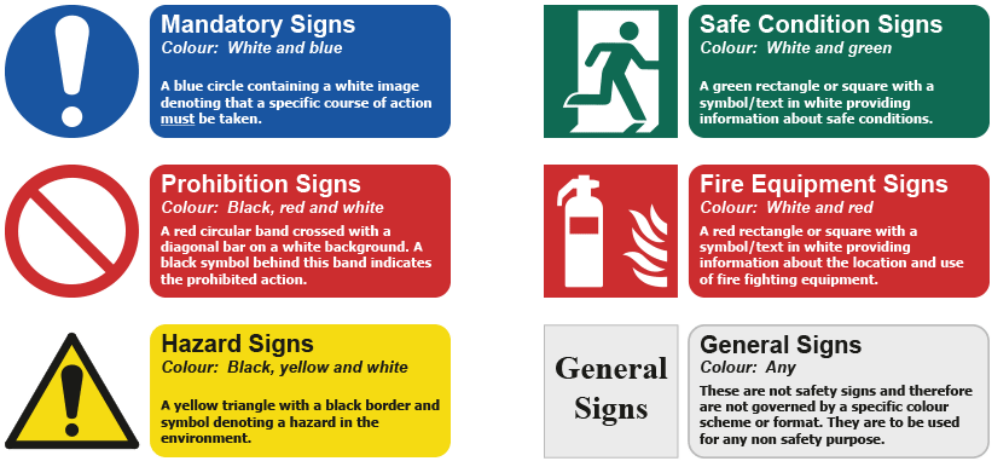
- red for prohibition
- yellow for caution
- green for positive action.

A fourth colour, blue, is used for mandatory signs and to convey information such as the location of a telephone.

The shapes of the signboards are also standardised:

- discs for prohibitions and instruction
- triangles for warnings
- squares and rectangles for emergency and informative signs.

Examples of Safety Signage



Where doubt could exist as to the meaning of a graphical symbol used on a safety signboard, a supplementary signboard containing appropriate text should supplement the safety signboard. However if the meaning is clear by use of a pictogram or symbol alone, then a supplementary signboard should not be used. British Standard: BS 5499 gives greater detail on the make-up and combination of pictograms, symbols and text to convey the required safety message.

Basic Principles of the System of Safety Signs

(i) The objective of the system of safety signs is to draw attention rapidly and unambiguously to objects and situations capable of causing specific hazards.
(ii) A system of safety signs must never be used as a substitute for necessary protective measures.
(iii) The system of safety signs may only be used to give information related to safety.
(iv) The effectiveness of the system of safety signs is dependent in particular on the provision of full and regularly repeated information to all employees.

The design must be as simple as possible and details not comprehensible must be omitted. Where text is required to give meaning to the signboard, such text must only be provided on a

supplementary signboard, provided the supplementary signboard does not adversely affect the effectiveness of the signboard.

A large number of signs (including acoustic signals) should not be placed or used together, as the effectiveness of the signs can be significantly reduced. Signs must be designed so that they take account of the workplace conditions, for example in relation to visibility, the presence of similar illumination sources or the presence of noise that might mask the sign. Safety signage must never be co-located with general campus information signage.

Where persons are present whose sight or hearing is impaired (including by the use of personal protective equipment) then other measures must be taken to ensure the effectiveness of the signs.

Maintenance of signs

All safety signage must be checked regularly to ensure that it is:

- Visible and easy to see
- Installed correctly
- No damaged
- Still Relevant

Where Mobile or portable Safety Signage is used, this must be checked for correct installation on at least a daily basis and specifically immediately prior to operating any process where the signage is required.

Where it is a requirement that safety Signage is affixed to any IADT Building, the Estates Manager must be consulted in advance. Signage affixed to buildings and/or items of equipment must be checked on a regular basis.

Where it is proposed to affix any safety signage to any piece of equipment, the manufacturer of the equipment must be consulted to ensure that the affixing of the signage does not alter or impact on the integrity or operation of the equipment.

Where the hazard no longer exists, the safety signage must be removed as soon as possible.

Safety signs may not be installed by staff members or students where a hazard has not been identified and appropriately risk assessed.

Where it is proposed to use safety signage as part of an artistic installation, additional signage clarifying that the safety signage is not for the purpose intended must be appropriately installed and displayed.

The risk assessment and safety statement for the place of work should identify any necessary signs.

4.35 Noise in a working environment

IADT undertakes to ensure that staff are protected from noise induced hearing loss by compliance with the requirements of the SHWW (General Application) Regulations, 2007, Part 5, Chapter 1, Control of Noise at Work.

Every day, many employees are exposed to noise at work and all the risks this can entail. One in five of Europe's workers have to raise their voices to be heard for at least half of the time that they are at work and 7% suffer from work-related hearing difficulties (European Agency for Safety and Health at Work).

While noise is most obviously a problem in industries such as manufacturing and construction, it can also be an issue in a wide range of other working environments, from call centres to schools, orchestra pits, bars etc.

There is good evidence that a risk to hearing from prolonged exposure to noise exists at levels down to 85 dB(A) and a residual risk down to 80 dB(A). Workers who are regularly exposed to noise levels above 85 dB(A) will be at increased risk of damage to their hearing resulting in noise-induced hearing loss. Noise-induced hearing loss is the most common reported occupational disease in the EU.

Effects on hearing can be temporary or permanent. Temporary deafness is often experienced after leaving a noisy place. Although hearing recovers within a few hours, temporary deafness should not be ignored as it is a sign that continued or regular exposure to such noise could cause permanent damage.

Hearing loss is usually gradual due to prolonged exposure to noise. It may only be when damage caused by noise over the years combines with normal hearing loss due to ageing that people realise how deaf they have become. Hearing damage can also be immediate – caused by sudden extremely loud noises, e.g. from electric arcs, foundry fettling machines, guns or cartridge-operated machines – though this is not common. Noise-induced hearing loss is permanent and incurable and can affect anybody.
Exposure to noise may also cause tinnitus, which is a sensation of noises in the ears such as ringing or buzzing. This may occur in combination with hearing loss.

Some examples of typical noise levels are:

- Quiet library: 30 dB
- Conversation: 60 dB
- Classroom: 70 dB
- Power drill: 90 dB
- Night club: 100 dB
- An exposure to 97 dB for fifteen minutes is equivalent to a daily noise exposure level of 80 dB
- An exposure to 86 dB for two hours is equivalent to a daily noise exposure level of 80 dB
- An exposure to 78 dB for twelve hours is equivalent to a daily noise level of 80 dB

Noise is recognised as being a problem in service sectors such as education, healthcare, bars and restaurants.

The following are the noise limits set by the Regulation:

Protective Measures	Daily 8-Hour Exposure	Peak Exposure
Exposure Limit Value	87dB(A)	140dB (C)
Upper Exposure Action Level	85dB(A)	137dB (C)
Lower Exposure Action Level	80dB(A)	135dB (C)

Noise is measured in decibels (dB). To address the way the human ear responds to sounds of different frequencies, an A-weighting is commonly applied. The measurements are expressed in dB(A). To measure peak, impact or explosive noises, a C-weighting is applied, which is a wideband frequency weighting, and the measurements are expressed in dB(C).

Noise is a measure of pressure on the ear – a 3 dB increase in noise represents a doubling of that pressure, so what seems like a small difference in numbers can be quite significant.

The exposure limit value means the level of daily exposure or peak sound pressure which must not be exceeded for any worker. The exposure limit values are LEX, 8h = 87 dB (A) and Ppeak = 140 dB(C) in relation to 20 µPa.

The exposure action value means the level of daily noise exposure or peak pressure for any worker which, if exceeded, requires specified action to be taken to reduce risk. The upper exposure action values are LEX,8h = 85 dB(A) and Ppeak = 137 dB(C) in relation to 20 µPa. The lower exposure action values are LEX,8h = 80 dB(A) and Ppeak = 135 dB(C) in relation to 20 µPa.

Any work location and/or location which is suspected of exposing staff to loud and/or continuous noise will be subject to a formal noise assessment by a professionally qualified expert.

All managers are required to check if any of the staff that report to them, are exposed to loud noise or if areas under their control produce loud noise, and where this is determined, request the Institute to commission a noise assessment.

Lower Exposure Action Level Where staff or students are exposed to noise levels above the Lower Exposure Action Value, the Institute will provide:

- Information and training regarding risk to hearing arising from noise exposure.
- Information on employer and employee obligations under the Noise Regulations.
- Hearing protection.

Upper Exposure Action Level In addition to the preceding requirements; for noise exposure levels coming under the Upper Exposure Action Levels, the Institute will:

- Identify the reasons for the excess noise level and put in place a programme to reduce it.
- Mark the area with signs.
- Ensure that ear protectors are provided, used and maintained.
- Restrict access to the noise area to persons required to be in the area.
- Any work area in which staff report that noise distracts or represents a nuisance shall be subject to an assessment to ascertain whether this is the case, and whether the noise levels may be reduced.

4.36 Vibration

Mechanical vibrations at work can expose workers to hand-arm vibration (HAV) and/or whole-body vibration (WBV).

HAV is caused by the use of work equipment and work processes that transmit vibration into the hands and arms of employees. It can be caused by hand-held power tools such as hammer drills,

sanders, grinders, concrete breakers; hand-guided equipment such as powered lawnmowers, chainsaws, hedge trimmers; or by holding materials being processed by machines such as bench-mounted grinders, pedestal grinders etc.

Long-term, regular exposure to HAV is known to lead to potentially permanent and debilitating health effects known as hand-arm vibration syndrome (HAVS), such as vibration white finger and carpal tunnel syndrome.

HAVS affects the nerves, blood vessels, muscles and joints of the hand, wrist and arm. It can become severely disabling if ignored. Carpal tunnel syndrome is a disorder of the nerves in the wrist which may involve pain, tingling, numbness and weakness of the hand/wrist and, while it can occur naturally, it is associated with exposure to vibration as one of its causes. The early signs

of a problem include tingling and numbness, not being able to feel things with your fingers, a loss of strength in your hands, and in the cold and wet your fingers turn white and then red accompanied by pain when recovering. If you continue to use high-vibration tools these symptoms may become more frequent and prolonged until they eventually become permanent.

You may be unable to pick up objects. Vibration white finger is extremely painful and debilitating and can spread thus affecting more fingers if exposure to vibration continues.

Those likely to be more sensitive to HAV include pregnant workers, workers with diseases of the hands, arms, wrists or shoulders and workers with diseases affecting blood circulation, e.g. diabetes. Industries associated with HAV include general and heavy engineering, construction and civil engineering, forestry and horticulture.

WBV is caused by vibration transmitted through the seat or the feet by workplace machines and vehicles. It can be caused by off-road vehicles, e.g. tractors, when driven over rough surfaces; by excavators when excavating difficult ground; and by standing close to powerful, fixed machines.

Regular, long-term exposure to high levels of WBV is linked to lower back pain. Those likely to be more sensitive to WBV include pregnant workers, people with neck or back problems, young people (whose bones and muscles are not fully developed) and people who have recently undergone any form of surgery. Industries associated with WBV include mining, construction and agriculture.

Exposure to vibration is quantified in terms of the acceleration of the surface in contact with the exposed person. The acceleration of the surface is normally expressed in units of metres per second squared (m/s2). The body is more vulnerable to vibration at certain frequencies. Low-frequency motion, from about 5 to 20 Hertz (cycles per second), is thought to be potentially more damaging than higher frequency motion. Vibration at frequencies below 2 Hz and above 1,500 Hz is thought to be less damaging. To allow for this frequency dependence, a frequency weighting is applied to measurements of vibration magnitude.

Vibration is measured using an accelerometer, a device which attaches to the vibrating surface and produces an output proportional to the acceleration. The average magnitude of the vibration is indicated after the frequency weighting has been applied.

The exposure limit value (ELV) is the maximum daily level of vibration an employee may be exposed to. For HAV it is a daily exposure of 5 m/s2 and for WBV it is a daily exposure of 1.15 m/s2.

The exposure action value (EAV) is the level of daily exposure to vibration for any employee which, if exceeded, requires employers to take action to reduce risk. For HAV it is a daily exposure of 2.5 m/s2 and for WBV it is a daily exposure of 0.5 m/s2.

Chapter 2 of Part 5 and Schedule 6 to the Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007) as amended by the Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2007 (S.I. No. 732 of 2007) relate to the control of

vibration at work and re-transpose Directive 2002/44/EC of the European Parliament and of the Council of 25 June 2002 on the minimum health and safety requirements regarding the exposure of workers to the risks arising from physical agents (vibration).

IADT will conduct Risk Assessments relating to the control of vibration from equipment and machinery and these will be held in the relevant Department.

4.37 Pressure Systems

The failure of pressure equipment can result in fatalities and serious injuries and cause major damage to property. The purpose of the Regulations relating to pressure systems is to provide a robust regime for the management of pressure systems, including clear requirements for periodic

statutory examinations of pressure vessels. The Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2012 (S.I. No. 445 of 2012) amend the Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007) by adding a Part 10 and associated Schedule 12 to deal with pressure systems.

Examples of pressure systems include:

- steam boilers and steam heating systems;
- pressurised process plant and piping;
- compressed air systems (fixed and portable);
- refrigeration systems.

Examples of pressure equipment include:

- pressure cookers, autoclaves and retorts;
- heat exchangers;
- valves, steam traps and filters;
- piping and hoses;
- pressure gauges and level indicators.

In order to comply with the regulations, it is important that the equipment is installed by a competent person and that an appropriate preventive maintenance regime is put in place. In specifying the system or equipment, the relevant Head of Department must be satisfied that the system and/or equipment is suitable for its intended purpose and is installed correctly. This requirement can normally be met by checking that appropriate design, construction and installation standards and codes of practice are complied with. The supplier of the equipment should be able to demonstrate that it complies with the relevant European Directives and standards.

It is good practice to have a preventive maintenance programme and maintenance file for the system as a whole and for some systems where there is the potential for serious injury or damage, they are a necessity. Such a programme needs to take account of any statutory examination requirements of the regulations. It should take into account of the system and equipment age, its uses and the environment in which it operates. It should include monitoring procedures to look for tell-tale signs of problems with the system, e.g. a safety valve repeatedly discharging, maximum operating temperatures or pressures being exceeded or evidence of wear and corrosion.

It is important that pressure vessels are properly marked in order to ensure safe maintenance and that reports of examinations can be linked to the correct vessel. If not already done at the time of manufacture, the safe operating limits should be marked on pressure vessels along with a unique

identification mark. This will normally be achieved by affixing a plate or label. Basic information about pressure vessels should be permanently marked on the vessel except in cases where the

vessel is so small as to make this impractical. Markings should not be hard stamped onto the shell of pressure vessels. The minimum information required is listed in Part C of Schedule 12 of the regulations. In addition, markings should not be obscured, painted over, rendered illegible or located in a place where they are difficult to read.

Suitable protective devices must be fitted to the equipment and must be kept in good working order at all times. These devices must be included on the preventive maintenance programme to ensure that they are capable, if required, of fulfilling their intended function. To ensure that limits are not exceeded, these protective devices should be correctly specified and, where applicable, adjusted to the correct settings. Once set, these limits must not be altered except where authorised by a competent person.

If warning devices e.g. high pressure alarms, are fitted, their activation should be noticeable either by sight or sound and they should be installed in such a manner as their operation is readily detected. Protective devices such as safety valves and bursting discs must be located such that, if activated, they discharge to a safe place. In some cases this may require the installation of a collection vessel.
Specific Risk Assessments must be completed regarding the use of pressure vessels.

4.38 Explosive Atmospheres

An explosive atmosphere means a mixture with air, under atmospheric conditions, of flammable substances in the form of gases, vapours, mists or dusts in which, after ignition has occurred, combustion spreads to the entire unburned mixture. An explosive atmosphere does not always result in an explosion, but if it caught fire, the flames would quickly travel through it. If this happens in a confined space (e.g. in plant or equipment) the rapid speed of the flames or rise in pressure could also cause an explosion. Part 8 of the General Application Regulations 2007 re-transposes the (ATEX) Directive 1999/92/EC1 of the European Parliament and of the Council of 16 December 1999 on minimum requirements for improving the safety and health protection of workers potentially at risk from explosive atmospheres and the risks from fire and explosion arising from flammable substances stored or used in the workplace.

All substances capable of an exothermic reaction are to be regarded as flammable, including, in particular, all substances which are already classified and labelled under the Classification, Packaging and Labelling (CPL) of Dangerous Substances Regulations as extremely flammable (F+ and R12), highly flammable (F and R11/R15/R17) or flammable (R10). Examples of such substances include petrol, liquefied petroleum gas (LPG), paints, solvents, varnishes, naturally occurring methane and certain types of dust produced, for example, in machining and sanding operations. In addition, substances which meet the flammability criteria for CPL but are technically excluded from CPL also come within the Regulations.

The Regulations may also apply because of the way a substance is used. For example, diesel oil is not classified as flammable under CPL; nevertheless, its physical properties are such that when heated to a high temperature it can present a fire risk and will in such circumstances come within the scope of the Regulations. The dusts of combustible materials such as coal, wood, grain, flour, sugar, certain metals and synthetic organic chemicals can form explosive atmospheres when dispersed in air to form a cloud. An assessment of the work processes and handling of the dust and an analysis of the physical and chemical characteristics of the dust may be necessary to determine whether there is a risk of formation of explosive atmospheres. Further guidance on this is contained in the Electro-Technical Council of Ireland (ETCI) Guide to the Selection of Electrical Apparatus for Use in Potentially Explosive Atmospheres.

IADT will conduct individual Risk Assessments in respect of specific materials and circumstances that could lead to an explosive atmosphere. The Risk Assessments will be conducted by the Head of Department concerned in conjunction with qualified staff members and where necessary an appropriately qualified external expert.

4.39 Hazardous Substances

Exposure to uncontrolled hazardous substances can result in immediate harm and repeated exposure can damage parts of the body such as the lungs, liver or other organs. Some substances can cause asthma; cancers (carcinogens) and others can damage skin. The Institute will control

Hazardous Substances in a form that ensures compliance with the requirements of the Safety, Health and Welfare At Work (Chemical Agents) Regulations, 2001 and the Safety, Health and Welfare at Work (Chemical Agents) (Amendment) Regulations 2015. To ensure the Institute is

meeting its obligations under the above Acts and its associated regulations, Faculties and Departments, who plan on bringing any hazardous substances to the Institute for storage or use in their work operations shall ensure they are complying with the following:

a) Identify the substance and/or material and verify with the Regulations any requirements for consideration including transport, storage, possible interaction with other materials and PPE
b) Where possible seek to eliminate the need to use the hazardous substance or, failing that there is a safe system of work in place.
c) Assess the potential risks from hazardous substances planned to be used by staff or students and ensure that chemical risk assessments are undertaken, control measures implemented;
d) Where planning to bring on site a hazardous substance, must ensure they fully comply with Institute control measures as set out in the Institute Risk Assessment for Chemical/Solvents (please refer to Part 5 of this document, Institute Risk Assessment Number 10).
e) Employees are reminded that materials used at work should be treated with respect, care being taken to read warning labels on containers and any written advice provided by supervisors or managers. Any employee who feels that the use of a material is causing any health problems should report the matter immediately to their line manager.
f) If there is any suspicion that a staff member may be affected by the use of a material at work, their line-manager or supervisor may request that they visit their own GP or to make an appointment with the Institutes Occupational Health Advisor, through the HR Office.
g) The Institute accepts that some work activities may involve the use of materials which have the potential for harming health, and accordingly the relevant Department will:
    i) Assess the need for continuing the activity
    ii) Take steps to reduce such use as far as possible,
    iii) Risk assess the Staff Members concerned
    iv) Provide safe systems of work for materials which are essential.

4.39.1 Chemicals

Any staff member or student requiring a new chemical or substance, either for process activity or as a sample, must obtain the relevant safety data sheet & complete a written risk assessment for its use, storage and operation. Before purchase, they must first have the approval of the Head of Department where that chemical is proposed to be used.

4.39.2 Biological Agents

The Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 (S.I. No. 572 of 2013) sets down the minimum requirements for the protection of workers from the health risks associated with biological agents in the workplace. The regulations must be applied to any activity

where workers are actually or potentially exposed to biological agents as a result of their work. These regulations also apply to cell cultures and to Genetically Modified Microorganisms (GMM's/GMO's). Note that GMO's are also regulated by legislation enforced by the Environmental Protection Agency. These Regulations enable the publication of some aspects of the Biological Agents Directive (i.e. the list of biological agents and their classification, together with indications concerning containment measures and levels) in a relevant Code of Practice, rather than in the Regulations themselves.

In accordance with the above the Institute is required to:

a) identify the biological agent to which workers are, or may be, exposed,
b) Assess the risk, making use of the list of biological agents, their classification, containment levels and measures provided for in the relevant Code of Practice, and proceed in accordance with the remaining Regulations where appropriate.

And in relation to sensitive work groups,

c) some biological agents have the potential to affect certain sensitive risk groups and the Institute will meet its obligations under Part 6 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007, (S.I. No. 299 of 2007) and where required will assess the exposure of children and young persons and pregnant, post-natal and breast feeding employees to biological agents (e.g. certain biological agents such as toxoplasma and rubella virus can cause foetal harm and as a result the employer must assess exposure of pregnant employees to these viruses).

Institute Control Measures

In relation to Biological Agents the responsibilities of Heads of Department and the duties of Institute Staff is set out in the Institute Biological Agent Risk Assessment (please refer to Section 5 of this document, Standard Institute Risk Assessment Number (TBA).

4.39.3 Radiation (Ionising Radiation)

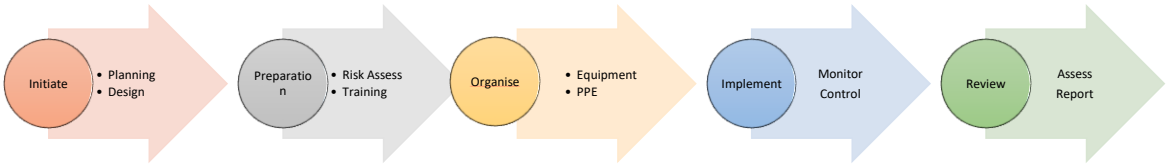
Ionising radiation is radiation, traveling as a particle or electromagnetic wave, that carries sufficient energy to detach electrons from atoms or molecules, thereby ionizing an atom or a molecule. Ionizing radiation is made up of energetic subatomic particles, ions or atoms moving at high speeds (usually greater than 1% of the speed of light), and electromagnetic waves on the high-energy end of the electromagnetic spectrum. Examples of ionising radiation include x-rays and gamma-rays.

Non-ionising radiation refers to any type of electromagnetic radiation that does not carry enough energy per quantum (photon energy) to ionize atoms or molecules, that is, to completely remove an electron from an atom or molecule. Examples of non-ionising radiation include: radio waves, microwaves, mobile phones and infra-red light.

All use of ionising radioactive materials and sources is governed & controlled by the provisions of licences, obtained from the EPA Office of Radiological Protection. IADT does not have a licence in this regard and no operations which include ionising radiation are permitted without express written authority from the Secretary/Financial Controller.

4.40 Monitoring and Compliance

Managing Health and Safety in the workplace starts with the design and planning of the activity and continues through a number of stages and processes to review, control and reporting processes.



This Safety Statement sets out the processes required throughout the relevant stages of Project Management in a safety environment. This Section on Control of the Health and Safety aspects of the Institute, including reporting are set out in detail in Sections 4.41 to 4.49.

4.41 Change Management

Where it is proposed to introduce new material/substances; new plant/equipment; new and/or changes to existing work practices or procedures it is vital to avoid any potential negative impact on the health and/or safety of staff and students or any negative impact on the environmental. In such circumstances it is the responsibility of the relevant Department to ensure that any new processes, plant, equipment or chemicals proposed to be introduced to the IADT workplace are:

a) Risk assessed and the required control measures implemented.
b) That any pertinent information such as instructions for use, maintenance requirements and material safety data sheets (for chemicals) are retained by that Department.
c) That no alteration is made to the Institute Building Structures or Services without first receiving the approval of the Institute Estates and Facilities Manager.
d) That proposed changes to any recognised work procedure are risk assessed and receive the approval of the manager responsible for that work activity.

It is the responsibility for the relevant Head of Department to ensure that the above is completed in sufficient time, and prior to any contractual commitment being given on behalf of the Institute, for all necessary controls to be put in place.

4.42 Safety Audits

The purpose of audits is to monitor the implementation and management of occupational health and safety in the Institute. Periodic Health and Safety audits or reviews must be completed by line management for work activities or for campus areas that come under their management control. The Secretary/Financial Controller will make arrangements to undertake Institute level Safety Audits where considered necessary. Such audits may be conducted by external qualified advisors for that purpose. The outcome of all Safety Audits will be issued to the Health and Safety Committee. Where a Safety Audit identifies an unacceptable risk that requires immediate action this will be brought to the attention of the relevant Manager to carry out the recommendation.

4.43 Inspections

Where issues of safety are raised by the Institute or a member of staff in the Institute, the Head of Department responsible will arrange to undertake a safety Inspection, this may be conducted by a competent person within the Department appointed for the purpose by the Head of Department, by a competent person from outside the Department, with the knowledge, and skills relating to the issue or by an external qualified advisor. As a result of the inspection and if in the opinion of the Secretary/Financial Controller or other competent Institute Officer, it is found that a serious risk to safety exists, they have the Institute's authority to require the activity or activities at risk to cease operation immediately or until the appropriate control measures are implemented and the risk is eliminated.

4.44 Accident and Incident Reporting

All accidents resulting in injury to an individual and/or dangerous occurrences must be reported to the Secretary/Financial Controller as soon as possible after the incident. Accident reports must be made regardless of the nature of the injury sustained or the requirement for first aid and/or medical treatment or hospitalisation. The Institute has a standardised Accident Report Form, available on the Institute's Website for use in both accidents and dangerous occurrences.

On receipt of an accident /dangerous occurrence report form, the form will be reviewed by the Secretary/Financial Controller to determine the following:

- Is the accident or occurrence a Reportable Accident or Dangerous Occurrence?, if so a Report must be made to the HSA.

- Is an investigation required? If so preserve the scene and initiate an investigation.
- Is this a repetition of a prior or similar accident or occurrence or one of a series of similar accidents and therefore are there any actions to be taken by the Institute to minimise the likelihood of a repeat accident? If so list the actions to be taken and notify the persons responsible for undertaking the actions.
- Are there actions that the Institute could have taken to prevent this accident and can such actions now be undertaken? If so list the actions to be taken and notify the persons responsible for undertaking the actions.
- Is the accident likely to lead to an insurance claim? If so retain all reports and records, including photographing the scene of the accident, for use in the evaluation and any defence of the claim. Notify, the Insurers.

The accident report form will be retained in the accident report file as follows:

- The personal details of any party involved with the accident will be retained for a period of two years and one month, being one month after the end of a period of statutory limitations
- The details of the accident will be retained for a period of 10 years in accordance with the records retention requirements of the HSA.

4.45 Hazards

Potential hazards will generally be identified during the Risk Assessment Process as identified in Section 5 of this Safety Statement. However, additional hazards may emerge over time or may not be immediately apparent as part of the review process.

The effective reporting and the removal of hazards from the workplace will assist in the prevention of accidents. All Institute personnel including visitors and contractors have a duty to report hazards to the proper Institute authority. It is not sufficient to assume that some other person will report the potential hazard. It is better to receive a number of reports of the same hazard rather than not to be so informed. For hazards related to building infrastructure, a person should report the matter to the Institute Estates and Facilities Office. Fo hazards related to operational processes or safety issues, a person should report the matter to the relevant Institute Office. If in doubt or where a previously reported hazard appears to have gone unresolved a person can make contact with the Chairperson of the Institute Health and Safety Committee.

4.46 Reporting to Health and Safety Authority

There is a legal obligation on the Institute to report certain accidents and dangerous occurrences to the Health and Safety Authority and where appropriate to An Garda Síochána.

The Secretary/Financial Controller, as the legal officer of the Institute, is the authorised person for making such reports. In the absence of the Secretary/Financial Controller, the following in order of precedence may make the required legal reports: Estates and Facilities Manager; Assistant

Facilities Manager; HR Manager. The President, as the Chief Officer of the Institute, is entitled to make such reports as they consider appropriate. No other Staff Member of the Institute is entitled to make formal reports to the Health and Safety Authority. The Safety Representative has a separate and specific authority to make oral and/or written representations to an Inspector authorised by the Health and Safety Authority. Staff Members are entitled to make representations to the Health and Safety Authority under section 27 of the Act.

The following are the reporting requirements:

- Fatality at work (both employees and non-employees):
  - Immediately to the HSA and/or An Garda Siochana
  - Formally to HSA within 5 working days

- Non-Fatal Injury
- Formally to HSA within 10 working days where
  - Employee is absent from work as a result of the injury for three or more consecutive days
  - Non-employee is transferred to a hospital or medical facility
- Formally to HSA within 5 working days where
  - Employee dies as a result of a workplace injury within 1 year of receiving the injury

Reporting of Injuries and dangerous occurrences is conducted on-line through the HSA portal.

All Accidents, injuries and dangerous occurrences are reported to the Health and Safety Committee at the next available meeting and included within the Annual Report of the Committee. All formally reportable fatalities, injuries and occurrences are reported to the Audit and Risk Committee. The Annual Report of the Health and Safety Committee is submitted to and reviewed by both the Executive and the Governing Body of the Institute.

4.47 Basis for this Statement

The methodology for the preparation of this Statement has been a review of the legislation, Safety, health and Welfare at Work Act 2005 along with the General Application Regulations 2007 and amendments to both. The relevant Guidelines published on the HSA website www.hsa.ie have been reviewed and data and requirements abstracted from those where necessary.

4.48 Review

This Safety Statement will be reviewed by the Health and Safety Committee as required, but generally not more frequently than once per annum. Any or all of the following will initiate a review of the Statement outside the annual review process:

- New Primary Legislation
- Significant new Secondary Legislation
- A new President in the Institute
- New Institute Structures
- New Campus Buildings
- New Campus Locations
- A significant adverse event requiring changes to the Statement

4.49 Document and Version Control

This document is a controlled document and as such any updates, review and distribution will be in accordance with the provisions made by the Health and Safety Committee and approved by the President. A copy of the latest approved version of this Safety Statement will be made available to all staff members on the Institute Document Store and publicly on the Institute Website.

Any new or revised Safety Statement will be circulated to the all IADT staff, and where required issued to the Governing Body for approval. To ensure that each copy of the Health and Safety Statement contains a record of all changes, the IADT Health and Safety Committee will record the changes or amendments on an amendment list.

Previous Versions of the Safety Statement will be removed from the Institute Website and will be relocated within the Document Store to an Archived Safety Statement File location.

This Section outlines the major developments of the Safety Statement since its development and adoption in 1998. Interim developments are version numbered X.1 etc. and these are not

recorded here. Such amendments may simply reflect changes in names and/or roles and titles. Changes in the President, the Structure of the Organisation, new campus buildings and/or new campus

Locations, the Structure of this Statement, Legislation, and/or significant external impacts requiring consideration will result in a major change and new Version of this Statement.

Version	Year	Basis for Change
1	1998	Development and adoption of Safety Statement on establishment of Institute in 1997. New Building (Atrium).
2	2001	Appointment of new President and establishment of permanent structure of Institute including new Schools and Departments.
3	2006	Enactment of Safety, Health and Welfare at Work Act 2005 and amendments to comply with the legislation. New Buildings (Carriglea and Media Cube).
4	2011	Appointment of new President. New campus layout and structure to accommodate Monkstown Educate Together National School.
5	2014	Restructuring of Institute to two faculties and three directorates. New Buildings (Backlot and National Film School Studio Building). Restructuring the Statement to facilitate electronic and web based use.
6	2020	Appointment of new President. Restructuring the Statement for enhanced web based use. Impact of Covid-19[3].

[3] The period of this update and revision coincided with the onset of the Covid-19 Pandemic. Currently, the existing H&S practices, actions and protocols within IADT are further informed by National Public Health guidelines and emergency advisories from various Health & Safety agencies. These emergency guidelines and advisories do not supersede the relevant act or legislation.