

## Section 2

## **Roles & Responsibilities**

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## Safety Statement

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### 2.1 Safety, Health and Welfare Management Structure

Each individual is responsible for the management of their own personal Safety, Health and Welfare. However, the Institute has established a management structure to ensure that this is carried out and that the Institute as an employer provides appropriately for the general management of Safety, Health and Welfare of staff, students and visitors in accordance with the Safety, Health and Welfare at Work Act 2005. The Management Structure is set out in the IADT Safety Organisation Chart. The individual responsibilities for each identified member of the IADT Safety Organisation structure is set out below.

### 2.2 Governing Body

The Governing Body of the Institute has authority vested in it by the Institutes of Technology Act 2006 including the establishment of policies relevant to the Institute and oversight of the performance of the President of her functions. This includes the responsibility of the Institute in relation the Safety, Health and Welfare as an employer and as controllers of the Institute Campus and buildings in relation to students, visitors and other users.

In the exercise of its authority in relation to the Safety, Health and Welfare of employees, students and visitors, the Governing Body receives regular reports from the President on the operation of the Institute, including Safety, Health and Welfare and the Governing Body receives an annual report from the Institute's Health & Safety Committee.

### 2.3 President

The President is the Chief Officer of the Institute, is a member of the Governing Body and is the Accountable Officer identified in the Code of Practice for the Governance of State Bodies. The President is authorised under the Third Schedule to the Institutes of Technology Act 2006 to control and direct the activities and staff of the Institute.

The President (**Dr Annie Doona**) is responsible for all of the requirements of the Safety, Health and Welfare at Work Act 2005, and specifically for the requirements of Section 8 of the Act:

- managing and conducting Institute activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of Institute employees, students and visitors;
- managing and conducting Institute activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of Institute employees, students and visitors at risk;
- as regards the Institute and its Campus and facilities, ensuring, so far as is reasonably practicable:
  - the design, provision and maintenance of it in a condition that is safe and without risk to health,
  - the design, provision and maintenance of safe means of access to and egress from it, and
  - the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health;
- ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work of Institute employees, students and visitors relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent;

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- providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health;
- providing and maintaining facilities and arrangements for the welfare of Institute employees at work;
- providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of Institute employees in accordance and compliance with Sections 9 and 10 of the Act;
- determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of Institute employees, students and visitors when identifying hazards and carrying out a risk assessment under Section 19 of the Act or when preparing a safety statement under Section 20 of the Act and ensuring that the measures take account of changing circumstances and the general principles of prevention specified in Schedule 3 of the Act;
- having regard to the general principles of prevention in Schedule 3 of the Act, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of Institute employees, students and visitors;
- preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger in accordance and compliance with Section 11 of the Act;
- reporting accidents and dangerous occurrences, as may be prescribed, to the Health and Safety Authority or to a person prescribed under Section 33 of the Act, as appropriate;
- obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of Institute employees, students and visitors;
- preparing an Institute Safety Statement in accordance with Section 20 of the Act;
- identifying hazards in the Institute, assessing the risks presented by those hazards and maintaining a written assessment (known and referred to in this Statement as a "risk assessment") of the risks to the safety, health and welfare at work of Institute employees, including the safety, health and welfare of any single employee or group or groups of employees who may be exposed to any unusual or other risks under the relevant statutory provisions in accordance with Section 19 of the Act;
- consulting with the Institute employees in accordance and compliance with Section 26 of the Act;
- supporting the selection by Institute employees of a Safety Representative in accordance with Section 25 of the Act and supporting and working with any selected Safety Representative in the conduct of their role;
- appointing one or more competent persons to perform such functions as are specified by the President, relating to the protection from and the prevention of risks to safety, health and welfare at work in accordance with Section 18 of the Act;

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- ensuring that health surveillance appropriate to the risks to safety, health and welfare that may be incurred at the place of work identified by the risk assessment carried out under this Safety Statement, is made available to Institute employees in accordance with Section 22 of the Act;
- cooperating with all other employers on the Institute Campus and other facilities in respect of compliance with the relevant provisions of the Act;
- ensuring in respect of construction activities for the Institute, in accordance with Section 17 of the Act, that a competent person or persons shall be appointed in writing for the purpose of ensuring, so far as is reasonably practicable, that the project:
  - is designed and is capable of being constructed to be safe and without risk to health,
  - is constructed to be safe and without risk to health,
  - can be maintained safely and without risk to health during subsequent use, and
  - complies in all respects, as appropriate, with the relevant statutory provisions.

The President is an ex officio member of the Institute's Health and safety Committee.

The President may discharge any or all of her duties through any employee of the Institute, or through any other individual or organisation contracted for that purpose.

### 2.4 Executive Team

The Executive is the team comprising the following positions within the Institute:

- The President
- The Secretary/Financial Controller
- The Registrar
- The Head of Creative Engagement
- The Heads of Faculties:
  - Faculty of Enterprise and Humanities
  - Faculty of Film, Art and Creative Technologies

The Executive as a team has a collective responsibility for strategic management of Health and Safety as follows:

- Setting of policy in relation to Safety, Health and Welfare;
- Setting standards for all employees, students and visitors in relation to Safety, Health and Welfare;
- Implementing a culture of Health and Safety awareness and practice in the organisation generally;
- Managing and minimising risks in the Institute generally;
- Supporting the President in the implementation of Health and Safety practice throughout the Institute.

### Executive Members

As senior managers within the organisation the Executive Members are responsible for the management of Health & Safety within their area of responsibility as follows in addition to their collective responsibility as members of the Executive Team:

- Implementing a Culture of Health and Safety awareness and practice in their individual area of responsibility;

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- Implementation and management of all Safety, Health and Welfare policies in their individual areas of responsibility;
- Managing risks in their individual area of responsibility;
- Dissemination of information and promotion of training on Health and Safety issues within their area of responsibility;
- Supporting the President in the implementation of Health and Safety practices within their area of responsibility;
- Supporting all other Executive and Management Team members in the fulfilment of their responsibilities;
- Ensuring that all reportable incidents within their area of responsibility are reported through the Institute's procedure for statutory reporting;
- Maintaining statutory documentation.

### **Secretary/Financial Controller (Bernard Mullarkey)**

The Secretary/Financial Controller (Bernard Mullarkey) is responsible for policy, procedures and resource management in the following areas of activity:

- Audit
- Estates and Facilities, including construction activities
- Finance
- Governance
- Governing Body
- Health and Safety Management
- Human Resources
- ICT
- Insurances
- Legal Affairs
- Procurement
- Risk Management
- Staff Training and Development
- Statutory Reporting

The following Managers report to the Secretary/Financial Controller: Estates & Facilities Manager, Finance Manager, HR Manager, and ICT Manager.

### **Registrar (Dr Andrew Power)**

The Registrar (Dr Andrew Power) is responsible for policy, procedures and resource management in the following areas of activity:

- Academic Planning
- Academic Quality
- Access Office
- Admissions Policy and Procedures
- Assessment Procedures
- Conferring and Graduation
- Educational Partnerships
- Library
- Medical Centre
- Student Disciplinary Policy and Management
- Student Registration
- Student Support Services

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- Student's Union and its Activities
- Teaching and Learning Policy and Practices

The following Managers report to the Registrar: Academic Administration and Student Affairs Manager, Educational Partnerships and Student Services Manager and Librarian.

### **Head of Creative Engagement (Vacant)**

The Head of Creative Engagement is responsible for policy, procedures and resource management in the following areas of activity:

- Adult and Continuing Education (Non-Accredited)
- Alumni Association
- Commercialisation
- Communications
- Continuing Professional Development and Training
- Data Management and Protection
- Enterprise Development
- Postgraduate Development
- Erasmus Programme
- Ethics
- External Liaison
- International Students
- Marketing
- Promotions
- Research
- Special Projects
- Technology Transfer
- Website Management

The following Manager and Head of Department report to the Head of Creative Engagement: Innovation, Commercialisation and Development Manager, and Head of Department of Strategic and Postgraduate Development

### **Head of Faculty**

Each Head of Faculty is responsible for policy, procedures and resource management in the following activities, both undergraduate and postgraduate, within their individual Faculty:

- Assessment
- Exhibitions and Displays
- Pedagogy
- Programme Activities
- Programme Planning and Development
- Programme Delivery
- Quality Assurance
- Research Projects
- Student Behaviour and Discipline
- Teaching and Learning Methodologies

Each Faculty has different types of activities based on the Programmes in each Faculty.

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### **Faculty of Enterprise and Humanities (Head of Faculty: Dr Josephine Browne)**

- Business Programmes
- Enterprise Programmes
- Humanities Programmes

The following Heads of Department report to the Head of Faculty of Enterprise and Humanities: Head of Department of Entrepreneurship and Head of Department of Humanities and Arts Management.

### **Faculty of Film, Art and Creative Technologies [Head of Faculty: David Smith (Acting)]**

- Art Programmes
- Computing Programmes
- Curation Programmes
- Design Programmes
- Education and Learning Programmes
- Engineering Programmes
- Film and Media Production Programmes
- Psychology Programmes

The following Heads of Department report to the Head of Faculty of Film, Art and Creative Technologies: Head of Department of Design and Visual Arts, Head of Department of Film and Media, and Head of Department of Technology and Psychology.

## **2.5 Management Team**

The Management Team comprises the Members of the Executive together with the following Heads of Department within the Institute:

- Academic Administration and Student Affairs Manager
- Educational Partnerships and Student Services Manager
- Estates & Facilities Manager
- Finance Manager
- Heads of Academic Departments:
  - Department of Design and Visual Arts
  - Department of Entrepreneurship
  - Department of Film and Media
  - Department of Humanities and Arts Management
  - Department of Technology and Psychology
- Head of Department of Strategic and Postgraduate Development
- Human Resource Manager
- ICT Manager
- Innovation and Commercialisation Manager
- Librarian

The Management Team has a collective responsibility for management and implementation of Health and Safety policies and practices as follows:

- Setting standards for all employees, students and visitors in relation to Safety, Health and Welfare;
- Implementing a culture of Health and Safety awareness and practice in the organisation generally;
- Managing and minimising risks in the Institute generally;
- Supporting the President and each Executive Member in the implementation of Health and Safety practices throughout the Institute.

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### Heads of Departments

As senior managers within the organisation the Heads of Departments are responsible for the management of Health & Safety within their area of responsibility in addition to their collective responsibility as members of the Management Team as follows:

- Implementing a Culture of Health and Safety awareness and practice in their individual area of responsibility;
- Implementation and management of all Safety, Health and Welfare policies in their individual areas of responsibility;
- Managing risks in their individual area of responsibility;
- Ensuring completion and appropriateness of Risk Assessments for their area of responsibility as required including:
  - Completion of an annual review of Risk Assessments for their area of responsibility;
- Regular review of practices and procedures in their area of responsibility in respect of Safety, Health and Welfare;
- Assessment of all new activities, projects and/or procedures for Safety, Health and Welfare issues;
- Dissemination of information and promotion of training on Health and Safety issues within their area of responsibility;
- Induction in Safety, Health and Welfare for all new employees in their area of responsibility;
- Regular review and update of training in Safety, Health and Welfare for all employees in their area of responsibility including the maintenance of appropriate training records;
- Ensuring Safety, Health and Welfare compliance by contractors appointed within their area of responsibility;
- Supporting the President in the implementation of Health and Safety practices within their area of responsibility;
- Supporting all other Executive and Management Team members in the fulfilment of their responsibilities;
- Ensuring that all reportable accidents and incidents within their area of responsibility are reported through the Institute's procedure for statutory reporting;
- Maintaining statutory documentation.

### Academic Administration and Student Affairs Manager (David Doyle)

The Academic Administration and Student Services Manager (David Doyle) is responsible for procedures and resource management in the following areas of activity:

- Assessment Procedures
- Statutory Returns
- Student Admissions
- Student Induction
- Student Records
- Student Registration

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### **Student Experience Manager (Vacant)**

The Educational Partnerships and Student Services Manager (Tara Ryan) is responsible for procedures and resource management in the following areas of activity:

- Accessibility and Personal Evacuation for students with Disabilities
- Medical Centre
- Student Support Services
- Student's Union and its Activities

### **Estates & Facilities Manager (Grace Weldon)**

The Estates & Facilities Manager (Grace Weldon) is the designated Fire Safety Manager for the Institute, the responsibilities for which are listed in the Evacuation Section. The Estates & Facilities Manager is also responsible for procedures and resource management in the following areas of activity:

- Campus Accessibility
- Campus Cleaning
- Campus and Equipment Rentals
- Caretaking
- Conferences and Events
- Construction Activities
- Electrical and Mechanical Plant and Systems
- Energy Management
- Fire Safety Management
- Football Pitch
- Furniture and fittings
- Landscaping & Grounds Maintenance
- Lighting
- Maintenance and Repairs
- Occupational First Aid
- Procurement
- Security
- Traffic Management & Car Parking
- Utilities
- Waste Management

### **Finance Manager (Conor Logan)**

The Finance Manager (Conor Logan) is responsible for procedures and resource management in the following areas of activity:

- Audit
- Banking
- Budgeting
- Financial Forecasting
- Financial Management
- Insurances
- Payments
- Payroll
- Procurement
- Receipts
- Statutory Reporting
- Treasury Management

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### Heads of Academic Departments

Each Head of an Academic Department is responsible for procedures and resource management in the following activities, both undergraduate and postgraduate, within their individual Department:

- Assessment
- Exhibitions and Displays
- Hazardous Waste
- Pedagogy
- Programme Activities
- Programme Planning and Development
- Programme Delivery
- Quality Assurance
- Research Projects
- Student and Programme Equipment, including PPE
- Student Behaviour and Discipline
- Student Supervision
- Teaching and Learning Methodologies

Each Department has different types of activities based on the Programmes in each Department.

### **Department of Design and Visual Arts (Head of Department: Liam Doona)**

- BA in Creative Music Production
- BA (Hons) in Art
- BA (Hons) in Design for Stage and Screen – Costume Design
- BA (Hons) in Design for Stage and Screen – Character Make-up Design
- BA (Hons) in Design for Stage and Screen – Production Design
- BA (Hons) in 3D Design, Modelmaking & Digital Art
- BA (Hons) in Visual Communications Design
- MA in Visual Arts Practice

### **Department of Entrepreneurship (Head of Department: Dr Therese Moylan)**

- Bachelor of Business in Applied Entrepreneurship
- BA (Hons) in Entrepreneurship
- BA (Hons) in Entrepreneurship & Management

### **Department of Film and Media (Head of Department: Donald Taylor Black)**

- BA (Hons) in Animation
- BA (Hons) in Film & TV Production
- BA (Hons) in Photography
- MA in Broadcast Production for Radio & TV
- MA in Screenwriting

The Head of Department of Film and Media is also the Creative Director of the National Film School and in that context is responsible for procedures and resource management in the following areas of activity:

- Fundraising
- Lecture Series
- Promotions

### **Department of Humanities and Arts Management [Head of Department: Dr Kevin Wallace (Acting)]**

- BA (Hons) in English, Media & Cultural Studies
- BA (Hons) in Cultural Enterprise

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- MA in Public Culture Studies
- Postgraduate Diploma in Cultural Event Management

The Head of Department of Humanities is also responsible for procedures and resource management in the following areas of activity throughout the Institute:

- Quality Assurance

### **Department of Technology and Psychology (Head of Department: Dr Marion Palmer)**

- Bachelor of Engineering in Audio Visual Media Technology
- BSc in Computing in Multimedia Programming
- BSc (Hons) in Applied Psychology
- BSc (Hons) in Computing in Multimedia Systems/Web Engineering
- BSc (Hons) in Creative Computing
- BSc (Hons) in Creative Media Technologies
- BSc (Hons) in Digital Media Technology
- MSc in Cyberpsychology
- MSc (Hons) in User Experience

The Head of Department of Technology and Psychology is also responsible for procedures and resource management in the following areas of activity throughout the Institute:

- Teaching and Learning

### **Department of Strategic and Postgraduate Development (Head of Department: Dr Mark Riordan)**

The Head of Strategic and Postgraduate Development (Dr Mark Riordan) is responsible for procedures and resource management in the following areas of activity:

- Flexible and on-line Learning
- Part-time Programmes
- Postgraduate Programmes
- Research Initiatives
- Systems Based Projects

### **Human Resource Manager [Mary Connelly (Acting)]**

The Human Resource Manager [Mary Connelly (Acting)] is responsible for procedures and resource management in the following areas of activity:

- Attendance Recording
- Contracts of Employment
- Employee Welfare Programme
- Grievance Management
- HR Planning
- Mutual Respect
- Payroll
- PMDS
- Recruitment and Selection
- Staff Benefits
- Staff Discipline
- Staff Induction
- Staff Training and Development
- Statutory Reporting
- Superannuation
- Trade Union Relations

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### **ICT Manager (Colm Hennessy)**

The ICT Manager (Colm Hennessy) is responsible for procedures and resource management in the following areas of activity:

- Audio Visual Equipment (Non-Academic)
- Backup and Data Recovery
- Business Continuity
- Computer Laboratories
- Network Management
- Print/Photocopier System
- Procurement
- Repair and Maintenance
- Software Installation and Maintenance
- Software Licenses
- Staff Computers
- Technology Assessment
- Telecommunications Equipment
- Virtual Learning Environment

### **Innovation and Commercialisation Manager (Dominic Mullan)**

The Innovation and Commercialisation Manager (Dominic Mullan) is responsible for procedures and resource management in the following areas of activity:

- External Liaison
- Enterprise Platform Programme
- Innovation Projects
- Media Cube
- Special Projects
- Technology Transfer

### **Librarian (Deirdre Judge)**

The Librarian (Deirdre Judge) is responsible for procedures and resource management in the following areas of activity:

- Catalogue Purchasing
- Collections Management
- Issue Desk
- Patron Management
- Projects
- Shelf Stacking

## **2.6 Staff Members**

All employees of the Institute shall, while at work:

- comply with the relevant statutory provisions of the Safety, Health and Welfare at Work Act 2005, as appropriate;
- take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the their acts or omissions at work;
- ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person;
- if reasonably required by the Institute, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed;

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- co-operate with the Institute, the President, any appropriate Manager or Supervisor or any other person so far as is necessary to enable the Institute or the other person to comply with the relevant statutory provisions, as appropriate;
- not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person;
- attend such training and, as appropriate, undergo such assessment as may reasonably be required by the Institute, or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee;
- having regard to his or her training and the instructions given by the Institute, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment;
- report to his or her Manager or Supervisor or to any other appropriate person, as soon as practicable:
  - any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,
  - any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
  - any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware;
- An employee shall not, on entering into a contract of employment, misrepresent himself or herself to the Institute with regard to the level of training as may be prescribed under Section 13, subsection (1)(f) of the Act;
- A person shall not intentionally, recklessly or without reasonable cause:
  - interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or
  - place at risk the safety, health or welfare of persons in connection with work activities.

### **Academic Staff**

Academic staff members have additional responsibilities, primarily as supervisors of students while on Campus in lectures, tutorials and teaching occasions, and while off Campus on programme projects and in the planning of projects, assignments and pedagogy.

Academic staff members must include within their programme, module orientation, lectures and tutorials information on the following areas as applicable:

- Emergency evacuation procedures relevant to the module or programme location
- First Aid and incident reporting procedures and equipment
- Location and use of Personal Protection Equipment
- Safe use of equipment and machinery
- Safe use of chemicals/hazardous materials
- Safe work practices

### **Senior Lecturer I (Teaching)**

Senior Lecturer I (Teaching) staff members have particular responsibilities in relation to academic leadership within their Faculty and/or Department in addition to their responsibilities as members of the academic staff of the Institute. In this regard, Senior

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Lecturer I (Teaching) staff members have a particular role in assisting the Head of Faculty and Head of Department in fulfilling their responsibilities in respect of Safety, Health and Welfare at Work.

### Programme Coordinators

Academic staff members may be assigned programme coordination responsibilities in addition to their teaching commitments. Staff members assigned these responsibilities are required, in conjunction with the Head of Faculty and Head of Department, to consider the health and safety implications of any programme developments that are proposed.

### Project Leaders

Staff members (Academic, Administrative, Professional, Technical and Support) may be assigned responsibilities for managing and/or operating projects such as: research projects, consultancy projects, enterprise projects, displays, exhibitions, conferences and/or promotional activities, or they may be assigned responsibility for the management of projects as part of the academic delivery of Programmes on behalf of the Institute. Staff members assigned such responsibilities are required, in conjunction with the relevant Executive Member or Manager, to assess the Health and Safety risks of the project and to implement and monitor the appropriate procedures for Health and Safety on the project.

### Technical Staff

Technical Staff in the Institute are appointed to carry out duties with a particular expertise and are required to be competent in their area of expertise.

Technical staff members are required to carry out the following, in addition to their responsibilities as employees, within their relevant area of expertise:

- Supplement and support the academic staff in the dissemination of information on Health and Safety and good practice.
- Assist in the preparation of risk assessments and the implementation of Health and Safety routines.
- Maintain all equipment including protective equipment and PPE in a satisfactory and safe working order.
- Maintain all necessary logs and records.
- Report all instances of damaged or faulty equipment to the Head of Department.
- Report all incidences on the part of students of misuse of equipment or failures to follow Institute procedures to the Head of Department.
- Set an example of safe practices to the students and other staff members.

### Office Managers

Administrative staff members may be assigned responsibilities for managing one or more functional offices and the staff within that office area. Staff members assigned such responsibilities are required, in conjunction with the relevant Executive Member or Manager to assess the Health and Safety risks for the office area and to implement and monitor the appropriate procedures for Health and Safety.

### Supervisors

Administrative, Technical and Support staff members may be assigned responsibilities for supervising and/or overseeing the activities of other staff members. Staff members assigned such responsibilities are required, in conjunction with the relevant Executive Member or Manager to assess the Health and Safety risks of the activities and to implement and monitor the appropriate procedures for Health and Safety.

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### Professional Support Staff

The Institute employs Professional Support Staff to work with students in a specialist arena, such as: Access Office (Disability and Disadvantage); Medical Centre (Doctor and Nurse); Counselling Service; Careers Advisory Service; Sports and Recreation Office; Reading, Writing and Assistive Technology Supports. Staff Members in these areas are specialists in their professional discipline and are required to assess the risks relating to their area of activity and to liaise on Health and Safety issues with the relevant Manager.

### 2.7 Students

In accordance with the Safety, Health and Welfare Act 2005, the Institute supports a safe working environment for students by providing them with a set of guidelines in the Student Handbook each year. In addition to maintaining sensible working practices as directed by the Act, students are required to:

- Behave in a responsible and co-operative manner with regards to health and safety
- Observe the regulations of laboratories and workshops
- Report defective equipment to technicians or other members of staff
- Keep working areas tidy
- Maintain fire prevention measures in place
- Follow fire evacuation procedures when required to do so
- Inform staff or caretakers in the event of an accident or incident
- Use workshops, laboratories and equipment in designated timetabled slots unless special provisions are made
- Use workshop machinery and equipment in accordance with safety instructions and the risk level associated with the machinery.
- Wear PPE as required and comply with other safety dress code requirements.
- Follow relevant instructions and material data sheets when using materials.

### Students Union (IADT SU)

The Students Union is the representative body for all students of the Institute. All registered students are members of the Students Union. The Students Union, their Officers and structure is the consultative mechanism for consultations with the Student Body.

The Students Union through its officers is responsible for:

- Implementing a culture of Health and Safety awareness and practice among the student body;
- Informing relevant managers in the Institute of Health and Safety issues that are brought to its attention;
- Informing students of Health and Safety issues that are brought to its attention;
- Supporting the President, Executive and Management Team members in the implementation of Health and Safety practices within their area of responsibility;
- Assisting in ensuring that all reportable incidents among the Student Body are reported through the Institute's procedure for statutory reporting.

### Students Union Officers

The Students Union elects Officers on an annual basis. The Officers (3 of whom are fulltime sabbatical Officers) are responsible for the management and operation of the Students Union.

### President of IADT SU (Jade Hogan)

The President of the IADT SU (Jade Hogan) has overall responsibility for the operation of the Students Union and particularly in relation to Health and Safety matters as follows:

- Implementing a Culture of Health and Safety awareness and practice in the Students Union and among the Student Body;

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- Implementation and management of all Safety, Health and Welfare policies in the Students Union;
- Managing risks in the Students Union;
- Ensuring completion and appropriateness of Risk Assessments for the Students Union;
- Completion of an annual review of Risk Assessments for the Students Union;
- Regular review of practices and procedures in the Students Union in respect of Safety, Health and Welfare;
- Assessment of all new IADT SU activities projects and/or procedures for Safety, Health and Welfare issues;
- Student Union events;
- Dissemination of information and promotion of training on Health and Safety issues within the Students Union and among the Student Body;
- Induction in Safety, Health and Welfare for all new employees in the Students Union;
- Regular review and update of training in Safety, Health and Welfare for all employees in the Students Union;
- Ensuring Safety, Health and Welfare compliance by contractors appointed within the Students Union;
- Supporting the President, the Executive and Management Team of the Institute in the implementation of Health and Safety practices across the Institute;
- Ensuring that all reportable incidents within Students Union are reported through the Institute's procedure for statutory reporting;
- Maintaining statutory documentation.

### **Clubs and Societies Officer**

The IADT SU elects one of its officers annually to fulfil the role of Clubs and Societies Officer. The role of the Clubs and Societies Officer is to promote the development of clubs and societies that may be of interest to the Student Body and to assist students of IADT to establish clubs and societies on Campus. As part of that remit the Clubs and Societies Officer is responsible for:

- Implementing a culture of Health and Safety awareness and practice among Clubs and Societies;
- Dissemination of information and promotion of training on Health and Safety issues among Clubs and Societies;
- Supporting the President of the IADT SU, in the implementation of Health and Safety practices among the Student Body.

### **Class Representatives**

Class Representatives are elected by each class for the duration of the academic year. They are responsible for representing their fellow students and for bringing issues to the attention of the IADT SU Officers.

## **2.8 Members of the Public**

Members of the public have broad duties to act in a reasonable manner, not to put themselves or others at risk of harm through act or omission, and to comply with all notices regarding the Safety & Health Policy of the Institute as outlined in the Safety Statement and elsewhere.

## **2.9 Contractors, Suppliers & Campus Companies**

The Institute makes use of a wide range of services that are provided by outside contractors. The contracted services can be divided into three categories:

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

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

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

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

### Suppliers

Suppliers are required to comply with IADT's Safety Statement and signage. Suppliers are required by the Safety, Health and Welfare at Work Act 2005 to have a Safety Statement and this should be sufficient to cover all activities carried out by their employees on IADT's Campus.

### Campus Companies

There are two types of Campus Companies that operate in IADT or on IADT's Campus:

- Companies wholly or partially owned by IADT
- Independently owned Companies

Companies that are wholly owned by IADT are identified below and are required to comply with IADT's Safety Procedures and this Safety Statement. There are currently no Companies wholly or partially owned by IADT that fall into this category. Companies that are wholly or partially owned by IADT that operate in locations not owned or controlled by IADT are required by the Safety, Health and Welfare at Work Act 2005 to have a Safety Statement and this should be sufficient to cover all activities controlled by that Company and relevant to the specific location. In all of the above cases the Board of Directors of such Companies are responsible under the Safety, Health and Welfare at Work Act 2005.

Independently owned Companies occupy premises, owned by IADT, under a lease or license. Independently owned Companies are required by the Safety, Health and Welfare at Work Act 2005 to have a Safety Statement and this should be sufficient to cover all activities carried out on IADT's Campus by their employees.

## 2.10 Emergency Management

The Institute has in place an Emergency Management system to deal with all potential crises. The Institute's Critical Incident Protocol and the Institute's Business Continuity Plan, together with this Safety Statement form the basis for the management of emergencies in the Institute.

The President and the Members of the Executive are responsible for the management of emergencies generally.

## Safety Statement

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### Fire Safety Manager

The role of Fire Safety Manager is undertaken by the Estates & Facilities Manager who is responsible for ensuring that:

- The fire management plan is observed and fire safety records are kept;
- Staff members understand and accept their responsibilities;
- All employees and students are trained in fire awareness and evacuation procedures;
- All new plant and machinery conform to recognised fire safety standards;
- Fire protection installations including fixed fire fighting installations, fire alarm system & emergency lighting are maintained on a regular basis and all relevant details recorded;
- Fire drills are carried out at least twice annually;
- The fire management plan is continually monitored with procedures and employee listings updated as is necessary.

### First Aid

The Caretakers are the designated Occupational First-Aiders for the Institute. All injuries requiring first-aid or medical treatment must be reported in the first instance to the Caretaker desk (telephone 4999). The duties of the First-Aiders are:

- To attend the scene of any injury where required;
- To assess all injuries and to determine whether medical or hospital treatment is required;
- To provide first-aid where necessary;
- To contact the Emergency Services where required;
- To liaise with Emergency and/or Medical services where necessary.

### Medical Centre

The Institute provides a Medical Centre for the Students of the Institute. The Medical Centre is not equipped to deal with emergency first-aid or casualty treatment. The Medical Centre operates a limited hours service during academic term times only.

The Medical Centre is staffed by a General Practitioner (limited hours and on-call service only) and a Nurse (limited hours service only).

The duties of the Medical Centre staff are to provide health advice and awareness programmes, health screening, medical advice and treatment on an appointment basis only.

### 2.11 Health and Safety Advisor

The roles typically undertaken by a Safety Officer are currently discharged by a number of internal departments under their remits to manage the fabric and environment of the Institute with assistance from external consultants.

# IADT Safety Management Structure

