



It is the policy of SCIL to promote the highest standards of Safety, Health and Welfare throughout every facet our organisation, as far as is reasonably practicable. Our objective is to provide a safe and healthy work environment and suitable welfare facilities for all our employees and to meet our duties and responsibilities to employees, Service Users/Leaders, contractors, and all other parties who may be affected by our activities. We believe that the active pursuance of such a policy will lead to the avoidance or reduction in risks to health and safety and will ensure that the best practicable means of compliance with the Safety, Health and Welfare at Work Act, 2005 and associated legislation, are achieved. We further believe that the achievement of our objectives in the area of Safety, Health and Welfare are as important an aspect of management control as any other management function. All employees, contractors, visitors, volunteers etc. are expected to co-operate with SCIL in achieving the high standards of safety, health and welfare to which we aspire. All are reminded of their own responsibilities and duties which the relevant legislation puts upon them. Systems are in place to ensure that effective consultation and communication on health and safety issues takes place with employees. Consequently, we expect management, supervisory staff and all employees to carry out their duties in the full knowledge that safety, health and welfare considerations are necessary to prevent injury and ill health. This policy is underpinned by **our Employee Safety Handbook** which forms part of this policy.

Objective:

- To provide effective safety and health management system.
- To provide safety and health performance supported by specific regulations and standards.
- To achieve a level of performance that complies with relevant legal requirements.

Purpose:

The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility to management and all employees.

Scope:

This policy applies to all Sligo CIL employees, volunteers, work placements, interns, visitors, Service users/leaders, board members and other Sligo CIL personnel.

Roles and Responsibilities

Sligo CIL Management shall ensure that employees work in a safe and healthy environment with responsibility for:

- Determining and implementing appropriate preventative and protective measures.
- Taking account of the general principles of prevention.
- The design, provision and maintenance of a safe place of work.
- The provision of safe systems of work.
- Conducting regular reviews/evaluations of the health and safety systems in place.

- Obtaining, where necessary, the services of a competent person to advise on health and safety.
- The provision of appropriate information, instruction, training and supervision to all employees to work safely.
- Providing and maintaining suitable protective clothing and equipment.
- Regular communication with employees in relation to health and safety issues.
- Providing adequate resources to aid employees in fulfilling their responsibilities.
- The provision of adequate emergency plans, procedures and measures.
- Reporting accidents and dangerous occurrences to the Health and Safety Authority.
- Investigation of accidents and dangerous occurrences.
- Complying with relevant health and safety legislation.
- Use of codes of practice or guidelines.
- Preventing any improper conduct or behaviour.
- Performance of ongoing hazard identification and risk assessments in line with the Health and Safety Executive Guidelines.
 1. Identify the hazards
 2. Decide who might be harmed and how
 3. Evaluate the risks and decide on precautions
 4. Record the findings and implement the precautions
 5. Review the assessment and update when necessary

All Personal Assistants and other Sligo CIL employees have equal responsibility for Health and Safety at work by:

- Complying with safe work practices, avoiding injury to themselves and others and damage to equipment.
 - Wearing personal protective equipment and clothing where necessary.
 - Complying with any direction given by management for health and safety.
 - Not misusing or interfering with anything provided for health and safety.
 - Reporting all accidents and incidents on the job immediately, no matter how trivial.
 - Reporting all known or observed hazards.
- Taking reasonable care of the health and safety of themselves and others.

People working on Sligo CIL premises not employed by Sligo CIL (Volunteers, work placement, etc.):

- Are expected to follow Sligo CIL Health and Safety Policies with regard to the safety of Sligo CIL employees, their own personal safety (and that of other parties such as the general public if appropriate)
- This responsibility will be included in contracts or working arrangements.

Seconded Sligo CIL employees working in other premises will be expected to follow the host employers Health and Safety Policy.

Visitors and members of the public:

- Sligo CIL wishes to ensure that as far as is reasonably practicable, the safety, and welfare of visitors to Sligo CIL will be held to the highest standard.
- Any member of staff who notices persons acting in a way which would endanger others, should inform management. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

Implementation of Policy:

- The CEO will ensure that all employees have access to the Health and Safety Policy.
- On commencement of his or her employment each employee will be given a copy of the Employee Handbook and the Employee Safety Handbook.
- All employees should know where the first-aid kit is located.
- Be trained on the emergency plan and evacuation procedures.
- A risk assessment will be undertaken for all members of staff, work activities and systems.
- The results of the risk assessments will be recorded in writing, and safety procedures adjusted to ensure adequate levels of safety, health and welfare.

Approved by:

Maria Mulligan, CEO, SCIL

Date: April 2021 MP 10/05/2021