

City of Dublin Education and Training Board

# Corporate Safety Statement

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Drafted by	City of Dublin Education and Training Board – Health and Safety
Responsibility for this policy in City of Dublin Education and Training Board	Director OSD and Health & Safety Officer
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## Introduction

This is the Corporate Safety Statement of the City of Dublin Education and Training Board which is prepared in accordance with the following legislation:

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

## Corporate Risk Management

The City of Dublin Education and Training Board has prepared a Corporate Risk Management Strategy and Plan. A number of plans form the Corporate Risk Register including the Business Continuity Management Plan and the Critical Incident Plan. An integral component of the Risk Register is this Corporate Safety Statement.

## Corporate Safety Statement

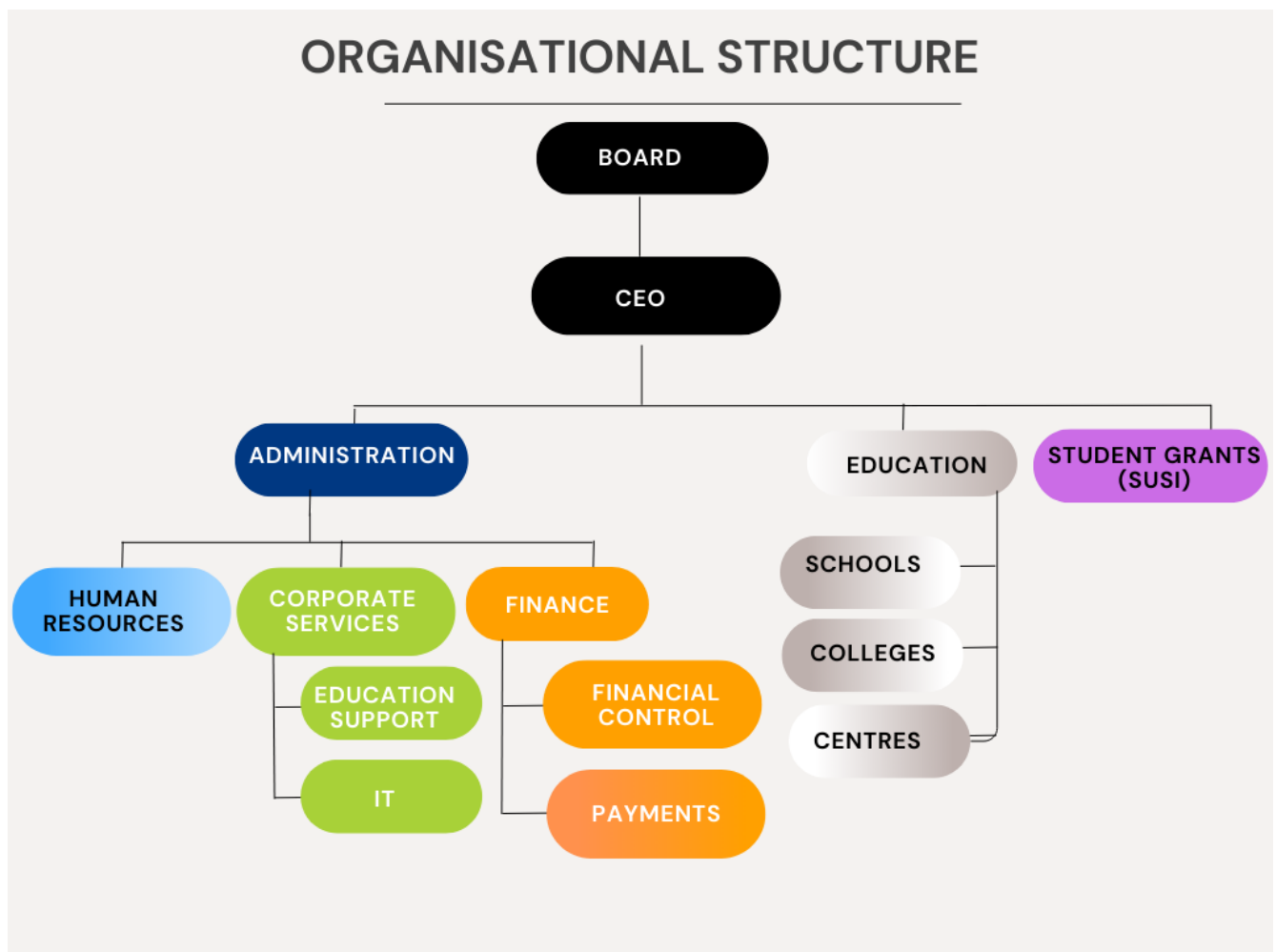
The purpose of the Safety, Health & Welfare at Work Act (2005) is to ensure the safety, health and welfare of all employees in the workplace. This legislation applies to all work environments and embraces all activities of the City of Dublin Education and Training Board. The Act requires that employers prepare a written Safety Statement which details their commitment and proposed programme of health and safety management. Due to the diverse nature of the operations and activities of City of Dublin Education and Training Board and a large number of work locations, specific safety measures will be further referenced in an Ancillary Safety Statement for each location. There is a separate template in place for the Ancillary Safety Statement.

The City of Dublin Education and Training Board approach to health and safety management is coordinated through a combined partnership of the various stakeholders including boards of management, staff and students across all City of Dublin Education and Training Board locations.

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# Safety Management Hierarchy of City of Dublin Education and Training Board (2024)

Safety is everyone's own legal and personal responsibility. All staff members have obligations under The Safety, Health & Welfare at Work Act (2005) and accordingly City of Dublin Education and Training Board management recognise their own further obligations to promote and manage safety across all City of Dublin Education and Training Board locations. The hierarchy below constitutes the safety management responsibility structure pertaining to City of Dublin Education and Training Board.



To each staff member, student, contractor and visitor

## 1.0 - General Policy Statement

This document sets out the overall Safety Policy of City of Dublin Education and Training Board and specifies the means provided to achieve that policy. Our objective is to endeavour to provide and manage a safe and healthy work environment for all our staff members and to meet our duties, as far as is reasonably practicable, to students, contractors and members of the public who may be affected by our daily activities.

Management will endeavour to achieve these objectives by providing adequate safety training, managing proper emergency planning, facilitating safety consultation, provision of safe systems of work and safety conscious (competent) staff.

Safe working is a condition of employment. Every staff member must assume responsibility for working safely. The success of this policy will depend on your co-operation. It is therefore important that you read the document carefully and understand your role and the overall arrangements for health and safety at City of Dublin Education and Training Board.

Occupational health and safety are managed through the resources of City of Dublin Education and Training Board Head Office and at a local level by the appointed person in charge. The Chief Executive has overall responsibility for safety, health and welfare within the organisation and works with each location to ensure the highest standards apply.

It is our intention to review this Safety Statement in the light of experience and developments at City of Dublin Education and Training Board. Staff and others are encouraged to put forward any suggestions for continual improvement of the safety management system documented in this Safety Statement.

**Dr. Christy Duffy**  
**Chief Executive**  
**City of Dublin Education and Training Board**

**February 2024**

## 2.0 - Roles and Safety Responsibilities

The organisation of work practices in City of Dublin Education and Training Board will be such that optimum conditions are in place for safeguarding safety, health and welfare at work. The following declarations made in relation to health and safety, are done in accordance with the requirements and recommendations laid down by the Safety, Health and Welfare at Work Act, 2005. These declarations are also in accordance with the guidelines as specified by The Health and Safety Authority (HSA).

### 2.1 – Management Responsibilities

Safety begins with senior management with each level accountable for the level below. The following responsibilities attach to the management structure of City of Dublin Education and Training Board, however, the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work rests ultimately with the City of Dublin Education and Training Board.

The City of Dublin Education and Training Board shall:

- Endeavour to ensure that there are available, sufficient funds and facilities to enable the Safety Statement and Risk Assessment recommendations to be reasonably implemented.
- Take a direct interest in the health and safety policy and positively support any person whose function it is to implement such policies.
- Monitor overall health and safety performance at each City of Dublin Education and Training Board location.
- Ensure actions are taken regarding health and safety obligations.
- Endeavour to provide a safe place of work and safe systems of work at each City of Dublin Education and Training Board location.
- Prioritise actions on health and safety issues and identify where further risk control resources are required.
- Have in place a designated person (Safety Rep) for consultation on safety, health and welfare at each City of Dublin Education and Training Board location.
- Ensure that an up-to-date Safety Statement and Risk Assessment has been completed at each City of Dublin Education and Training Board location.
- Ensure a forum exists for consultation on health and safety between all employees and management at each City of Dublin Education and Training Board location.

## The Chief Executive – Dr. Christy Duffy

The typical health and safety responsibilities of the Chief Executive are to:

- Demonstrate a safety commitment by issuing any necessary reasonable directives in the interest of the health, safety and welfare of all staff members, students and others.
- Ensure that safety responsibility is properly assigned, understood and accepted at all levels within City of Dublin Education and Training Board.
- Procure advice and assistance whenever necessary and take heed of any valid health and safety matter highlighted by staff members.
- Ensure that all staff are held accountable for their performance in relation to occupational health and safety.
- Show through personal behaviour that only the highest standards of safety are acceptable.
- Ratify this Corporate Safety Statement.
- Facilitate a consultative process with stakeholders, management and staff members.
- Be fully familiar with the Corporate Safety Statement and the safety policy commitments documented therein.
- Ensure that each school, college and centre is managing its own health and safety utilising the systems provided from the support services of City of Dublin Education and Training Board Head Office.
- Ensure that resources are allocated within the constraints of the City of Dublin Education and Training Board budget to implement safety precautions written within our Corporate and Ancillary Safety Statement.

## Principal/Head of Centre

The role of each Principal/Head of Centre for co-ordinating health and safety extends to all areas of their respective premises. Typically, the role profile covers the following health and safety management responsibilities:

- Implementation of the health and safety policy programme in accordance with the Safety, Health and Welfare at Work Act, 2005, and in accordance with the recommendations set forth in this Safety Statement.
- Review the hazard identification/risk assessments completed for the premises and act upon the recommendations stated therein.
- Continuous vigilance in the area of hazard identification and risk control requirements.
- Deal directly with the safety representative (when/if elected) and act upon any representations where reasonably practicable.
- Arrange a review of the Safety Statement annually and revise accordingly.
- Ensure that all staff members are aware of actions to be taken in case of emergency and that properly maintained fire-fighting equipment is available.
- Ensure that good housekeeping standards are maintained and in particular that fire exit routes are kept clear and that fire points are not obstructed.
- Source safety information (where necessary) relating to any hazardous substances, materials, or equipment being used on the premises.
- Assist with drawing up and reviewing departmental health and safety procedures.
- Ensure all accidents/incidents are recorded appropriately.

## 2.2 – Employee Responsibilities

There is also a responsibility on staff members to ensure health and safety at work. Section 13 of The Safety, Health and Welfare at Work Act, 2005, places a number of obligations on staff members while at work -

- To take reasonable care of their own health and safety and that of other staff members who may be affected by his/her acts or omissions.
- To co-operate with management on statutory safety obligations.
- To use any suitable appliance, protective clothing, safety equipment or other means provided for securing safety, health and welfare.



- To report to management without delay any defects of which he/she becomes aware in work equipment, place of work, or system of work, which might endanger health and safety.
- Not to intentionally or recklessly interfere with any safety measure provided. Such action may lead to disciplinary procedures.
- To be familiar with any required safety procedures and safe work methods.
- To cooperate with, and take into account, any safety training provided.
- Not to be under the influence of an intoxicant while at work (including illegal drugs, prescribed drugs with known intoxicant side effects, and alcohol).

City of Dublin Education and Training Board also requires each staff member to immediately report to the relevant designated Safety Officer (e.g. Principal/Head of Centre) any incident resulting in loss or injury and any dangerous occurrence that could have resulted in loss or injury.

## 3.0 – Safety Co-operation

### 3.1 - Staff Members

In addition to the aforementioned responsibilities staff members are required to co-operate with the investigation of an accident either by the responsible person, safety representative or an inspector from the Health and Safety Authority. City of Dublin Education and Training Board has expended considerable time and resources in the preparation and implementation of a safety policy programme designed to protect the interests of its staff members.

The programme will not succeed unless each staff member co-operates fully by observing their legal safety obligations and by following safe work practices. Staff members are expected to read, understand, and work in accordance with the information and recommendations set forth in this Corporate Safety Statement and the associated Ancillary Safety Statement relating to their specific workplace.

Revised safety documentation will be produced periodically and made readily available to all personnel as appropriate. In such an event, all staff members will be required to comply with any new safety requirements as stated therein.

Each staff member is expected to read the Safety Statement of City of Dublin Education and Training Board and to act accordingly. Failure to comply with the terms of this Safety Statement may result in disciplinary action in accordance with the Industrial Relations Act, 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000.

### 3.2 - Contractors

Contractors may be provided at pre-contract stage with a copy of the Safety Statement. They will be required to sign the documents to indicate that they have read and understood them. They must perform their work in accordance with the terms of this Safety Statement. It is implied in this condition that, in its work activities, the contractor will adhere to recognised standards and regulations relevant to their work practices.

Contractors may also be required to submit their own Safety Statement at the pre-contract stage for examination. This will be examined by the responsible person in City of Dublin Education and Training Board and if this documentation does not reflect safe work practices (as is applicable to the contract work intended) then City of Dublin Education and Training Board can direct the contractor to amend the Safety Statement before any contract work commences.

Contractors should assume responsibility for health and safety relating to their work practices and procedures and this shall be incorporated into a signed contract prior to any significant works commencing.



## 4.0 - Safety Consultation and Information

### 4.1 - Safety Representatives

Under the Safety, Health & Welfare at Work Act, 2005, staff members have the right to elect a safety representative (however, this is not a mandatory requirement).

Safety Representatives have the right to:

- Information from the Safety Statement.
- Be informed of impending Health and Safety Authority inspections.
- Accompany the HSA Inspector on visits (but not during official investigation of an accident).
- Consult with the HSA Inspector.
- Make representations to the Safety Officer (Principal/Head of Centre).
- Investigate accidents and dangerous occurrences provided that it does not interfere with the performance of the employer's statutory obligations.
- Inspect the workplace subject to agreement.
- Time off as may be reasonable in order to acquire information and training on matters relating to safety, health and welfare.

### 4.2 – Safety Information

Information in the format of emergency response procedures, evacuation plans, warning signs and safety notices are displayed in hard copy and distributed where applicable. Information relating to any hazardous substances, materials, or equipment being used in the workplace is available through the designated Safety Officer if necessary.

### 4.3 - Availability of the Safety Statement

Each staff member has access to this Safety Statement and is encouraged and obliged to maintain safe work practices. The [Corporate Safety Statement of City of Dublin Education and Training Board](#) is available from the Health and Safety Officer - Ann Glynn at [ann.glynn@cdetb.ie](mailto:ann.glynn@cdetb.ie)

A staff copy of this Safety Statement is also available for reference. All employees should read and understand the document with particular reference to Section 2.2 - Employee Responsibilities.

## 5.0 - Safety Resources and Policies

### 5.1 – Personnel Resources

Considerable time and resources have been expended by the management of City of Dublin Education and Training Board in implementing the health and safety policy documented in this Safety Statement. The use of hazard identification and risk assessment processes, along with safety management strategies are further resources allocated towards successful management of this policy. Other resources include consultation with staff members and provision of safety training to relevant personnel, where appropriate.

### 5.2 - Maintenance Resources

Most of the efforts by way of maintenance in terms of time, materials and service are directed to improving work, equipment and facilities with consequent improvements in their safety. Considerable improvement has been made in the fabric of all City of Dublin Education and Training Board workplaces over the years and it is planned to continue such progress into the future.

### 5.3 – Safety Training

Training is being provided by City of Dublin Education and Training Board in the following areas:

#### Critical Incident Management Training

- Safety Representative Training
- First Responder Training
- First Responder Refresher Training
- Fire Safety Training
- Manual Handling Training
- Working at Heights Training
- Risk Assessment Training

### 5.4 - Other Safety Resources

Other potential resources that may be committed to controlling hazards are as follows:

- Completion of safety audits
- Accident and incident investigation
- Monitoring workplace practices
- Safety representative consultations
- Provision of safety information
- Display of hazard warning signs
- Provision of personal protective equipment (PPE)
- Implementing risk control recommendations

## 5.5 – Bullying and Harassment Policy

The Management of City of Dublin Education and Training Board are committed to providing a workplace free from harassment and bullying. The documents entitled [Bullying Prevention Policy](#), [Harassment/Sexual Harassment Prevention Policy](#) and City of Dublin ETB's [Equal Opportunity and Dignity and Respect at Work Charter](#), together comprise the City of Dublin Education and Training Board's dignity at work policy.

Harassment and bullying are behaviour that is destructive to a positive working atmosphere and will not be endured. All staff members have the right to work in an environment free from any form of harassment causing stress, bullying or intimidating behaviour. If any staff member experiences unwanted or offensive behaviour toward them, and makes a complaint through the identified channels, they can expect the complaint to be fully investigated and the proper outcome to be identified. Breach of this policy will lead to disciplinary action in accordance with the Industrial Relations Act, 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000. Harassment undermines the confidence and dignity of the individuals affected by it. It can also tarnish the work atmosphere where bullying is tolerated or is accepted as the norm. Harassment and bullying can occur in any kind of workplace and this policy aims to inform staff members of their rights and responsibilities under this policy.

### Definition of Harassment & Bullying:

**Harassment** occurs if any person feels intimidated, humiliated, patronised or embarrassed by the derogatory, offensive or discriminatory remarks or actions of others. Harassment may interfere with job performance, undermine job security or create a threatening or unpleasant work atmosphere.

**Sexual harassment** is unwanted behaviour of a sexual nature by one staff member towards another. Examples of sexual harassment include:

- Insensitive jokes and pranks
- Lewd comments about appearance
- Unnecessary body contact
- Display or circulation of sexually offensive material
- Request for sexual favours
- Threat of actual sexual violence
- Threat of dismissal, loss of promotion etc. for refusal of sexual behaviours

**Bullying** is defined as any form of repeated, unwelcome and unacceptable conduct that could be regarded as offensive, humiliating or intimidating.

Examples of bullying include:

- Verbal abuse
- Shouting, making jokes, unfair and excessive criticism, ridicule in front of other individuals, spreading false truths about the individual around the workplace.
- Non-verbal abuse
- Looks, a gesture, displaying emblems on clothing, exclusion, whistling, isolation at work breaks, social events etc.
- Physical abuse (including violence and aggression).
- Hitting, bodily contact that is abusive in nature, shaking fists in a threatening manner, sabotaging a colleague's personal belongings, etc.
- Improper use of social media against another individual.

### Cyber Bullying and Privacy Requirements

Circulating, publishing or distributing (including on the internet) material associated with City of Dublin Education and Training Board activities including, but not limited to, material in relation to staff and students where such circulation undermines, humiliates, or causes damage to another person is considered a serious breach of discipline and may result in disciplinary action. As part of such disciplinary action, City of Dublin Education and Training Board reserves the right to suspend an individual where it considers the actions warrant such sanctions.

### COMPLAINTS PROCEDURE:

#### *Informal:*

Any member of staff who feels they are being targeted or subjected to offensive harassing or bullying behaviour should first try to make it clear to the alleged bully that their behaviour is unwanted and unacceptable. A victim of harassment or bullying should keep a record of such a request and document the alleged harasser's response. If an alleged victim feels unable to confront the person or feels that these incidents are of a serious nature, they should approach the Management for support or advice. A victim of harassment is advised to seek support at the earliest opportunity and to keep a record of the behaviour or treatment complained of. Where an informal attempt to resolve the matter fails, the complainant is encouraged to raise the complaint through the formal complaint procedure.

#### *Formal:*

When an alleged victim has been unsuccessful at resolving a complaint informally with the alleged harasser, a formal complaint should be made in writing to Management. Once a formal complaint has been received an investigation will be undertaken which will include separate interviews with both the complainant and alleged harasser and anyone identified as a witness to the behaviour. All parties will be given an opportunity to state their case and are entitled to be represented at the investigation interviews. Every effort will be made to safeguard confidentiality during the investigation. The Interviewer and management will weigh up the evidence as presented. If the complaint is substantiated the harasser will be subjected to appropriate discipline.

### RESPONSIBILITY

Every member of staff has a responsibility to ensure that harassment and bullying do not occur at any level or in any department. This individual responsibility extends to an awareness of the impact of personal behaviour that could cause offence to another member of staff and make them feel uncomfortable or threatened. Management has a particular responsibility to ensure that the workplace is kept free from all forms of harassment and bullying so that staff may go about their work free from the threat of harassment or intimidation. As in all matters of discipline it is primarily the responsibility of management to establish and sustain proper standards in the workplace. Management will respond promptly to complaints of harassment or bullying and will deal with all complaints in an expeditious and supportive manner.

It is also the responsibility of all staff to make themselves familiar with this policy and procedure and to treat their colleagues with respect and dignity.

## 5.6 - Pregnant Employee Policy

The Management of City of Dublin Education and Training Board adheres to the provisions of The General Application (Pregnant Employee) Regulations, 2007.

These regulations apply to staff members that are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If Management is notified of any of the above, an assessment of any hazardous activities relating to the staff member will be carried out.

**The following hazards must be considered:**

- Physical shocks, including direct blows to the abdomen.
- Handling a load.
- Movement and postures, which are abrupt or severe, or give rise to excessive fatigue.
- Non-ionising radiation.
- Chemicals: Any chemical which is harmful by inhalation or when absorbed through the skin, i.e., organic solvents.

A pregnant staff member must not be exposed to these hazards unless the hazards are adequately controlled.

**Adequate control means:**

- The hazard is reduced to a level, which will not harm the pregnant woman or the developing child or breast-fed child.
- If any of these risks are present, they must either be eliminated or have safeguards put in place to protect the staff member's health and safety.

**These safeguards include:**

- Changing the type of work, working hours, etc.
- Moving the staff member to other safe work.
- Access to a rest area if necessary.

If these safeguards are not possible then the staff member may be granted safety and health leave. This continues until either the hazardous conditions change, or the pregnant staff member becomes eligible for paid maternity leave.



## 5.7 - Stress Management Policy

City of Dublin Education and training Board adheres to all aspects of the Safety, Health and Welfare at Work Act (2005) which obliges employers to identify and safeguard against all risks to health and safety, including stress.

Workplace stress arises when the demands of the job and the working environment of a person exceed their capacity to meet them.

Certain causes of stress in the workplace can include:

- Poorly organised work patterns
- Poor working relationships
- Poor communication at work
- Ill-defined work roles
- Highly demanding tasks
- The threat of (or actual) violence, harassment or bullying

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard:

- Identification of potential problems
- Assessment of risks
- Implementation of safeguards
- Monitoring the effectiveness of safeguards.

We may utilise the following methods of stress management:

- Ensure that Management is aware of the potential causes of stress and the early warning signs.
- Ensure that all complaints that may be related to stress are listened to and appropriate measures taken.
- Invite staff members to consult with Management on work-related stress, and to attend review meetings to agree appropriate remedial action, where necessary.
- City of Dublin Education and Training Board have a proactive Employee Assistance Service (EAS) to aid staff as needed. This service is provided to City of Dublin Education and Training Board by Spectrum Health.

The Employee Assistance Service (EAS) is a confidential counselling service. It provides support to employees, in addition to their spouse, civil partner or dependant, where the family member can be described as a person over the age of 18 and residing in the family home. The EAP is available 24/7, 365 days a year covering numerous topics such as counselling, infertility & pregnancy loss, elder care support, parent coaching, international employee support, legal information, financial information and more.

[Access the EAS directly by calling](#)

Teacher and SNA Phone Number <b>1800 411 057</b>	Phone Number for All Other Staff <b>1800 814 243</b>
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## 5.8 – Accident /Incident Reporting and Investigation Policy

All accidents or incidents (near misses), whether serious or not, must be reported immediately to management. An Accident/Incident Report form is available for this purpose.

Accident/incident investigations will be carried out and the purpose of investigation is to determine the immediate and root cause of the accident/incident and to prevent recurrence. The conclusions of the investigation will be logged. All staff members are required to co-operate with such investigations and to provide any information which may be useful in establishing the circumstances surrounding the accident/incident. Corrective action will be taken where necessary and recorded.

Accident data will be periodically analysed by Management with a view to improving safety performance. Where appropriate, the Safety Statement (including risk assessments) will be reviewed in light of any accident/incident.

The Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations (2016) require certain accidents and dangerous occurrences are reported to the Health and Safety Authority. These include the following categories:

- A workplace accident resulting in the death of a staff member.
- A workplace accident resulting in the absence of a staff member for more than 3 working days (not including the day of the accident).
- An accident to any person not at work caused by a work activity, which causes loss of life or requires medical treatment (e.g., member of the public).
- Certain dangerous occurrences, which have the potential to cause serious injury, whether or not they did cause serious injury (for categories of dangerous occurrences that require reporting to The HSA refer to [www.hsa.ie](http://www.hsa.ie)).

The Management of City of Dublin Education and Training Board is responsible for reporting any such accidents/dangerous occurrences to the Health and Safety Authority. Reporting will be completed on the prescribed forms IR1 (accidents) or IR3 (dangerous occurrences) and notification will be submitted online to the Health & Safety Authority through their website.

### H.S.A. contact details:

The Health & Safety Authority  
The Metropolitan Building,  
James Joyce Street,  
Dublin 1.  
Tel. No. (01) 6147000  
[www.hsa.ie](http://www.hsa.ie)

## 5.9 - Emergency Procedures Policy

Emergency procedures are in place and these procedures will be reviewed periodically and amended where necessary. Evacuation drills will take place at least twice a year or more often if required. Staff are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency. [Records of all fire safety management procedures are included separately in the Fire and General Register.](#)

After each evacuation, a review will be carried out to evaluate procedures and carry out any remedial action deemed necessary. Visitors and contractors will be informed of evacuation procedures as appropriate. The names of fire wardens/deputy fire wardens (when/if appointed) will be displayed in appropriate locations at each workplace.

New staff will receive information on fire safety procedures relating to their respective workplace and this may include the following:

- How to raise the alarm.
- Actions to be taken on discovering a fire.
- How to call the fire brigade.
- Location and use of escape routes.
- The evacuation procedure.
- Assisting any disabled people, visitors and others during evacuation.
- Location of and use of fire extinguishers as appropriate.
- Location of the designated emergency assembly points.

### List of emergency phone numbers

Ambulance	999 or 112
Fire Brigade	999 or 112
Gardai	999 or 112
St. James's Hospital	01 - 410 3000
St. Vincent's Hospital	01 - 221 4000
Tallaght Hospital	01 - 414 2000
Crumlin Children's Hospital	01 - 409 6100
Beaumont Hospital	01 - 809 3000
Mater Hospital	01 - 803 2000
ESB	1850-372 999
Gas (Leaks etc)	1850-20 50 50

In the event of a situation arising in the course of work involving serious, imminent and unavoidable danger, staff can stop work and immediately leave the place of work and proceed to a place of safety, as per Section 11 of The Safety, Health and Welfare at Work Act (2005)

## 5.10 – COVID-19 Control Policy

City of Dublin Education and Training Board is committed to providing a safe and healthy environment for all our staff, students, contractors and visitors. To ensure this, we have developed a COVID-19 Response Plan at each location and prepared a specific COVID-19 Risk Assessment accordingly. Management and staff are responsible for the success of (and cooperation with) this plan and a combined effort will help contain the spread of the virus.

City of Dublin Education and Training Board will endeavor to adhere to the current HSE guidelines.

All staff at City of Dublin Education and Training Board will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

## 5.11 – Disability Access

It is our policy to assess the risk(s) to persons with a disability at the design and planning stage to ensure an “Open Access” policy for all.

We welcome into the City of Dublin Education and Training Board people with disabilities. People with guide dogs or other assistance dogs may be required to produce, on request of City of Dublin Education and Training Board officials, their guide dog owner or assistance dog owner identity card. All other animals and pets are excluded from City of Dublin Education and Training Board with the exception of those participating in course delivery (where applicable).

It is the responsibility of the City of Dublin Education and Training Board management team to ensure that we consult with persons with disabilities to ensure their safety concerns are met. It should be remembered that a workplace that is safe for people with disabilities is also safer for all. For visitors with physical, intellectual incapacities or disabilities it is necessary to take their needs into account when designing emergency exit arrangements, emergency signage, etc.

City of Dublin Education and Training Board will explore all reasonable methods of providing and improving access to our premises for people with limited mobility, while respecting the integrity and quality of the existing buildings. Where physical access remains difficult or impossible, City of Dublin Education and Training Board may introduce alternative forms of education delivery in order to extend access as far as is practicable.

## 5.12 - Risk Management Policy

### Introduction

Corporate governance is necessary to safeguard the long-term relevance and viability of an organisation. Good governance ensures that an organisation operates legally and effectively and can provide assurance to funders and statutory authorities that this is the case. It ensures that resources are managed effectively in meeting the purpose and objectives of the organisation and that effective control is being exercised in the pursuit of organisational goals. It's where tone from the top aligns to attitude on the ground and is best demonstrated when there is a common understanding of governance as part of the ethos of the organisation.

The City of Dublin Education and Training Board operates strong systems of risk management and internal control under the direction from the Chief Executive. Individual tasks are delegated to the management team and other staff as appropriate. These systems manage the risk of failure to achieve business objectives by:

- enhancing the organisational governance structures including an increased focus on risk management
- developing and implementing an organisation risk management plan
- re-modelling the organisation's risk registers and developing improved integrated assurance reporting mechanisms.

City of Dublin Education and Training Board is subject to audit by the Comptroller and Auditor General; internal audit from ETB's Internal Audit unit and other external audit may be carried out by a government department.

### Definition

Risk is defined as *"a possible loss or other adverse consequence that has the potential to impact on an ETB's ability to achieve its objectives and fulfil its mission"*. Successful Risk Management in City of Dublin Education and Training Board *"will ensure that resources and energy will go towards the delivery of the strategy objectives and that there is no waste through loss or ill-considered/high risk endeavours"*.

### Purpose/Scope

The overall objective of the risk management policy is to adopt best practice in the identification, evaluation, and cost-effective control of risks to ensure that they are managed and reduced to an acceptable level. The aim is to anticipate and where possible, manage risks rather than deal with the consequences.

### Risk Appetite

The Risk Appetite Statement defines the amount and type of risk that City of Dublin Education and Training Board is willing to take to meet its strategic objectives. In the case of City of Dublin Education and Training Board, the setting of risk appetite in respect of activities applies largely to agency programmes, self-financing projects and/or new school provision. In the case of core programmes, the level of service to be provided, the programme rules and related funds are determined by the Department of Education, DFEHRIS and/or SOLAS and other programme funders. City of Dublin Education and Training Board's Risk Appetite Statement is approved by the Chief Executive and Audit and Risk Committee and will be reviewed each year in line with the service plan. The statement is forward-looking and will be used as a framework to inform decision making.

## Roles and Responsibilities

### The Board

A key component of good governance is risk management and internal control. A requirement of the Code of Practice for the Governance of ETBs is that each ETB must develop a risk management policy and the board must approve the risk management framework and monitor its effectiveness. The board should review material risk incidents and note or approve management's actions, as appropriate.

### The Audit and Risk Committee

The Audit and Risk Committee must adhere to its terms of reference and ensure risk management policy and procedures are in place and implemented. The committee will report to the Board and understand the most significant risks facing City of Dublin Education and Training Board along with the action plan to mitigate these risks to an acceptable level. The Audit and Risk Committee will give an independent view of City of Dublin Education and Training Board's risk and risk management system and approve associated documentation.

### The Chief Executive

The Chief Executive has overall responsibility to ensure effective systems of internal control are in place and risks to the implementation of City of Dublin Education and Training Board Strategy are appropriately identified and mitigated ensuring the conditions of the Code of Governance for ETB's are met.

### Directors/Leadership Team

The Senior Leadership Team under the direction of the Chief Executive has overall responsibility for risk management policy, health and safety and strategy across City of Dublin Education and Training Board. Responsibility for implementation of the policy and communication strategy with relevant parties is delegated to one Director who will monitor risk management throughout City of Dublin Education and Training Board and report to the Audit and Risk Committee.

### Risk Officer / Co-ordinator *(in City of Dublin Education and Training Board, this role rests with the Compliance Officer)*

The Risk Co-ordinator will support the implementation of the risk management policy and procedures, liaise with the Senior Leadership Team, Principals and Heads of Centre, engage with IPB and ETBI sub groups, and develop support materials.

### Employees

Individual staff members are responsible for understanding their accountability for particular risks, proactively identifying risk issues and bringing these to the attention of management and operating within the system of internal controls.

## Risk Management Process

City of Dublin Education and Training Board is committed to compliance with all relevant legislation, regulatory requirement and appropriate code of practice relating to our sector. The principles below apply to risk assessment at all levels in the organisation and to all schools, centres and operations across City of Dublin Education and Training Board..

- Risk management activity will be aligned to City of Dublin Education and Training Board's objectives

and organisational priorities and will endeavour to protect and enhance the reputation of the organisation and its constituent Schools, Colleges and Centres

- Management and staff at all levels will have a responsibility to identify, evaluate, manage, monitor and review risks.
- Risk management is a continuous rather than a “once off” process.
- In determining an appropriate response, the cost of control and the impact of risks occurring will be balanced with the benefit of the reduced risk.

Managing risk is a means of taking a risk-based approach to running the organisation. It is a four-step process where we identify, assess, manage and monitor (report on) the risks to achieving our objectives. City of Dublin Education and Training Board utilises the Risk Management Toolkit developed by Irish Public Bodies in consultation with the sector for the recording, assessment and mitigating of risk across the organisation.

a. **Risk Identification**

Articulating a risk can be difficult. City of Dublin Education and Training Board utilises a simple formula where the source plus the uncertain event leads to a possible consequence. This formula is applied when identifying risks at both strategic and operational levels.

b. **Risk Assessment**

Risk assessment is where we assess risk as a function of Likelihood and Impact resulting in a Risk Rating which is automatically expressed as a number and a corresponding colour i.e. Green, Amber, or Red to indicate that a risk is assessed as low, medium, or high.

c. **Risk Management**

Managing risk is the process whereby an identified and assessed risk is managed or mitigated by considering appropriate management actions ranging from terminate, transfer, tolerate or treat. Risk registers document the action plan to mitigate risk to an acceptable level.

d. **Monitor and Review**

A risk actioner/owner will be assigned and be responsible for recording/reporting progress and outcomes on the action plan in mitigating the risk. All registers are reviewed and reassessed on a quarterly basis. Sampling of local registers for audit and compliance purposes will take place.

e. **Risk Registers**

The risk register as noted above is where the identification, assessment, management and reporting of risk is documented. It is our live account of how risk is managed in City of Dublin Education and Training Board and feeds directly into the Risk Landscape. City of Dublin Education and Training Board operates one corporate risk register where the focus is on high level risks to the strategy of the organisation. The corporate risk register is supported by 5 directorate risk registers (FET, OSD, Schools, Finance, Susi). Risk registers for each centre focus on operational risks and are maintained locally.

f. **Risk Escalation Process**

Responsibility for mitigating risk on the local risk register rests with each centre. If the risk lies outside the control of the local centre, it should be referred to the appropriate Director to see if it belongs on the Directorate Risk Register. Escalation should consider:

- i. is the rating high and does it present a unique and immediate risk?
- ii. does the risk appear on a number of registers across the scheme and therefore inclusion in Directorate or Corporate registers?

Equally if issues are identified at Directorate level that are a risk to the implementation of the City of Dublin Education and Training Board Strategy these can be considered for escalation to the Corporate Register.

g. **Risk Landscape**

The risk landscape is a summary of our progress in assessing and reassessing risk as we implement the agreed risk management plan.

h. **Risk Park**

The risk park is where we save risks that have been mitigated and so with no further action required, they can be 'parked' in the risk park tab. Only 'live' or actionable risks remain on the risk register.

## Assurance

City of Dublin Education and Training Board will promote good governance, transparency and accountability as well as the principles of efficiency and effectiveness in the implementation of the City of Dublin Education and Training Board Strategy and Annual Plan. The risk management plan supported by a robust control environment will provide reasonable assurances to funding departments and stakeholders so that City of Dublin Education and Training Board can fulfil all its statutory responsibilities.

## Policy Implementation and Review

This policy will be reviewed every two years or earlier if significant changes take place to risk management best practice.



## 5.13 – Intoxicant Protocol

### Introduction

The City of Dublin Education and Training Board recognises its employees as its most valuable resource and is committed to providing a working environment, which is a healthy and safe one for the entire workforce and for those availing themselves of its services. Alcohol and other drug use affect concentration, co-ordination and performance. It is recognised that the effects of alcohol and other drugs may spill over from ones' private life into the workplace resulting in less efficient work performance, accidents and absenteeism. This protocol should be seen in the context of the promotion of health, safety and welfare of all employees of City of Dublin Education and Training Board

### Purpose

The purpose of this protocol is to:

- clearly state City of Dublin Education and Training Board's protocol in respect of Intoxicants in the workplace.
- provide information to employees around their responsibilities under legislation.
- encourage those with substance use problems to seek help.

### Scope

This protocol applies to all staff:

- in the workplace
- at work-associated events such as meetings, conferences, etc.
- at work-related social events, whether on City of Dublin Education and Training Board premises or off-site.

Employees are required to familiarise themselves with, and comply with, the terms of this protocol.

### Definitions

For the purpose of this protocol the following terms shall have the meanings assigned to them:

<b>Employer</b>	refers to City of Dublin Education and Training Board
<b>Alcohol</b>	includes (but is not limited to) a beverage, condiment or food additive which contains alcohol at levels that may cause intoxication
<b>Board of Management</b>	means a Board of Management in the case of Primary, Post Primary Schools
<b>CE</b>	Chief Executive
<b>Centre</b>	means a School (Primary and Post Primary), FET College, Training Centre, Youthreach Centre, Head Office or any other centre providing services on behalf of the organisation
<b>Centre Manager</b>	means Chief Executive, Principal, Training Centre Manager, Youthreach Co-ordinator, Adult Education Officer or any other post with responsibility for the operational running of a School (Primary and Post Primary), FET College, Training Centre, Youthreach Centre, Head Office or any other City of Dublin Education and Training Board centre providing services on behalf of the organisation.

Director	Means Director of Organisation Support and Development (Admin), Director of Organisation Support and Development (Finance), Director of Schools, Director of Operations and Quality (FET), Director of Transformation and Knowledge (FET) and Director of Services (SUSI)
Drugs	drugs include all illegal drugs (as defined by Irish legislation) and all recreational drugs, including over the counter and prescription medications, that could affect the employee's ability to safely carry out their duties.
FET	Further Education and Training.
HR	City of Dublin Education and Training Board Human Resources Department
Intoxicant	an intoxicant is defined in the Act as including alcohol and drugs. This encompasses both legal and illegal substances. Therefore, prescribed drugs and over the counter medications are included.
Prescription Medication	medication which has been prescribed by a physician or pharmacist, including over the counter (pharmacy).
Student	means a person enrolled or on work placement in a School (Primary and Post Primary), FET College, Training Centre, Youthreach, or any other centre providing services on behalf of the organisation.

## Legislation underpinning this Protocol

### Health and Safety at Work Act 2005

Section 13 of the Safety Health and Welfare at Work Act 2005 (Section 13) sets out employee duties under the act. It states, inter alia, that a staff member must ensure that he/she is not under the influence of an intoxicant to the extent that he/she is in such a state as to endanger his/her own safety, health or welfare at work or that of any other person.

## Drug and Alcohol related Legislation

### Road Traffic Act (1961)

Prohibits the use of mechanical vehicles while under the influence of drugs or alcohol.

### Misuse of Drugs Act (1977)

Outlines the restriction on the possession of controlled drugs. This states that it is illegal to produce, supply or be in possession of drugs covered by the Act unless prescribed to the individual by a doctor. The same Act states that it is illegal to have controlled drugs on your premises or to allow your premises to be used for the production, distribution, or consumption of controlled drugs

## Application of legislation

<p>At work- associated events such as meetings, conferences, training events etc.</p>	<p>Under the Safety Health and Welfare at Work Act 2005 (Section 13), a staff member must ensure that he/she is not under the influence of an intoxicant to the extent that he/she is in such a state as to endanger his/her own safety, health or welfare at work or that of any other person.</p> <p>Staff members are not allowed to attend the premises to carry out duties whilst under the influence of illicit and/or non-prescription drugs or alcohol. Where a Centre Manager has a suspicion of such behaviour, a discretionary medical shall be requested from HR. Staff members are obliged to attend and to follow all recommendations issued by the City of Dublin Education and Training Board’s occupational health provider.</p>
<p>Work-related social events</p>	<p><b>Alcohol</b></p> <p>Alcohol is generally not provided at City of Dublin Education and Training Board functions. If required in exceptional circumstances advance approval from the appropriate Director is required.</p> <p>Discretion should be exercised in the purchase of alcohol at City of Dublin Education and Training Board- related functions.</p> <p>Non-alcoholic beverages should be available when alcohol is being served.</p> <p>All City of Dublin Education and Training Board premises, as well as other premises that are rented or used by City of Dublin Education and Training Board programmes, are to be alcohol free except for authorised functions.</p> <p>No alcoholic drinks will be served at City of Dublin Education and Training Board events involving under 18s.</p> <p><i>(source: City of Dublin Education and Training Board Hospitality and Gifts Policy)</i></p>

## Roles and Responsibilities

### Employer Responsibilities

Under the Safety, Health and Welfare Act 2005, City of Dublin Education and Training Board’s responsibilities include, but are not limited to:

- Providing a safe work environment for all employees, free from alcohol or drugs.
- Ensuring the safety, health and welfare of employees at work.
- Implementing safety, health and welfare measures necessary for protection of employees.
- Providing information, instruction, training and supervision, where necessary
- Ensuring employees are made aware of the terms of this protocol.
- Managing the implementation and review of this protocol.
- Disciplining any employee who breaches the terms of this protocol.

## Employee Responsibilities

Employees must be completely free from any influence of intoxicants that may affect their functioning, concentration, or ability to perform work duties. As such, employees are prohibited from:

- Being under the influence of drugs and/or alcohol at the workplace or during work-related activities or at work-related places
- Using/consuming drugs and/or alcohol at the workplace or during work-related activities or at work-related places
- Bringing drugs or alcohol to the workplace (with the exception of prescribed medication – see note below)
- Selling or handing out drugs and/or alcohol at the workplace or during work-related activities or at work-related places
- Being in possession of drugs and/or alcohol at the workplace or during work-related activities or at work-related places.

### Note re prescription medication:

If an employee has been prescribed medication by a doctor or pharmacist, he/she must:

- take the prescribed medication in the manner it is prescribed and according to the relevant instructions for use.
- verify what the effect of the medication is or may be on his/her ability to carry out work activities in a safe way.

If the prescribed medication affects, or may affect, the employee's ability to carry out his/her work in a safe manner, the employee must report this to his/her line manager.

## Supports

- Where a possible alcohol or drug related problem is identified, it will be raised with the staff member concerned by their immediate supervisor in the first instance and they will be made aware of the availability of support services (Employee Assistance Programme, Occupational Health Service, Alcohol and Drug-related Counselling Services), and encouraged to avail of these services.
- City of Dublin Education and Training Board will endeavour to ensure that any employee who seeks help will have the matter dealt with discretely and in confidence.
- Employees with an alcohol or drug related problem will have the protection and employment rights available to all employees with ill-health problems. Employees will be referred to the Occupational Health Service (Medmark) for assessment and City of Dublin Education and Training Board will seek the advice of Medmark re any reasonable accommodations which need to be put in place in order to facilitate and support the recovery/ rehabilitation of the employee. Time off may be given for treatment or other specialist help, or aftercare provided appropriate certification is submitted.
- Where, however, an employee's work performance or behaviour remains unsatisfactory, the normal

disciplinary procedures will be activated specifically in relation to these issues. The provisions of DES C/L 0059/2009 will apply to teachers and principals, C/L 0072/2011 will apply to SNAs and the nationally agreed Disciplinary Procedure for staff employed by City of Dublin Education and Training Board will apply to all other employees. Through these procedures the employee will be entitled to representation and due process.

## Review

This protocol will be reviewed in two years from the date of approval by the Chief Executive. It may also be reviewed at any time should a situation or concern arise which warrants such.

## 5.14 – Dignity and Respect at Work

### Purpose

The purpose of this Charter is to demonstrate City of Dublin Education and Training Board's commitment to implementing and promoting measures to protect the dignity of employees and to encourage respect for others at work. This is done by creating a work environment free from discrimination, harassment, racism, sexual harassment, bullying and disrespectful behaviour by dealing effectively with any complaints of such conduct, and by welcoming diversity and promoting employment equality.

City of Dublin Education and Training Board believes that embracing equality and diversity in the workplace benefits not just the organisation but also individual employees, departments, and our customers/clients. All our employees bring their own background, work style, distinct capabilities, experience, and characteristics to their work. We aim to ensure that we utilise the widest range of skills, knowledge and experience in our organisation while complying with legislation.

As well as treating people with dignity and respect, the organisation strives to create a supportive environment in which all employees can flourish and reach their full potential, regardless of differences, experience, or education. Harnessing the wide range of perspectives this diversity brings promotes innovation and helps make us more creative and competitive.

### Scope of this charter

This Charter applies to all employees, contractors, customers, suppliers, and visitors to the workplace. This Charter applies during normal working hours in the ETB's premises and also at work related social events, business trips and other work-related activities such as training courses or conferences, whether they take place on the ETB's premises or not, and whether or not they take place during normal working hours.

Nothing in this Charter overrules a person's legal and statutory rights.

### Commitment to equality and diversity

The organisation will formulate and implement policies and practices that value diversity, provide equality of opportunity and ensure that no job applicant or employee receives less favourable treatment on any of the nine grounds as listed under the Employment Equality Acts. We will also ensure that other policies and practices reflect our commitment to treating people fairly, promoting an integrated way of working and respecting the dignity of employees at all times.

Managers are expected to promote an integrated workplace and proactively eliminate any potential inequities that may run counter to the organisation's charter.

Our recruitment policies reflect our belief that diversity in all areas, including cultural, generational, language (linguistic) and national backgrounds, is necessary in helping us succeed. The organisation will not discriminate against any prospective employee during the recruitment process. Interviews will be competency-based and carried out objectively and individuals will be judged on merit and their ability to do the job. It is our policy to ensure that as much accommodation as possible is carried out to

facilitate the participation of individuals with special needs in the recruitment process and in the workplace.

Where necessary, performance appraisals and feedback will be carried out in a sensitive, non-discriminatory manner. The organisation will offer equal development and training opportunities to all employees to achieve high standards of performance.

City of Dublin Education and Training Board promotes and supports the right to dignity at work. All who work in City of Dublin Education and Training Board are treated equally and respected for their individuality and diversity and the organisation will not tolerate discrimination, bullying, sexual harassment, harassment or disrespectful behaviour by one employee or group of employees against another or others for any reason. Lack of respect may be shown in words, conduct, acts or demeanour. The organisation promotes a workplace culture of dignity, respect and openness to diversity, which should be reflected in the actions and behaviour of all employees. Where this does not occur it is regarded as contravening the values of City of Dublin Education and Training Board and as such will be treated as a serious disciplinary matter.

City of Dublin Education and Training Board will make available ongoing relevant training for all staff e.g. in relation to equality, disability, multiculturalism, diversity, etc.

### Respect and dignity at work

All employees have the right to work in an environment that is free from sexual harassment, harassment and bullying and where each individual is valued and respected. Any individual who experiences sexual harassment, harassment or bullying will be supported by the organisation in bringing such unlawful behaviour to a close.

All employees will be expected to comply with this Charter and the bullying and harassment policies; and management will take appropriate measures to ensure that bullying/harassment does not occur. Appropriate disciplinary action, including dismissal for serious offences, will be taken against any employee who violates this Charter.

The Charter applies to employees both in the workplace, when working from home and at work-associated events such as meetings, conferences and work-related social events, whether on the premises or off-site.

### Definitions

Workplace bullying is defined as *“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 reasonably be regarded as undermining the individual’s right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once-off incident is not considered to be bullying.”*

Bullying occurs on more than a single occasion and can include conduct offensive to a reasonable person, for example oral or written slurs, physical contact, gestures, jokes, displaying pictures,

flags/emblems, graffiti or other material that state/imply prejudicial attitudes that are offensive to fellow employees. Other examples of bullying behaviour include:

- personal insults and name-calling.
- persistent unjustified criticism and sarcasm.
- shouting at staff in public and/or private.
- sneering.
- unfair delegation of duties and responsibilities.
- setting impossible deadlines.
- unnecessary work interference.
- aggression.
- not giving credit for work contribution.
- continuously refusing reasonable requests without good reasons.
- intimidation and threats in general.

Bullying is viewed as extremely serious by the organisation and will not be tolerated, all forms of bullying are prohibited. The organisation has a dedicated policy detailing how a staff member may process a complaint of bullying. A copy is available on the City of Dublin Education and Training Board website and also directly from HR.

## Harassment

Harassment on the grounds of gender, civil status, family status, sexual orientation, religious belief, age, disability, race, or membership of the traveller community is defined as *“any unwanted conduct that has the purpose or effect of violating a person’s dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.”* The unwanted conduct may consist of acts, requests, spoken words, gestures, or the production, display or circulation of written words, pictures or other material.

Harassment may be explicit or implicit; it may be a single incident or occur over a period of time. It may be directed at an individual or at a group. In defining and identifying harassment it is the effect of the behaviour that is relevant not the intent. It is the impact of the behaviour on the person affected that determines whether harassment has occurred. Harassment may be verbal or it may be in writing.

Sexual harassment is *“any form of verbal, non-verbal or physical conduct of a sexual nature that has the purpose or effect of violating a person’s dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.”* This includes same-sex sexual harassment. The unwanted conduct may consist of acts, requests, spoken words, gestures, or the production, display or circulation of written words, pictures or other material.

Examples of sexual harassment include:

- sexual gestures.
- displaying sexually suggestive objectives, pictures, calendars.
- sending suggestive and pornographic correspondence, including e-mails or text messages.



- unwelcome sexual comments and jokes.
- unwelcome physical conduct, such as pinching, unnecessary touching, etc.

The examples stated in this Charter are not an exhaustive list and the organisation reserves the right to take action against these and other inappropriate behaviours.

Harassment is viewed as extremely serious by the organisation and will not be tolerated, all forms of harassment are prohibited. The organisation has a dedicated policy detailing how a staff member may process a complaint of harassment. A copy is available on our website and also directly from HR.

An allegation of harassment remains an allegation until it is found, following investigation, to be harassment.

Where an employee is found to have engaged in harassment, he/she will be subject to disciplinary procedure and disciplinary action, as appropriate, up to and including dismissal.

## Discrimination

Discrimination is defined as the treatment of a person in a less favourable way than another person is, has or would have been treated, on any of the nine grounds listed below. Discrimination is also taken to have occurred where one of the nine grounds is imputed to a person, or where a person who is associated with another is treated less favourably than another person would have been by virtue of that association.

City of Dublin Education and Training Board values the contribution of all employees and requires every employee to refrain from any type of behaviour which may be interpreted as offending, harassing or discriminating against another/other employees. While not restricted to the grounds listed below, the Charter prevents any form of discrimination based on the following:

- Gender
- Marital status
- Family status
- Sexual orientation
- Religious belief or lack of religious belief
- Age (16+)
- Disability or the nature of disability
- Race, colour, nationality or ethnic or national origins
- Membership or non-membership of the Traveller community.

## Lack of respect

Lack of respect is prohibited by the City of Dublin Education and Training Board. It can be shown by direct comments, sarcasm, snide remarks, inappropriate jokes or banter towards a colleague. It can arise where colleagues are ignored, overlooked, avoided or shunned without good reason and in a manner likely to be hurtful or disrespectful. Jokes or comments directed at, or referred to, a colleague could be thought amusing by others but may be unpleasant, uncomfortable or hurtful to that

colleague Respect should be shown to all colleagues. Respect is also earned. By showing respect to others and honouring their personal dignity, a person will, in turn, earn their respect.

### Responsibility of Management and Staff

All individuals, whether directly employed or contracted by City of Dublin Education and Training Board, have a duty and responsibility to uphold the principles of this Charter. While each employee has a responsibility to ensure that harassment, sexual harassment, bullying is prevented, Managers and Trade Union Representatives/Officials have a specific responsibility to promote the provisions of this charter.

### Rights of the parties

This charter guarantees that all complaints will be treated seriously and current nationally agreed ETB procedures for dealing with complaints of Bullying or Harassment/Sexual Harassment will be followed.

An individual is free to make a complaint. He/she will not be victimised for making a complaint. However, if a complaint is found to be false or malicious, disciplinary action will be taken as appropriate, up to and including dismissal.

All parties involved will be treated with respect, and counselling or other appropriate supports may be availed of by either or both parties at any stage in the procedure. The alleged perpetrator of harassment is entitled to representation, a fair and impartial hearing and the right to challenge a claim of harassment.

### Protection against retaliation

Retaliation is a serious violation of this Charter and should be reported immediately. Any staff member found to have retaliated against another for filing a complaint or assisting in an investigation will be subject to disciplinary action.

Staff members are encouraged to contact HR and to obtain copies of agreed policies. HR are available to discuss, in confidence, issues related to this charter and will endeavour to support and provide guidance to those that require it.

**City of Dublin Education and Training board reserves the right to review and amend this Charter as the need arises.**

## 5.15 - E-Cigarette Policy

### Introduction

In accordance with the Safety, Health and Welfare at Work Act 2005, it is incumbent on City of Dublin Education and Training Board to ensure, insofar as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students/learners, visitors, contractors and other persons at Schools/Colleges/Centres from injury and ill health arising from any work activity.

As places of work, smoking of tobacco products is already prohibited in City of Dublin Education and Training Board premises (ref. [Tobacco Smoking \(Prohibition\) Regulations 2003](#)).

### Scope of this policy

This policy addresses the use of electronic cigarettes (e-cigarettes), 'vaping' and/or other electronic tobacco replacement products on City of Dublin Education and Training Board premises.

### Policy Statement

The use of any Electronic Smoking/Vaporising Devices is banned from all City of Dublin Education and Training Board Administration Offices, Schools, Colleges and Centres.

### Rationale

The World Health Organisation is of the view that the safety of e-cigarettes has not been scientifically demonstrated and the potential risks they pose for the health of users remains undetermined.

Because e-cigarettes resemble ordinary cigarettes, their use may promote or re-normalise smoking, disrupt the environment for non-smokers, make it harder for smokers to quit and for City of Dublin Education and Training Board to support its smoke-free policy.

### Implementation and Review

The successful implementation of this policy requires the full support and active co-operation of all City of Dublin Education and Training Board staff, contractors and students.

Directors/Principals/Heads of Centres/ will have responsibility for the implementation of this policy.

In order to enforce implementation of this policy, signage should be displayed prominently in all City of Dublin Education and Training Board premises.

The date of implementation of this policy will be the date of noting by City of Dublin Education and Training Board.

This policy will be reviewed periodically in light of changes in legislation and advice received from the Department of Education, Department of Further and Higher Education, Research, Innovation and Science (DFHERIS), the Health Service Executive and other relevant sources.

## 6.0 Hazard Identification, Risk Assessment and Risk Assessment Programme

### 6.1 - Risk Assessment Methodology

The risk assessment process employed in determining a risk profile at each City of Dublin Education and Training Board workplace location involves the following:

- Identifying the significant hazards present in the workplace.
- Identifying what risks are associated with each hazard.
- Recording the likelihood and severity of injury/illness associated with the hazard. Calculating the risk rating based on likelihood and severity (the risk rating is arrived at by multiplying the likelihood of injury x severity of injury - see page 25 for specific details).
- Suggesting control options in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- The length of time specified for implementing control measures will vary and be dependent on the risk rating for the hazard i.e., the higher the risk, the faster action should be taken. If additional control measures reduce the likelihood or severity of injury, a revised risk rating can be recorded.

Risk assessments should generally be reviewed annually and any necessary amendments made. They should also be reviewed if there is a change in circumstances e.g., new equipment, processes, procedures etc., following an accident or incident and in the event of new legislation, codes of practice or new guidance being published.

#### The Hierarchy of Controls

The selection and implementation of the most appropriate method of risk or hazard control is a crucial part of the risk assessment process. The following hierarchy should be used when deciding on control measures, starting with the first in the list and working down to the last resort, which is the provision of personal protective equipment and clothing.

##### 1. Elimination:

Eliminating the hazard entirely from the workplace is the best way to control it. Examples of this would be providing a lifting device, which eliminates the need to carry out manual handling.

##### 2. Substitution:

If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Examples are substituting a hazardous chemical with a less toxic one or substituting a smaller package or container to reduce the risk of manual handling injuries.

##### 3. Engineering Solutions:

If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact. Examples of engineering controls are:

- Enclosure (enclose in a way that eliminates or controls the risk)
- Guarding/segregation of people
- Interlocks and cut-off switches

#### 4. Administrative Solutions:

These are the management strategies which can be introduced such as training, job rotation, limiting exposure time or provision of written work procedures.

For example:

- Safe systems of work that reduce the risk to an acceptable level.
- Written procedures that are known and understood by those affected.
- Adequate supervision.
- Identification of training needs and provision of appropriate training.
- Information/instruction (signs, handouts).

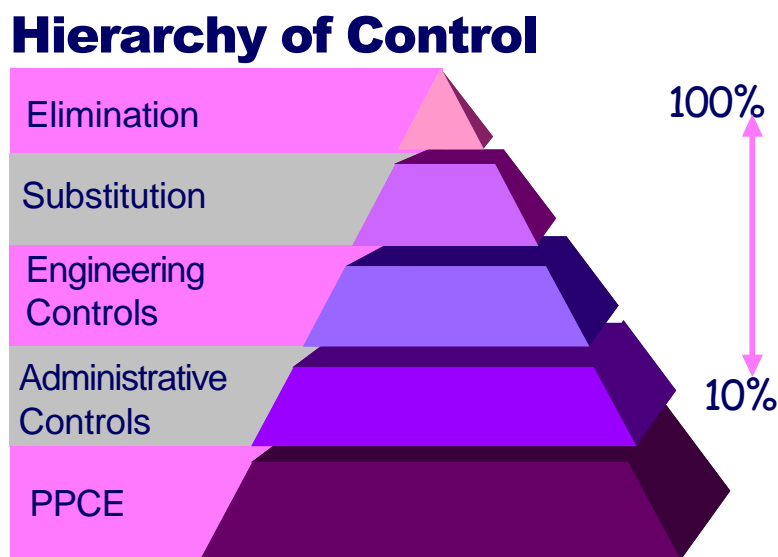
#### 5. Personal Protective Equipment & Clothing:

Personal Protective Equipment and Clothing should always be considered as a last resort. It can also be used as an interim measure to reduce exposure to a hazard.

### Summary

The most effective way to control risk is obviously to remove it. Elimination is by definition 100% effective. The further you go down the list the less effective the methods become. Training alone, for example, is estimated as being only 10% effective.

It is also worth bearing in mind that the amount of management and supervisory effort needed to maintain the controls is in inverse rank order. In other words, Control Level 5 (PPE) takes the most effort to maintain and Control Level 1 (Elimination) the least effort.



Risk Assessment Methodology (BS 8800 & HSG65 Rating System)

The formula for assessing a risk rating is - (Likelihood (L) x (S) Severity) = Risk Rating (RR)

Priority Table 1

Likelihood	Severity		
	Slightly Harmful (= 1)	Harmful (= 2)	Very Harmful (= 3)
Unlikely (= 1)	1	2	3
Likely (= 2)	2	4	6
Very likely (= 3)	3	6	9

Severity Guidance Table 2

Slightly Harmful (= 1)	Harmful (= 2)	Very Harmful (= 3)
Superficial injuries Minor cuts & bruises Eye irritation from dust Nuisance & irritation Temporary discomfort	Lacerations Burns Concussion Serious sprains Minor fractures Temporary Deafness Dermatitis Asthma Minor disability	Amputation Major fractures Poisoning Fatal injuries Occupational cancer Life shortening disease Fatal disease Head injuries Eye injuries

Risk Control Action Priority Table 3

Risk Rating (RR) Score	Timeframe for Risk Control Action
High (9)	Immediate risk control actions required
Medium – High (6)	As soon as is reasonably practicable
Medium (4)	As soon as is reasonably practicable
Low – Medium (3)	To be actioned once all 'higher level risk ratings' are addressed
Low (1) or (2)	Maintain ongoing hazard awareness

Risk Rating Example:

**Step 1** - If it is estimated that the **likelihood (L)** of harm occurring from exposure to a hazard is “Likely” then that equates to a score “2” (see Table 1).

**Step 2** - If the **severity of harm (S)** that is likely to occur from exposure to the same hazard is in the category as “very harmful” (see Table 2) then that equates to a score of “3”.

**Step 3** - Simply multiple one by the other, that is “2” by “3” which equals 6. This is the allocated risk rating (RR) to be documented in the risk assessment record.

## 7.0 - Revision of Safety Statement

- 7.1 The Corporate Safety Statement of City of Dublin Education and Training Board will be reviewed periodically by the responsible person(s) in consultation with any required external expertise.
- 7.2 Representations made by staff members through any elected safety representative will be considered and if approved will be incorporated in the review.
- 7.3 The Safety Statement may require revision between annual reviews arising from changes in legislation or at the request of The Health and Safety Authority, and such revisions will be arranged by the responsible person (within City of Dublin Education and Training Board) or competent external advisor.
- 7.4 The annual revision of the Ancillary Safety Statement for each City of Dublin Education and Training Board location will incorporate an updated risk assessment in accordance with Section 19 of The Safety, Health & Welfare at Work Act (2005).
- 7.5 The Safety Officer (within City of Dublin Education and Training Board) will review all relevant safety procedures following any accidents or dangerous incidents.

7.6 THIS SAFETY STATEMENT IS DUE FOR ANNUAL REVIEW AND UPDATE IN JANUARY 2025

This Corporate Safety Statement template has been formulated for City of Dublin Education and Training Board under the provisions of The Safety, Health and Welfare at Work Act (2005). This Safety Statement is a documentation of the commitment given by City of Dublin Education and Training Board towards proactively managing health and safety in the workplace across all City of Dublin Education and Training Board locations.