



An tSeirbhís Chúirteanna  
Courts Service

# COURTS SERVICE CORPORATE POLICY SAFETY STATEMENT







*An tSeirbhís Chúirteanna*  
*Courts Service*

**COURTS SERVICE**  
**CORPORATE POLICY SAFETY**  
**STATEMENT**



# CONTENTS

<b>PART 1</b> .....	<b>3</b>
DECLARATION OF INTENT.....	4
GENERAL STATEMENT OF POLICY.....	5
SAFETY, HEALTH AND WELFARE MANAGEMENT PROGRAMME.....	7
ORGANISATION AND RESPONSIBILITIES.....	7
MANAGEMENT RESPONSIBILITY.....	7
<b>PART 2: DUTIES AND RESPONSIBILITIES.....</b>	<b>9</b>
CHIEF EXECUTIVE OFFICER.....	10
MANAGEMENT TEAM.....	11
SAFETY MONITORING COMMITTEE.....	12
HEAD OF INFRASTRUCTURE SERVICES DIRECTORATE.....	13
HEALTH AND SAFETY CO-ORDINATOR.....	14
HEAD OF RESOURCE MANAGEMENT DIRECTORATE.....	15
PERSONNEL OFFICER – HUMAN RESOURCES.....	16
TRAINING MANAGER.....	17
HEAD OF SUPREME & HIGH COURT OPERATIONS DIRECTORATE.....	18
HEAD OF CIRCUIT & DISTRICT COURT OPERATIONS DIRECTORATE.....	19
HEAD OF REFORM & DEVELOPMENT DIRECTORATE.....	20
REGIONAL MANAGERS (INCLUDING THE HEAD OF THE ESTATE MANAGEMENT UNIT AND THE MANAGER OF THE CRIMINAL COURTS OF JUSTICE).....	21
SAFETY OFFICER (OFFICE MANAGER).....	22
EMPLOYEES.....	24
<b>PART 3: OBLIGATIONS ON EMPLOYERS TOWARDS PERSONS OTHER THAN EMPLOYEES.....</b>	<b>27</b>
PERSONS OTHER THAN EMPLOYEES.....	28
CONTRACTORS / AGENCY STAFF.....	29
MANUFACTURERS AND SUPPLIERS.....	30
<b>PART 4: CONSULTATION AND INFORMATION.....</b>	<b>31</b>
SAFETY REPRESENTATIVE.....	32
CONSULTATIVE COMMITTEES.....	33
LEGISLATIVE INFORMATION.....	33
RESOURCES.....	33
SAFETY TRAINING.....	33
FIRST AID.....	34
ACCIDENT REPORTING.....	34
HEALTH AND WELFARE.....	36
SPECIFIC ARRANGEMENTS.....	37
<b>APPENDIX 1.....</b>	<b>42</b>
HEALTH AND SAFETY MANAGEMENT ORGANISATION CHART.....	42
<b>APPENDIX 2.....</b>	<b>43</b>
ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING.....	43



## **PART 1**

DECLARATION OF INTENT

GENERAL STATEMENT OF POLICY

SAFETY, HEALTH AND WELFARE MANAGEMENT PROGRAMME

ORGANISATION AND RESPONSIBILITIES

MANAGEMENT RESPONSIBILITIES

## **DECLARATION OF INTENT**

The Courts Service recognises that the greatest asset it has are its employees and their safety, health and welfare is, therefore, a paramount consideration for the Service. Mindful of this, the Courts Service has prepared this Corporate Policy Safety Statement to ensure, as far as is reasonably practicable, an environment which is safe and healthy both for employees and others who could be affected by the delivery of the business of the Courts Service.



## GENERAL STATEMENT OF POLICY

Section 20 of the Safety, Health and Welfare at Work Act, 2005 (hereinafter referred to as "the Act") requires every employer to prepare a statement in writing to be known as a Safety Statement, based on the identification of the hazards and the risk assessment carried out under section 19 of the Act, specifying the manner in which the safety, health and welfare of employees shall be secured and managed. This Safety Statement has been prepared in accordance with the provisions of the Act and our stated Declaration of Intent on page 4.

The Courts Service is committed to

- Safeguarding the safety, health and welfare of all employees of the Courts Service and others who may be affected by the delivery of the business of the Courts Service
- Complying with all relevant health and safety legislation
- Providing all employees with suitable and sufficient information, instruction and training in health and safety
- Ensuring that this Corporate Policy Safety Statement is brought to the attention of all employees and other people who might be affected by it
- Making arrangements for all employees and their representatives to raise safety, health and welfare issues with management
- Enabling managers to be responsible for ensuring and supervising safe systems of work
- Providing competent persons, including service providers where necessary, to assist the Courts Service in securing the safety, health and welfare of all employees
- Reviewing this Corporate Policy Safety Statement annually and at any other time as the need arises, and revising it where appropriate
- Providing the financial and staff resources necessary for monitoring, implementing and reviewing safety, health and welfare policy issues
- Preparing and reviewing annually and as the need arises an Ancillary Safety Statement, incorporating an emergency evacuation plan, in respect of each Courts Service building

This Corporate Policy Safety Statement contains details of the safety management programme and of the general arrangements for occupational safety, health and welfare within the Courts Service.

Details of the safety arrangements applicable to specific buildings will be set out in individual Ancillary Safety Statements.

SIGNED: 

**BRENDAN RYAN**  
**CHIEF EXECUTIVE OFFICER**

DATED: 12 / 3 / 15



## **SAFETY, HEALTH AND WELFARE MANAGEMENT PROGRAMME**

The Safety, Health and Welfare Management Programme (hereinafter referred to as "the Programme") of the Courts Service consists of the following elements

- ⇒ The development and review of a safety, health and welfare policy
- ⇒ The allocation of responsibilities in respect of safety, health and welfare issues
- ⇒ The allocation of financial and staff resources to administer the Programme
- ⇒ The provision of basic training for all employees and the identification and provision of further training where necessary and appropriate
- ⇒ The facilitation of consultation with employees on safety, health and welfare issues
- ⇒ The provision of access for all employees to current safety, health and welfare information
- ⇒ The facilitation of Safety Representatives in carrying out their duties
- ⇒ The preparation of site specific Ancillary Safety Statements

## **ORGANISATION AND RESPONSIBILITIES**

The organisation chart at Appendix 1 gives details of the Senior Management Team and other key personnel who will be involved in monitoring, implementing and reviewing the Programme.

## **MANAGEMENT RESPONSIBILITY**

It is the duty of the Chief Executive Officer, the Senior Management Team, the office manager and the other key personnel listed in Appendix 1 to ensure, as far as is reasonably practicable, the safety, health and welfare of employees and all others who may be affected by the delivery of the business of the Courts Service.

The day to day responsibility for ensuring that Courts Service activities and operations comply with the requirements of the safety, health and welfare legislation rests with each Safety Officer.



## **PART 2: DUTIES AND RESPONSIBILITIES**

CHIEF EXECUTIVE OFFICER

MANAGEMENT TEAM

SAFETY MONITORING COMMITTEE

HEADS OF DIRECTORATES

HEALTH AND SAFETY CO-ORDINATOR

TRAINING MANAGER

REGIONAL MANAGERS

SAFETY OFFICERS

EMPLOYEES

## **CHIEF EXECUTIVE OFFICER**

The Chief Executive Officer has overall final responsibility for the safety, health and welfare of all employees and those who have legitimate business in any Courts Service building and is, therefore, ultimately responsible for the administration of the Programme.

### **Responsibilities:**

- ④ Ensuring compliance with the safety, health and welfare legislation
- ④ Ensuring an effective safety, health and welfare management programme exists for the Courts Service
- ④ Ensuring periodic reviews of the Programme
- ④ Ensuring safety, health and welfare considerations are an integral part of the Programme
- ④ Ensuring arrangements are in place to facilitate consultations with employees and/or their representatives
- ④ Ensuring adequate financial and staff resources are provided for monitoring, implementing and reviewing the Programme

## **MANAGEMENT TEAM**

The responsibility for the monitoring, implementing and reviewing of safety, health and welfare issues throughout the Courts Service is delegated by the Chief Executive Officer to the following Managers –

Head of Infrastructure Services Directorate

Health and Safety Co-ordinator

Head of Resource Management Directorate

Training Manager

Head of Supreme & High Court Operations Directorate

Head of Circuit & District Court Operations Directorate

Head of Reform & Development Directorate

Head of Estate Management Unit

Regional Manager, Southern Region

Regional Manager, Eastern Region

Regional Manager, North Midland Region

Regional Manager, Western Region



## **SAFETY MONITORING COMMITTEE**

The role of the Safety Monitoring Committee consists of:

- ⇒ establishing, monitoring and reviewing safety, health and welfare policies
- ⇒ ensuring that Ancillary Safety Statements are in place for each location and are being reviewed annually and as the need arises
- ⇒ ensuring that there are appropriate arrangements to ensure effective management of health and safety in each Region
- ⇒ satisfying itself that an appropriate programme of training and safety, health and welfare awareness sessions are in place
- ⇒ consulting with the Central Partnership Committee on any proposals for the formation of or a change in policy

The Committee will consist of:

Head of Infrastructure Services Directorate (Chairman)  
Head of Circuit & District Court Operations Directorate  
Head of Supreme & High Court Operations Directorate  
the Personnel Officer, Human Resources  
the Head of the Estate Management Unit  
one Regional Manager\*  
the Health and Safety Co-ordinator  
two Safety Representatives\*  
the Training Manager  
one Safety Officer  
and any such other person as the committee may determine.

\* *Two year term of office*

The committee should meet quarterly or more frequently as necessary. If the nominated individual can not attend a Safety Monitoring Committee meeting an appropriate senior representative may be substituted.

## **HEAD OF INFRASTRUCTURE SERVICES DIRECTORATE**

### **Responsibilities:**

- ④ Ensuring that the Programme is monitored, implemented and reviewed
- ④ Overseeing the work of the Health and Safety Co-ordinator
- ④ Co-ordinating the activities of those involved in monitoring, implementing and reviewing the Programme
- ④ Co-ordinating the Safety Monitoring Committee
- ④ Development of policies related to the Programme
- ④ Apprising the Chief Executive Officer of issues in regard to the Programme which require an alteration of policy
- ④ Ensuring this Corporate Policy Safety Statement and any revisions are communicated to all staff
- ④ Making an Annual Report to the Chief Executive Officer on the implementation of the Programme
- ④ Facilitating the electronic dissemination of this Corporate Policy Safety Statement, Ancillary Statements and other relevant documentation to all employees and members of the judiciary
- ④ Ensuring that safety, health and welfare matters are included on the agenda of all management/staff meetings in his/her Directorate
- ④ Facilitating the attendance of all employees in his/her Directorate Office at appropriate safety, health and welfare training courses
- ④ Ensuring that all accidents/incidents in his/her Directorate Office are reported to the Health & Safety Co-ordinator

## **HEALTH AND SAFETY CO-ORDINATOR**

### **Responsibilities**

- ④ Assisting the Head of Infrastructure Services Directorate in monitoring, implementing and reviewing the Programme
- ④ Advising the Head of Infrastructure Services Directorate and Regional Managers on safety, health and welfare at the workplace
- ④ Liaising with Heads of Directorates, Regional Managers, expert and third party agencies as required
- ④ Interpreting health and safety legislation and advising the Head of Infrastructure Services Directorate and the Safety Monitoring Committee accordingly
- ④ Furnishing regular reports to Safety Monitoring Committee
- ④ Recommending ways of improving the Safety Performance
- ④ Promoting and maintaining a Safety Awareness Programme
- ④ Improving health and safety communication within the Courts Service
- ④ Liaising with the Training Manager in planning and devising a health and safety training programme
- ④ Advising Regional Managers on preparation and review of Ancillary Safety Statements
- ④ Completing and forwarding relevant accident report forms to the Health and Safety Authority, where such reporting is mandatory
- ④ Assisting the Head of Infrastructure Services Directorate in the preparation of information for incorporation in the Annual Report

## **HEAD OF RESOURCE MANAGEMENT DIRECTORATE**

### **Responsibilities:**

- ④ Estimating, in conjunction with the Regional Managers, the budgetary requirements for implementing the Programme
- ④ Allocating sufficient financial resources to ensure the implementation of the Programme
- ④ Ensuring, through the Training Manager, that a comprehensive safety, health and welfare training programme is provided for employees
- ④ Ensuring that safety, health and welfare matters are included on the agenda of all management/staff meetings in his/her Directorate
- ④ Facilitating the attendance of all employees in his/her Directorate Office at appropriate safety, health and welfare training courses
- ④ Ensuring that all accidents/incidents in his/her Directorate Office are reported to the Health & Safety Co-ordinator

## **PERSONNEL OFFICER – HUMAN RESOURCES**

### **Responsibilities:**

- ④ Ensuring that each new employee receives an electronic copy of the Corporate Policy Safety Statement
- ④ Keeping him/herself fully informed of statutory and other developments regarding safety, health and welfare issues pertaining to employees
- ④ Informing the Head of Infrastructure Services Directorate of any personnel changes necessitating an amendment to the Corporate Policy Safety Statement or an Ancillary Safety Statement
- ④ Ensuring that safety, health and welfare matters are included on the agenda of all management/staff meetings in his/her office
- ④ Facilitating the attendance of all employees in his/her office at appropriate safety, health and welfare training courses
- ④ Ensuring that all accidents/incidents in his/her office are reported to the Health & Safety Co-ordinator

## **TRAINING MANAGER**

### **Responsibilities:**

- ④ Liaising with the Health and Safety Co-ordinator in planning and devising a health and safety training programme
- ④ Assessing and co-ordinating the training needs of staff and advising the Head of Resource Management Directorate accordingly
- ④ Providing training courses in safety procedures for new and existing employees where appropriate
- ④ Providing basic training for all employees and identifying and providing further training where necessary and appropriate
- ④ Estimating the annual resource allocation for safety, health and welfare training

## HEAD OF SUPREME & HIGH COURT OPERATIONS DIRECTORATE

### **Responsibilities:**

- ④ Ensuring that safety, health and welfare matters are included on the agenda of all management/staff meetings in his/her Directorate and operational area of responsibility
- ④ Facilitating the attendance of all employees in his/her Directorate Office at appropriate safety, health and welfare training courses
- ④ Ensuring that all accidents/incidents in his/her Directorate Office are reported to the Health & Safety Co-ordinator
- ④

## **HEAD OF CIRCUIT & DISTRICT COURT OPERATIONS DIRECTORATE**

### **Responsibilities:**

- ④ Ensuring that safety, health and welfare matters are included on the agenda of all management/staff meetings in his/her Directorate and operational area of responsibility
- ④ Facilitating the attendance of all employees in his/her Directorate Office at appropriate safety, health and welfare training courses
- ④ Ensuring that all accidents/incidents in his/her Directorate Office are reported to the Health & Safety Co-ordinator



## **HEAD OF REFORM & DEVELOPMENT DIRECTORATE**

### **Responsibilities:**

- ④ Ensuring that safety, health and welfare matters are included on the agenda of all management/staff meetings in his/her Directorate
- ④ Facilitating the attendance of all employees in his/her Directorate Office at appropriate safety, health and welfare training courses
- ④ Ensuring that all accidents/incidents in his/her Directorate Office are reported to the Health & Safety Co-ordinator

**REGIONAL MANAGERS (INCLUDING THE HEAD OF THE ESTATE MANAGEMENT UNIT AND THE MANAGER OF THE CRIMINAL COURTS OF JUSTICE)**

**Responsibilities:**

- ④ Overseeing the implementation of the Programme in his/her Region in conjunction with the Health and Safety Co-ordinator
- ④ Ensuring that responsibility for safety, health and welfare issues in all offices/buildings in his/her Region are appropriately assigned and notified to the Health and Safety Co-ordinator
- ④ Assigning the role of Safety Officer and Deputy Safety Officer in each building under their responsibility
- ④ Ensuring that Ancillary Safety Statements are prepared by Safety Officers in respect of all buildings in use in his/her Region
- ④ Reviewing all Ancillary Safety Statements in respect of his/her Region on an annual basis and as the need arises in conjunction with the Health and Safety Co-ordinator
- ④ Ensuring that safety, health and welfare matters are included on the agenda of all management/staff meetings in his/her office
- ④ Forwarding all accident/incident reports to the Health and Safety Co-ordinator
- ④ Reviewing all accident/incident reports received and taking appropriate action including a review of the relevant Ancillary Safety Statement
- ④ Estimating, in conjunction with Safety Officers the budgetary requirements for implementing the Programme in his/her Region
- ④ Co-ordinating material for the Annual Report to the CEO and forwarding it to the Health and Safety Co-ordinator
- ④ Facilitating the attendance of all employees in his/her office at safety, health and welfare training courses organised by the Training Manager
- ④ Ensuring that safety, health and welfare standards are met when arranging maintenance/refurbishment/building works in his/her Region

## **SAFETY OFFICER (OFFICE MANAGER)**

The primary responsibility for ensuring that safety, health and welfare procedures in the workplace are adhered to on a day to day basis lies with each Safety Officer or in their absence the duty falls to the Deputy Safety Officer.

### **Responsibilities:**

- ④ Undertaking a risk assessment in each building and/or part of a building in his/her area of responsibility and ensuring, in conjunction with the Regional Manager, that any necessary control measures are put in place
- ④ Preparing an Ancillary Safety Statement (including emergency and evacuation procedures) for each building and/or part of a building in his/her area of responsibility and agreeing each statement with the Regional Manager
- ④ Ensuring that all employees in the workplace receive an electronic copy of this Corporate Policy Safety Statement and the relevant Ancillary Safety Statement
- ④ Familiarising all employees in the workplace with the particular health and safety arrangements for the area in which they work
- ④ Ensuring that safety, health and welfare issues are included on the agenda of all staff/management meetings
- ④ Ensuring, in conjunction with the Regional Manager, that safety equipment is properly maintained
- ④ Investigating accidents/incidents and forwarding reports to the Regional Manager (who in turn will forward them on to the Health & Safety Coordinator)
- ④ Dealing directly with local Safety Representatives and acting upon representations where reasonably practicable
- ④ Maintaining emergency and fire safety standards and procedures
- ④ Ensuring that all work areas, passageways, stairways, corridors and public areas are kept free from obstructions and that there is a safe means of access and egress at all times
- ④ Ensuring that day to day work practices in buildings in his/her area of responsibility comply with safety, health and welfare standards
- ④ Ensuring, in conjunction with the Regional Manager, that adequate arrangements are put in place to protect all employees

- ④ Providing ongoing training/instruction on safe work practices to employees within his/her workplace
- ④ Facilitating the attendance of employees in his/her office at safety, health and welfare training courses organised by the Training Manager

Ensuring that the obligations/duties of employers to persons other than employees, as provided for in the Act, are complied with on behalf of the Courts Service (*See Part 3*)

## **EMPLOYEES**

### **General duties of employees pursuant to section 13 of the Act**

It shall be the duty of every employee while at work -

- ④ To comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his/her safety, health and welfare and that of any other person who may be affected by the employee's acts or omissions at work
- ④ To 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 (Please refer to Circular 08/2009: Civil Service Alcohol and Drugs Misuse Policy – Copy available on the Health & Safety Page of Courts Info).
- ④ To co-operate with his/her employer or any other person so far as is necessary to enable his/her employer or the other person to comply with the relevant statutory provisions as appropriate
- ④ Not to engage in improper conduct or other behaviour that is likely to endanger his/her safety, health and welfare at work or that of any other person
- ④ Attend such training and, as appropriate, undergo such assessment as may reasonably be required by his/her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee
- ④ Having regard to his/her training and the instructions given by his/her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his/her safety, health and welfare at work, including protective clothing or equipment
- ④ To report to his/her employer or to any other appropriate person as soon as practicable –
  - (i) 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
  - (ii) 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
  - (iii) 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.

- ④ Not to intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities

**Each employee is expected -**

- ④ To read this Corporate Policy Safety Statement and the Ancillary Safety Statement applicable to his/her place of work.
- ④ To co-operate fully with the safety, health and welfare training programme organised by the Training Manager
- ④ To report any incident/accident in the workplace to his/her immediate supervisor without delay
- ④ To co-operate with the investigation of any accident/incident in the workplace

Any employee failing to observe his/her safety, health and welfare responsibilities may be liable to disciplinary action.

*Note:*

In this document "employee" is intended to mean every person in the employ of the Courts Service, regardless of grade.



**PART 3: OBLIGATIONS ON EMPLOYERS TOWARDS PERSONS OTHER THAN  
EMPLOYEES**

THIS PART DEALS WITH OBLIGATIONS ON EMPLOYERS TOWARDS PERSONS  
OTHER THAN EMPLOYEES AND HAS PARTICULAR RELEVANCE TO SAFETY  
OFFICERS AND THOSE INVOLVED IN PROCUREMENT.

PERSONS OTHER THAN EMPLOYEES  
CONTRACTORS/AGENCY STAFF  
MANUFACTURERS AND SUPPLIERS



## **PERSONS OTHER THAN EMPLOYEES**

Section 12 of the Act provides that every employer shall manage and conduct his or her undertaking in such a way as to ensure, so far as is reasonably practicable, that in the course of the work being carried on, individuals at the place of work (not being employees of the undertaking) are not exposed to risks to their safety, health or welfare.

Section 20 of the Act requires every employer to bring the Safety Statement to the attention of persons at the place of work, other than his/her employees, who may be exposed to any specific risk to which the safety statement applies.

## **CONTRACTORS / AGENCY STAFF**

Contractors and agency staff who are not health and safety competent will not be awarded contracts by the Courts Service.

In this respect, all contractors and agency staff will be scrutinised for their suitability before being appointed to carry out any works. Consequently, all contractors and agency staff will be required to submit documentation relating to their health and safety policy, training records and copies of relevant risk assessments regarding the work to be carried out.

All agency staff and contractors who are awarded contracts by the Courts Service will be required to comply with all relevant health and safety legislation and to ensure that their employees and subcontractors also comply.

## **MANUFACTURERS AND SUPPLIERS**

Section 16 of the Act, requires that a person who designs, manufactures, imports or supplies any article for use at work shall

- (a) ensure, so far as is reasonably practicable, that the article is designed and constructed so as –
  - (i) to be safe and without risk to health when properly used by a person at work, and
  - (ii) to comply with the relevant statutory provisions and with the provisions of any relevant enactment implementing any relevant directive of the European Communities
- (b) ensure that the article undergoes appropriate levels of testing and examination to ensure compliance with paragraph (a)
- (c) provide or arrange for the provision of adequate information about the article to the persons to whom it is supplied to ensure its safe use
- (d) ensure that persons to whom the article is supplied are provided with any revisions of the information provided under (c) as are necessary by reason of it becoming known that anything relating to the article gives rise to a serious risk to safety or health
- (e) if the person has responsibility under a rental, leasing or other arrangement to do so, maintain the article in a safe condition and in compliance with the relevant statutory provisions,
- (f) comply with the relevant statutory provisions

Safety Officers should ensure that any such information received is made available to all relevant employees.

## **PART 4: CONSULTATION AND INFORMATION**

SAFETY REPRESENTATIVES

CONSULTATIVE COMMITTEES

LEGISLATIVE INFORMATION

SAFETY TRAINING

RESOURCES

FIRST AID

ACCIDENT REPORTING

HEALTH AND WELFARE

SPECIFIC ARRANGEMENTS

## **SAFETY REPRESENTATIVE**

Under section 26 of the Act, employees have the right to make representations to, and consult, their employer on matters of safety, health and welfare in their place of work.

They may also, under Section 25, from time to time, select and appoint from amongst their number at their place of work a Safety Representative, or by agreement with their employer, more than one Safety Representative, to represent them in consultations with their employer.

In accordance with section 25 of the Act, therefore, the Courts Service will -

- ⇒ Consider any representations made by the Safety Representatives relating to health and safety and so far as is reasonably practicable take any action it considers necessary or appropriate with regard to those representations
- ⇒ facilitate the selection of Safety Representatives in the work place
- ⇒ provide for adequate health and safety training for Safety Representatives
- ⇒ inform the relevant Safety Representative when an inspector is going to make a tour of inspection
- ⇒ enable Safety Representatives to carry out work place inspections and to investigate accidents and complaints
- ⇒ enable Safety Representatives to make representations to Health and Safety Authority inspectors on safety, health and welfare matters
- ⇒ permit Safety Representatives to accompany Health and Safety Authority inspectors on a tour of inspection other than a tour of inspection to investigate an accident unless the inspector at his/her discretion so allows
- ⇒ permit the Safety Representative to attend interviews with employees being held by an inspector, with respect to an accident or dangerous occurrence at work, if such inspector at his/her discretion so allows and the employee so requests
- ⇒ enable Safety Representatives to consult and liaise on matters relating to safety, health and welfare at work with any other Safety Representative

Ancillary Statement(s) will contain the name(s) of any Safety Representative(s) selected for the location to which the Ancillary Statement relates.

**An employer shall not penalise an employee for being a Safety Representative**

## **CONSULTATIVE COMMITTEES**

Section 26 of the Act places a duty on the employer to consult his /her employees so as to make and maintain arrangements to enable the employer and employees co-operate to promote and develop safety, health and welfare and to monitor the effectiveness of those measures.

Partnership has a role in health and safety and any issues arising during their meetings should be brought to the attention of the Safety Monitoring Committee.

## **LEGISLATIVE INFORMATION**

A list of all Safety and Health Regulations introduced since the commencement of the Act, can be obtained from The Health and Safety Authority website <http://www.hsa.ie/>

In addition, Safety, Health and Welfare information will be available on the Courts Service Intranet.

## **RESOURCES**

The Courts Service acknowledges that the implementation of a successful safety programme is dependent on adequate staff and financial resources being made available. It is the policy of the Courts Service to make such resources available.

## **SAFETY TRAINING**

The Courts Service is committed to a policy of providing ongoing training on safety, health and welfare issues.

Basic training in safety, health and welfare will be provided for all employees. The specific training needs of those with particular responsibilities for safety, health and welfare will also be addressed. This will include training for employees in management grades and Safety Representatives.

The Training Manager will arrange for safety, health and welfare training for all new employees as part of their induction training.

Safety Officers should provide ongoing instruction/training on safe work practices to employees within his/her workplace.

## **FIRST AID**

The requirements for First Aid are set out in Part 7 Chapter 2 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 (S.I. No. 299 of 2007). The Courts Service is committed to ensuring that adequate and appropriate First Aid equipment is provided and maintained at all locations and, available for use when required. The organisation is also committed to providing First Aid training for employees who are willing to provide a First Aid service when required.

Each Ancillary Safety Statement should indicate the location and contents of all First Aid boxes in the building to which it relates and the names of any First-Aiders.

It is the policy of the Courts Service to provide Automated External Defibrillators at large Courthouses and Offices.

## **ACCIDENT REPORTING**

The Health and Safety Co-ordinator will be responsible for reporting accidents to the Health and Safety Authority on behalf of the Courts Service. The following types of accidents **MUST** be reported to the Health & Safety Authority –

- ⇒ any accident causing loss of life to any employed or self-employed person if sustained in the course of his/her employment
- ⇒ any accident sustained in the course of his/her employment which prevents any employed or self-employed person from performing the normal duties of his/her employment for more than 3 consecutive days, not including the date of the accident but including any days which would not have been working days
- ⇒ any accident to any non-employee caused by a work activity which causes loss of life or requires medical treatment.
- ⇒

The procedure to be followed by employees is as follows:

- All accidents/incidents must be reported promptly, in writing, to the Safety Officer
- Each Safety Officer should maintain a log of such reports
- In the case of injury to an employee or a person other than an employee, the written report should be completed promptly by the Safety Officer and forwarded to the Regional Manager or in Dublin to



the Head of the Estate Management Unit for transmission to the Health and Safety Co-ordinator

Regulation 60 of the Safety, Health and Welfare at Work (General Application) Regulations 1993 (S.I. No. 44 of 1993) requires that records of any reportable accident or dangerous occurrence be retained for a period of ten years from the date of the accident.

## **HEALTH AND WELFARE**

Section 22 of the Act states that every employer shall ensure 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 under *section 19*, is made available to his or her employees.

The requirements in relation to the work environment are set out in the Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. 299 of 2007). These Regulations include provisions on ventilation, workstations, temperature, lighting, sanitary facilities *etc.*

### **Eye Tests**

Any employee under the age of 40 and who uses a computer is entitled to one eye test every five years. An employee over 40 and who uses a computer is entitled to one eye test every two years. Fuller details are available in the Staff Handbook

### **Smoking Policy**

Smoking is prohibited in all workplaces.

The Courts Service is committed to ensuring that this legislation and any regulations made thereunder are enforced in Courts Service buildings.

### **Other issues**

The Courts Service has put policies in place to cover issues such as pregnant employees, bullying, sexual harassment, stress and disabilities (refer to your staff handbook).

## **SPECIFIC ARRANGEMENTS**

### **Fire Safety**

All Courts Service premises will have a plan for fire safety, incorporating emergency evacuation arrangements and precautions which will be site specific.

The Safety Monitoring Committee will ensure that expertise and technical advice is available, on request, to facilitate putting appropriate procedures in place.

### **Emergencies**

The procedure to be followed in cases of emergency will be set out in each Ancillary Safety Statement.

### **Risk Assessment**

The Act and the 2007 Regulations (S.I. No. 299 of 2007) aim to prevent accidents and ill-health at work. In order to achieve compliance with this legislation, all hazards facing staff at work or hazards resulting from work activities which may have a foreseeable impact on persons other than employees, should be formally identified and the associated risks assessed by Safety Officers.

The findings of these risk assessments and the necessary control measures should be recorded in the appropriate Ancillary Safety Statements.

### **Definitions**

“**hazard**” - anything that can cause harm *e.g.* electricity, working from heights etc.

“**risk**” - the likelihood, great or small, that someone will be harmed by the hazard, together with the severity of the harm suffered

“**assessment of the risk**” - a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether enough precautions have been taken or whether more should be done to prevent harm

“**control measures**” - steps taken to eliminate the hazard and minimise the risk

## **Specific Hazards**

To ensure that all potential hazards continue to be identified and included in Safety Statements, regular inspections by Safety Officers should be carried out in all Courts Service facilities.

Hazards relating to the headings such as -

- Access and egress
- Electrical safety
- Employees with disabilities
- Fire
- Flammable substances
- Hazardous substances
- Lighting
- Lone working
- Manual handling
- Needle stick injury
- Outdoor working (Court Messengers)
- Pregnant employees
- Strong Rooms/Storage Rooms/Comms. Rooms
- Stress
- Visual display
- Waste disposal
- Work equipment
- Young persons

will be dealt with in specific terms, where necessary, in the Ancillary Safety Statement for each location.

*Note: This is not intended to be an exhaustive list.*

## **Corporate Policy Safety Statement**

This Corporate Policy Safety Statement describes the organisation's policy and intentions regarding Safety, Health and Welfare. This Statement will be reviewed annually and as the need arises by the Safety Monitoring Committee.

## **Ancillary Safety Statement**

Each Safety Officer will be required to prepare an Ancillary Safety Statement for his/her workplace, in conjunction with the relevant Regional Manager or in Dublin with the Head of the Estate Management Unit.

This Ancillary Statement should be drawn up following the identification of hazards, an assessment of risks and the taking of decisions regarding any necessary precautions to eliminate/control the risks. It should include details of emergency and evacuation procedures. The names and job titles of those assigned to health and safety duties in the workplace should also be set out in the Statement.

Ancillary Safety Statements will be reviewed annually and as the need arises by the Safety Officer in conjunction with the Regional Manager and in consultation with the Health and Safety Co-ordinator.



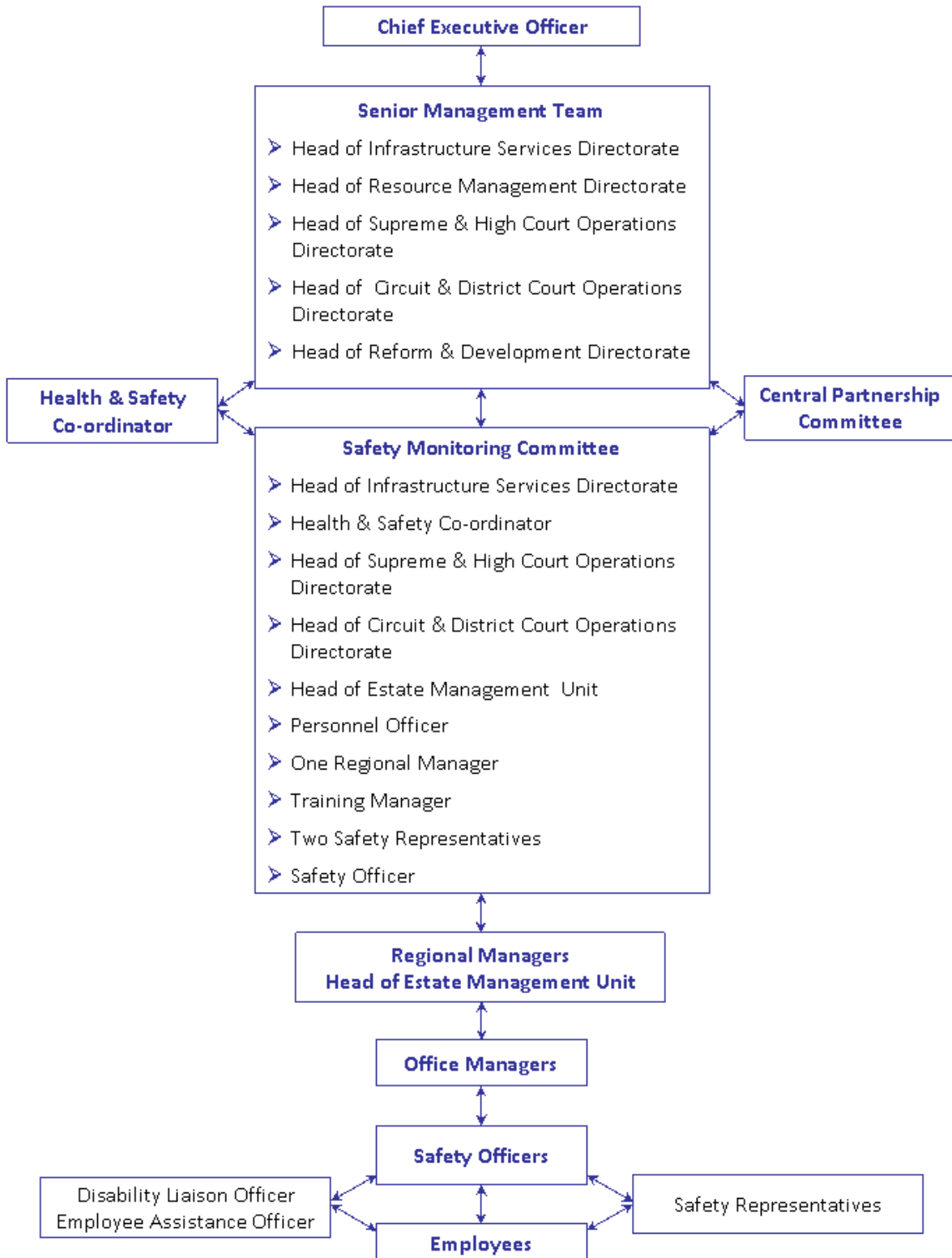
## **APPENDICES**

**HEALTH AND SAFETY MANAGEMENT ORGANISATION CHART**

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING**

# APPENDIX 1

## HEALTH AND SAFETY MANAGEMENT ORGANISATION CHART





**APPENDIX 2**

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING**

I, \_\_\_\_\_ (*PRINT FULL NAME*),  
ACKNOWLEDGE RECEIPT OF

THE COURTS SERVICE CORPORATE POLICY SAFETY STATEMENT.

I HAVE READ AND UNDERSTAND THE STATEMENT.

**SIGNED :** \_\_\_\_\_

**DATE :** \_\_\_\_\_

*SIGNED ACKNOWLEDGEMENT SHOULD BE FORWARDED, THROUGH THE SAFETY OFFICER TO THE HEALTH AND SAFETY COORDINATOR*

*NOTE: THIS FORM SHOULD BE SUBMITTED ELECTRONICALLY*