



National College of Art and Design
A Recognised College of University College Dublin

Corporate Safety Statement

(Safety Health and Welfare at Work Act 2005)

Safety Management System Manual

Issuing Record

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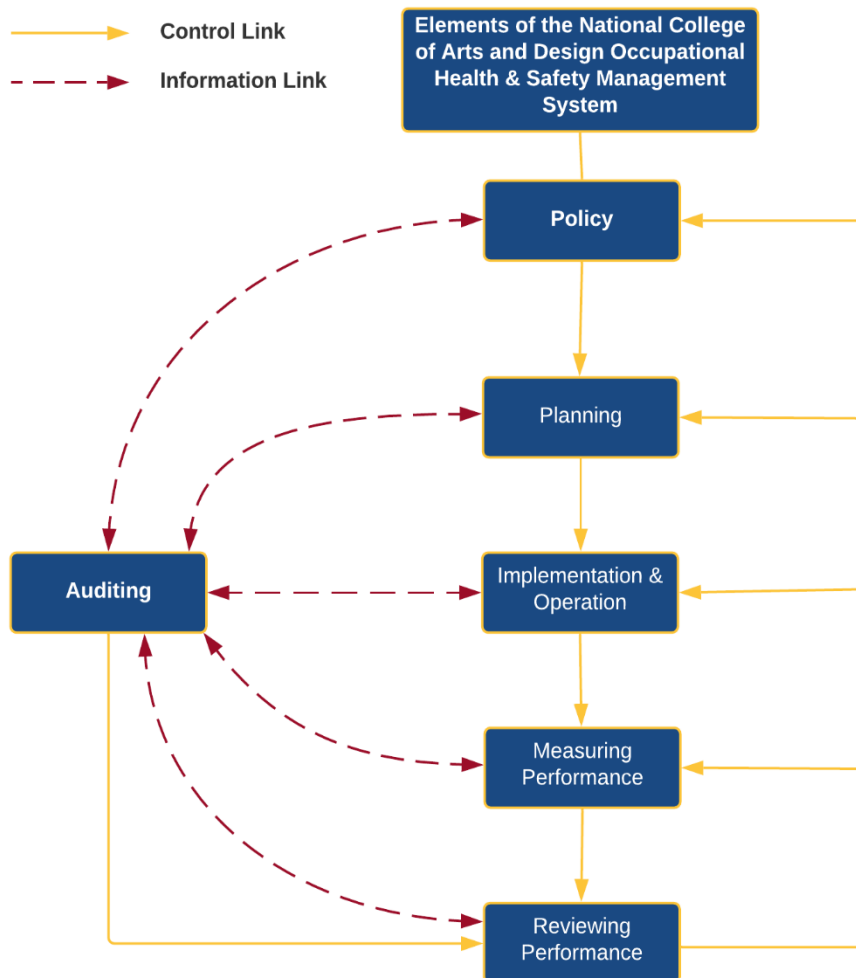
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1.0 Safety Management System Overview.

The National College of Art and Design Safety Management System is based on the requirements of the Safety, Health and Welfare at Work Act 2005 and the Health and Safety Authority Guidance on Workplace Safety Management Systems. The NCAD Corporate Safety Statement is an outline of National College of Art and Design Health and Safety Management System and comprises six key elements of the Management System as set out below.

1. Policy.
2. Planning.
3. Implementation and Operation.
4. Measuring Performance.
5. Reviewing Performance.
6. Auditing.

NCAD H&S MGNT SYSTEM FLOW CHART



1.1 Internal Structure overview

This Corporate Safety Statement is prepared in accordance with the requirements of the Safety, Health and Welfare at Work Act 2005. It specifies the manner in which Safety, Health and Welfare at work will be managed by National College of Art and Design and provides the College with the necessary policies, procedures and forms to comply with its stated Safety, Health and Welfare Policy.

The **Corporate Safety Statement** should be read in conjunction with the individual **School Safety Statements**. The School Safety Statements will be developed to meet the specific requirements and functions of each School and will set out a safety management programme through its risk assessments to be implemented at all levels and departments within each School.

School Safety Statement.	Department	Heads of Department	Head of School
Corporate Services/ Registrar	Facilities	Nick Andrews	Gerry McCoy
	Finance	Dervil O'Brien	
	Library	Donna Romano	
	IT	John O'Donnell	
	HR	Marguerite Coll	
Fine Art	Applied Materials	Helen McAllister	Professor Philip Napier
	Sculpture & Expanded Practices	Brian Hand	
	Painting	Mark O'Kelly	
	Paint	Andrew Folan	
	Media	Fearghal Fitzpatrick	
Design	Product Design	Sam Russell	Professor Alex Milton
	Communication	John Paul Dowling	
	Body & Environment	Angela O'Kelly	
Education	CEAD	Nuala Hunt	Professor Dervil Jordan
Research & Academic Affairs	1 st year Studies	Mary Avril Gillan	
Visual Culture			
	Visual Culture	David Crowley	Professor David Crowley

2.0 Scope

The National College of Art and Design Safety Management System applies to all NCAD workplaces, its Education and teaching activities, administration and management functions at its campus in Thomas Street Dublin. At present the NCAD has six schools operating within the campus at Thomas Street responsible for the provision and administration of education and student training services. These include:

Corporate Services / Registrar.

Fine Art.

Design.

Education.

Visual Culture

Research & Academic Affairs.

The NCAD is responsible for the provision of number of important services and administrative functions. These range from Facilities management, administration, Human Resources, Finance, Library, events and student services amongst other services.

3.0 Safety Management System Manual.

The Safety Management System for the National College of Art and Design is based on the requirements of OHSAS 45001 and the Health and Safety Authority Guidance on Safety Management Systems and comprises of its Policies, Procedures, Forms and Registers as required by Safety, Health and Welfare at Work Act 2005.

SECTION 1: POLICIES

Document No	Policy	Rev No.	Approved by Safety Management Committee
SMS-POL-01	Occupational Health, Welfare and Safety Policy		

SECTION 1: PROCEDURES

Document No	Procedure	Rev No.	Approved by Safety Management Committee
SMS-PR-01	Procedure for the Development, Updating and Implementation of the Occupational Health and Safety Management System		
SMS-PR-02	Procedure for Risk Assessment & Risk Control		
SMS-PR-03	Procedure for the legal register for Occupational Health and Safety		
SMS-PR-04	Procedure for setting Occupational Health and Safety Objectives and Programme		
SMS-PR-05	Procedure for Health & Safety Training		
SMS-PR-06	Procedure for Communication, Participation and Consultation		

Document No	Procedure	Rev No.	Approved by Safety Management Committee
SMS-PR-07	Procedure for Document Information		
SMS-PR-08	Procedure for Reporting, Investigation and Analysis of Accidents and Dangerous Occurrences		
SMS-PR-09	Procedure for Non-conformity Corrective and Preventive Action		
SMS-PR10	Control of Contractors and Service Providers		
SMS-PR-11	Management of Construction Work and the Management of Contractors		
SMS-PR-12	Management and Archiving of Safety Records		
SMS-PR-13	Dealing with Non-Routine High Tasks		
SMS-PR-14	Auditing SMS System Procedures		

SECTION 1 CORPORATE SAFETY STATEMENTS (Safety Management System)

Document No	Safety Management System	Rev No.	Approved by Safety Management Committee
SMS-CSS-01	Occupational Health and Safety Management System/Corporate Safety Statement	01	

SECTION 1 SCHOOL SAFETY STATEMENTS

Document No	Safety Management System	Rev No.	Approved by Safety Management Committee
SMS-SSS-02	School Safety Statement	01	

SECTION 2 Safety Risk Register for each Department

Document No	Risk Assessment	Rev No.	Approved by Safety Management Committee
SMS-SRR-01 Corporate Services / Registrar			
SMS-SRR-01/01	Facilities		
SMS-SRR-01/02	Library		
SMS-SRR-01/03	IT		
SMS-SRR-01/04	HR		
SMS-SRR-01/05	Finance		
SMS-SRR-02 School of Fine Art			
SMS-SRR-02/01	Painting		
SMS-SRR-02/02	Sculpture		
SMS-SRR-02/03	Print		
SMS-SRR-02/04	Applied Material – Glass		
SMS-SRR-02/05	Applied Material - Ceramics		
SMS-SRR-02/06	Applied Material – Textile Art & Artefacts		
SMS-SRR-03 School of Design			
SMS-SRR-03/01	Product Design		
SMS-SRR-03/02	Body & Environment - Fashion		
SMS-SRR-03/03	Body & Environment - Jewellery		
SMS-SRR-03/04	Body & Environment - Textile		
SMS-SRR-03/05	Body & Environment - Weave Embroidery		
SMS-SRR-03/06	Communication Design		
SMS-SRR-04 School of Research & Academic Affairs			

Document No	Risk Assessment	Rev No.	Approved by Safety Management Committee
SMS-SRR-04/01	First Year Art & Design		
SMS-SRR-04/02	First Year Print		
SMS-SRR-04/03	Student Services & Administration		
SMS-SRR-04/04	Careers Guidance		
SMS-SRR-04/05	Doctor & Counsellor		
SMS-SRR-05 School of Education			
SMS-SRR-05/01	Education		
SMS-SRR-06 School of Visual Culture			
SMS-SRR-06/01	Visual Culture		

SECTION 2 FORMS & REGISTERS

Document No	Statutory Forms	Rev No	Approved by Safety Management Committee
IR1 FORM	Accidents can be reported to the Health and Safety Authority in two ways, namely by hard copy, i.e. completing the Incident Report Form (IR1) and posting it to the Workplace Contact Unit, Health and Safety Authority, The Metropolitan Building, James Joyce Street, Dublin 1, or reporting online , via the Health and Safety Authority's website		
	Dangerous occurrences should be reported using the Authority's online reporting system .		
	Notification form to be used for any work involving asbestos (H.S.A. website)		
GA3	Inspection of work equipment for working at heights. (H.S.A. website)		

Document No	Forms	Rev No	Approved by Safety Management Committee
SMS-FM-01	Risk Assessment Form		
SMS-FM-02	Hazard Report		
SMS-FM-03	Accident Report Form		
SMS-FM-04	Incident Report Form		
SMS-FM-05	First Aid Treatment		
SMS-FM-06	Working at Heights Permit		
SMS-FM-07	Electrical		
SMS-FM-08	Safety Representative Consultation Form		
SMS-FM-09	Issuing PPE		

Document No	Forms	Rev No	Approved by Safety Management Committee
SMS-FM-10	Pre-Event Audit Risk Assessment		
SMS-FM-11	Event Request Approval		

Document No	Registers	Rev No.	Approved by Safety Management Committee
SMS-REG -01	Safety Risk Register		

Document No	Safe Operating Procedures	Rev No.	Approved by Safety Management Committee
SMS-SOP-01	Management of Events		

4.0 Definitions

For the purpose of the National College of Art and Design safety management system the following terms and definitions apply: -

Acceptable Risk: Risk that has been reduced to a level that can be tolerated by the organisation having regard to its legal obligations and its own OH&S Policy.

Appoint: The appointment of duty holders specified in the Safety, Health and Welfare at Work (Construction) Regulations 2013.

Audit: Systematic, independent and documented process for obtaining “audit evidence” and evaluating it objectively to determine the extent to which “audit criteria” are fulfilled.

Audit Criteria: Set of policies, procedure or requirements.

Audit evidence: Records, statements of fact or other information, which are relevant to the audit criteria and verifiable.

Audit findings: Results of the evaluation of the collected audit evidence against audit criteria.

Competent Person: For the purposes of the relevant statutory provisions, a person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size of the hazards (or both of them) of the undertaking or organization in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.

Continual Improvement: Recurring process of enhancing to OH&S management system, in order to achieve improvement in overall OH&S performance consistent with the organisation OH&S policy.

Corrective Action: Action to eliminate the cause of a detected nonconformity or other undesirable situation.

Dangerous Occurrence: A dangerous occurrence as listed in the 15th Schedule of the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 which is not reportable by reason of death or injury is reportable to the Health and Safety Authority.

Document

Information and its supporting medium. Note: The medium can be paper, magnetic, electronic or optical computer disc, photograph or master sample, or a combination thereof.

Hazard: Source situation or act with a potential for harm in terms of human injury or ill health exists and defining its characteristics.

Hazard Identification: Process of recognising that a hazard(s) exists and defining it's characteristics.

Ill Health: Identifiable, adverse physical or mental condition arising from and/or made worse by a work actively and or work-related situation.

Inspection: Means such visual or more rigorous inspection by a competent person

Incident: Work-related event(s) in which injury or ill health (regardless of severity) or fatality occurred or could have occurred.

Interested Party: Person or group, inside or outside the workplace, concerned with or affected by the OH&S performance of an organisation.

Likelihood: The likelihood that someone will be harmed by a hazard on a scale of 1-5.

Lone Workers: Lone workers are those who work by themselves, without close or direct supervision. This group of workers includes people in fixed establishments who work alone in premises, separately from others or outside normal working hours or mobile workers working away from their fixed base. Examples of lone workers include archaeologists, cleaners.

Master copy: The original copy of any document which forms part of the health and safety management system.

Near miss: A near miss is an unplanned event that did not result in injury, illness or damage, but had the potential to do so. This is not reportable to the Health and Safety Authority.

Nominate: The selection of competent persons to take charge of projects/packages of work

Non-Reportable Accidents: General injuries involving employee and self-employed persons, where a person is injured at a place of work and cannot perform their normal work for less than three consecutive days are not reportable to the Health and Safety Authority.

Non-routine high risk task: Tasks that staff/employees of National College of Art and Design do not normally carry out in their daily duties and are categorised as high risk, and require specific safe system of work plan to be in place e.g. Moving object or artificats, Installation and de-installation of exhibits, participating in emergency responses to flooding or building damage.

Obsolete Copy: A document which has been removed or replaced in the health and safety management system and which is filed in the archived document folder.

Occupational Health and Safety (OH&S): Conditions and factors that affect or could affect the health and safety of employees or other workers (including temporary works and contractor personnel), visitors, or any other person in the workplace.

Occupational Health and Safety Management System: Part of the organisation's management system used to develop and implement its OH&S policy and manage its OH&S risks.

OH&S Objective: Goals in terms of OH&S performances, that an organisation sets itself to achieve, within an expected timeframe and with available resources. For the purposes of the safety management system, objectives should be SMART (Specific, Measurable, Achievable, Relevant and Timely).

OH&S Targets: For the purpose of the safety management system standard, targets are viewed as being a subset of objectives.

OH&S Performance: Measurable results of an organisation's management of its OH&S risks.

OH&S Policy: Overall intentions and direction of an organisation related to its OH&S performance as formally expressed by senior management.

Organisation: Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration.

Preventative Action: Action is to eliminate the cause of a potential non-conformity or other undesirable potential situation.

Procedure: Specific way to carry out an activity or a process.

Record: Document stating results achieved or providing evidence of activities performed.

Risk: Combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury or ill health that can be caused by the event or exposure(s).

Risk Assessment: Process of evaluating the risk(s) arising from a hazard(s), taking into account the adequacy of any existing controls, and deciding whether or not the risk(s) is acceptable.

Risk Group: Category of persons exposed to the identified hazards i.e. staff, public, visitors or contractors.

Risk Rating: The risk rating is a calculation of the likelihood that someone will be harmed multiplied by the severity of the harm that is likely to be suffered.

Safety Management Committee: This committee comprises of the management team and meets on a monthly basis when the committee reviews the safety management system.

Safety Management Programme: Action plan for achieving the organisation's OH&S objectives.

Safety Representative Committee: This committee comprises of employee safety representatives and management representatives and meets bi-monthly in order to comply with the requirements of schedule 4 and section 26 of the Safety, Health and Welfare at Work Act 2005.

Safety Representative: Person appointed by employees to consult with, and make representations to, the employer on safety, health and welfare matters relating to the employees in the place of work in accordance with section 25 of the Safety, Health and Welfare at Work Act 2005.

Severity: The severity of harm that is likely to be suffered on a scale of 1 to 5.

SOP: A **safe operating procedure** is a written document that provides step-by-step instructions on how to safely perform a task or activity which involves some risk to health and **safety**.

SSWP: The National College of Art and Design method statement and Risk Assessments.

Workplace: Any physical location in which work related activities are performed under the control of National College of Art and Design. These can be permanent workplaces, mobile workplaces, temporary workplaces or emergency workplaces.

5.0 Reference Documents

- Safety, Health and Welfare at Work Act 2005 (No 10 of 2005)
- Safety, Health and Welfare at Work (General Applications) Regulations 2007.
- Safety, Health and Welfare at Work (Construction) Regulations 2013.
- Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrence) Regulations 2016.
- S.R OHSAS 45001:2018
- Health and Safety Authority Guidance on Lone Working.
- Health and Safety Authority Guidance on Risk Assessments and Safety Statements.
- Health and Safety Authority Clients in Construction Best Practice Guidance.
- Health and Safety Authority Guidance on Workplace Health and Safety Management.
- Health and Safety Authority Driving for Work – Driving Health Guidelines.
- Health and Safety Authority Safe Driving for Work Employer Guide

SECTION 1

OCCUPATIONAL HEALTH AND SAFETY POLICY & PROCEDURES

6.0 Occupational Health and Safety Policy

6.1 Occupational Health and Safety Policy

The aim of National College of Art and Design is to develop a healthy and safe workplace. It is the policy of National College of Art and Design in so far as is reasonably practicable, to seek and provide safe and healthy working conditions for all employees and to enlist the active support of employees, service providers and contractors in achieving such conditions.

National College of Art and Design Occupational Health and Safety Policy:

It is the policy of the National College of Art and Design to comply with the requirements of the Safety, Health and Welfare at Work Act 2005 and all other relevant regulations made hereunder and applicable to our activities. The National College of Art and Design will ensure so far as reasonably practicable the safety, health and welfare of employees and whilst at work. The safety of members of the public, visitors and contractors will be taken into account in the implementation of this policy.

- Implementing a Safety Management System throughout the organisation in accordance with the requirements of safety legislation, standards and best practice.
- Ensuring the necessary organisation and resources are provided so that safety, health and welfare can be properly managed.
- Ensuring that inspection and audit programmes are developed and implemented to ensure continuous improvement is maintained and measured within the system.
- Ensuring a safe place of work for employees and where practicable to ensure safe access and egress for members of the public, visitors and contractors.
- Ensuring that emergency plans are developed and implemented in all NCAD sites.
- Developing safe work practices through the identification of hazards, assessments of risks and the implementation of control measures to eliminate or reduce the risk.
- Ensuring that at all levels, the provision of training, and appropriate information on safety, health and welfare for employees to ensure that they are competent and safety conscious when carrying out their work.
- Ensuring that consultation arrangements are maintained through the Safety Committee at the regular safety meetings and the safety representatives to identify safety, health and welfare concerns and to gain their commitment to our policy.
- Provision of adequate measures for the control of risks from chemical hazardous substances, through the provision of Risk Assessments and Safe Systems of Work.
- Ensuring the provision of a competent person to advise management on Health and Safety matters.
- Allocating of duties to Heads of Schools, Heads of Departments and supervisors for Safety, Health and Welfare matters and in particular arrangements so as to implement the policy as set in the safety statement.
- Allocating duties and tasks to employees as required, in so doing, it is recognised that Employees have responsibilities to co-operate with management to achieve a healthy and safe workplace, amongst other duties, and to take reasonable care for their own safety, health and welfare and that of others.
- Reporting and investigating, where accidents, dangerous occurrences and near misses have occurred or are likely to occur so as to prevent occurrence or recurrence.
- Ensuring the policy shall be kept up to date particularly as the NCAD changes in nature and size. To ensure this, the policy; and the way in which it has operated will be reviewed on an annual basis or more frequently as required.

- This policy is communicated to staff through Induction, health and safety information or briefing sessions, training programmes on the safety management system and is available on the NCAD intranet site or on the health and safety notice boards in each site. This statement is updated and distributed by the Facilities Manager's office.

To ensure this policy is being implemented and remains effective, quarterly audits are carried out and reviewed at divisional and department level and the annual audit with the annual review is carried out at organisational level. These audits and reviews are monitored on a regular basis by the safety committee and management committee during the year. Where improvements to our policy, procedures or performance is identified, appropriate action is taken.

The overall responsibility for safety, health and welfare lies with us, as the Directors and Management Team. We are supported in this by each employee of the National College of Art and Design who must recognise that they each have a responsibility for their safety, health and welfare while at work.

I appreciate your cooperation to ensure successful implementation of the Safety Management System in your workplace to ensure that all employees can work in a safe and healthy environment.

Professor Sarah Glennie
Director

Date:

National College of Art and Design

SECTION 2

PLANNING FOR HAZARD IDENTIFICATION, RISK ASSESSMENT AND RISK CONTROLS

7.0 Hazard Identification Risk Assessment & Risk Controls.

The National College of Art and Design has a system in order to identify hazards, that may arise in the course of its activities, tasks and workplaces and to ensure these risks are adequately assessed, prioritised and controlled to a level that is acceptable. The system is based on the safety risk register developed for each site, based on the activities, tasks undertaken in the various departments under the control of the NCAD.

The procedure for carrying out Hazard Identification, Risk Assessment and Risk Controls is outlined in SMS-PR-02 which provides instruction on the identification of hazards that may arise in the course of NCAD activities or tasks and to ensure risk are properly assessed, controlled and prioritised. The information is recorded in the risk assessment form SMS-FM-01 and communicated to relevant staff.

National College of Art and Design is using this policy when setting our safety system objectives, identifying training needs and determining the company's requirements. We will monitor the required actions to ensure they are implemented effectively and in a timely manner.

8.0 Legal and Associated Requirements

National College of Art and Design has identified the importance of keeping abreast of new legislation and changes to legislation relevant to their business. It will ensure all legislative changes are communicated to the Safety Committee and to the Management Team.

The Safety Committee has access to the following updates on Health and Safety matters and changes or updates to health and safety Legislation, codes of practice and regulatory guidance which is collected and stored on intranet and published where appropriate on the health and safety noticeboards and filed in Facilities (health and safety section);

- Health and Safety Authority
- The enactment of new legislation.
- Communications with IOSH, NISO, SOLAS, PHECC.
- Health and Safety Advisor
- Attendance at conferences and seminars on health and safety
- Attendance at the State Claims Agency network meetings

9.0 Health & Safety Objectives, Targets & Safety Management Programmes

The National College of Art and Design has a procedure in place for developing occupational health and safety objectives and safety management programmes for the organisation. It allows for the NCAD to comply with its OH&S policy legal requirements and continually improve its OH&S performance.

The process for setting health and safety objectives, targets and safety management programmes is outlined in SMS-PR-04 Procedure for setting occupational health & safety objectives and programmes.

SECTION 3

IMPLEMENTATION AND OPERATION

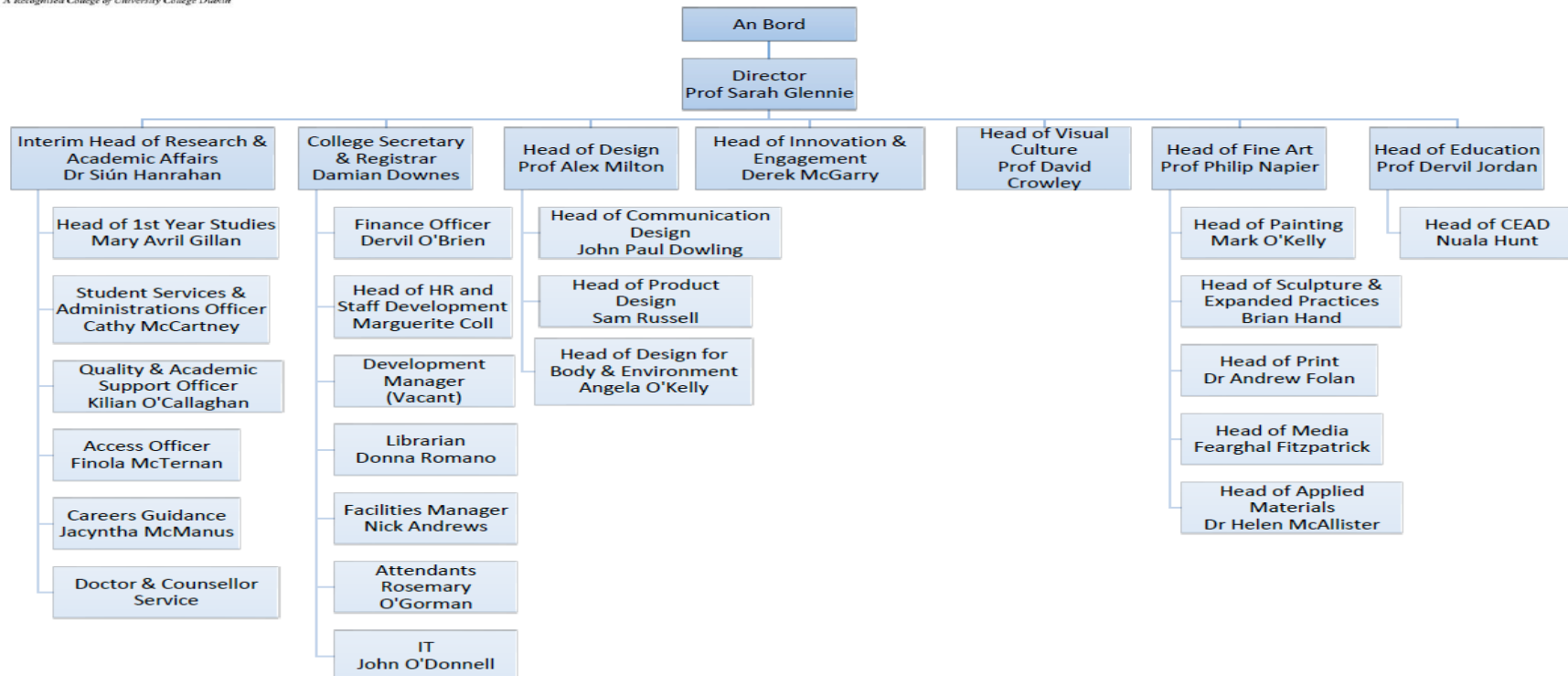
10.0 Organisational Structure Roles & Responsibility

To ensure the effective implementation of an occupational health and safety management system roles responsibilities are allocated to personnel at all departments and grades of the National College of Art and Design.

10.1 Organisational Structure for the National College of Art and Design.

(A specific organisational structure will be inserted in each School safety statement.)

Organisational Structure November 2018



10.2 An Bórd

To ensure effective implementation of the Safety Management System responsibilities are allocated to staff at all levels within the College.

An Bórd of the College meets throughout the year. Its remit is to provide support and advice and monitor the effectiveness of the safety management system at least on an annual basis and more frequently if required. The Director's Annual Report is provided amongst other reports, thereby, ensuring the College is in compliance with its Statutory and Corporate governance obligations.

10.3 Director

The overall organisational responsibility for ensuring the safety, health and welfare of the National College of Art & Design (NCAD) employees lies with the Director of the College.

The Director shall be responsible for the following:

- Ensuring that a safety management system is in place which provides for the allocation of health and safety responsibilities and duties.
- Developing and promoting a positive safety, culture among the workforce in conjunction with all staff and management of the College.
- Ensuring that there are adequate resources are available for the development and implementation of the safety management system and compliance with statutory obligations under the Safety, Health and Welfare at Work Act 2005.
- Ensuring College Management Team is held accountable for their performance in relation to safety, health and welfare at Work.
- Ensuring that the College disciplinary procedures are applied for willful breaches of safety standards and that all staff are aware of this.
- Chairing the College Management Team meetings and ensuring the ongoing review of the health and safety performance of the safety management system in the College.
- Having a clear understanding of the key safety, health and welfare issues of the College and be continually appraised of the risks likely to arise.
- Ensuring the Director's report as it relates to the Safety Management System is completed annually and submitted to An Bórd, to ensure the ongoing review at its Meetings.
- Approve on an Annual basis the Corporate Safety Statement in conjunction with College Secretary and Registrar.

10.4 Heads of School

The Heads of School, shall be responsible for the following duties:

- Ensuring the School Safety Statement is implemented and monitored within their department/school.
- Ensuring that a safety management programme is developed and implemented within their School.
- Participate in the college management team reviews and through such participation ensure the ongoing review of the health & Safety performance of the safety management system in their School.
- Review that number and type of accidents, dangerous occurrences and near misses that occur in their School and implement preventative measures as necessary.
- Ensuring that audit and inspection findings and corrective actions are closed out within their School within agreed timeframes.
- Have a clear understanding of the key health and safety issues within their School.
- Approve on an annual basis the review of the School safety statement, risk assessments and safe work practices relative to their school and ensure that the contents of the school safety statement, risk assessments and safe work practices are communicated to all staff under their control.
- Ensuring the necessary organisation structures and resources are in place so that health & safety can be properly managed within their school.
- Promote safety consultation and the holding of regular school safety meetings as required.

10.5 Heads of Department

The department/function Manager (are regarded in the NCAD as those who manage a department within their School; these include Facilities Manager; Finance Officer; Head of Innovation & Engagement; Head of 1st year studies; Head of Product Design; Head of Communications Design; Head of Design for Body & Environment; Head of Painting; Head of Sculpture & Expanded Practices; Head of Print; Head of Media; Head of Applied Materials; H.R. Manager; Librarian; I.T Manager;) shall be responsible for the following duties:

- Ensuring the School Statement is implemented and updated annually in their department.
- Ensuring that the occupational health & safety management system is implemented and monitored in their section.
- Ensuring that a safety management programme is developed and implemented in their department.
- Ensure that all employees under their control receive a health & safety induction and manual handling training on recruitment. Induction on-the-job training shall be provided to new employees or employees transferred from another department.
- Encourage that election of safety representative and facilitate their attendance at the Fire and health and safety committee meetings.
- Ensure that review and updating of the School safety statement, risk assessments and safe work practices relative to their department on an annual basis or more frequently

if required.

- Ensure that the safety statement, risk assessments and safe work practices are communicated to all staff under their control and implemented in their department.
- Ensure that inspections and audit findings and corrective actions of the occupational health & safety management system are closed out within their department, within agreed timeframes.
- Review accident, near misses and dangerous occurrence reports in their department.
- Ensure that each department under their control has a safety folder and that safety records are archived.
- Identify tasks and employees involved in lone working in their department and ensure that they are medically fit and suitable for that lone working activity.
- Review and approve health & safety training requirements as detailed in the School Safety Statement.

10.6 Supervisors

Supervisors (are regarded in the NCAD as those who directly supervise others at work includes Lecturer; Technical Officer; amongst others) shall be responsible for the following duties:

- Complying with the requirements of the department safety management programme and implementing it in their area of responsibility.
- Ensuring that all employees in their area of responsibility review the School safety statement for their department on an annual basis or more frequently if required.
- Ensure that all employees in their area of responsibility review risk assessments and safe work practices and as necessary.
- Ensure department specific hazards are identified, reported and recorded in their department risk assessment for tasks or activities under their control.
- Develop and implement control measures as part of the risk assessment for their department.
- Review and develop safe work practices regularly with staff and in the event of dealing with a non-routine high risk tasks.
- Encourage the reporting of accidents, dangerous occurrences and near misses and submit reports.
- Carry out corrective and preventive action to ensure that any accident, near miss and dangerous occurrence does not occur again.
- Discuss actual / potential non-conformities and preventive action requests with employees and ensure close out within agreed timeframe within their area of responsibility.
- Participate in internal audits through active engagement with the lead auditors and the audit team and providing requested audit evidence.
- Carry out Inspections of areas, tasks or activities in their department as required.
- Communicate safety alerts / safety talks and other health & safety information as necessary.
- Address any concerns raised by safety representatives where reasonable practicable.
- File and maintain safety records as required.

10.7 Facilities Manager/Executive Health and Safety Officer

The Facilities Manager within the Office of Registrar holds the executive health and safety officer role in NCAD and has responsibility for the following duties:

- Managing the review, development and updating of the safety management system.
- Managing the implementation of reviews of Corporate Safety Statement and the School Safety Statements.
- Maintain the master copy of the Corporate Safety Statement, issue document control numbers and revision histories where necessary and remove obsolete copies for archiving.
- Provide input to and the delivery of health and safety training programmes to ensure all staff are aware of health and safety requirements.
- Analyse accidents, dangerous occurrences and near misses and compile monthly and annual safety report.
- Maintain safety records, accidents, near miss and dangerous occurrence reports.
- Report to the College Registrar and College Management Team on the performance of the safety management system using monthly and annual safety reports.
- Liaise with the Health and Safety Authority where necessary.
- Where competent and nominated by the Director or College Secretary and Registrar take charge of Construction Projects and implement the Procedure for Compliance with the Safety, Health & Welfare at Work (Construction) Regulations S.I. No 291 of 2013.
- Maintain contractors control register, contractor's safety documentation where necessary and for the competence assessment and appointments, where necessary of duty holders in accordance with the safety, Health and Welfare at Work (Construction) Regulations S.I. 291 of 2013.
- Complete Inspections and Audits of the safety management system in the college at planned intervals.
- Maintain a register of non-conformity reports and preventive action requests.
- Maintain the Fire Register for the College and ensure the fire detection system, emergency lighting, fire equipment is operational, serviced, maintained, fully checked annually and compliance with current standards and covers all areas.
- Ensure the College Emergency Plan for the site is developed and Implemented and regular fire drills are undertaken at least twice yearly or during the academic year.
- Fire and Security Risk Assessments are carried out for the site and updated annually or more frequently if required and Safe Work Practices are developed and implemented where necessary in the College.

10.8 Employees

All employees (applies to all staff) shall be responsible for the following duties.

- Complying with the requirements of the School Safety Statement of the National College of Art and Design.
- Complying with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employees acts or omissions at work.

- Complying with the relevant statutory provisions, as appropriate, and take reasonable care to protect their safety, health and welfare and the safety, health and welfare of any other persons who may be affected by the employees acts or omissions at work.
- Ensuring that they are not under the influence of any intoxicant such that they pose a danger to their own safety or that of any person who may be affected by their actions.
- Cooperate with their employer or any other person to enable the National College of Art and Design to comply with the relevant statutory provisions, as appropriate.
- Not engage in improper conduct or other behavior that is likely to endanger their own safety, health and welfare at work or that of any other person.
- Attend and take into account training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee.
- Having regard to his or her training and the instructions given by their employer, make correct use of any article or substance provided for use by the employee at work or for the protection of their safety, health and welfare at work, including protective clothing or equipment.
- Report all accidents, dangerous occurrences and near misses promptly.
- Take account of safety alerts / toolbox talks and all other health & safety information as necessary.
- Participate in hazard identification, risk assessment and control activities and ensure that they are familiar with control measures identified and which affect their work activities.
- Participate in internal audits through complying with the requests of lead auditors and the audit team and providing requested audit evidence.
- Carry out corrective and preventive action where necessary to ensure that any accident, dangerous occurrence or near miss does not re-occur.
- File and maintain safety records as required.

10.9 Employers Duties

The National College of Art and Design and other Employers working on the Premises have specific duties as set out in Section 8 of the Safety, Health and Welfare at Work Act 2005. As an Employer the National College of Art and Design shall ensure, so far as is reasonably practicable, the safety, health and welfare of its employees in particular with regard to the following.

- Manage and conduct its work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of its employees.
- Manage and conduct its work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health and welfare at work of its employees at risk.
- Ensure the place of work as regards the design, provision and maintenance of it in a condition that is safe and without risk to health.
- Ensure the place of work as regards the design, provision and maintenance of safe means of access to and egress from it, is safe and without risk to health.
- Ensure the place of work as regards the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health.

- Ensuring so far as is reasonably practicable, the safety and the prevention of risk to health at work of its employees relating to the use of any article or substance or the exposure to noise, vibration or ionizing or other radiations or any other physical agent.
- Provide systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health.
- Providing and maintaining facilities and arrangements for the welfare of its employees.
- Providing information, instruction, training and supervision necessary to ensure so far as is reasonably practicable, the safety, health and welfare of its employees.
- Determining and implementing the safety, health and welfare measures necessary for the protection of its employees when identifying hazards and carrying out a risk assessment or when preparing a safety statement and ensuring that the measures take account of changing circumstances and the general principles of prevention set out in the School safety statement.
- Having regard to the general principles of prevention as set out in the School safety statement, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary so far as is reasonably practicable for the safety, health and welfare of its employees.
- Preparing and revising as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious or imminent danger.
- Reporting accidents and dangerous occurrences, as may be prescribed to the Health and Safety Authority.
- Obtaining where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purposes of ensuring, so far as is reasonably practicable the safety, health and welfare of its employees.
- Applying the same duties of the employers under current legislation to that of any fixed term employees or temporary employees working in the National College of Art and Design and ensuring that working conditions are such as will protect the safety, health and welfare at work of such employees.
- Ensuring that measures taken relating to safety, health and welfare do not involve financial cost to the employees.

11.0 Competence, Awareness and Training.

It is the policy of National College of Art and Design to ensure that all personnel have received the appropriate training to perform his/her assigned responsibilities in a safe manner.

11.1 Competence

National College of Art and Design will endeavour to ensure that any person under its control performing tasks that can impact on Safety, Health and Welfare are competent on the basis of appropriate education, training or experience.

11.2 Awareness

National College of Art and Design process for raising the Health & Safety awareness of employees, contractors and visitors is detailed in SMS-PR-06 Procedure for Communication, Participation and Consultation.

11.3 Training

National College of Art and Design will identify training needs in accordance with the organisation occupational health and safety policy and tasks. The process is detailed in SMS-PR-05 Procedure for Health and Safety Training.

12.0 Communication, Participation and Consultation.

National College of Art and Design process for communication, consultation and encouraging participation in OH&S is outlined in SMS-PR-06 Procedure for Communication, Participation and Consultation. The following arrangements are in place for employee consultation, participation and safety committees.

12.1 Safety Committee Representatives

National College of Art and Design is fully aware of the importance of consultation with employees on health and safety matters. To support compliance with section 26 of the safety, health and welfare at Work Act 2005, the National College of Art and Design facilitates the election of Safety Representatives by employees as follows:

- Safety Representatives will be elected by ballot or selected by employees.
- The number of safety representatives to be elected will be decided in each Department by employees in agreement with the employer.
- All safety representatives will undergo safety representative training
- Safety Representatives and Committee will serve a 3-year term of office with an annual review by employees if necessary
- Delegate Safety Representative to be elected from staff to attend the safety committee for a period of 1 year at a minimum.

National College of Art and Design safety representatives have the following functions;

- Nominated safety representatives to attend the quarterly safety committee meeting.
- May inspect the workplace at times agreed with the employer or immediately in the event of an accident or a dangerous occurrence or imminent danger or risk to the health and safety of worker.
- May investigate accidents, dangerous occurrence and complaints relating to safety, health and welfare at work after giving a reasonable notice to employer. Make verbal or written representations to inspectors on matters relating to Safety, Health and Welfare at work including about the investigation of accidents or dangerous occurrences.
- May accompany a health and safety authority inspector when he/she is carrying out inspection or an accident/dangerous occurrence investigation.
- Make representation to the employer or health & safety authority inspector on matters relating to the safety, health & welfare at the place of work.

- May accompany employees when they are being interviewed as part of accident/dangerous occurrence investigations.
- May receive advice from the health & safety authority on matters relating to safety, health & welfare at the place of work.
- Participate in the preparation or updates to the safety statement, risk assessments and safe system of work plans when requested to do so.

Safety Committee members are as follows:

No	Name	Department	Location
1			
2			
3			
4			
5			
6			
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8			
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10			
11			

12.2 Management Committee

The Management Committee comprises of the management team and meet on a monthly basis. All reports and meeting minutes are available to all staff on the intranet.

The National College of Art and Design Management Committee will review the safety management system on a monthly and annual basis and has the following functions;

Monthly:

Review the OHS key performance indicators and the number and type of accidents, dangerous occurrences and near misses and decide on preventative measures.

Review requests for new/amended safety management system documentation.

Approve draft occupational health & safety management system documentation.

Review non-conformities and preventive action requests.

Annually:

- An annual review is completed of the occupational health & safety management system.
- Develop following the annual review of the occupational health & safety management system a set of top-level objectives to ensure compliance with the occupational health & safety policy and legal requirements.
- Decide on the scope and extent of the internal audit programme.
- Decide on the staff training programme.

13.0 Documentation & Document Control.

National College of Art and Design OH&S management system uses a documentation system designed to ensure that all OH&S documents are controlled documents and approved prior to issue and amendment.

The Safety management system documentation will be approved, issued and amended in accordance with SMS-PR-07 Procedure for Document Information.

14.0 Operational Control

National College of Art and Design has identified those operations and activities that are associated with the identified hazards where the implementation of controls is necessary to manage the OH&S risks. National College of Art and Design maintains documented procedures and forms for controlling these operations and activities as part of the occupational health & safety management system.

Operational Control Procedures & Associated Forms

These procedures and forms provide instructions for specific routine and non-routine operations that could have an impact on the health & safety of the organisations' employees.

15.0 Emergency Preparedness and Response

15.1 Site Emergency Plans

The National College of Art and Design has in place site specific emergency plans at its locations covering the organisation main activities at each location. The site emergency plans are detailed in the School safety statement for the Facilities section and the site location.

15.2 First Aid

The National College of Art and Design maintains a register of trained First-aid staff from among its employees at each of its site locations. First-aiders are trained as appropriate in first aid and emergency response.

First-aid kits and first-aid stations are set up at each site location and detailed in the School safety statement for that section or site location.

The list of trained first aiders are detailed in the School safety for that section or site location.

SECTION 4

MEASURING PERFORMANCE

16.0 Performance Measurement & Monitoring

In order to continually improve the National College of Art and Design safety performance it is essential that Management is aware of the actual occupational health and safety standards and results being achieved. A reporting structure is vital to assist in communicating occupational health and safety performance to those who are in a position to support and implement corrective action and change where required.

In general, all performance parameters that are to be measured (as specified either in the safety management system manual or as part of the annual targets) will be reported.

To allow National College of Art and Design to continuously improve the occupational health and safety performance, it is essential that the relevant National College of Art and Design monitor the progress of these objectives. The NCAD carries out ongoing monitoring and measurement of its Health and Safety Performance using the Procedures for Auditing and Accident Reporting, Investigation and Analysis of Accidents. This performance is measured and monitored using the following forms.

Forms:

SMS-FM-03 Accident Report Form.
SMS-FM- 04 Incident Report.

17.0 Accidents, Dangerous Occurrences, Near Misses, Non-Conformities and Corrective & Preventive Action.

National College of Art and Design has procedures in place for handling and investigating accidents, dangerous occurrences, near misses and health and safety non-conformities within the Safety Management System. Corrective and preventive actions are taken where necessary.

17.1 Accidents, Dangerous Occurrences & Near Misses.

The NCAD has a system in place for reporting and investigating any accident, near miss or dangerous occurrences and detailed in SMS-PR-08 Procedure for Reporting, Investigation and Analysis of Accidents and Dangerous Occurrences.

17.2 Health & Safety Non-Conformities Corrective & Preventive Action.

The procedures in place for non-conformity and corrective actions following an audit or accident amongst other sources are detailed in SMS-PR-09 Procedure for Non-conformity Corrective and Preventive Action. The purpose of this is to ensure:

- Identify the root cause, and take action to mitigate their consequences
- Investigate non-conformities and, determine their causes and taking actions in order to avoid recurrence.
- Evaluate the need for action to prevent their occurrence in the future.

18.0 Records Management

National College of Art and Design has a procedure in place, for the Maintenance and Archiving of Safety Records for the identification, storage, protection, retrieval, retention and disposal of records.

SECTION 5

REVIEWING PERFORMANCE

19.0 Management Review

An Annual Review will be compiled by the health and safety team and submitted to the safety management committee as per SMS-PR-01 Procedure for the Development, Updating and implementation of the Occupational Health and Safety Management System. At a minimum the following elements will be included.

Review:

Outcome of Audits and Inspections and level of compliance reported.

The results or outcome of the safety Committee meetings.

Any Health and Safety Authority reports on outcome inspections and visits.

Status of Accidents Reports and Corrective preventive actions taken.

Changes in legislations and updates

Status of safety management Programme at Divisional and Organisational level

Outcome: changes and plans made following review.

Safety, health and welfare performance

Safety, health and welfare objectives and targets to be met.

Resources required in terms, time, finance and people.

SECTION 6

AUDIT

20.0 Audits

National College of Art and Design have a procedure in place to ensure that internal audits of the occupational health & safety management system are conducted at planned intervals to determine the following:

- That the OH&S management system conforms to planned arrangements.
- Has been properly implemented and is maintained.
- Is effective in meeting the organisation's policy and objectives.

Audits are planned and conducted in accordance with Procedure for Auditing the Occupational Health & Safety Management System.