

GUIDELINE: Safety Statement, Risk Assessment Cycle: Check List



File Name: Safety Statement, Risk Assessment Cycle: Check list	Rev.:	Date of Issue:
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1.0 PURPOSE:

The Terms of Reference for the DIT Senior Leadership Team (SLT) Health & Safety Sub – Committee include ensuring the effective monitoring, audit and review of the Institute’s Framework Safety Statement and the delivery of all ancillary safety statements. The purpose of this Guidance Note is to provide a brief checklist setting out the cycle required for completion, review and monitoring of same. It outlines the various stages in this process.

2.0 SCOPE:

All staff, students and campus users.

3.0 OBJECTIVES:

To outline the various stages in the cycle of safety statement and risk assessment completion.

4.0 STAGES OF SAFETY STATEMENT AND RISK ASSESSMENT COMPLETION AND APPROVAL PROCESS

4.1 Initial

Identify requirements (regular review).

The Health & Safety Office will assist and facilitate with the development of the School/Function safety statements and risk assessments, where required. The Health & Safety Office will review all safety statements and written risk assessments, where already complete.

4.2 Preparation of documentation

1. The Occupational Health Officer (OHO) will liaise with the relevant person(s) in each School/Function to obtain all facts so that accurate information can be captured in the uniform templates proposed by the Health & Safety Office.
2. The Health & Safety Officer will review the document and refer any further queries or comments to the Occupational Health Officer so that final clarification can be obtained from the School/Function.

4.3 Consultation [stake holders, advisors and prior to sign off]

1. All documents circulated by the School/Function for consultation.
2. All staff should engage in the consultation and review process.

4.4 Final Edit

1. This is to be completed by the Health and Safety Office.

4.5 Approval

1. The Health & Safety Support Person will notify the relevant person in the School/Function of the date it is proposed to go to the DIT SLT Health & Safety Sub - Committee for approval.
2. The Health & Safety Support Person will send the document to the relevant person in the School/Function for final review and signature.
3. The DIT SLT Health & Safety Sub-Committee will accept that the Health and Safety Officer is satisfied with the content and approve.

4.6 Publication

1. The SLT Health & Safety Sub – Committee minutes will note approval.
2. The Health & Safety Support Person will upload the document on the health and safety website.
3. The most recent version of all safety statements and risk assessments will always be available on the DIT health and safety website: www.dit.ie/safework .
4. If minor changes are required, the Health & Safety Office will undertake to complete these.
5. The relevant School/Function should notify the Health & Safety Office of any other changes they wish to make to the document over the year and these will be noted at the DIT SLT Health & Safety Sub-Committee meetings.
6. A Reference Safety Statement sheet will be maintained by the Health & Safety Office, so that any changes which occur throughout the year can be captured.
7. The safety statement and risk assessments should be read in conjunction with the Reference Sheet so that all changes can be captured and to ensure that the most recent information is available.

5.0 REVIEW PROCESS

1. The document will be reviewed annually by the Health & Safety Office in conjunction with the relevant School/Function.
2. The Health & Safety Officer will notify the Head of School/Function of the proposed review date and timeline for review process.
3. The Head of School/Function will outline any changes that have taken place in the previous year or if any additional items should be captured in the risk assessment.
4. Occupational Health Officers will organise to meet with the Head of School/Function to perform the review.
5. An inspection of the area/activities will take place with the Occupational Health Officer and a person designated by the School/Function.
6. The OHO will review the safety statement and risk assessment, taking into account any changes that have taken place over the previous year to area, activities, procedures, legislation, or as indicated by the Head of School/Function. The contacts sheet should be amended/updated if required.
7. The Health & Safety Officer will review document with amendments (if made) and send to the School/Function for a consultation period of 4 weeks.
8. The Health & Safety Support Person to edit the document (if required) and notify the relevant person in the School/Function of the date it is proposed to go to the DIT SLT Health & Safety Sub - Committee for Review Approval.
9. The Health & Safety Support Person sends the document to relevant person in the School/Function for final review and signature.
10. The DIT SLT Health & Safety Sub-Committee will accept that the Health & Safety Officer is satisfied with the content and approve.
11. The SLT Health & Safety Sub – Committee minutes will note Review Approval.

12. The Health & Safety Support Person uploads the reviewed document on the health and safety website.
13. The document must be reviewed on an annual basis. It does not necessarily need to be updated/amended. The review process will highlight if this is required.
14. If no amendments are required, it will be noted as such, however it will be minuted at the DIT SLT Health & Safety Sub - Committee as "Reviewed" and the policy Statement shall be signed and dated to the current year.

6.0 MONITORING, EVALUATION AND REVIEW

Review of all safety statements and risk assessments will take place on an annual basis. Generally it will be every 12 months from the previous review. Ideally it will be over the summer period with the final approval taking place in October each year. Special requirements must be submitted to the Health and Safety Office in advance, to allow for adequate planning.

Monitoring and evaluation of this process will take place by external auditors to be approved on an annual basis by the DIT SLT H & S Sub – Committee.

7.0 DOCUMENTATION

The most recent version of all safety statements and risk assessments will be available on the health and safety website and should be read in conjunction with the current Reference Sheet.

www.dit.ie/safework

Version	Date	Name