



## Safety, Health & Welfare at Work Policy

### 1. Introduction

The purpose of this policy is to ensure all employees, board members, volunteers, contractors, those on work experience are aware of both the Donegal Sports Partnership CLG's (DSP) obligations and their obligations to ensure a safe and healthy work environment.

### 2. Scope

This policy is applicable to all employees, board members, volunteers, contractors, those on work experience and visitors to the workplace

### 3. Policy Statement

We are committed to managing and conducting our work activities in such a way as to ensure so far as is reasonably practicable, the safety health and welfare at work of all staff, volunteers, visitors, board members etc.

This policy also relates to the health and safety of those staff covered by Maternity legislation and the policy provides specific information and guidelines in relation to this.

To ensure our continuous commitment to safety, health and welfare issues this policy will be reviewed and revised as appropriate at regular intervals, but in any event will be reviewed on an annual basis.

This policy must be read in conjunction with Donegal Sports Partnership's Safety Statement Policy and Safety Statement arrangements. Please also refer to DSP Dignity at Work policy.

### 4. Employer Responsibilities under Health & Safety Legislation include:

- a. Managing and conducting all work activities so as to ensure the safety health and welfare of people at work ( including the prevention of improper conduct or behavior likely to put employees at risk e.g. bullying, harassment, sexual harassment)
- b. Designing, providing and maintaining a safe place of work that has safe access and uses equipment that is safe and without risk to health.
- c. Providing safe means of access and egress to and from the work place



- d. Prevention of risks from the use of any article or substance, or from exposure to physical agents, noise, vibration and ionizing or other radiations
- e. Planning, organizing, performing, maintaining and where appropriate revising systems of work that are safe and without risk to health.
- f. Providing and maintaining welfare facilities for staff at the workplace
- g. Providing information, instruction, training and supervision regarding safety and health to staff, in a form that is clearly understandable.
- h. Providing appropriate protective equipment and clothing to the staff if required (and at no cost to the staff)
- i. Appointing one or more competent persons to specifically advise the employer on compliance with the safety and health laws.
- j. Preventing risks to other people at the place of work
- k. Ensuring that reportable accidents and dangerous occurrences are reported to the Health & Safety authority.
- l. To undertake ongoing hazard identification and risk assessment with regard to work activities and the work environment.
- m. To investigate accidents and dangerous occurrences ('near misses') and to work towards continuous improvement to prevent accidents and work related ill health.
- n. To carry out a risk assessment for all employees covered by Maternity legislation (please see the section in this policy "Health & Safety for those covered by Maternity legislation" for further information).

#### **5. Employee Responsibilities under Health & Safety Legislation include:**

The success of the policy will depend on your co-operation. It's therefore important that you carefully read our Safety Statement to understand your role and the overall arrangements for health and safety within DSP.

- a. It is a condition of your employment to adhere fully to the Donegal Sport Partnership CLG (DSP) Health and Safety rules as outlined in the Safety Statement. Any breach of health and safety rules may be considered as gross misconduct with disciplinary action up to and including dismissal.
- b. You have a responsibility to take care of your own health and safety and that of people who may be affected by what you do or don't do.
- c. You should co-operate with others on health and safety issues and not interfere with or misuse anything provided by DSP for your health, safety



- d. You must report any and all defects in the workplace or equipment, to the DSP coordinator immediately you became aware of them.
- e. You must report any incidents that has led to or may lead to injury or damage.
- f. You must not report to work under the influence of any intoxicant, where you may be a danger to yourself and others at work
- g. You are expected to attend any training sessions provided by us on health and safety.
- h. You must not engage in any improper conduct that could endanger your safety or health or that of anyone else (Please refer to Dignity at Work policy)

**6. Health and Safety for those covered by Maternity Legislation**

- a. It is imperative that you advise Donegal Sports Partnership CLG if you are pregnant or suspect you are pregnant, in order for us to carry out a Pregnancy Risk Assessment. The Health & Safety information and guidelines below relate specifically to:
  - I. Pregnant staff members
  - II. Staff who have given birth in the previous 14 weeks
  - III. Staff who are breastfeeding and who have given birth within the previous 26 weeks
- b. The Health & Safety legislation recognises the individuals outlined above as a vulnerable group, who because of their condition may be at greater risk to particular workplace hazards than other employees, and may therefore be in need of greater levels of protection.
- c. We undertake to carry out a risk assessment for individuals outlined in the above group, (It is the staff member's responsibility to inform us when pregnant to enable us carry out a risk assessment). In order to assess any risk to the staff member's safety or health and any possible effect on the pregnancy or breastfeeding of such employees resulting from an activity at the workplace. If a staff member is breastfeeding and requires more frequent rest periods during work hours it is incumbent on the staff member to inform the DSP coordinator. (It is not incumbent on the DSP coordinator to make enquires)
- d. Where a risk has been identified DSP will;
  - I. Remove the risk OR where this is not feasible



- II. Temporarily adjust the staff member’s working conditions or working hours OR where this is not feasible
  - III. Transfer the staff member to suitable alternative work OR where this is not feasible
  - IV. Grant health & safety leave
- e. A staff member will not be placed in any job that is a risk to her health and safety or the health and safety of her child. If such a risk exists it is DSP policy to remove the risk or assign the staff member to other suitable employment or place the staff member on health & safety leave. Staff members will be paid for the first 21 days of health and safety leave and during this 21 day period all statutory and contractual rights are protected. Thereafter she will be entitled to receive benefit from the Department of Social Protection.
- f. Where a staff member’s fixed term contract is due to expire during the Maternity or Health & Safety leave period her protection under the Maternity Protection Act also expires on that date.

**7. Accident Reporting**

Recording and reporting work related accidents are a legal requirement. In order to comply with the legislation all employees/tutors must report work related accidents or ‘near misses’ immediately to the DSP coordinator.

This policy has been approved by the Board

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Date 10 December 2021

Chairperson

Policy Version No	Date signed off by Board	Description/Reason for Policy update	Lead Person Policy/Policy Changes
1.0	Dec 2021	New Policy	MO'D