



Swan Training Institute

Health & Safety Manual

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The Safety, Health & Welfare at Work Act, 2005 (General Applications) Regulations 2007 and subsequent amendments

What is the Health and Safety Authority?

The Health and Safety Authority is the national body in Ireland with responsibility for securing health and safety at work. It is a state-sponsored body, established under the Safety, Health and Welfare at Work Act, 1989 and it reports to the Minister for Enterprise, Trade and Employment.

What does the Health and Safety Authority do?

The Safety, Health and Welfare at Work Act 2005, which repealed and replaced the Safety, Health and Welfare at Work Act 1989 was brought in to make further provision for the safety, health and welfare of persons at work. This Act clarifies and enhances the responsibilities of employer's, the self-employed, employees and various other parties in relation to safety and health at work.

The HSA monitors compliance with legislation at the workplace and can take enforcement action (up to and including prosecutions). They are the national centre for information and advice to employers, employees and self-employed on all aspects of workplace health and safety. The Authority also promotes education, training and research in the field.

Because safety is everybody's responsibility there is always wide consultation with employers, employees and their respective organisations. To help develop sound policies and good workplace practices the authority works with various Advisory Committees and Task Forces, etc. which focus on specific occupations or hazards.

The staff of the HSA provide the following services to employers, employees and the public:

- Promotion of good standards of health and safety at work;
- Enable enterprises to comply with their legal obligations in a practical and reasonable manner.
- Support the Minister in the development of a well-functioning, robust and proportionate regulatory framework.
- Inspection of all places of work and monitoring of compliance with health and safety laws;
- investigate certain serious accidents, causes of ill health and complaints
- Undertaking and sponsoring research on health and safety at work;
- Developing and publishing codes of practice, guidance and information documents
- provide an information service during office hours
- develop new laws and standards on health and safety at work



Safety, Health & Welfare at Work Act, 2005

The Safety, Health and Welfare at Work Act 2005 sets out the main provisions for securing and improving the safety, health and welfare of people at work. The law applies to all places of work regardless of how many workers are employed and includes the self-employed.

This document is prepared in accordance with the following legislation:

- The Safety, Health and Welfare at Work Act 2005
- The Safety, Health and Welfare at Work (General Applications) Regulations 2007
- Subsequent Regulations and Amendments

And is the policy of Swan Training Institute aimed at reducing ill health and accidents in the company.

The overall Health and Safety Policy of Swan Training Institute is informed by the contents of this document and is divided into three sections.

Section 1: The Policy Statement of Swan Training Institute that details the area of responsibilities for management and employees.

Section 2: General Hazards that are applicable in all places as contained in guidelines laid down by the National Occupational Health and Safety Authority.

Section 3: All Specific Hazards associated with the operation of the College. (Listed in Alphabetical Order)

Section 4: The Specific Hazards, Risk Assessment and the Control Measures necessary to reduce the risk/s identified. (Also list of useful phone numbers).



SECTION 1

POLICY STATEMENTS

1.1 Health and Safety Policy Statement

1.1.1 Swan Training Institute is committed to the principles of Health and Safety in the Workplace.



The Management of Swan Training Institute acknowledges their responsibility under the Safety, Health and Welfare at Work Act 2005 and any regulations made there under.

We are committed to providing, in so far as it is reasonably practicable, a safe and healthy work environment for employees and to meet our duties to students, visitors and all stakeholders who may be affected by our operations.

In accordance with section 20 of the Act, this document identifies the hazards and assesses the risks of all activities and outlines the preventative measures that we undertake to identify, control or eliminate any risks that are so identified. It outlines the relevant resources, personal responsibility and the co-operation required of employees to ensure a safe, healthy and welfare at work environment.

The application of Health and Safety Management is recognised as an integral part of the successful operation of Swan Training Institute.

This Policy Statement is contained in the Safety Statement of Swan Training Institute.

This Statement forms part of the Company Policy of Swan Training Institute with up-dates annually:

Up-dates from 2005 to Present
Latest up-date March 2026

Managing Director

1.2 Health and Safety – A Partnership Approach

Swan Training Institute consults with staff on safety, health and welfare at work and provides this document to all members of staff and teachers, in accordance with section 26 of the Act.



1.2.1 The aim of this Safety Statement is to create a working environment in which:

- The health of employees is ensured, at the highest level possible consistent with technical development, economic and social progress.
- A proactive approach to Health and Safety is maintained, underpinned by the application in letter and the spirit of Health and Safety Legislation.
- That there is widespread consultation between those affecting and those affected by working conditions within Swan Training Institute.

Operating a Policy of commitment to the Health and Safety of the Employees, students, subcontractors and all stakeholders of Swan Training Institute would not be possible without co-operation.

It is the request of Swan Training Institute that a partnership of management and staff evolves in a united approach to health and safety matters.

Therefore, Swan Training Institute, hereby request that all employees, students, and all others that come into contact with the company are willing to co-operate and participate in the implementation of the company's Health and Safety Policy.

References: Student Handbook
This Employee handbook
Safety Statement – displayed throughout the College Buildings
Fire Evacuation procedure – displayed throughout the College Buildings

1.3 The Health and Safety Responsibilities of Swan Training Institute

1.3.1 Swan Training Institute will ensure that, as far as is reasonably practicable, the highest standards of health and safety shall prevail at all times in the workplace



Personal responsibility is paramount in minimizing the risk of infection transmission. Observing respiratory etiquette, social distancing, good hand hygiene and following the local infection.

Health & Safety in the School

Swan Training Institute has put in place a range of measures based on public health guidelines to ensure that students and staff are safe on site.

First Aid

First aid stations are identified by a white cross on a green background.

Hand sanitising stations are located at entry/exit point to the building.

Cleaning protocol are in place at the end of each day with particular emphasis on areas of frequent contact.

Emergency Evacuation has been reviewed

Make yourself familiar with the location of emergency exits and fire safety equipment in the school building.

- Activate the nearest Manual alarm point/break the glass in the event of a fire.
- Leave the building using the nearest exit route and move to a place of safety.
- Assembly points are clearly highlighted on signs through each buildings.
- The Assembly points are designated areas of safety where staff and students and any visitors can assemble following an evacuation.

1.3.3 General Health & Safety Measures

- Swan Training Institute will ensure that as far as is reasonably practicable the design, provision and maintenance of the workplace in a manner that does not prejudice the health and safety of the work force.



- The design, provision and maintenance of a safe means of access and egress from the workplace.
- The provision and maintenance of all machinery in a safe manner and without risk to health.
- To design, maintain and change as required safe systems of work that are planned, organised and performed in a safe manner.
- To provide training, instruction and supervision as is necessary to provide for the health and safety of its employees.
- To provide employees with the requisite Personal Protective Equipment, deemed necessary, to ensure their health and safety.
- To prepare, practise and amend as required Emergency Plans for the safety and health of its employees, students, and members of the public.
- To provide and maintain facilities and arrangements for the welfare of its employees as appropriate.
- To obtain, where necessary, the services of a competent person to advise on changes to improve the health and safety of the work force.
- Managing and conducting all work activities so as to ensure the safety, health and welfare of people at work (including the prevention of improper conduct or behaviour likely to put employees at risk).
- To provide a system of consultation with employees to advise them of their duties under the Health, **Safety and Welfare at Work Act 2005 – 2015** and the **Safety, Health and Welfare at Work (General Applications) Regulations 2007** to update them on any changes made to improve their health and safety.
- To continually update this Safety Statement, as deemed necessary, following changes in work practices and technological advances after consultation with the employees.

1.3.4

- The **Report of the Directors of the Company, under Section 158 of the Companies Act 1963** shall contain, in addition to the requirements of that section, an evaluation of the Safety Policy as applicable for the period of the said report.

1.4 Responsibilities of Employees / Contractors of Swan Training Institute

1.4.1 Employees & Contractors of Swan Training Institute are reminded that **Section 4 of the Safety, Health and Welfare at Work Act 2005** have placed certain duties of responsibilities on them that they are legally obliged to comply with.

1.4.2 Specifically, employees of Swan Training Institute shall:



- Comply with relevant laws and protect their own safety and health, as well as the safety and health of anyone who may be affected by their acts or omissions at work.
- Ensure that they are not under the influence of any intoxicant to the extent that they could be a danger to themselves or others while at work.
- Co-operate with their employer with regard to safety, health and welfare at work.
- Participate in safety and health training offered by their employer and use in the correct manner any item provided for protection.
- Undergoing any reasonable medical assessment (or other assessment) if requested by your employer.
- Report any dangerous situations, practices or defects that might endanger a person's safety, health or welfare.
- Suggest ways that improve the health and safety of the workplace.
- Warn visitors, students and new employees of any identified hazards.
- To complete Accident Report Forms as required for any event that may occur.

1.4.3 No employee may intentionally or recklessly interfere with any machinery, equipment or personal protective equipment provided in pursuance of relevant statutory provisions for securing the health and safety of the workforce.

1.4.4 Any employee found breaching Section 1.4.3 of this Safety Statement will be subject to the disciplinary procedures of Swan Training Institute.

Appendix A: HS-01_Employee Acknowledgement of Compliance

1.5 Responsibility for the Implementation of the Health and Safety Policy

1.5.1 The mechanism for the implementation of the Safety Policy of Swan Training Institute is decided upon by the Health & Safety Committee in compliance with current legislation, statutory instruments and accepted codes of practice and best current practices that apply.

The implementation of the operational procedures of the Safety Statement, in compliance with the Safety Policy, is the responsibility of Safety Officer nominated by the company.

Role in Health & Safety



Health and Safety Officer is:

The **Fire Marshall** for Swan Training Institute, 9-11 Grafton Street is:
Mr Joe Kelly

Health & Safety Committee

Mr Oliver Lyons
Mr Michael McGarry
Mr Dermot McSharry
Mr Joe Kelly

Safety Representative TBC

Appendix B: HS-02_Health & Safety Personnel
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1.6. Consultation Process for the Development of Health and Safety Policies and Procedures

1.6.1

As per **Section 13 of the Safety, Health and Welfare at Work Act 2005**, Swan Training Institute, accepts the duty of every employer to provide a consultation process between the employees and the management team for the development and implementation of this Safety Policy.

1.6.2 Specifically, Swan Training Institute shall:

- Consult with its employees for the purpose of making and maintaining arrangements to co-operate effectively in developing measures to ensure their safety, health and welfare at work and also to develop an effective process to ascertain the effectiveness of such measures.



- As far as is reasonably practicable, to take account of any representations made by the employees and students of the college.

1.6.3

Employees of Swan Training Institute shall have the right to make representations and to consult with the management on matters of safety, health and welfare at work.

1.6.4

The employees of Swan Training Institute, may from time to time, select and appoint from amongst their number a representative, referred to as the Safety Representative, to represent them in consultation with management. The term of office is one years. (See committee)

1.6.5

The role of the Health and **Safety Representative** is currently assumed by:
Mr Joe Kelly

Appendix B: HS-02 _Health & Safety Personnel (Safety Representative)

1.7 The Responsibilities of the Safety Representative

1.7.1 The function and responsibilities of the Safety Representative are:

To have the right to information from Management as is necessary to ensure, as far as is reasonably practicable, the safety, health and welfare of the employees of Swan Training Institute.

To be informed by Management when an Inspector of the National Health and Safety Authority enters the premises for the purpose of making an inspection

1.7.2 The Safety Representative may:

Make representations to Management on any aspects of safety, health or welfare at work at the premises so described as Swan Training Institute.



- Investigate accidents and dangerous occurrences provided that they do not interfere or obstruct the performance of any statutory obligation required.
- Make oral or written representations to Inspectors on matters of safety, health and welfare at work.
- Receive information from Inspectors on matters of safety, health and welfare at work.
- Subject to prior notice to management of Swan Training Institute, and to agreement reached in the consultation process, carry out inspections to consider the nature of hazards and their control in the workplace.
- Accompany an Inspector of the National Health and Safety Authority, if the request is made by the Safety Representative, on any tour of inspection except in the case of an Inspector investigation an accident.

Section 2



General Hazards

General Hazards Introduction

2.1 The Scope of the Safety Statement

2.1.1: The Safety Statement is designed to ensure that all hazards that are present in any workplace are identified, controlled and eliminated where necessary.

The format of the Safety Statement is to allow for changes and modifications in circumstances and work practices.

For a Safety Statement to be successful, hazards must be identified, policies agreed upon for dealing with such hazards and then control measures put in place.

This section of the Safety Statement is concerned with the General Hazards that operate in any place of work and while not specific to the College we must take cognisance of the fact that they can be present in any Irish workplace.



This section identifies what the perceived hazard is, refers to the specific legislation, specifics what the policy of the College is to that hazard and then the control measure for dealing with the hazard.

- What is the Hazard?
- What is the Law?
- What is the Policy?
- What is the Control Measure?

2.2 Hazard Identification

2.1.2 Definition

A hazard is anything that can cause potential harm to a person or an environment.

Certain hazards are obvious, such as moving parts of machinery, broken equipment or other physical factors. Less obvious but equally dangerous, are hazards presented by untidy work area's and poor maintenance.

All Hazards can be categorised as Physical, Psychological, Chemical or Biological

To assure continuous assessment of the risk presented by the operation of Swan Training Institute on-going Risk Assessment of activities and Hazard Management must become a part of the day to day operation of the College.

The assessment of risks is a subjective one but must be based on the knowledge and experience of relevant personnel.

Instructors are responsible for the day to day safety operation of their assigned work areas.

Appendix E: HS-05_Hazard & Risk Assessment Form

**Reference Lists: Outline of the Premises Area and common Hazards
2.1.5, 2.1.6, 2.1.7 and 2.1.8**

Reference: MSDS Data label on each cleaning item

Reference: Appendix F: HS-06 Form Environmental Review

2.3 General Hazards and Risk Assessment

2.1.3 Swan Training Institute is conscious that the nature of the premises and the work carried out within creates General Hazards in addition to the Risk Assessment already carried out in the premises.

The natures of these general hazards, where identified, are hereby noted and control procedures instigated.

Where possible, Swan Training Institute, accepts the nature of these hazards and where elimination is not possible, agrees to control the risks as far as is reasonably practicable.

Section 2.1 of the Safety, Health and Welfare at Work 2005 requires an identification of the hazards on the workplace. Regular occurrences ensure accident rates are reduced.

To facilitate this process, the following persons have been assigned as responsible for auditing in their particular building:

Building	Person Responsible
9-11 Grafton Street	Mr Joe Kelly - Hazard identification



	Mr Joe Kelly – Hazard identification and Risk Assessment
	Building Manager – Mr Joe Kelly (Monitor)

Details of Hazard Audits should be noted in this Manual to increase awareness of the risks and dangers in a particular area.

Appendix E: HS-05_Hazard & Risk Assessment Form



Risk Assessment Management System of Swan Training Institute

2.1.4 The 5 Steps to Risk Assessment

Step 1. Look for the Hazards

Walk around and look afresh at what is going on and ask yourself what can cause harm. Concentrate on the significant items.

Step 2. Decide who can be harmed and how

Think about the people who can be injured and those who are visitors who would not be as familiar with the premises.

Step 3. Evaluate the Risks and consider the existing precautions

Consider the current arrangements in place and ask can they be improved on, ensure all staff members are aware of the risks identified and the manner of control of these hazards. Can the precautions be improved on?

Step 4. Record your findings.

Record all hazards identified and the manner of control of said hazards. Maintain all records for future reference. These records can be used in discussing health and safety matter with staff, contractors and others. If there is a question of civil liability – you can use it to demonstrate an element of due diligence, the exercise of duty of care and compliance with statutory requirements. This record should be maintained in this Safety Statement.

Step 5. Review Assessment

Workplaces and people changes – continual assessment is vital. It is necessary to carry out fresh assessments as elements in the workplace change.

2.1.5 Outline of the Premises Area and Common Hazards

Premises Area	Common Associated Issues / Hazards
9-11 Grafton Street	
Entrance Hall	Security, Slips and Trips, Access and Egress from the area, Trailing Wires, deliveries.
Reception	Equipment, Tripping Hazards, Electrical Safety, Ergonomics
1.1 Marketing Office	Equipment, Tripping Hazards, Electrical Safety, Ergonomics
1.2 Classroom	Furniture, Equipment, tripping Hazards, Electrical Safety, Ergonomics
1.3 Classroom	Furniture, Equipment, tripping Hazards, Electrical Safety, Ergonomics
Second Floor	
2.1 Classroom	Furniture, Equipment, tripping Hazards, Electrical Safety, Ergonomics
2.2 Classroom	Furniture, Equipment, tripping Hazards, Electrical Safety, Ergonomics
2.3 Classroom	Furniture, Equipment, tripping Hazards, Electrical Safety, Ergonomics
2.4/2.5 Student Room	Slips and Trips – Wet Floors, Spillages, Cleanliness, Electrical Safety
Ladies Rest Room	Numbers, Cleanliness, Ventilation, & Signage
Third Floor	
3.1 Classroom	Furniture, Equipment, tripping Hazards, Electrical Safety, Ergonomics
3.2 Classroom	Furniture, Equipment, tripping Hazards, Electrical Safety, Ergonomics
3.3 Classroom	Furniture, Equipment, tripping Hazards, Electrical Safety, Ergonomics
3.4 Classroom	Furniture, Equipment, tripping Hazards, Electrical Safety, Ergonomics
3.5 Classroom	Furniture, Equipment, tripping Hazards, Electrical Safety, Ergonomics
Store Room	Furniture, Equipment, tripping Hazards, Electrical Safety, Ergonomics
Office	Equipment, Tripping Hazards, Electrical Safety, Ergonomics
Gents Rest Room	Numbers, Cleanliness, Ventilation, & Signage
Fourth Floor	
4.1 Office	Equipment, Tripping Hazards, Electrical Safety, Ergonomics
4.2 Office	Equipment, Tripping Hazards, Electrical Safety, Ergonomics
4.3 Office	Equipment, Tripping Hazards, Electrical Safety, Ergonomics
4.4 Classroom	Furniture, Equipment, tripping Hazards, Electrical Safety, Ergonomics
4.5 Classroom	Furniture, Equipment, tripping Hazards, Electrical Safety, Ergonomics
Staff Rest Room	Numbers, Cleanliness, Ventilation, & Signage
Store Room	Furniture, Equipment, tripping Hazards, Electrical Safety, Ergonomics

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Waste Management	Disposal of Paper for recycle or shredding. Appropriate Waste Bins
External Premises Facilities	Slippage in leaves, door entrance at front of 9-11 Grafton Street Signs for Fire Meeting Point,
Key Holders:	Mr Joe Kelly, Mr Michael McGarry, Mr Dermot McSharry, Ms Helen Gao, Mr Cory Sloan

Please Note

3.0 All Specific Hazards so identified are listed in Alphabetical Order

3.1 Bullying and Harassment in the Workplace

3.1.1. What is Bullying?

Bullying in the workplace is defined as follows:



“Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could be reasonably regarded as undermining the individual’s right to dignity at work”.

Bullying activities involve actions and behavioural patterns, directly or indirectly, spoken and/or written and could include the use of cyber or digital means for the purpose of bullying. Such bullying events, delivered through cyber means, may also be covered by the requirements of the 2005 Act. **Refer to Employee Handbook: Code of Conduct**

Bullying is not viewed as an isolated once off incidence but rather as a systematic and ongoing experience.

What is Harassment?

Equality and Discrimination are covered under the Employment Equality Acts 2015 and Safety, Health and Welfare at Work Act, 2005 within Irish legislation. The Act prohibits any scope of inequality or discrimination under the following 9 grounds:

1. Age
2. Civil Status
3. Disability
4. Family Status
5. Gender
6. Membership of the Travelling Community
7. Race
8. Religious Belief
9. Sexual Orientation

The Employment Equality Act 2015 outlaws harassment of employees and defines harassment as:- any act or conduct which is offensive, humiliating or intimidating on a discriminatory ground including acts of physical intimacy, spoken words, gestures, or the production, display or circulation of written material or pictures.

3.1.2. What are the Hazards?

Bullying and Harassment in the workplace increases the level of stress and anxiety that a victim feels. This may lead to an inability to concentrate causing errors and accidents and will result in health problems. Such health problems will result in increased blood pressure and cardiovascular disease in the long term. Behavioural changes may also occur such as increased level of smoking or drinking resulting in an increased level of absenteeism in work

3.1.3. What is the Law?

Swan Training Institute is legally obliged to comply with the following legislation in this area:

- The Safety, Health and Welfare at Work Act 2005 which requires employers to carry out a risk assessment at their place of work and following risk assessment instigate procedures to prevent or reduce the risk.
- The **Safety, Health and Welfare at Work (General Applications) Regulations 2007** require employers to document the result of these risk assessments.

The Employment Equality Acts 2015 outlaws both direct and indirect discrimination. It covers all aspects of discrimination and applies to employers in all sectors both public and private. It outlaws discrimination on nine distinct grounds:

It is essential that Employers take a proactive approach to implementing the **Employment Equality Act**. **This can be seen from Section 15 of the Act**, which renders an employer liable for the facts of his employees unless he or she can prove reasonable steps were taken to outlaw the particular act of discrimination complained of.

3.1.4. Forms of Bullying and Harassment

There are various forms of bullying and harassment and the following is a non-exhaustive list of behaviour that are not acceptable in Swan Training Institute.

Physical	Non physical
Unwanted Physical Contact	Verbal abuse/insults
Deliberate pushing or jostling	Continued and deliberate staring
Assault	Aggressive facial expressions
Sabotaging or damaging personal property	Exclusion with negative consequences
	Unfair selection for difficult or unpleasant tasks
	Offensive nicknames
	Implied threats
	The use of songs and laughter as a form of ridicule
	Proposal for sexual favours
	Pestering, spying or stalking
	Persistent or unwarranted criticism
	Excessive monitoring of work
	Other menacing behaviour

3.1.5. Policy Statement of Swan Training Institute in relation to Bullying and Harassment

The policy of Swan Training Institute is that bullying or harassment of employees by any member of the organisation, regardless of status, will not be tolerated.

3.1.6. Complaints Procedure

In the event that an employee believes that they are being bullied the following procedure will apply:

1. Employees who are being bullied or harassed, in the first instance, must ask the instigator to desist or if they feel unable to do so ask a colleague to do so for them. It is recommended that a record of each incident should be noted.
2. Should the bullying or harassment continue a complaint should be made to your Manager/Teacher/Lecturer who shall follow the guidelines laid down?
3. Alternatively, please contact your manager who will deal with the matter in strictest confidence.
4. Once any complaint has been received, it will be investigated immediately and prompt feedback will be provided to the complainant.
5. Steps will be taken to ensure that any person making a complaint is not victimised as a result of making such a complaint.
6. All alleged bullies and harassers will be given ample and fair opportunity to defend themselves. Where it is determined that the seriousness of the complaint requires disciplinary procedures, a written statement will be required from each party.
7. It is the ethos of Swan Training Institute that these cases can be resolved amicably; however where a case is proved the disciplinary procedure of the company will be followed up to and including dismissal where appropriate.

Appendix B: HS-02_Health & Safety Personnel

3.2 Contractors

3.2.1. What are the Hazards?

Contractors working on the premises, inside or on the external structure or grounds, may be engaged in hazards that are intrinsically hazardous. That is, work being carried out may involve chemicals (paint, cleaning agents, etc.) using electrically powered equipment involving trailing leads or working at heights. Swan Training Institute is responsible for ensuring adequate Risk Management Control Systems are instigated to control these hazards.

3.2.2. What is the Law?

As contractors are employers, their obligations under the law are similar to any other employers. Because they are carrying out work on premises they may not be familiar with, there is an increased risk.

The specific legal requirements that apply to Swan Training Institute in relation to contractors are:

- The **Safety, Health and Welfare at Work Act 2005** require all employers to provide safe places and systems of work, including safe plant and machinery. **Section 7 of the Act** extends this duty to non-employees including visitors and contractors.
- The Safety, Health and Welfare at Work (General Applications) Regulations 2007 apply to all contractors as well as employers.
- **First Aid Regulations – The General Application Regulations 2007**, relating to First-Aid at places of work require the employer to provide trained first aiders and first aid equipment and facilities on site. For contractors, that have a small number of employees, it may be necessary for the contractor to make arrangements with the occupier to make use of their trained staff and facilities.
- **Electricity Regulations** require that electrical equipment is properly constructed, installed and maintained and that all installations are suitable for the environment. All work activities on electrical equipment must be carried out safely, and electrical work may only be effected by persons competent for the tasks assigned.
- The **Occupiers Liability Act 1995** places a duty on all building occupiers to protect the safety of visitors.

3.2.3. What is the responsibility of the contractor?

A contractor shall be required to carry out a detailed Risk Assessment, at the request of Swan Training Institute, if any work being carried out on the premises creates an identifiably high risk environment. This high risk environment is determined by the Safety Officer in consultation with the appointed contractor.

The **Safety Officer** will ensure that any contract includes a clear specification of the works to be carried out and any rules that are applicable to the premises and the work that are required for the maintenance of the safety of Swan Training Institute.

3.2.4. The Policy of Swan Training Institute in relation to Contractors

The policy of Swan Training Institute is we shall seek to employ only competent contractors to carry out work on our behalf. To achieve this we appoint contractors who will demonstrated an understanding on health and safety and an ability to manage their work safely.

All contractors to Swan Training Institute must submit a Health and Safety Mission Statement, specific to the task contracted, prior to the commencement of any work at the request of Swan Training Institute if the risk is deemed identifiably high.



3.2.5. Notification by the Safety Officer of Work

The Safety Officer will be responsible for liaison with the Contractor on matters pertaining to health and safety.

The Safety Officer shall provide advance notification to staff who normally works in the area in which the contracted work will take place.

Appendix B: HS-02_Health & Safety Personnel
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3.3 Display Equipment

3.3.1. What are the Hazards?

There are three separate hazards associated with display screen work. Firstly, if the ergonomics of the working arrangements has not been properly addressed, staff can become physically fatigued and develop minor aches and pains. Secondly, if the screen display and environmental lighting are poorly set up it is possible that temporary eye strain can generate effects such as headaches, although there is no evidence that this can cause any permanent deterioration in eyesight. Finally there is evidence that regular use of keyboards for heavy work can result in some people developing symptoms that have collectively become known as Repetitive Strain Injury (RSI) or more recently, Work Related Upper Limb Disorder (WRULD).

Note:

Although a VDU (Visual Display Unit) will emit a degree of ionizing and non-ionizing electromagnetic radiation, the levels of such radiation are so low that they do not pose a risk to health. The World Health Organization has stated the levels of ionizing and non-ionizing electromagnetic radiation that are likely to be generated by VDU's are well below those set out in international recommendations for limiting risk to human health created by such emissions and does not consider such levels to pose a significant risk to health. No special protective measures are therefore needed to protect the health of people from this radiation.

3.3.2. What is the Law?

The legislation specific to the operation of VDU's comes under the General Application Regulations 2007 are made under the Safety, Health and Welfare at Work Act 2005.

- The Safety, Health and Welfare at Work Act 2005 require employers, in Section 6, to provide a safe place of work, and this includes the general environment and the specifics of any workstation.
- The definition of “workstation” is all-encompassing and includes VDUs and all the individual pieces of equipment, chair, desk and work environment, which can constitute a workstation.
- The Display Screen Equipment Regulations expand on these basic environmental requirements and require employers to carry out a risk assessment on a workstation. In addition to these regulations, Display Screen Users have a statutory right to be offered free eye tests, paid for by the employer.

3.3.3. The Policy Statements of Swan Training Institute in relation to Visual Display Units.

To ensure that the general use of the equipment is not a source of risk for the employee, perform an analysis of the workstation in order to evaluate the safety and health conditions to which it gives rise for the employees, particularly as regards possible risks to eyesight, physical problems and problems of mental stress, and, on the basis of that evaluation, take appropriate measures to remedy any risks found, taking account of:

Swan Training Institute shall purchase and provide appropriate equipment (hardware) and processing systems (software) and a working environment suitable for display screen work.

The workstation of each individual display screen user is subjected to an annual inspection to ensure it meets current standards and criteria. All employees are reminded of their obligation to participate in training to ensure they know how to set up their workstation and to work to guidelines provided by management.

All employees are requested to report to management any problems or defects in their workstation that could adversely affect their health and safety.



Due to the nature of the work engaged in by employees of Swan Training Institute all employees engaged in use of Display equipment are entitled to a VDU Assessment. The Assessment will be carried out by a qualified Optometrist / Optician. The fee for this examination will be met by Swan Training Institute.

A record of VDU Assessment of Employees will be maintained by the Safety Officer appointed.

No liability can be held by Swan Training Institute for Computer Eye Strain or other optical ailments as a result of failure to comply with the regulations regarding the safe operation of computers within the premises.

3.3.4. The Specific Requirements to Comply with the Policy of Swan Training Institute

The specific requirements for the display equipment at your workstation are that the screen display contains well-defined characters, adequate line spacing, stable non-flickering image, user adjustable brightness and contrast, a screen that swivels and tilts and free of reflective glare.

The specific requirement for the keyboard is that it is tiltable, separable from the screen, able to be comfortably positioned, so that hands and arms can be supported, it has a matt surface to avoid glare and that the symbols are legible.

The specific requirement for your desk is that it is large enough for the flow of work, it has a low reflective surface and that you have enough space to find a comfortable position.

The specific requirement for your chair is that it is stable, adjustable in height and tilt and where necessary a footrest will be provided.

No attempt must be made by any employee of Swan Training Institute to carry out any repairs on computer equipment located in the premises.

Laptops

A laptop is not covered by these Regulations due to the fact that under these 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 risk assessment must be carried out to assess the usage of the laptop and the setup of the temporary laptop workstation.

Appendix F: HS-06_Form Environmental Review

Appendix G: HS-07_VDU Eye Assessment Record

3.4 Drugs and Alcohol

3.4.1. What are the Hazards?

Drug misuse and alcohol consumption by staff members can render them incapable of safe work, creating a risk not only to themselves but to their colleagues.

3.4.2. What is the Law?

Employers can be regarded as breaking the law if they knowingly allow drug related activities to take place in their workplace. Drug uses and under age alcohol consumption are breaches of criminal law.

There are several legal requirements that are applicable to the consumption of alcohol and drugs in the workplace:

- The Safety, Health and Welfare at Work Act 2005 requires all employers to provide safe systems of work and this is regarded as extended to cover the management of staff such that they are not incapacitated by drug or alcohol consumption to carry out their work without risk to themselves and others.
- The **Road Traffic Acts 1961 to 2018**: this Act is one of a group of Acts included in this collective citation, to be read together as one (**Road Traffic (Amendment) Act 2018 (18/2016), s. 6(3)**). The Acts in the group renders it a criminal offence for a driver to be unfit through the consumption of alcohol or drugs.
- The **Misuse of Drugs Act 1977 and 2016** creates the criminal law category of drug misuse, applicable for the production, supply and possession of specified controlled drugs except in specified circumstances such as when they have been prescribed by a doctor.

3.4.3. The Policy Statement of Swan Training Institute in relation to Drugs and Alcohol

Alcohol consumption on the premises is prohibited to all staff and students, contractors and others within the premises of Swan Training Institute.

Drug misuse is strictly prohibited so that no member of staff may present for work under the influence of misused drugs nor may any member of staff misuse drugs during the working day either on or off site.

Staff are required to bring to the attention of management any incident of alcohol or drug abuse on the premises or anyone who appears to be under the influence of same.

Alcohol consumption or drug misuse in breach of the above policy statement is regarded as a serious offence and will be subjected to the standard disciplinary procedures that prevail. Swan Training Institute reserves the right to apply Disciplinary Procedures to any employee found on breach of this Policy Statement.

3.5 Electrical Systems and Equipment

3.5.1. What are the Hazards?

Electricity supplied by mains, is provided at voltages and sufficient current that can cause burns and which may affect the brain/heart/lungs. Electrical equipment also presents the additional risk of tripping by unsecured supply cables. Overloaded circuitry may generate heat creating a potential fire hazard.

3.5.2. What is the Law?

There are four specific pieces of legislation applicable to Swan Training Institute in this area:

The General Application Regulations 2007 are made under the Safety, Health and Welfare at Work Act 2005 (No. 10 of 2005). General Application Regulations 2007 imposes duties principally on employers, the self-employed and employees in respect of electrical equipment and installations in a place of work and in respect of work activities on or near electrical equipment. It also imposes duties on persons who design, install, maintain, use or are in control of electrical networks.

- The Safety, Health and Welfare at Work Act 2005/2007 require employers to provide safe places and systems of work, including safe plant and equipment.
- The General Health and Safety Regulations (General Application) require employers to document the risk so that employees are informed, instructed and trained in matters relating to electrical safety in addition to other matters.
- The Work Equipment Regulations require an employer to ensure that equipment is suitable, properly maintained, and that machinery presenting specific risks are only operated by trained personnel.
- The Electricity Regulations require assessment of the risks, ensuring equipment is properly installed and is suitable for the environment they will operate in. All work activities, including maintenance will only be affected by persons competent for the task assigned.

3.5.3. The Policy Statement of Swan Training Institute in relation to Electrical Systems and Equipment

All electrical systems and equipment installed in the premises of Swan Training Institute are in compliance with ETCI and IIE regulations.

All employees of Swan Training Institute are reminded that they are obliged to participate in training organised to understand the risks associated with electrical systems and electricity in their workplace.

All employees are requested to visually check the equipment at their workstation and report any faults promptly to the Safety Officer. Any faulty equipment detected must be removed from the service, labelled and if safe to do so unplugged from the mains supply.



3.6 Environmental Protection Policy

Ireland has a well-developed system of environmental legislation, much of which is based on EU directives. Environmental legislation is principally administered and enforced by the Environmental Protection Agency (EPA), regional/local authorities throughout Ireland and the Minister for the Environment, Community and Local Government (Minister). The Health and Safety Authority (HSA) is the competent authority for implementation of the European Communities (Major Accident Hazards of Certain Industrial Activities) Regulations (1986 – 1992) (COMAH), and the Radiological Institute of Ireland enforces legislation in relation to protecting the environment from ionising radiation.

3.6.1. We are committed to environmental protection of our business activities and to continually improve the company's environmental performance.

Swan Training Institute will ensure that we will continue to deliver our commitment to the environment by:-

- Complying with all relevant environmental legislation, standards and codes of practice.
- Setting realistic objectives and achievable targets to enhance environmental performance including energy efficiency and waste management.
- Committing to social and ethical principles.
- Ensuring that sufficient resources (staff, training and development of employees and budget) are provided to meet the stated environmental objectives and targets.

3.6.2. What is the Law?

Environmental protection legislation, the European Union (Waste Electrical and Electronic Equipment) Regulations 2014 concerning the use and disposal of electrical waste, requires Swan Training Institute to assess the risk that is posed to the environment and to contribute to sustainable production and consumption by, as a first priority, the prevention of waste electrical and electronic equipment and, in addition, by the preparing for re-use, recycling and other forms of recovery of such wastes so as to reduce the disposal of waste and to contribute to the efficient use of resources and the retrieval of valuable secondary raw materials.

3.6.3. The Policy Statement of Swan Training Institute in relation to Environmental Factors

Swan Training Institute is committed to a safe place of work that is aided by the protection of the environment for all out benefits. Employees are reminded that minimising waste is not only good for the environment but also for the organisation.

Our current activities do not create emissions to the environment covered by environmental protection legislation. Swan Training Institute strongly encourages our staff to offer suggestions and formulate policy to enhance our environmental protection policy.

3.7 Fire Safety

Fire Safety and Emergency Evacuation Policy

Aspect of QA	Health & Safety / Learner Protection and Support
Policy Owner	Director / Maintenance Manager
Purpose	To outline fire safety measures and emergency evacuation procedures to ensure the safety of all building occupants.
Scope	All staff, students, visitors and contractors
Related Policies	Health & Safety Policy; Risk Management; Safeguarding, Student Handbook
Review Cycle	Annual

Policy Statement

Swan Training Institute is committed to taking all reasonably practicable measures to minimise the risk of fire on the premises and to protect employees, students, visitors, contractors, and others from potential fire-related hazards.

Emergency evacuation procedures are designed to ensure the safety of all building occupants by coordinating and managing evacuations until emergency services arrive.

An emergency is defined as any natural or manmade event that poses an immediate threat to the safety of staff, students, or visitors and requires prompt action. An emergency includes: fire, gas leak, hazardous chemical release, bomb threat, structural danger, or any event posing an immediate threat to life.

Policy Objectives

Swan Training Institute aims to:

- Preserve human life above all else
- Safeguard the safety and health of the workforce and all stakeholders
- Protect the environment
- Safeguard premises, equipment, and programmes
- Minimise disruption to normal school operations in the event of an incident

Fire Alarm System

The Fire alarm in the Swan Training Institute Buildings operates on a single knock system. The single knock system is where a single detector activates the building fire alarm.

Where a detector head is deemed to be faulty, the fire alarm maintenance company is notified to arrange maintenance or replacement.

Final Exit Point: main entrance of Swan Training Institute

Fire Assembly Point: Opposite the school, on the corner of Grafton Street and Wicklow Street

Fire Safety Equipment & Signage

- Fire extinguishers are located throughout the premises and are clearly visible in hallways and shared areas
- Escape route signs are displayed overhead across the building, guiding you toward the nearest exit in the event of an emergency

Fire Safety Responsibilities

All students, staff, visitors and contractors: everyone in the school has a responsibility to help maintain fire safety on the premises by:

- Avoid creating fire hazards, including improper use or storage of flammable materials or anything that could cause ignition
- Keep all fire exits, escape routes, and access areas clear and unobstructed at all times. Do not block hallways, sit on stairs, or leave bags, coats, or boxes beside doors
- Never use electrical heaters, cooking devices, or candles anywhere inside the building
- Do not smoke or vape inside the school building - this is strictly prohibited
- Do not touch fire safety equipment, including alarms, extinguishers, hoses, or emergency panels
- Respond immediately when the fire alarm sounds. Stop your activity and follow teacher/staff instructions
- Evacuate the building calmly and safely using the nearest exit
- Go directly to the Fire Assembly Point through the main entrance and stay there until safe to return
- Teachers and admin staff: ensure all electrical devices (computers, copiers, etc.) are turned off after class/work
- Report any fire hazards or unsafe conditions immediately to the teacher/reception/management - this includes blocked exits, damaged fire-safety equipment, unusual smells, electrical concerns, or anything that could increase risk

Staff/Student who has a disability, temporary injury, or a condition that makes evacuation difficult, are responsible for

- Notifying your teacher or reception of their condition, teacher and reception to report to the Management/Maintenance Manager
- Co-operating with the Management/Maintenance Manager in the development of a Personal Emergency Evacuation Plans (PEEP)

Additional Fire Safety Responsibilities (Management and Staff)

In addition to the general responsibilities for all building users, the management and staff members have specific duties to help ensure the safety of everyone in the school.

Swan Management and Maintenance Manager Responsibility

- The school complies with the Fire regulations
- Fire Risk Assessments are carried out regularly
- Fire safety equipment (extinguishers, alarms, detectors) is serviced annually, with written records maintained
- Staff receive fire-safety training regularly
- The appointment of sufficient Fire Wardens (staff) for each floor
- Ensuring that resources are available to all Wardens to fulfil their role
- Ensuring the effective implementation and management of the emergency evacuation procedures in buildings
- Conducting regular fire and evacuation safety inspections
- Monitoring day-to-day compliance
- Record-keeping

In case of Fire:

- Investigating fire alarm activations received
- Assisting in the evacuation of the building and in securing the building until the fire services arrive
- Liaise with the Fire Services when they arrive on scene. Give details of location of Fire, areas clear/not clear and persons trapped or needing assistance evacuating
- Recording details of all alarm activations (false alarms / genuine emergencies) and their probable cause

All staff are responsible for:

- Participate in Fire Safety training and drills
- Carry out Fire Warden duties during an evacuation, as Swan Training Institute has appointed all admin staff to act as Fire Wardens. This includes checking classrooms, corridors, toilets, and each floor to ensure nobody is left behind, but only when it is safe to do so
- Familiarise themselves with fire notices and evacuation maps located throughout the building
- Follow the emergency procedures exactly as described in this policy and act promptly to support a safe and orderly evacuation

Academic Staff are responsible for:

- Instructing their students to evacuate immediately in the event of an alarm activation during class, guiding the students and bringing the class lists to the assembly point
- Checking attendance against the class list
- Informing Management/Maintenance Manager of any known missing person

Fire Evacuation Procedures of Swan Training Institute

Any person discovering a fire shall

- Activate the nearest Fire Alarm - Break Glass Unit IMMEDIATELY



- Extinguish the fire ONLY if you are trained to do so and it is safe to do so.
- Call Emergency number 999 or 112 from nearest Safe Area
- Provide details of exact location EIRCODE AND FULL ADDRESS and extent of fire

On hearing/being notified of Fire Alarm Activation, the Management/Maintenance Manager shall

- Investigate the location of the Fire Alarm activation
- CALL the fire brigade 999 or 112 in the event of a fire
- Liaise with teachers/reception/Fire Wardens to ascertain if any persons are unaccounted for and pass that information to the Fire Brigade
- In consultation with the FIRE BRIGADE give the all clear and stand down the emergency

On hearing the Fire Alarm, everyone must evacuate immediately. Please follow the steps below

- All students, teachers, staff and visitors stop what you are doing at once and leave your room, office, or restroom immediately.
- Make your way to the ASSEMBLY POINT, located at the corner of Grafton Street and Wicklow Street, using the main school entrance
- Follow all instructions given by teachers and the Swan Fire Warden wearing a high-visibility vest
- Assist anyone who may need help (for example, less able-bodied persons or visitors, but only if it is safe to do so)

- If you are with visitors at the time of the alarm, ensure they evacuate with you
- Walk quickly, no running, shouting or pushing
- Do not stop to collect personal belongings, including coats, bags, laptops, or phones
- Remain at the Assembly Point until further instructions are given by management or emergency services
- Do NOT reenter the building until you are officially authorised to do so

Admin Staff Fire Wardens

- Don high visibility vests
- If safe to do so, enter all accessible rooms on the floor and instruct occupants to evacuate the building, closing all doors whilst progressing through the floor
- Direct all occupants to emergency escape routes
- Proceed to the Fire Assembly Point when the floor has been evacuated
- Pass on any information to Management/Maintenance Manager re: areas evacuated/not evacuated, location of the fire, any persons unaccounted for
- Take control at the assembly point and ensure that no one re-enters the building until the 'all clear' has been given by Management/Maintenance Manager / Fire Brigade and the emergency stood down
- Attend the post evacuation debrief and report any particular difficulties encountered during the evacuation.

Teachers:

- Stop teaching immediately and ask all students to leave the classroom calmly
- Check that all students have left the classroom before you leave
- Bring your class directly to the Assembly Point and stay with them
- Bring the class roll and use it at the Assembly Point to confirm every student is present
- Remain with your class until further instructions are given

The Front Desk Receptionist

- Bring the admin attendance list and the visitor list to the Assembly Point
- Use these lists to confirm all admin staff and visitors are accounted for

Fire and Evacuation Drills

- Fire drills conducted twice a year in November and May
- Written records of drills maintained
- Drills will include all building occupants at the time of the alarm

Review of Policy

This Fire Safety and Emergency Evacuation Policy will be reviewed annually or following:

- A fire or emergency incident
- Changes to Irish fire safety regulations
- Modifications to the building layout

Assigned Floor Fire Warden List – Floor Checks During Fire or Fire Drills

In the event of a fire or a scheduled fire drill, the following staff members are responsible for checking that all rooms on their assigned floor are empty and that all doors are closed before evacuating.

1st Floor: Maria and Michael

2nd Floor: Denise, Lin and Dermot

3rd Floor: Julia and Sarah



4th Floor: Kristina and Helen

Fallback Coverage (If Assigned Staff Are Not Available)

If any of the above staff members are absent or unavailable during an emergency, the following staff will take responsibility for checking *any floor* as required: Helen, Kristina, Joe, Dermot.

Important Notes

- Floor checks should only be carried out if it is safe to do so.
- Floor Wardens must leave the building immediately if there is any sign of danger (smoke, heat, blocked exit, etc.).
- Once checks are complete, all assigned staff must proceed directly to the Assembly Point and report to management that their floor is clear.

Scheduled evacuation drills

May 2026

November 2026

Last updated: March 2026

Fire Equipment Maintenance Report for 9-11 Grafton Street

Service History From 2020 – January 2024	Certificate & History Available in: Health & Safety Manual
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Declaration of Conformity to IS.291; 2002”

5.0 First Aid and Accident Reporting Procedures

5.1.1. What are the Hazards?

There are a number of hazards that exist in this area that pose a threat to employees. First, inadequate or inappropriate treatment may cause further injury to a casualty. Secondly, there is a potential risk to the First Aider administering treatment due to the risk of infection from body substances and fluid and finally there may be a risk to other staff from the accident site due to debris or broken plant, equipment or buildings.

5.1.2. What is the Law?

There are two relevant legal requirements that Swan Training Institute must comply with:

- The First Aid Regulations (Part IX of the Safety, Health and Welfare at Work Act 2005) and the General Application Regulations (First Aid) SI. No. 44 of 2007 that requires adequate and appropriate first aid facilities for the workplace concerned. Trained First Aiders must also be provided and an appropriate room used if required.
- Notification of Accidents and Dangerous Occurrences that stipulates what are reportable accidents to the National Health and Safety Authority.

5.1.3. The Policy Statement of Swan Training Institute in relation to First Aid and Accident Reporting

Swan Training Institute is committed to providing a safe place of work by reducing the risk of accidents happening and hence reduces the need for First Aid.

Who is responsible for First Aid in Swan Training Institute?

The management of First Aid within the premises of Swan Training Institute is assumed by:

Ms Helen Gao
9-11 Grafton Street
Dublin 2
D02 H599

The organisation seeks to encourage the staff to become trained first aiders. If you are interested in becoming a trained First Aider please contact the Safety Officer.

Location, Inspection and Maintenance of First Aid Kits

Following the initial Risk Assessment of the premises a First Aid Kit is currently located at the reception on the first floor and on the 4th floor in Room 4.2. All First Aid equipment will be inspected and replenished as required on a twelve month basis. A record of these inspections will be maintained for a period of twelve months by the nominated First Aider.

Appendix H: HS-08_First Aid Treatment Sheet

Appendix B: HS-02_Health & Safety Personnel

S English **W** Language **A** Training **N**

5.1.4 First Aid Equipment

Astroplast Green Box HSA 1-10 Person First Aid Kit

First aid kit for 1-10 persons in the traditional Green Box dispenser. At a glance the contents have images on the wrapping which makes them easy to identify in a hurry and high quality dressings.

Contents

- 10 x Individually wrapped alcohol free wipes
 - 20 x Individually wrapped adhesive plasters
 - 5 x Disposable examination gloves pairs
 - x No.8 medium sterile dressings
 - x No.9 large sterile dressings
 - 2 x No.4 extra-large sterile dressings
 - 2 x No. 16 eye pad dressing
 - 2 x Triangular bandage
 - 12 x Safety pins
 - 1 x Resusciate vent aid
 - 1 x Crepe bandage medium 7.5cm
 - 1 x Paramedic trauma shears
 - 1 x First Aid guidance leaflet
 - 1 x Medium green first aid box labelled
 - 1 x Wall mounting bracket
-
- 023S
 - 007AL
 - ELDOSB

Manuel Handling

All Cleaners:



Management control systems while controlling the likelihood of an accident cannot prevent certain events combining to create environments where accidents may occur.

All accidents or incidents that occur in the premises of the service must be immediately notified to the **Fire Marshals** or **Fire Officer** in the building.

Location	
9-11 Grafton Street	x

All accidents that occur will be noted in the Accident Report Book and maintained in file for a period of four years.

Any accident that involves Medical Treatment by a registered Doctor or Nurse will be notified by the **Safety Officer** to the Insurance Company of Swan Training Institute on the appropriate Accident Report Form supplied by our insurance Company.

Any accident that occurs resulting in an employee being ill, as a result of an accident or incident in the premises, for more than three calendar days will be notified to the National Health and Safety Authority in compliance with current legislation.

All accidents that require reporting to the National Health and Safety Authority will be completed on form IR1 Form of Notice of Accident and forwarded to the Authority at:

Health and Safety Authority (HSA)

The Metropolitan Building
James Joyce Street,
Dublin 1
Tel: 1890 289 389
Web: <http://www.hsa.ie> / Email: wcu@hsa.ie
D01 K0Y8

All accidents that are reportable to the HSA must first be notified to our Health and Safety Officer who will be responsible for completing the necessary documentation.

Personal Protective Equipment, in the form of Latex Gloves, are provided in the First Aid Box and must be used in all medical situations due to the risk of cross infection.

6.1.1 Reporting of Incidents and Treatment Administered

All accidents that require treatment by the trained First Aider will be entered into the First Aid Treatment Sheet. See: **Appendix G: HS-07_First Aid Treatment Sheet**

Accident Report Book available in Room 4.3 on the fourth floor

S English **W** Language **A** Training **N**

7.0 Food and Water Hygiene

7.1.1. What are the Hazards?

Food in poor condition when purchased or food poorly stored, prepared or served represents a potential source of microbiological contamination that can cause various forms of food poisoning. Injury from contaminated food or water can range from an upset stomach to death from severe salmonella poisoning.

7.1.2. What is the Law?

There are two distinct sets of legal requirements applicable to the preparation and serving of food in the workplace:

- The Safety, Health & Welfare at Work (Miscellaneous Welfare Provisions) Regulations 1995 – 2007 require the provision of workplaces meeting certain standards that include the provision of wholesome, accessible and adequate drinking water and eating facilities including seating in a clean area for staff who regularly take their meals at the workplace.
- The Food Hygiene Regulations 1950 - 2006 (and amendments) apply to offices with staff canteens or restaurants. The regulations require that food premises comply with structural and operational requirements. These include keeping the premises clean and tidy, ensuring there is an adequate water supply and ensuring that basic washing and sanitary facilities are provided for staff.

7.1.3. The Policy Statement of Swan Training Institute in relation to Food and Water Hygiene

Swan Training Institute is committed to the principles of a safe working environment including the provision of safe and hygienic arrangements for food and drinking water.

7.1.4. Who is responsible for ensuring adequate facilities?

The person charged with responsibility for provision of adequate facilities in Swan Training Institute is assigned to – see **Appendix B**. Who will ensure compliance with this policy statement and best current practices?

7.1.5. The Responsibilities of Employees

Employees are reminded that good food hygiene is required of everyone to protect health and to minimise the risk of illness arising.

Please ensure that you clean up after yourself.

S English **W** Language **A** Training **N**

8.0 Hazardous Substances

8.1.1. What are Hazardous Substances?

Hazardous substances refer to the variety of chemicals and other agents that are used to clean buildings or in connection with specific work. These substances are most threatening to the staff engaged in their use, as the proximity and high concentration of the material will greatly increase the risk to the user.

8.1.2. How can Hazardous Substances cause harm?

For chemicals the route of entry, by skin, breathing in or swallowing can lead to chemicals harming the skin on contact (e.g. bleach) or be transported in the bloodstream to another target organ, so that the breathing in of a substance can lead to nausea and weakness. The harm that arises can be acute or can take effect slowly as a result of repeated exposure to the substance.

8.1.3. What is the Law?

The following legislation is specific to hazardous substances:

- The Safety, Health and Welfare at Work Act 2005 requires all employers to provide safe places and systems of work, including safety in connection with the use, handling, transportation and storage of substances.
- The Safety, Health and Welfare at Work Chemical Act 2008 require that before any worker is exposed to a hazardous substance it must be subjected to a risk assessment so that adequate precautions must be taken.
- The European Communities (Classification, Packaging, Labelling and notification of Dangerous Substances) Regulations and The European Communities (Classification, Packaging, Labelling and notification of Dangerous Substances) Amendments Regulations 1998 - 2020 specifies how information about hazardous substances needs to be documented by the supplier. The regulations specify what information the data sheets should contain and how the substances are labelled.

8.1.4. The Policy Statement of Swan Training Institute in relation to Hazardous Substances

Quantities of chemicals are used in the offices, including printer inks, cleaning chemicals and correction fluids. We hereby request that all employees familiarise themselves with the contents of these chemicals and take adequate precautions where indicated by the manufacturers.

All new cleaning/chemical agents supplied to Swan Training Institute will, in accordance with section 10 of the Safety, Health and Welfare at Work Act 2005 and also comply with the European Communities Classification, Labelling and Notification of Dangerous Substances) Regulations 1994.

All agents are listed with correct Material Safety Data Sheet (MSDS) on the cleaning agent container.

9.0 Manual Handling

9.1.1 What are the Hazards?

Lifting, pulling, pushing or in any other way moving or holding still any material or object by personal, physical effort can cause injury to the person concerned. More than one third of lost time accidents reported to the National Health and Safety Authority is due to manual handling operations.

9.1.2. The Hazards associated with Manual Handling

The hazards associated with Manual Handling are:

- The Load
- The Task
- The Environment
- The Person

Manual Handling operations must only be completed by employees who have received training and instruction in correct manual handling techniques.

10.1.3. What is the Law?

There are two relevant legal requirements:

- The Safety, Health and Welfare at Work Act 2005 requires employers to provide safe places of work (the environment in which manual handling takes place), safe systems of work, including safe plant and machinery and to carry out a risk assessment.
- The Manual Handling Regulations (Part VI of the Safety, Health and Welfare at Work (General Applications) require employers to identify manual handling operations, to carry out risk assessments and to ensure employees are adequately informed, instructed and trained.

10.1.4. The Policy Statement of Swan Training Institute in relation to Manual Handling

It is the policy of Swan Training Institute that all operations involving Manual Handling are reviewed and following risk assessment either eliminate or control the associated risk.

Where elimination is not possible safe systems of work will be applied by the person assigned responsibility for correct manual handling procedures.

The person charged with responsibility for assessing manual handling operations in Swan Training Institute is assigned to – see **Appendix B** - who will ensure compliance with this policy statement and best current practices.

The responsibilities of Employees

It is a prerequisite of any employment contract that existing medical conditions must be reported to the employer. Failure to do so may result in tasks being allocated which you may be incapable of performing correctly.

10.1.5 A Guideline to Safe Manual Handling Operations.

- Check the environment when carrying out any manual handling techniques.
- Please ensure no tripping hazards, spillages or anything of a similar nature that creates a risk of unbalancing and therefore injury.
- Please ensure all equipment is suitable for the task intended and that no tripping hazard is in the vicinity or the pathway you will be taking.
- Limit the load to your own capabilities.
- A rule of thumb to remember in manual handling is to push the object first with your foot. If you can kick it – you should be able to shift it.

S English **W** Language **A** Training **N**

- Minimise any stooping, stretching or twisting.
- Lift smoothly, do not jerk the object.
- If you are unsure of the nature of the task, please ask for assistance from a colleague.

11.0 New and Expectant Mothers

11.1.1. What are the Hazards?

Pregnancies should not be equated to ill health and in the majority of the cases the women are able to work until a number of weeks before the birth. However, there are specific cases where hazards in the workplaces must be reconsidered such as manual handling and in the computer training environment where there is a risk of postural stress from a computer workstation.

11.1.2. What is the Law?

There are many relevant legal requirements applicable to the protection of new and pregnant mothers but the legislation specific to Swan Training Institute is:

- The Safety, Health and Welfare at Work Act 2005 require all employers to provide safe places and systems of work, including safe plant and equipment. This would be implied to mean safe for all employees including new and expectant mothers.
- The Employees Regulations 2007 require all employers to carry out risk assessments taking particular account of risks to new and expectant mothers. The law requires a reduction of risks where practicable, changes in working arrangements, the offer of suitable employment to protect her health and safety and that of her child.
- The Pregnancy at Work Regulations 2007 apply from the time an employee informs the employer that she is pregnant, has recently given birth or is breastfeeding and provides an appropriate medical certificate.
- The workplace Regulations (Part 111 of the Safety, Health and Welfare at Work (General Applications) Regulations 2007 require the provision of suitable facilities for pregnant and nursing mothers to be provided. This essentially means a private area where rests may be taken during the working day and where a breast feeding mother may feed her baby during such a break.
- The **Parental Leave Act 1998 (as amended by the Parental Leave (Amendment) Act 2006 and the Parental Leave (Amendment) Act 2019** entitles each parent up to 26 weeks of **unpaid** parental leave. The period of leave counts as reckonable service, except for pay and pension provisions. The leave must be taken before the child is 12 years of age, or 16 years of age in the case of children with disabilities or a long-term illness. This leave is non-transferable between the parents, except where both parents work for the same employer. However, this depends on the agreement of the employer. An employee must have at least one year's continuous employment with the employer before being entitled to take parental or *force majeure* leave.
- Under the Maternity Protection (Amendment) Act 2004 at least 2 weeks have to be taken before the end of the week of your baby's expected birth and at least 4 weeks after.
- The Act also provides for limited paid leave (*force majeure* leave) to enable employees to deal with family emergencies resulting from injury or illness of a family member, up to a maximum of 3 days in any 12 consecutive months or 5 days in any 36 consecutive months.



Paternity Leave

The **Paternity Leave and Benefit Act 2016** commenced on **1 September 2016**. It provides statutory paternity leave and benefit for relevant parents.

Leave/Benefit:

A relevant parent is entitled to two continuous weeks' paid leave in respect of births from September 2016. Payment will be at the rate set by the Department of Employment and Social Protection, subject to a person having the appropriate PRSI contributions. This is the same as the current rate of maternity benefit. Similar to maternity leave.

Applicants for Paternity Leave:

The leave is available to relevant parents, including self-employed, same sex couples and those adopting. The definition of relevant parent is set out in the legislation and "relevant parent" is defined as the father of the child, the spouse, civil partner or cohabitant of the mother. The leave applies to only one person, except in the case of adoption, whereby a biological father may have already taken paternity leave. In such a case the legislation allows the subsequent adopting father to also take leave. In the case of stillbirth or a miscarriage, the entitlement to paternity leave continues. If one parent dies, then the other parent inherits whatever paternity leave hasn't been taken.

Relevant time for taking the leave:

The leave can be taken at any time in the 26 weeks' following the birth of the child (or placement in the case of adoption). 4 weeks' notice is required before the leave may be taken however there is provision for shorter notice. The legislation allows for the postponement of leave in certain circumstances, such as the sickness of a relevant parent and hospitalisation of the child

It is a **legal requirement Under Section 17 (1)** of the legislation to keep a record of the paternity leave of employee indicating the period of employment for each employee and the dates and times in respect of which each employee was on paternity leave and under Section 17(2) this record shall be retained for 8 years.

Adoptive Leave



Under the **Adoptive Leave Acts, 1995 – 2005**, one parent of an adopting couple or where there is a sole adopting parent, that parent is entitled to certain time off when adopting a child.

A couple that jointly adopts a child must choose which one takes the adoptive leave and that is known as the *nominated* parent.

Eligibility and Entitlement

Adoptive leave is available to -

- A nominated adopting parent; or
- A sole adopter, an employee who is adopting a child on their own;

A nominated adopting parent or a sole adopter who is in employment is entitled to the following:

- (a) a minimum of 24 consecutive weeks of adoptive leave from work, beginning on the day of placement of the child;
- (b) up to 16 weeks of additional adoptive leave.

In the majority of cases, it is possible to receive a Social Welfare payment for the initial 24 week period of adoptive leave.

Notification requirements

1. An employee must give adequate notice, in writing, to her/his employer of her/his intention to take adoptive leave. The minimum advance notification is 4 weeks before the expected placement of the child.
2. An employee must inform her/his employer, in writing, at least 4 weeks beforehand of her/his intention to take additional adoptive leave.
3. An employee must inform her/his employer, in writing, at least 4 weeks beforehand of the date on which she/he intends to return to work after adoptive leave or additional adoptive leave.
4. An employee who is taking adoptive leave must provide her/his employer with a certificate of placement. This certificate, which may be obtained from the Health Service Executive or adoption society which arranged the adoption, must be given to the employer as soon as reasonably practicable, but no later than 4 weeks after the placement date.
5. In the event of a foreign adoption, the employee must provide her/his employer with a copy of the declaration of eligibility or suitability before beginning adoptive leave or additional adoptive leave (whichever is the earlier).

11.1.3. What are the legal responsibilities for Swan Training Institute?

Swan Training Institute are only required to action specifically to protect the pregnant or breast feeding worker when the employer is advised of her condition, as specified by the Maternity Regulations 2007

11.1.4. The Responsibilities of Employees

An employee must give adequate notice, in writing, to her/his employer of her/his intention to take parental or adoptive leave.

All female employees shall be advised on recruitment that they are required to advise, their Manager, in writing, should they become pregnant or be a new mother (that is, a woman who has given birth in the last six months and is breast feeding).

Following this written notification, accompanied by a Medical Certificate, a risk assessment will be carried out relevant to that person's work by the Safety Officer. Any changes in work practices will be made where deemed necessary, and a record of same maintained.

Changes to work practices must continue as required during and after the period of birth.



All Female Employees returning to work following maternity leave, as defined by the Pregnancy at Work Regulations 2007, must give written notification to management of the estimated date of return and a medical certificate of fitness to return to work.

11.1.5. The Factors to be considered when carrying out a Risk Assessment:

The following factors must be considered when carrying out a risk assessment when an employee is pregnant:

- Shift work – any work involving night work
- Manual Handling
- Environmental factors such as heating
- Work liable to cause fatigue either physical or mental
- Work on slippery or wet surfaces
- Work where access to rest areas creates a problem
- Other work that may pose a hazard to a pregnant or new mother.

11.1.6. Sample Notification Letter to be used by Employees of Swan Training Institute

A sample letter to be used by female employees for notifying management of Swan Training Institute is attached.

2.0 Personal Protective Equipment

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. The Work Safety Protocol (January 14th 2022) has been up-date by the HSA to the:

<https://enterprise.gov.ie/en/Publications/Transitional-Protocol-COVID-19.html> and details are outlined on **(3.0)** safety measures taken by Swan Training Institute.

12.1.1. What are the Hazards?

When staff are engaged in certain activities it is not always possible to remove the hazards at source or to control the risks. In such circumstances, Personal Protective Equipment (PPE's) may be required. The hazard should be controlled by identification and elimination rather than by the issue of PPE's.

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.

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

1. Eliminate the risk.
2. Isolate the risk.
3. Bar access to hazard zones.
4. Use PPE

12.1.2 What is the Law?

The relevant legal requirements governing PPE's are:

- The Safety, Health and Welfare at Work Act 2005 that requires all employers to provide safe systems of work that may include the provision of PPE's.
- The Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2020 and these Regulations may be cited together as the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2021.
- The Chemical Act 2008 often requires PPE's as one of the control measures when handling specified chemicals.

Note:

If an employer is sued for negligence in a civil action as a result of an accident or injury, failure to make proper use of the PPE provided by the employer can be used by the employer as a defense of contributory negligence in a personal injury claim. If, however, the employer is in breach of statutory legislation the injured employee will be able to sue for breach of statutory duty. In some cases, the employer has issued the employee with PPE and instructed him or her to use it but the employee has chosen not to do so. The courts expect employers to diligently ensure that employees wear PPE in the prescribed way, even to the extent of disciplining employees who do not.

Under the Personal Protective Equipment Regulations an employer is required to provide training and instruction for each item of PPE and this training should include the following:

- The risks the PPE are protecting the user against.
- Limitations on the level of protection the PPE provides.
- How to correctly use and check the PPE, including demonstrations.

The onus is on the employer to provide same, where required and ensured that all PPE's is used correctly. Employees must be made aware of the dangers and the control mechanisms that are in place to secure their health and safety.

12.1.3. The Policy Statement of Swan Training Institute in relation to 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.

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

1. Eliminate the risk.
2. Isolate the risk.
3. Bar access to hazard zones.
4. Use PPE



In the event that Equipment is issued we shall comply with Part 11, Section 9 (1) C of the Safety, Health and Welfare at Work Act 2005 and subsequent acts and protocols issued by the HSE, in that personnel employed in certain areas may be issued with the requisite Personal Protective Equipment in accordance with the risk associated with that specific task.

This equipment is replaced in a Fair Wear And Tear basis.

All equipment issued will be detailed in the Personal Protective Equipment File of Swan Training Institute. This equipment remains at all times the property of Swan Training Institute.

All Personal Protective Equipment that is supplied must be used as directed. Employee's notice is drawn to Part 11, Section 9 (1) C of the Safety, Health and Welfare at Work Act 2005, which states that an employee has:-

To use in such a manner so to provide the protection intended, any suitable appliance, protective equipment or other means or things provided (whether for his use alone or for the use by him in common with others) for securing his safety, health or welfare while at work.

13.0 Smoking in the Workplace

13.1.1. What are the Hazards?

Smoking in the workplace when smokers and non-smokers share the same work and rest areas, non-smokers cannot avoid inhaling some of the smoker's tobacco smoke. This is passive smoking. Smoke contains tar droplets, nicotine, carbon monoxide, ammonia, hydrogen cyanide and acrolein together with carcinogenic agents. Smoking also presents a Fire Risk.

For the avoidance of doubt smoking, including the use of **e-cigarettes** is prohibited in Swan Training Institute buildings.



13.1.2. What is the Law?

Smoking is forbidden in enclosed places of work. The ban was introduced by the Tobacco Smoking (Prohibition) Regulations 2003.

The purpose of this ban is to offer protection to employees and the public who are exposed to the harmful and toxic effects of tobacco smoke in the workplace. Smoking has been identified as a major cause of heart disease and a significant contributor to lung cancer.

13.1.3. The Policy Statement of Swan Training Institute in relation to Smoking in the Workplace.

The policy of Swan Training Institute is that, in accordance with the law, all work areas are Non Smoking.

All Staff are requested to bring our policy to the attention of visitors, students and contractors.

14.0 Stress in the Workplace

14.1.1. What are the Hazards?

Stress is caused when the demands placed on a worker exceeds the capacity to cope. Swan Training Institute accepts that stress constitutes a potential hazard to its staff and therefore a wish to control the hazard as far as is reasonably practicable.

The Safety, Health and Welfare at Work Act 2005, requires employers to put in place systems of work which protect employees from hazards which could lead to mental or physical ill-health. There is an obligation on employers to risk assess all known hazards including psychosocial hazards, which might lead to stress.

Risk assessment for stress involves the same basic principles and processes as for other workplace hazards. The hazard must be identified, the risk assessed and control measures identified, implemented and evaluated.

A person could experience work-related stress as a result of various factors, usually a number of factors occurring at the same time – some of these include:

Organisational culture and function	Poor communication, low levels of support for problem solving and personal development, lack of definition of organisational objectives.
Role at work -	Is it clear and is it integrated, or do I have conflicting roles?
Career Development	Career stagnation and uncertainty, under or over promotion, poor pay, job insecurity, low social value to work.
Relationships at work -	Is there constant strain and disharmony?
The hierarchies and leaderships at work -	Are effective and fair management practices in place, supported by positive leadership?
Control –	Do people have some control over some aspects of what they do each day?
Training -	Are people properly and adequately trained for the jobs they actually do?
Demands –	Do employees have much more work to do they are capable of doing to the standard expected?

Swan Training Institute will ensure as far as is reasonably practicable, that employees are not endangered in their work. The demands placed on employees during the course of their employment are reasonable and fair and that they know and understand how to cope with these demands.

14.1.2. What is the Law?

There are many relevant legal requirements applicable to the protection of workers from stress, but the most significant are likely to be:

- The Safety, Health and Welfare at Work Act 2005 require all employers to provide safe places and systems of work including safe plant and machinery. This implies activities and environments that do not expose the worker to unreasonable stress but it should be noted that some work is regarded as intrinsically containing certain stressors and the voluntary taking on of such jobs does create a degree of defence for the employer in civil law.
- The Workplace Regulations (Part 111 of the Safety, Health and Welfare at Work (General Applications) Regulations 2007 cover a number of workplaces standards on heating, ventilation, space allocation, etc., that must be in place and failure to do so could be held to contribute to stress at work.

14.1.3. The Policy Statement of Swan Training Institute in relation to Stress in the Workplace

Swan Training Institute accept that certain levels of stress are an acceptable part of any working environment; the means of identification must allow changes in the organisational structure of so agreed. We hereby request that any employee who considers themselves to be at risk of stress related illnesses to identify themselves to management in a confidential manner. Any available changes will be made to reduce the associated stress levels to the employee.

Swan Training Institute is conscious of the risks associated and the adverse effects that other staff members may exhibit from working with a colleague that is suffering from stress.



Being stressed changes the way a person feels, thinks and behaves and therefore will also produce physical changes. Usually, the effects of stress can be categorised as follows:

- Mental (how the mind works)
- Physical (how the body works)
- Behavioural (the things we do)
- Cognitive (the way we think and concentrate)

The identification of stress factors or stressors will help to identify the causes and the management of Swan Training Institute requests you to identify to management situations, incidents or work patterns that are causing stress. If you believe that you are suffering from stress or a stress related illness and unable to communicate this information directly to management, for any reason, please contact your safety representative.

Appendix B: HS-02_Health & Safety Personnel
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15.0 Young Persons

15.1.1. What are the Hazards?

Young people are seen as particularly at risk because of their possible lack of awareness of existing and potential risks, immaturity and inexperience. Their lack of physical and psychological development may also limit their capacity to undertake work without harm. When young persons are engaged in work, which they may fail to understand fully, their lack of knowledge, experience and maturity can lead to deliberate or accidental risk occurring. In such circumstances, anyone else, who is potentially affected by their work – colleagues, tutors to passers-by, is potentially at risk from their unsafe working practices.

15.1.2. What is the Law?

There are three relevant legal requirements, specific to young persons in the workplace:

- The Safety, Health and Welfare at Work Act 2005 requires employers to provide safe places of work and systems of work, for all staff including young persons. This Act also requires that a risk assessment is carried out in preparation of the Safety Statement.
- The Safety, Health and Welfare at Work (General Applications) Regulations 2007 require that such risk assessments are documented in writing and steps are taken to reduce the identified risks. The employer is also responsible for ensuring workers are adequately informed, instructed and trained and other matters that relate to young persons.
- The Protection of Young Persons (Employment) Act 1996 in effect limits employment of young persons under the age of 18 but over 16) and restricts the employment of children (under 16).
- Young people aged 16 and 17 can work a maximum of 8 hours a day, up to 40 hours a week.
- If the young worker is under 18 and works for more than one employer, their combined daily or weekly hours cannot exceed the maximum number of hours allowed.

15.1.3. The Policy Statement of Swan Training Institute in relation to Young Persons

The policy of Swan Training Institute is that all young persons employed are subject to the same risk assessment as its employees. The specific risks identified in Section 3 of this Statement shall apply equally to both Adults and young person's using our facilities. The ethos of Swan Training Institute is that we must help Young People be more aware of their surroundings and the potential hazards contained therein. We must attempt to establish safety awareness within the individual. In addition to this risk assessment, additional effort is made to identify hazards that pose a potential hazard to young people.

Garda Clearance Policy & Procedures – separate document

16.0 Violence and Aggression to Staff



16.1.1. What are the Hazards?

Staff who deal directly with members of the public may face aggression or violent behaviour, be sworn at, threatened or even attacked. The Health and Safety Authority define violence as any incidence where persons are verbally threatened, or assaulted in circumstances relating to their work.

16.1.2. What is the Law?

The Safety, Health and Welfare at Work Act 2005 imposes a duty to employers to ensure so far as is reasonably practicable the safety, health and welfare of their employees. In recent years it has become apparent that this duty extends to the protection of staff from reasonably foreseeable risks of assault and other abusive and violent behaviour. The duty is limited to the extent that it relates to the person's work, excluding marital arrangements which result in office confrontations for example, but including the risks that may present themselves in a reception area.

16.1.3. The Policy Statement of Swan Training Institute in relation to Violence and Aggression at Work

Staff dealing with members of the public have had their work assessed and following this risk assessment the main Entrance Door is operated via an Intercom System.

It is the policy of Swan Training Institute that this door must be kept closed at all times. Entrance is secured via an Intercom system controlled by the Office Staff.

Staff are reminded that all incidents of aggression, threat or actual violence must be reported immediately to management as we view this as a serious matter. All incidents must be logged.

17.0 Visitors and Clients



17.1.1. What are the Hazards?

Clients and visitors to the premises of Swan Training Institute are exposed to hazards arising from their unfamiliarity with the premises, the activities undertaken and the emergency evacuations that are designed to ensure the safety of all personnel. This unfamiliarity may cause people to create hazards.

17.1.2. What is the Law?

There are many relevant legal requirements applicable to the protection of visitors but the most significant are likely to be:

- The Safety, Health and Welfare at Work Act 2005 requires all employers to provide safe places and systems of work, including safe plant and equipment. Every employer is obliged to ensure, as far as is reasonably practicable, that visitors are not exposed to risks posed by plant or equipment in the workplace.
- The General Health and Safety (General Applications) Regulations 2007 requires that the following a risk assessment, potential risks must be documented.
- The Workplace Regulations require the provision and maintenance of a safe workplace and this duty extends to non-employees using the premises.
- The Occupiers Liability Act 1995 requires that the occupier or persons in charge of a premise has a duty of care with regard to visitors. This duty varies depending on the classification of the visitor, i.e., visitor, recreational user or trespasser.

17.1.3. Policy Statement of Swan Training Institute in relation to Visitors and Clients

Swan Training Institute is pledged to protecting visitors and clients to its premises. A visitor or a client is deemed to be any person other than those personnel employed by Swan Training Institute.

The member of staff assigned to deal with a specific visitor will assume responsibility for that person for the duration of their visit to the premises. This responsibility involves advising the visitor of the policy in reference to any matters that pose a risk.

In the event of an emergency evacuation, all visitors will be expected to participate and be guided from the premises by the member of staff assigned to deal with them.

In the event of any visitor or client being involved in any accident or incident, all details must be reported immediately to the Safety Officer who will ensure compliance with the Accident Reporting Procedures of Swan Training Institute.

Appendix B: HS-02_Health & Safety Personnel



Section 4

Specific Hazard, Risk Assessment and Control Measures.

Useful Addresses

<p>Local Garda Station Pearse Street Garda Station 1-6 Pearse Street Dublin 2 D02 W289 +353 1 666 9000</p>	<p>Local Doctor Grafton Medical Practise Grafton Buildings 34 Grafton Street Dublin 2 D02 XY06</p>
<p>Health and Safety Authority (HSA) The Metropolitan Building James Joyce Street, Dublin 1 Tel: 0818 289 389 Web: https://www.hsa.ie/eng/</p>	<p>National Irish Safety Organisation (NISO) A11 Calmount Park Calmount Avenue, Ballymount, Dublin 12 Tel: 01 465 9760 Web: https://niso.ie/ Email: info@niso.ie</p>
<p>National Standards Authority of Ireland (NSAI) 1 Swift Square, Northwood, Santry, Dublin 9 Tel: 01 807 3800 Web: https://www.nsai.ie/ Email: info@nsai.ie</p>	<p>Government - Office of Public Works Jonathan Swift Street , Trim, Co Meath , C15 NX36 Website: www.gov.ie/opw Email: info@opw.ie Phone number: 046 9422000</p>
<p>Food Safety Authority of Ireland (FSAI) Abby Court Lower Abbey Street, Dublin 1 Tel: 01 817 1300 Web: FSAI: https://www.fsai.ie/home.html Email: info@fsai.ie</p>	<p>European Parliament (Irish Office) Address: 12-14 Lower Mount Street Dublin D02 W710 Tel: 01 605 7900 Web: https://www.europarl.europa.eu/ireland/en/about-us Email: epdublin@ep.europa.eu</p>
<p>Department of Enterprise and Employment 23 Kildare Street Dublin 2 Tel: 0818 302 121 Web: https://enterprise.gov.ie/en/</p>	<p>Department of Health and Children Block 1, Miesian Plaza, 50 – 58 Lower Baggot Street, D02 XW14 Tel: 01 635 4000 Web: https://www.gov.ie/en/organisation/department-of-health/?referrer=http://www.health.gov.ie/ Email: info@health.gov.ie</p>
<p>Department of the Environment Custom House Dublin 1 Tel: 01 678 2444 Web: https://www.gov.ie/en/organisation/department-of-the-environment-climate-and-communications/</p>	<p>Environmental Protection Agency McCumiskey House, Richview, Clonskeagh, Dublin 14 Tel: (01) 268 0100 Web: https://www.epa.ie/our-services/monitoring--assessment/assessment/irelands-environment/#.VPXFDfmsV1Y</p>

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Appendix A: HS-01_Employee Acknowledgement Form	Date: 11/12/2015–2023 - On-going	Version No: 7
Authorised by: Management	Revision Date: 04/04/2024	

Employees are provided with the Employee Handbook on recruitment and acknowledge through their signature in the Acknowledgement Form below that they have read and understand the policies and procedures that are outlined therein.

Employee Acknowledgement Form

This Employee Handbook has been prepared for your information and understanding of the policies, practices and benefits of Swan Training Institute.

PLEASE READ IT CAREFULLY

After you have read it please sign the statement below, and return to your Manager.

I, _____, have received and read a copy of the Swan Training Institute Employee Handbook, which outlines the policies and procedures of Swan Training Institute, as well as my responsibilities as an employee.

I have familiarised myself with the contents of this Employee Handbook. By my signature below I acknowledge, understand, accept and agree to comply with all of the policies and procedures set out in the Swan Training Institute Employee Handbook. Since the information in this Employee Handbook is subject to change, as situations warrant, it is understood that changes in the Handbook may supersede, revise, or eliminate one or more of the policies in the Handbook. These changes will be communicated to me by my Manager or through official notices. I accept responsibility for keeping myself informed of these changes.

I understand that this Employee Handbook forms part of my contract and should be deemed as such. I accept that Swan Training Institute has the right to amend this Employee Handbook, as it deems necessary in its sole discretion

Employee Signature: _____

Date _____

Appendix B: HS-02_Health & Safety Personnel	Date: 11/12/2015–2023 - On-going	Version No: 7
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Authorised by: Management	Revision Date: 04/04/2024	
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Health & Safety Personnel

We all have a responsibility to help keep the workplace safe by following the precautionary measures and procedures put in place. Doing so reduces the hazards present, ensuring that accidents and incidents that can cause serious harm are kept to a minimum.

Training in the following:

- Fire Safety Training
- Fire Warden Training
- First Aid for designated staff
- Manual Handling
- Defibrillator Training

Health & Safety Committee	Certified First Aiders	Certified Basic Health & Safety Training	Manual Handling Certified
Health & Safety Committee			Cleaning Operatives
Defibrillator Certified Training 26th July 2022			
	Ts	I	
Fire Warden Training			

Health and Safety Officer & Fire Marshals

To facilitate the general risk assessment process, the following persons have been assigned as Safety Officer (Seamus Hughes – All buildings) with support from Fire Marshals

Safety Officer & Risk Assessment

Joe Kelly

Fire Warden

All Teachers assume Fire Warden duties
All Managers assume Fire Warden duties
All Staff assume Fire Warden duties

Personal Emergency Evacuation Plans (PEEP)

See Appendix C for details

Contd...

Appendix B: HS-02_Health & Safety Personnel	Date: 11/12/2015–2023 - On-going	Version No: 7
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Authorised by: Management	Revision Date: 04/04/2024	
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IT Administration and Facilities Management

IT Administration: Supporting, and maintaining the school's administration and student network including the Cloud infrastructure. This includes all aspects of security and privacy of college student networks and computer systems and all cloud related IT including Backups and disaster recovery. |Monitoring and maintaining Health & Safety.

Facilities: The day to day management of the Campuses physical resources including the buildings, electrical and plumbing to maintain the smooth operation of the organisation. Facilities will perform tasks that will minimise risk and ensure the efficient use of resources.

Facilities Management includes:

All Buildings:	Maintaining list of staff who Open and Close the College buildings each day.
Keys:	Maintaining a log of persons who are key holders to each building.
Liaise with Cleaners	Maintain Bins
Photocopier Maintenance	Including toner and waste toner requirements
Heating	Heating Maintenance / Order Oil 7 Belvedere Place as required.
Car Park	Car Park Maintenance
Security	Security & CCTV Maintenance
Fire Safety	<p>Health and Safety officer will be in overall charge of all buildings.</p> <p>Fire Extinguishers up-dated annually. Organise and support the Fire Marshals with Fire Drills, notifying Alarm Company and attend post fire drill meeting (any issues resolved).</p> <p>File all documents for inspection of H & S authority</p>
Tradesmen	Liaise with Carpenter, Electrician and Plumber, Painter etc. re building maintenance requirements.

Appendix C: HS-03_Personal Emergency Evacuation Plans (PEEP)	Date: 11/12/2015–2023 - On-going	Version No: 7
Authorised by: Management	Revision Date: 04/04/2024	



Personal Emergency Evacuation Plans (PEEP)

Evacuation Procedures must consider the possibility that someone may need assistance during a fire evacuation. Those with permanent and temporary disabilities (e.g. twisted ankle), pregnant women, asthmatics and persons with impaired hearing must be taken into consideration.

A buddy system is effective in this instance. The teacher on fire marshalling duty in that immediate area assists the individual from the building should the fire alarm operate. The individual should be assisted to a place of relative safety e.g. the staircase enclosure, where the teacher should then assist the individual down the stairs and out of the building.

The majority of evacuating personnel should be allowed out before an individual is assisted from the building. Additional help may be sought from the Fire Service on arrival.



Appendix D: HS-04_Hazard & Risk Assessment Memo	Date: 11/12/2015 – 2023 - On-going	Version No: 7
Authorised by: Management	Revision Date: 16/05/2024	

**Hazard & Risk Assessment
Memo to Management**

Subject: _____

Date: _____

School Building: 9-11 Grafton Street

What are the Hazards	Location

Signed: _____

Safety Officer

Appendix E: HS-05_Form Environmental Review	Date: 11/12/2015 – 2023 - On-going	Version No: 7
Authorised by: Management	Revision Date: 04/04/2024	

Environmental Review for Workstation Use

Location: _____ Date: _____		
Reviewed By: _____		
Subject Area	Findings	Action
Furniture	Satisfactory and suitable for display screen workstations Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)	
Work Area	Reasonable Floor, General Decoration, Cleanliness Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)	
Electrical	Sufficient Sockets, avoidance of trailing leads, visual appearance. Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)	
	Cables Trailing Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)	
Heating & Ventilation	Satisfactory and Suitable for office work Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)	
Lighting	Artificial Lighting designed to avoid screen glare Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)	Natural Light in all Rooms
Other Matters – Access and Egress from area, Fire Safety Measures, Space Provision	Satisfactory and Suitable Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)	

Appendix F: HS-06_VDU Eye Assessment Record	Date: 11/12/2015 – 2023 - On-going	Version No: 7
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Maintenance Form

Description & Location	Action required	Responsibility	Completed

Signed: _____

Safety Officer



Blank Template - (List additional hazards, risks and controls particular to building being assessed using this blank template)

Appendix I: HS-09 Risk Assessment	Issue Date: 11/12/2015	Version No: 7	Risk Assessor:
Authorised by: Management	Revision Date: Ongoing	Up-dated Date: 04/04/2024	

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list Outstanding Controls *Risk rating applies to outstanding controls outlined in this column	Person Responsible

If there is one or more **High Risk (H)** actions needed, - the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: _____ Date _____



Fire Drill Preparation and Review

(This document must be retained and placed in the Health & Safety Manual after review)

Appendix J: HS-10 Meeting: Fire Drills Preparation & Review after Drills	School Building	Version No: 7
Authorised by: Management		Updated: 04/04/2024
<p>Health and Safety officer will be in overall charge of all buildings.</p> <p>Fire Representative This person will communicate matters of safety, health and welfare to colleagues and management in the workplace and will deal with the Health & Safety Authority should they visit the College – provide the Health & Safety Manual and answer any questions they may have and walk them through buildings.</p>	<p>Fire Marshals responsibilities</p> <p>The Fire Marshal is the person who is responsible for fire safety in the building/s. This person will also be the person who will make sure there are sufficient Fire Wardens in place, procedures are in place, PEEPS are in place and drills are organised. The fire Marshal will also conduct regular fire safety checks in the buildings. One Fire Marshal for each building.</p> <p>The Fire Marshal will also be the person who will call the emergency services and communicate with the fire services when they arrive. Giving details about the building, persons trapped, persons needing assistance etc.</p>	<p>Fire Wardens</p> <p>The Fire Warden is responsible for an area of the building in the event of a fire or evacuation. They will sweep if safe to do so their area and assist persons to evacuation routes and on to the assembly points.</p> <p>They will communicate with the Fire Marshal and pass on any information they have in relation to where the fire is, persons trapped, persons needing assistance etc.</p>
NAME: In attendance Fire Marshals Name _____	Date & Time Agreed for Drills	<u>Resources Required</u> Appendix: HS-09 / HS-10 / HS-11 / HS-12

<p>Fire Officer Name: _____</p> <p>Fire Safety Representative: _____</p> <p>List others:</p>		<p>One for each Teacher and Staff member who are fire Wardens / Marshaling</p> <p>Hi-res vest for each team member</p> <p>Record duration of evacuation</p>
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<p>Discussion & Conclusion Action Items</p>		
<p>Send email to Teachers – specify Assembly point/s (do not tell students)</p> <p>Teachers collect attendance on way out</p> <p>Fire Officer notify alarm company</p>		

Meeting after Drill	Any Problems that need to be addressed	Conclusion and Action
<p>How much time did it take to evacuate the building</p> <p>9-11 Grafton Street – AM Session</p>	<p>Person Responsible</p>	<p>Deadline</p>
<p>9-11 Grafton Street – PM Session</p>		

Fire Evacuation Preparation



Weekly Schedule: Monday to Friday:

Week Beginning: / /2024

Appendix P: HS-16 Cleaning Duties (Evening)	Location: 9-11 Grafton Street	Version No: 7
Authorised by: Management	Cleaning Evening	Updated: 04/04/2024

Weekly Schedule: Monday to Friday:

Week Beginning: / /2024

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Supervisor Signature here: _____						
Sign with your initials after each duty is completed.						
All vacant Room Tables cleaned with Dettol Spray						
Hoover Halls, Stairs and Landing Tuesday / Wednesday All buildings on Friday evening and Saturday						
– Empty Bins in all rooms and replace with new liner						
– Clean Toilets – Fill Toilet roll holders – Check Soap & replace / top up when half full. – Wash and clean toilet brush holders.						
All Hand Sanitisers must be checked daily and kept full so top when half full.						
Health & Safety Clean up any spillages If washing floors – put safety sign up Remove deliveries to store room						
Sweep front entrance each evening						



The buildings will be supervised at intervals and any unsatisfactory or incomplete work will be brought to your attention.
Please hand this into your Supervisor on a Friday evening. Notify reception office of any problems or any cleaning materials required.

Appendix R: HS-18 Fire Drills Notice to Teachers & Staff	11 Grafton Street	Version No: 7
Authorised by: Management	Sample	Updated: 23/03/2026

Email Notice to All Teachers and Staff

A Fire Drill will take place on the following dates: _____

All Teachers and Staff assume Fire Warden Duties



1. Please familiarise yourself with the Fire Notices which are posted throughout the Buildings. These notices summarise the procedures to be followed in the event of an emergency arising.
2. Please note that in the event of an alarm being activated during class or outside class/office hours, e.g. you may be in the Canteen, Library, etc., the following basic procedure should be followed:
 - All Students, Teachers, staff and visitors leave the premises immediately and proceed to the appropriate **the FIRE EXIT** in an orderly manner.
 - Comply with all directions given by Fire Wardens who will do a sweep of their area.
 - Where possible assist less able bodied persons / visitors to evacuate to safety.
 - Proceed to the Fire Assembly Point for the building.

Assembly Point

Opposite school entrance, outside entrance to Brown Thomas, on corner of Grafton Street & Wicklow Street