

# An Discart

## Safety Health & Welfare Statement



Revision	1
Date	January 2020
Description	Safety Statement
Approved	Fr. Jim Sheehy

## COMPANY INFORMATION

Name: An Diseart

Address: Green St,  
Dingle,  
Co. Kerry

Eircode: V92 VW74

Email: [info@diseart.ie](mailto:info@diseart.ie)



### Mission Statement

The Diseart acts as the centre for a lively community giving expression to and promoting Celtic Culture and Spirituality as an integral part of our local heritage.

Housed in the former Presentation Convent premises in Dingle. Founded in 1996, An Diseart developed as a centre for the research into all areas of Irish Spirituality and Celtic Culture including theology, language, literature, art, laws, folklore, values, spirituality, history, music, archaeology and customs led by the late Msgr. Pádraig Ó Fiannachta and associated with his valuable collection of manuscripts and books now housed in the Dingle Library.

With the support of the Presentation Sisters, An Diseart is in the hands of the community managed by a voluntary board who make provision for the care and maintenance of the building and grounds.

The building is available to the community for the development of spiritual, artistic and cultural activities. The organisation develops volunteerism in the community. The gardens are a location for family picnics and cultural gatherings. An Diseart organise and promote cultural, spiritual and Heritage events throughout the year.

Feidhmíonn An Díseart mar ionad do phobal bríomhar a chuireann an Cultúr agus an Spioradáltacht Cheilteach chun cinn mar dhlúthchuid d'ár n-oidhreacht áitiúil. Tá sé lonnaithe sa Daingean i seanChlochar na Toirbhearta. Ó cuireadh An Díseart ar bun i 1996, d'fhorbair sé mar ionad taighde ar gach gné den Spioradáltacht Éireannach agus den Chultúr Ceilteach, ina measc an diagacht, teanga, litríocht, ealaín, dlíthe, béaloideas, luachanna, spioradáltacht, stair, ceol, seandálaíocht agus nósanna. B'é Msgr. Pádraig Ó Fiannachta, trócaire air, a bhí ina cheann air agus tá ceangal ag An nDíseart lena chnuasach luachmhar lámhscríbhinní agus leabhar atá i dtaisce i Leabharlann an Daingin.

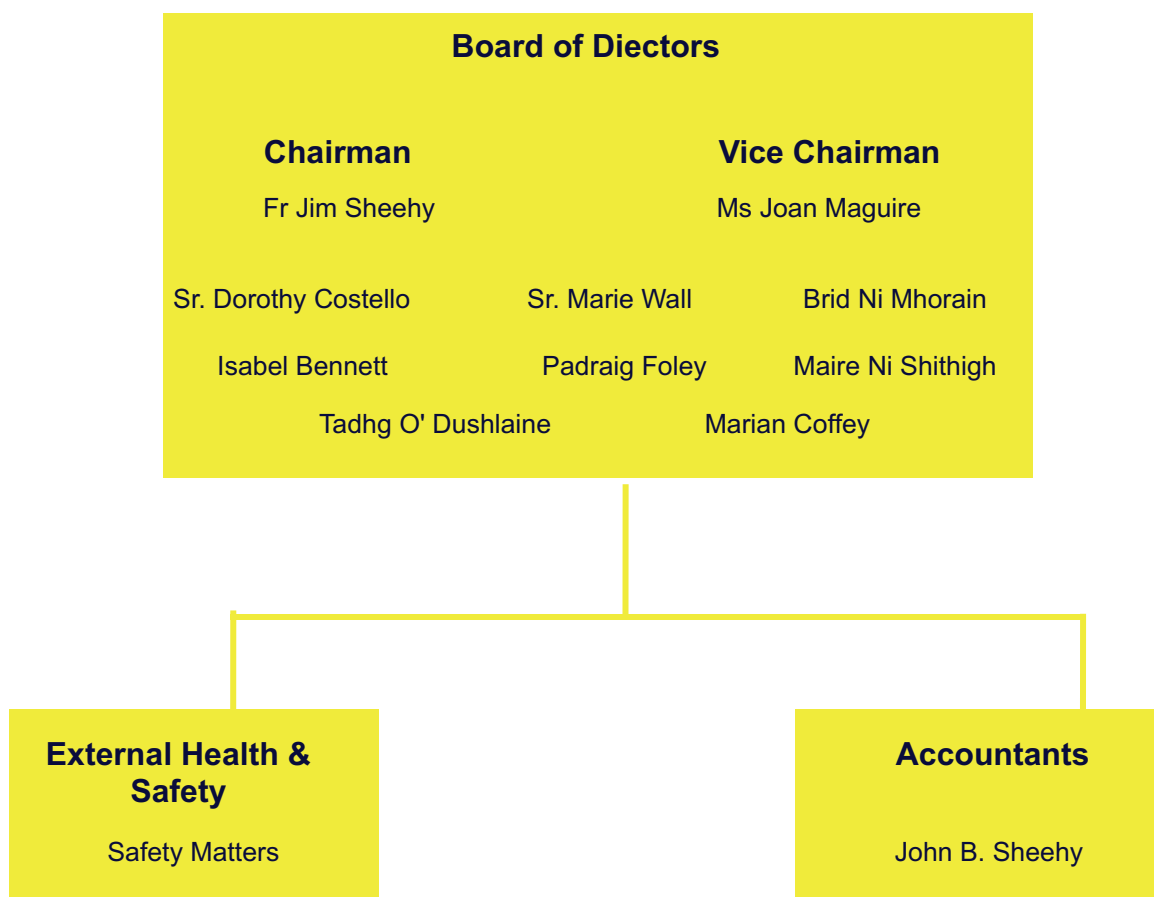
Le tacaíocht Shiúracha na Toirbhearta tá An Díseart á stiúradh ag bord deonach a thugann aire don fhoirgneamh agus dá thailte is a dheánann iad a chothabháil.

Tá an t-ionad ar fáil don phobal le haghaidh gníomhachtaí spioradálta, ealaíonta, cultúrtha agus Gaelacha agus is áit é gur feidir le daoine a mbuanna a thabhairt i lár an aonaigh agus iad a roinnt. Eagraíonn An Díseart féin imeachtaí cultúrtha, spioradálta agus oidhreacht i rith na bliana agus tá na gairdíní ar fáil le haghaidh picnicí, teacht le chéile cultúrtha nó paidreoireacht phríobháideach agus machnamh.

## EMERGENCY TELEPHONE NUMBERS

Name/Place	Tel No:
Southdoc:	1850 335 999
Ambulance:	112/999
University Hospital Kerry:	066 7184000
Fire Brigade:	112/999
Garda:	066 915 1522
Emergency	112/999
Health & Safety Authority:	1890 289 389

## Organisational Chart



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## Introduction

This safety statement details An Diseart Health, Safety and Welfare Policy.

## Company Description

Díseart Institute of Irish Spirituality and Culture was founded in 1996 in the heart of Corca Dhuibhne - the Dingle Peninsula Gaeltacht (Irish speaking) and strives to promote research, courses and cultural activities in all areas of Irish Spirituality and Celtic Culture including theology, language, literature, art, laws, folklore, values, spirituality, history, music, archaeology and customs.

This Safety Statement will demonstrate how An Diseart, will provide all persons, who may be affected by the activities of the projects with concise details of:

- (a) safety and health goals and objectives (statement of intent)
- (b) assignment of responsibilities (the organisation) and
- (c) means of achieving the aims and objectives (the arrangements)

**An Diseart** is confident it has the full support of all employees and participants in achieving its aims of ensuring Health Safety and Welfare.

It is therefore very important that you read the following document carefully and understand your role and the overall arrangements for health and safety throughout the organisation.

## Constitution

### Main object

To establish, promote and operate a centre for study and mediation for the promotion of the native religious traditions of Ireland.

### Subsidiary Objects:

As objects incidental and ancillary to the attainment of the Main Object, the Company shall have the following subsidiary objects:

A) To provide for the following of the doctrines and beliefs of the native religious traditions and to make provisions for religious activities to include academic research into written and other sources of Irish Theology and Spirituality and the study of the languages of the source material in particular Early, Middle and Modern Irish and Medieval Latin to publish and make known the fruits of such study, to conduct courses and seminars in these fields and application of parts of these studies by way of prayer and retreat facilities to all interested and bring these studies to bear on liturgical and pastoral life and practice in Ireland today.

B) To provide for places of worship and devotion with particular emphasis on the native or Celtic religious tradition with celebration of the traditional festivals, days and periods of prayer and courses for groups and individuals, residential and non-residential, and in particular the development of the Dingle Convent Building, Chapel and surrounding gardens as an area of prayer, study, peace and contemplation, to provide an environment in which religious art, music, poetry and culture would flourish and receives inspiration for religious art from an earlier period.

## Responsible Persons

### Safety Reps:

Not required as under 20 employees.

### Health & Safety Committee:

To be appointed or an individual in this case.

## General Statement of Policy

An Diseart will dedicate adequate resources to ensure the Safety Health and Welfare of its employees, employees of other companies and other people affected by the Company's operations.

The Company will do all that is necessary to observe and comply with the requirements, of the Safety, Health and Welfare at Work Act 2005 and applicable regulations made there under.

All personnel employed by An Diseart have a responsibility and obligation to comply with the requirements of this policy in achieving a safe place of work and to take reasonable care of themselves, and others, which may be affected by their work.

### **An Diseart aims are summarised below;**

- To provide and maintain and manage a safe and healthy working environment, safe equipment and safe systems of work for all employees and others.
- To conduct risk assessments and take into account the general principals of prevention when implementing safety, health and welfare control measures necessary to reduce risk.
- To provide information, instruction, training and supervision as is necessary so as to ensure, as far as is reasonably practicable, the health and safety of its employees while at work.
- To ensure the prevention, of improper conduct or behaviour of its employees at work as far as is reasonably practicable.
- To prepare and maintain adequate procedures and plans to be followed in any emergency.

An Diseart will review this policy annually and in the light of experience, developments and legislative changes. Employees are encouraged to put forward suggestions for improvements to the statement.

SIGNED: ..... DATE: .....

**Chairman: Fr Jim Sheehy**

## Applicable Regulatory Requirements

- Non exhaustive list of health safety and welfare legalization that particularly applies to Applicable Regulatory Requirements
- Safety, Health and Welfare at Work Act, 2005.
- Safety, Health and Welfare at Work (General Application) Regulations 2007 as amended
- Safety, Health and Welfare at Work (General Application) Regulations SI No. 36 2016 as amended
- Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 & 2010
- Construction Regulations 2013
- Audit of Religious Orders, Congregations and Missionary Societies Safeguarding Arrangements and Management of Allegations of Child Sexual Abuse - Volume II
- Protection of Children and Young Persons - These guidelines were amended in 2016 to take account of the Safety, Health and Welfare at Work (General Applications)(Amendment)(No.2) Regulations 2016.
- This Guide is aimed at safety and health practitioners, employers, managers, employees and safety representatives.
- Tusla Child & Family Agency

## Section on Responsibilities

Responsibilities of the Employer (Board of Directors)

**The Management - Joan Maguire will ensure that:**

1. Adequate resources of time, personnel and finance are available for the effective implementation of the Company's Safety Health and Welfare Policy
2. The provisions of this policy statement are executed at all times.
3. All personnel recruited are suitable for and competent to carry out their duties.
4. Adequate protection and procedures are in place to protect others.
5. There is no improper conduct or behavior in the workplace such as bullying etc. and should a situation occurs it will be dealt with according to policies and procedures set out
6. Design, provide and maintain a safe place of work that has safe access egress.
7. Provide and maintain plant and equipment that is safe and without risk to health and ensure that it is used in accordance with Regulations and inspected as required.
8. Prevent risks to employees from the use of any articles or substances and from noise, vibration, radiation or any other physical agent.
9. Plan, organise, maintain and revise systems of work
10. Provide and maintain adequate welfare facilities.
11. Inform instruct, train & supervise employees in a format, manner and language that can be understood by all.
12. Provide and maintain suitable protective clothing and equipment.
13. Prepare and revise emergency plans and measures to be taken when there is an emergency or a risk of serious or imminent danger.
14. Report to the Health & Safety Authority any notifiable accidents and disease, and dangerous occurrences.
15. Obtain, where necessary, the services of a competent person for the purpose of ensuring the safety, health & welfare of employees.
16. Upon consultation with employees designate persons with specific health safety and welfare duties.
17. Any temporary or fixed term worker is deemed by the 2005 act to be an employee so all of the duties of employers to their employees also apply for these workers
18. Employers cannot pass on to employees any financial cost associated with duties relating to safety, health & welfare at work.

## **Responsibilities of Supervisors**

1. Acquire full and accurate knowledge and understanding of An Disear Safety Statement and ensures that all subordinates appreciate their responsibilities.
2. Ensure that all new employees receive adequate safety induction training.
3. Ensure all personnel receive adequate instruction and training with respect to their duties
4. Plan and organise work to minimise risks and ensure adequate supervision at all times.
5. Ensure that work equipment is used and maintained in a good and safe condition.
6. Ensure the safe delivery, stacking and storage of materials, and ensure that Material Safety Data Sheets are available for any hazardous substances and those MSDS recommendations are implemented.
7. Make arrangements to maintain work areas in a tidy state and free of accumulated refuse.
8. Make arrangements to inspect and maintain the work premises, fire prevention/ fighting equipment, welfare facilities and first aid supplies.
9. Ensure that any required personnel protective equipment is available, issued, replaced when necessary and that it is used correctly by employees.
10. Ensure periodic Safety, Health and Welfare inspections. Report findings to Directors and review and implement improvements.
11. Ensure all accidents / incidents are recorded in An Disear accident book.
12. Ensure appropriate accident/ incident reports and investigations are completed and notification given to H.S.A where applicable .
13. Ensure recommendations from safety, health and welfare reviews or accident investigations are implemented.
14. Ensure that visitors / customers/ suppliers to An Disear are aware of and comply with the organisations safety rules.
15. Give good example in all safety matters.

## Responsibilities of Employees

### It is the responsibility of all employees of An Discart to

1. Comply with health and safety legislation to protect his or her safety, health and welfare and that of others who may be affected by their acts or omissions.
2. Ensure that she / he is not under the influence of an intoxicant to the extent of endangering his or her own or any other person's safety and health.
3. Submit to any appropriate, reasonable and proportionate tests for intoxicants in accordance with Regulations under the 2005 Act.
4. Co-operate with An Discart and any other person to enable them to comply with Safety and health legislation.
5. Not engage in improper conduct or other behaviour, such as horseplay, that is likely to endanger his or her safety, health and welfare or that of any other persons.
6. Attend any training and undergo assessment of the training required by his employer or that as required by safety and health legislation.
7. Follow training and instructions; make correct use of any article or substance provided for the protection of their safety and health including any personal protective equipment.
8. Employees also have a duty not to endanger themselves or others and to be alert to dangerous situations.
9. Employees must not carry out any tasks which they feel they are not competent to carry out or which involves unreasonably high risks
10. Safety equipment must be worn whilst at work as required by legislation or by this An Discart Safety Policy Statement.
11. Employees are encouraged to make suggestions, or raise concerns and are hereby consulted initially on Health and Safety matters.
12. Where health and safety legislation requires certain training in relation to any work activity, then employees must not misrepresent themselves in regard to the level of training they have received when entering into a contract of employment.
13. Employees must not intentionally or recklessly interfere with, misuse or damage anything provided for securing the safety and health of persons at work or in connection with work activities or place the safety and health of any person at risk.
14. Employees must also report to the employer: Any defect in the place or system of work or with any article or substance used which might endanger the safety and health of employees or any other person.

Any contravention of safety and health legislation which may endanger the safety and health of employees or any other person.

## Responsibilities of Safety Representatives Including Safety Committee ~ (When Appointed)

The Safety, Health And Welfare At Work Act 2005 entitles employees to select and appoint safety representatives to represent them in consultations with An Diseart on matters of safety, health and welfare at the place of work.

The safety representative will (where elected);

1. Acquire the information, training and knowledge to fulfil their functions outlined below by attending safety talks, seminars, training courses etc. provided by the Company.
2. Acquire a knowledge and understanding of An Diseart Safety Statement and Safety Health and Welfare at Work legislation
3. Be involved in consultation of maintaining safety health and welfare standards in the workplace and make representations to management as required.
4. Give time to periodic inspections of the workplace, report immediately any hazardous conditions to those responsible and keep records of all such inspections and hazards.
5. Investigate complaints, accidents and dangerous occurrences
6. Accompany a Inspector on any inspection. Receive advice and information from an Inspector and make representation as required.
7. Foster safety awareness in the workplace, promote safe working practices

Safety representatives are protected from suspension, lay-off or dismissal or the threat of such action, demotion, transfer or change of duty, place of work, wages or working hours, imposition of any disciplinary action or reprimand or penalty, coercion or intimidation where they exercise their powers under safety and health legislation.

## Designated Persons

An Diseart upon consultation with employees will ensure that competent employees are appointed to the following positions

<b>First Aid Personnel</b>  See First Aid / Accident / Emergency Arrangements	Manager to coordinate first aid and emergency arrangements – each group to contact supervisor or designated person in their absence.
<b>Fire Safety and Evacuation Personnel</b>  See Fire/ Emergency Arrangements	

## Safety, Health and Welfare Advisor

An Diseart will engage the services of a competent person to advise on general management of safety health and welfare in the workplace

Internal – Sean Pól O' Connor - An Diseart  
 External - Patricia Casey – Safety Matters



## Arrangements and Procedures

### Consultation

The employer has a duty to consult his or her employees with regard to -

- Hazard Identification and Written Risk Assessments and the Safety Statement
- Activities arising from or related to protection from and prevention of risks.
- Any measures to be taken which would substantially affect safety, health and welfare.
- Any accidents, ill health, diseases and dangerous occurrences at that place of work that require notification to the HSA.
- Persons who will be designated duties under the emergency plan.
- The appointment by the employer of a competent person for the purpose of ensuring safety and health.
- The planning and organisation of any training.
- The introduction of new technologies and the choice of work equipment particularly if they impact upon working conditions or the working environment.

An Diseart will consult with their employees in the following way,

### General Safety Consultation.

1. Supervisors will consult with employees on routine Safety, Health and Welfare matters on a day to day basis.
2. An Diseart promotes employee feedback or suggestions on safety, health and welfare issues in daily communications with supervisors
3. Employees can communicate any Safety, Health and Welfare concerns via the safety representative (if elected) or to the supervisor. The supervisor should remedy any bona fide hazard as soon as is reasonably practicable if he/she has control over the area involved. Otherwise the matter will be communicated to An Diseart management.

Consultation	Further Action Required	Action by whom	Action by when	Date Completed
Health and safety to be included once a month at meetings				
Consult with employees about new safety statement and arrangements				

## **Competent Persons**

Where hazards and risks are complex An Diseart will obtain the services of competent personnel for the purpose of ensuring the safety, health & welfare of employees.

Training Specialists – Patricia Casey/Noel Fitzgerald - Safety Matters  
Other

## **Information**

An Diseart will provide employees and others with information on hazards, risks and measures taken as regards safety, health and welfare and the names of emergency staff and safety representatives.

### **The following information is provided:**

- An Diseart Safety, Health and Welfare Statement
- An Diseart Safety Induction
- Plant and equipment manuals and operating instructions
- Work procedures
- Posting of emergency procedures in prominent locations.
- Posting of personnel & telephone no's of the emergency services.
- Signage erected throughout work place
- Material Safety Data Sheets
- Other information as is applicable to specific tasks and risks.

The safety statement will be brought to the attention of all staff on an annual basis or when it is amended. A copy of the Safety Statement is held in a central location and questions or queries are to be dealt with immediately. Employees of another employer working in the place of work must also be informed.



## **Training & Instruction**

Employees are entitled to receive safety and health training, which must take place during work time and without loss of remuneration

### **Arrangements for Safety Training**

Safety is the responsibility for every worker on the job. The more workers are educated, interested and encouraged to participate in accident prevention measures, the better the result will be. An Disearl is committed to providing Health and Safety training at all levels in the organisation.

Training will be given when;

- First recruited.
- On transfer and change of task
- When new technology, work equipment or systems of work are introduced.
- If required by safety and health legislation.

Supervisors are responsible for identifying training needs.

### **Induction Training**

#### **General Training**

Every employee is continually trained in the safe procedures to do with their job, how to recognise and avert hazards associated with their job, and is given adequate supervision to ensure they continue to work safely.

#### **Specialist Courses**

Specialist training is provided for employees using specific equipment.

#### **First - Aid Courses**

These courses are carried out by a recognised authority and certificates issued to trained persons. Refresher courses are organised when necessary every two years.

#### **Manual Handling will be refreshed every three years**

#### **Health and Safety Awareness Training for staff will be carried out Annually**

#### **Management Courses**

Management seminars to update, improve or reiterate the policies of the Company towards safety and health and enhance the understanding throughout the management structure are arranged periodically.

All training records are contained in the company files. Courses will be carried out by a recognised authority / competent trainers and certificates issued to trained persons where applicable. Refresher courses are organised when necessary.

### **Training Matrix      Appendix**

## **Supervision of Employees**

An Discart will provide adequate supervision for its employees and assess the extent of supervision required with respect to the following: Nature of hazards and level of risk employees are exposed to at work.

- The number of employees involved
- The level of competence (the ability of employees to identify and handle health and safety issues).
- Employees new to a job,
- Undergoing training,
- Doing a job which presents special risks,
- Or dealing with new situations may need to be accompanied a first.

The higher the risk, the greater the level of supervision required.

It should not be left to individuals to decide whether they require assistance.

Responsibility lies with the Management/Health & Safety Committee to identify the needs of its employees.

An Discart will constantly review the provision of adequate supervision for its employees.

## **Supervision of Suppliers and Visitors**

An Discart so far as is reasonably practicable will ensure the safety, health and welfare of those who are not their employees but who may be exposed to risks to their health or safety at the place of work.

## **Place of Work**

The employer has a duty to provide and maintain safe premises.

### **An Discart arranges for**

- Preventative Maintenance of Equipment.
- Preventative Maintenance of office and office equipment.
- Preventative maintenance of welfare facilities.
- General areas of the workplace to be regularly cleaned.

Employees are encouraged to report any faults with the premises, equipment and conditions to the supervisor.

## **Working Environment**

The employer is to provide and maintain a safe and healthy working environment and will ensure;

- Access walkways are clearly marked and maintained free of trip hazards and obstructions.
- Emergency exits are maintained free of obstruction and in good working order at all times.
- General lighting is provided to an approved lighting standard and is maintained in good working order.
- Adequate access and egress lighting to premises is provided, and maintained in good order.
- Adequate workspace is provided for each workstation for ease of movement and safe operation.
- Adequate heating is provided in all indoor workplaces to maintain workplace temperature without exposing employees to fumes or uncomfortable hot areas, and will not cause a fire hazard.
- Adequate ventilation will be provided to ensure a clean air supply.
- Noise and dust levels to be monitored and suitable controls implemented

## **Welfare Facilities**

**The employer shall provide and maintain suitable and sufficient welfare facilities and ensure;**

- Every place of work shall be kept in a clean state and accumulations of dirt, refuse, trade refuse and waste shall be removed at least once every day by a suitable method, and the floor shall be cleaned at least once every week by a suitable method.
- Sanitary facilities are provided and are of adequate number to accommodate all employees within the premises.
- Where applicable arrangements may be made to use welfare facilities of others. An Disceant will ensure any facilities used are kept in a clean orderly state.
- Adequate supply of wholesome drinking water is provided.
- Suitable facilities for sitting are provided where required.
- Suitable and adequate facilities for boiling water and taking meals are provided and maintained for the use of employed persons.
- Access to all facilities shall be kept clear.
- Facilities will be used exclusively for the use and welfare of employees and in no circumstances be used for the storage of any materials.

## **Pregnant Employees**

This Company is aware of its responsibilities under the Safety, Health and Welfare (General Applications) Regulations 2007.

Controls will be put in place to ensure that pregnant employees and their unborn children are not exposed to adverse Health and Safety risks.

## **Smoking**

In line with The Tobacco Smoking (Prohibition) Regulations (S.I. No. 481 of 2003) employees are not permitted to smoke inside any building.

It is the policy of An Díséart that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, consultants, contractors, customers and visitors. (See Policies & Procedures Section of this Document)

## **Display Screen Equipment / Visual Display Units**

Management recognises its responsibility to ensure the implementation of the Safety, Health and Welfare at Work (General Applications) Regulations, 2007 regarding the safe operation of display screen equipment. The regulations apply to any staff that habitually use display screen equipment to a significant degree during the course of their normal duties.

Management is responsible for:

- evaluating the health and safety conditions of workstations, with particular reference to eye sight, physical difficulties and mental stress
- taking appropriate measures to rectify any risks and ensuring the comfort of employees
- Providing training for employees in the use of workstations
- Providing information about relevant health and safety factors
- Ensuring that the employee has periodic breaks or a change of routine away from the display screen
- Ensuring that employees who will be working for more than one hour continuously per day on a VDU have an appropriate eye test before beginning display screen work and at regular intervals thereafter

## **Waste Management Policy**

An Díséart will seek to minimise the creation of waste by avoiding unnecessary wastage of materials and recycling materials that cannot be directly reused as far as practicable.

All employees are required to comply with this policy by minimising waste creation and co-operating actively with recycling programmes. Where waste is created, it shall be safely placed in appropriate storage receptacles, care being taken not to overload the storage.

Suitable waste receptacles are provided and arrangements are made for the collection/emptying of receptacles at suitable periods.

Waste shall be kept in a clean, accessible condition with due regard to fire protection and suitable containers.

All waste, for recycling or disposal, shall be collected by either local authority employed refuse collectors or by authorised waste carriers

## Fire Safety

An Discart operates the following fire policies;

### Fire Prevention

- Prohibition. (No smoking policy / hot work controls etc.)
- Regular maintenance of plant and equipment
- Suitable and maintained electrical supply and equipment.
- Regular housekeeping

### Fire Control

- Fire fighting appliances installed at office, hospital, welfare facilities and other applicable areas, maintained and serviced.
- Emergency exits and procedures established and maintained.

Fire Safety	Further Action Required	Action by whom	Action by when	Date Completed
<ul style="list-style-type: none"> <li>• Assess work areas and current fire control arrangements</li> <li>• Employees trained in use of fire fighting equipment and emergency procedures.</li> <li>• Designate persons with fire emergency responsibilities</li> </ul>				

## Materials / Substances

The employer shall ensure that employees are not at risk from any hazardous materials or substances used at work. Materials and substances are to be used stored, transported or disposed as per manufacturer documentation and instruction.

An Discart personnel to comply with Safety Data Sheets (SDS) arrangements.

Materials / Substances	Further Action Required	Action by whom	Action by when	Date Completed
<ul style="list-style-type: none"> <li>• Safety Data Sheet (SDS) register to be kept at a central location.</li> <li>• Employees are to be informed of any risks associated with materials or substances used at work and instructed and trained in the safe handling storage and disposal procedures</li> </ul>				

## Plant and Equipment

### Selection of equipment

An Discart ensures suitable selection of plant and equipment with regard to fitness of purpose for

- The task and the environment
- The people using it and associated risks.

### Equipment replacement will consider noise, dust and vibration reduction

### Use of equipment

Risk assessment of equipment  
Training in the safe use of equipment.

### Preventative Maintenance of Plant and Equipment.

The Manager will ensure that work equipment is inspected and maintained with regard to manufacturers recommendations and statutory requirements (where applicable)

Plant & Equipment	Further Action Required	Action by whom	Action by when	Date Completed
<ul style="list-style-type: none"> <li>• All computers and equipment provided is to be identified and logged</li> <li>• Safe Work Procedures for equipment with particular risks.</li> <li>• Inspection and maintenance register to be compiled.</li> </ul>				

## Traffic Management

An Discart owns NO company vehicle.

Employee vehicles are being used to transport equipment to project sites

See Safe Driving Company Policy

## **Protective Clothing and Equipment (PPE)**

An Disart will select and provide suitable and sufficient Personal Protective Equipment to all employees in compliance with regulations and where required by Company risk assessments and statutory requirements.

### **The arrangement for wearing PPE is obligatory to all personnel.**

PPE supplies are organised through the supervisor and authorised by the relevant sub sponsor.

Other PPE requirements will be specified in specific risk assessments or operating manuals / procedures.

The manager and course tutors will help identify the personal protective equipment necessary in each course and for specific tasks and will ensure that information instruction and training is provided to employees so that PPE is used as intended.

It is the policy of this Company to provide the required PPE and to replace it according to manufactures specifications when it is worn or defective.

Responsibility for supplying and identifying the appropriate protective equipment lies with the Sub Sponsor, managed by the supervisor who will obtain advice and aid from the manufacturers/supplies and Health and Safety Specialists if required.

Employees must take reasonable care of any equipment and wear and use any equipment provided as directed. Defective or worn PPE is not to be used by employees and must be replaced. It is the responsibility of each employee to notify the Supervisor / course tutor of defective PPE and have same replaced accordingly.

## **Health Surveillance**

An Disart may provide health surveillance to employees appropriate to the health and safety risks that may be incurred at their place of work where required by risk assessment or by any relevant safety and health legislation.

Health surveillance will be made available for the purpose of protecting health and preventing occupationally related disease, and so that any adverse variations in employee's health which may be related to work conditions are identified as early as possible.

Any health surveillance procedures to be developed by a suitably competent person (a qualified medical practitioner).

## **Medical Fitness to Work**

Employees who become aware that they are suffering from any disease or physical or mental impairment, which affects their performance of work and could give rise to risks to the safety health and welfare of persons at work, must notify the employer or the employer's nominated registered medical practitioner.

Where specific regulations require an assessment of the medical fitness to work of employees a registered medical practitioner nominated by the employer will carry out the assessments.

If the registered medical practitioner is of the opinion that an employee is unfit to perform work activities, she must notify both the employer and the employee as soon as possible giving the reasons for the opinion and the likelihood of early resumption of work for rehabilitative purposes.

The employer when notified of the unfitness of an employee to work shall immediately take appropriate action to ensure the safety health and welfare of the employee at the place of work.



## **Intoxicants - Drug and Alcohol Use**

The Safety Health and Welfare at Work Act 2005 defines “intoxicant” as including alcohol and drugs and any combination of drugs or of drugs and alcohol.

The abuse of alcohol and drugs impairs motivation, memory, health, personality, attitude and the perception of risk.

Employees must not be under the influence of an intoxicant to the extent that they are in such a state as to endanger their safety and health or that of any other person.

An Discart prohibits the illegal use of any drug, narcotic or controlled substance. An Discart would encourage employees with drug or alcohol-related problems to seek the support of medical advice and counselling.

The Act gives scope for regulations to be made that can allow for employees to be required to undergo appropriate, reasonable and proportionate tests for intoxicants carried out by or under the supervision of a registered medical practitioner.

## **Stress**

Stress in the workplace is now an ever-increasing problem and can cause ill effects on the individual and on the organisation.

Employees who feel that they are under unreasonable stress or anyone who notice personnel who seem to be suffering stress should bring the problem to the attention of the supervisor or An Discart directors.

## **Improper Conduct**

The employer is committed to providing an environment, which supports and encourages the rights of all individuals. All who work here are expected to respect the right of each person to dignity in their working. The employer has a specific responsibility to prevent Improper Conduct.

### **An Discart will not tolerate any form behaviour that includes**

- Bullying
- Violence or
- Sexual Harassment.

If anyone feels that they are a victim or has witnessed improper conduct, we would request that management be notified so that the necessary steps can be taken to identify the problem behaviour, persons responsible, and organise support / counselling and make sure that it does not continue. Bullying is defined as “any person who treats another, on a regular basis, in an aggressive, intimidating or derogatory manner, which is perceived by the recipient as offensive, demeaning and / or threatening. The bully, intentionally or unintentionally, misuses the power of their position, knowledge or personality to domineer or humiliate others. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying.”

Violence at work occurs where persons are verbally abused, threatened or assaulted in circumstances related to their work.

Sexual harassment includes acts of physical intimacy, or requests for sexual favours or any act or conduct by a perpetrator, including spoken words, gestures, written words, pictures or other material that is unwelcome to the recipient and could reasonably be regarded as sexually offensive, humiliating or intimidating to the recipient. The unwanted nature of sexual harassment distinguishes it from flirtatious or sexual behaviour, which is entered into freely and mutually. It is the damaging impact of the unwanted behaviour on the recipient, not the intention of the perpetrator, which counts.



## Reporting Procedure for Improper Conduct

If any employee feels they are a victim of or has witnessed improper conduct they should do the following:

- In the first instance raise the issue informally with the person who is creating the problem pointing out that their conduct is unwelcome, offensive or interfering with work and request that it stop immediately.
- Alternatively, if the employee feels uncomfortable with direct approach, they could raise the issue with a supervisor, director who through confidential, non-confrontational discussion with the persons involved, seek to resolve the issue informally.
- If an informal approach is inappropriate or if after the informal stage, the improper conduct persists, they should note the incidences, what was said, done or gestured, dates, times, locations, witnesses and inform the employer in writing so that formal proceedings can be undertaken.

## Investigation Procedure for Improper Conduct

If and when a report of improper conduct is received by any member of Management they are committed to dealing with it seriously and confidentially and should do the following:

1. Listen to the complaint privately, sympathetically taking note of all details available
2. Report it to Managing Director immediately and confidentially.
3. An investigation will be instigated which will involve detailed interviews of both the employee making the complaint and the alleged person involved in improper conduct. Interviews of any witnesses will also take place to determine what happened.
4. In the interests of natural justice the alleged person responsible must be made aware of the nature of the complaint and be given every opportunity to respond and to rebut the detailed allegations made and be allowed representation if requested.
5. If, following a thorough investigation, there is a reasonable belief that there has been improper conduct, then, depending on the seriousness of it, appropriate disciplinary action will be taken. This may be anything from a verbal warning to dismissal.
6. Transferring one or both employees from anyone department may be an option. However, care should be taken, in cases that have been proven, not to place a penalty on the complainant whose complaint was found to be well based.
7. If it is found that the perpetrator's behaviour had been misinterpreted and that they were genuinely unaware of the effect of their behaviour and actions, further procedures may not be necessary and the outcome of the investigation will be that the improper conduct ends.
8. In cases where there are conflicts of evidence and perhaps no witnesses the investigating Manager will have to weigh up the credibility of each party, whether the details are vague or specific etc. in order to reach a conclusion.

## **Disciplinary Action**

Where advice and persuasion fails to achieve compliance with the Safety Health and Welfare requirements detailed in this statement it is the policy of An Disearth to pursue the matter through a disciplinary procedure.

The disciplinary procedure is designed to assist any member of staff whose conduct is in question, and its initiation should be seen as giving an opportunity to improve rather than as a first step in the process of sanctioning a dismissal.

It is the responsibility of management to clarify the role and responsibilities of the employee within the agreed job description and within the context of supervision.

It is the responsibility of management:

- To resolve matters with potential disciplinary implications at the informal level, if possible.
- To ensure that employees at all stages in the disciplinary procedure are given a fair hearing
- To find out, if possible, any underlying reasons for disciplinary problems.

Employee's personal problems will, where appropriate, be taken into account.

Management considers that members of management and employees who have responsibility for implementing disciplinary procedure should have a thorough knowledge of them and know how to conduct disciplinary interviews and hearings. Management will ensure that they receive adequate training for this important responsibility.

Breaches will be subject to the following Disciplinary Action

First offence	Verbal warning
Second offence	Written warning.
Third offence	Final written warning
Fourth offence	Dismissal proceeding

## **Construction**

### **Persons in Control of a Place of Work**

Arrangements for these matters are not applicable to An Disearth at this stage. This does not restrict the employer responsibilities and arrangements will be reviewed should applicable circumstances arise.

## **Arrangements for Monitoring / Auditing / Review**

### **Inspections**

Safety inspections are a means of identifying and appraising problems with working conditions and work practices. Conditions are constantly changing therefore unsafe working conditions and methods need to be continually identified, analysed and the appropriate corrective action taken.

### **Supervisors Inspections**

Shall be carried out on the working environment and job tasks. The purposes of these inspections are to ensure that the control measures in place fully meet the level of risks identified and to further identify hazards and risks.

### **Reports on Inspection**

Safety inspections reports will be presented to management made and discussed at An Disearl meetings. Items requiring immediate attention should be set out and highlighted. Follow up action will be outlined to ensure items are attended to without unreasonable delay.

### **Safety Auditing**

#### **Review**

An Disearl will annually review the health and safety statement and revise arrangements accordingly and whenever else required ;

- after an accident/ incident or dangerous occurrence
- changes in health and safety legislation
- changes in work practices/ equipment
- changes in personnel employed
- undertaking of new projects

Health and safety included in the agenda for An Disearl meetings

### **Emergency / Accident Procedures**

#### **Emergency Plans**

1. The manager will review procedures with the supervisor and establish foreseeable emergency arrangements and designate emergency personnel.
2. Designated emergency persons will be aware of all persons who are at the work location and conduct roll calls in the case of emergency.
3. Designated emergency persons will be aware of,
4. Each work location will have a designated assembly point
5. Each work location will have a means of raising an alarm.
6. Each work location will have a first aid kit
7. Each work location will have means to contact first aid or other assistance.
8. If fire is a foreseeable hazard each work location will have suitable fire control equipment.
9. Where other specific foreseeable hazards exist at the workplace working at height/ confined space/ water etc.. suitable emergency procedures and equipment will be provided and personnel trained
10. Training will be organised for the above eventualities and accident /fire / emergency drills will be practised periodically.

## Fire / Evacuation Workplace Emergency Procedures

### ASSEMBLY POINT LOCATION:

Persons to be contacted in the event of an Accident /Emergency: **Supervisor Director**

#### On discovering a fire –

- Make safe any equipment or machinery you are using
- Raise the alarm by alerting those nearest you.
- Call the Fire Brigade by dialling 999 or 112.
- Attack the fire if it is safe to do so with the appliances provided but do not take personal risks.
- If the fire is beyond control, evacuate the site/ building by the nearest exit, closing as many doors and windows as possible, and evacuating others as you go.
- Proceed to the Assembly Point.

#### On hearing the alarm –

- Make safe any equipment or machinery you are using.
- Alert and assist any customers, visitors or other persons in your area to leave the building and direct them to the assembly point.
- Leave the building by the nearest exit, closing as many doors and windows as possible.
- Proceed to the Assembly Point.

#### The designated person should determine –

- That all persons on the premises have been safely evacuated.
- That the fire brigade/ emergency services have been notified
- If any person is trapped or injured and notify the Ambulance and Garda
- Nominate persons to meet with fire brigade and other services

## First Aid Arrangements

An Disceart will ensure provision of adequate numbers of designated trained first aid responder personnel and provision of adequate first aid supplies and facilities.

Designated First Aid Personnel are to regularly check first aid supplies and inform the supervisor when additional supplies are required.

### First Aid Equipment Locations:

### First Aid Responders:

### Person(s) responsible for checking and restocking First Aid kits

### Nominated persons in their temporary absence:

Office Administrator

### Designated First Aid Responder will;

- Assess the accident situation.
- Arrive at a diagnosis for each casualty or illness.
- Give immediate and adequate treatment, bearing in mind that some casualties will require more urgent attention than others.
- Arrange without delay for the safe disposal of a casualty according to the seriousness of his/her condition.

## First Aid Supplies

See Appendix for recommended general contents of first aid boxes & kits

## Medications:

First Aid personnel (or any other staff) are not empowered to dispense analgesics, pills or medications. Supplies or such items will not be kept in the First Aid Box. Individual employees who might have a need for such items are responsible for their own supplies.

## Accident Procedures

When a serious accident occurs, the following procedures must be followed

### The designated first aid responder must take charge of the proceedings as follows;

- Observe accident location and status of injured person
- If there is a risk of further injury, move injured person to safety.
- Call for immediate medical assistance or emergency service.
- See that first aid etc. is administered as required.
- If ambulance is called, make sure the exact location is given and that the ambulance can access the area as near as possible to the injured person.
- Establish location of hospital and appoint a suitable person to travel with the injured person.
- Notify family of injured person and if required arrange for transport for them to go to the hospital.

## Accident Investigation

In the aftermath of the accident (as soon as is possible) the competent persons shall; (typically the supervisor, and management)

- Gather all information, obtain witnesses statements, and write them down as they occur
- Complete Accident Report Book and Report Form (see Appendix). Where applicable report to H.S.A.
- This is necessary only if the injured person is to be out of work for three days or more.
- Take sketches/photographs of area where the accident happened.
- If the H.S.A is to inspect the scene of the accident, do not move anything unless further serious risks have to be avoided.
- Seek guidance on further reports and investigations

## Reporting Accidents and Dangerous Occurrences

It is Company policy to evaluate and record (in the Accident/ Incident Book) all accidents or incidents, adversely affecting employee safety health and welfare, that occur during work activities in order to prevent recurrence and instigate improvements, where practicable.

### Accident Reporting Procedure.

- All accidents / near misses must be reported to the supervisor immediately.
- Supervisors are to record all accidents/ incidents in the Accident / Incident book located in supervisors office.
- All serious accidents and dangerous occurrences are reported to supervisor immediately, who will then notify the management.
- Company Accident / Investigation forms to be completed by all necessary personnel as soon as possible where applicable.
- Notify the Health and Safety Authority on the Standard
- Approved Accident Report Form or Dangerous Occurrence Report Form.

In the case of a death resulting from an accident or injuries received at work, the manager or An Disart will notify the Health and Safety Authority immediately by phone and the local Garda Station.

Details of an accident or dangerous occurrence shall be kept in the form in which they were reported to the Authority. All such records shall be kept for a period of at least ten years.

## **Risk Assessments**

The purpose and function of risk assessment may be expressed as follows:

### **To identify hazards in the workplace.**

- A hazard is anything with the potential to cause harm to employees or others, including members of the public. This includes injury and ill health, loss of production and damage to plant, goods, property or the environment.
- The workplace, operations, tasks and processes need to be examined for foreseeable hazards.

### **To assess and evaluate the risk from the hazard.**

- "Risk" is the likelihood that the harm from a particular hazard is realised.
- Risk is expressed as:  $\text{Likelihood of Occurrence} \times \text{Hazard Severity}$
- An Disaster must identify the potential of the hazard being realised, and the potential consequences if the risk occurred.

### **Development of Preventative / Control measures**

- Examine the existing measures in place to control the risk and assess
- Develop further measures to eliminate or reduce the exposure to the risk.

The General Principles of Prevention as outlined in the Safety, Health and Welfare at Work Act 2005 schedule 3 must be applied when assessing and developing preventative measures and include;

1. The avoidance of risks
2. The evaluation of unavoidable risks.
3. The combating of risks at source.
4. The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health
5. The adaptation of the place of work to technical progress.
6. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
7. The giving of priority to collective protective measures over individual protective measures.
8. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
9. The giving of appropriate training and instructions to employees.



## **The Risk Assessment Form**

There is a need to assemble all the pertinent information regarding the Hazards and Risks assessed in one place. The Risk Assessment Form is used so that it can act as an aid to making the assessment and create a written record of that assessment process. It is largely self-explanatory.

The person carrying out the assessment should complete the various boxes. Do not be concerned with the trivial. The whole picture of the real hazards and risks should then be clear.

Each risk will then require a corresponding control measure that will realistically reduce the likelihood of that hazard-causing harm.

Once each risk has been controlled and the likelihood reduced then you may assess that the risk is acceptable.

Risk Assessment is not an end in itself. It is simply a tool that allows An Discart to evaluate dangers to their work force and consequently take suitable measures to protect them from these hazards.

Because the workplace is constantly moving it will be necessary to reassess whenever there is a change to any of the significant points of the assessment. This might be a change of personnel, location, equipment, supervision, weather and so on.

### **Particular attention must be paid to risk assessments made with regard to persons:**

Young Persons under the age of 18 years

No young person is to be employed where the work:

- Is beyond their physical and/or mental capacity;
- Involves exposure to certain hazardous substances or agents, including ionising radiation, carcinogens, temperature extremes, noise or vibration;
- Where there is a risk of accidents that are unlikely to be perceived by young persons

### **Pregnant Employees**

The Company intends to do all that is reasonably practicable in complying with its obligations under the Safety, Health and Welfare at Work (General Application) Regulations 2007 Sensitive Risk Groups, as well as other relevant legislation. An Discart accepts that no Pregnant Employees health status or the unborn child should be put at risk by her work duties.

Any other vulnerable persons

## Hazard Identification

### Understanding the Safety Matters Assessment of Risks



The Safety Matters Ltd. Risk Assessment is determined by taking into account the likelihood of an incident occurring and the likely severity of any injury as a result of the incident.

Safety Matters Ltd. calculate a scored risk using the following 5 x 5 Risk Matrix formula:  
 (Likelihood) x (Severity) = Scored Risk  
 (Possible score between 1 and 25).  
 A score of 1 represents a very low risk.  
 A score of 25 represents a very high risk.

Likelihood (L)	
1	Extremely Unlikely
2	Unlikely
3	Likely
4	Extremely Likely
5	Almost Certain

Severity (S)	
1	Minor Injury (First Aid)
2	Moderate Injury (Lost Time)
3	Serious Injury (Reportable)
4	Major Injury (Reportable)
5	Catastrophic Injuries (Fatality)

The Safety Matters Ltd. Risk Matrix is scored using the calculation table on the right.  
 The level of Risk is identified and the result is coded into three colours  
 Green - Low Level Risk (Score 1 - 4)  
 Yellow - Medium Level Risk (Score 5 - 10)  
 Red - High Level Risk (Score 11 - 25)

Severity (S)	5	M	M	H	H	H
	4	L	M	H	H	H
	3	L	M	M	H	H
	2	L	L	M	M	H
	1	L	L	L	M	M
		1	2	3	4	5
Likelihood (L)						<b>Risk (R) Matrix</b>

The level of risk for a particular activity is assessed by a specialist auditor representing Safety Matters Ltd.  
 The Risk Matrix score is colour coded representing the level of risk ascertained by the trained auditor.

Risk Level (R)		
Low	Medium	High


REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK
			(L)	(S)	(R)	

Safety Matters Ltd. will Risk Assess the particular activity or area of your business following an initial audit of your business, your safety compliance will be scored as per the Safety Matters Ltd. Risk Matrix.

Safety Matters Ltd. will suggest a number of measures to control or limit the risk in any activity or area in your business, if all the suggested control measures are implemented the re-assessed risk score will be shown in the section marked "Risks after controls"





Location <i>Fire</i>		Who is Affected <i>Staff - Visitors - Public</i>			ASSESSMENT DATE February 2020									
Likelihood (L)		Severity (S)			Risk Level (R)			Risk (R) Matrix						
1 Extremely Unlikely		1 Minor Injury (First Aid)			Low	Medium	High	Severity (S)	5	M	M	H	H	H
2 Unlikely		2 Moderate Injury (Lost Time)							4	L	M	H	H	H
3 Likely		3 Serious Injury ( Reportable)							3	L	M	M	H	H
4 Extremely Likely		4 Major Injury ( Reportable)							2	L	L	M	M	H
5 Almost Certain		5 Catastrophic Injuries (Fatality)							1	L	L	L	M	M
							1	2	3	4	5			
					Likelihood (L)									

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
24	<ul style="list-style-type: none"><li>• Fire can start by:</li><li>• Overloading of sockets</li><li>• Faulty electrical appliances</li><li>• Carelessly discarded smoking materials</li><li>• Misuse of heating appliances</li><li>• Gas</li><li>• Blocked vents</li></ul> <div></div>	<ul style="list-style-type: none"><li>• Fatalities</li><li>• Serious Personal Injury</li><li>• Burns</li><li>• Property Damage</li><li>• Arson</li><li>• Carbon Monoxide Poisoning</li></ul>	4	4	16	<ul style="list-style-type: none"><li>• Planning:</li><li>• Fire prevention (identification and elimination / reduction of possible of ignition sources and regular housekeeping) is included as a component of the safe system of work.</li><li>• Escape routes are clearly marked.</li><li>• Suitable fire detection/ alarm and fire fighting equipment at all work places</li><li>• Emergency procedures and personnel at all work places Physical controls / procedures:</li><li>• Fire Prevention</li><li>• Ignition source reduction</li><li>• Smoking restrictions</li><li>• Regular maintenance of equipment. Flammable material controls</li><li>• Refuse cleared regularly</li><li>• Flammable materials stored in appropriate locations.</li><li>• Fire Control</li><li>• Fire extinguishers provided and maintained and serviced.</li><li>• Vigilance must be exercised at all times</li><li>• Fire Drills carried out at least twice annually.</li><li>• Do not overload electrical circuits e.g. by the use of multiple socket adaptors.</li><li>• Electrical appliances with worn leads scorch marks, giving off burning type smells should not be used until checked and repaired/ replaced.</li><li>• Empty ash trays into a lidded metal bin.</li><li>• Check the premises thoroughly for ash trays at close of business.</li><li>• Be careful if using portable heaters that they are not too close to combustible materials. do not place articles on top of them: position so that they cannot be knocked over. Fuel supplies such as; PG should be kept to minimum amounts.</li><li>• Fire Hose Reels and Fire Extinguishers provided and serviced annually.</li><li>• Fire Exit Signs</li><li>• Fire Alarms throughout the building</li><li>• Smoke Alarms throughout the building</li><li>• Good Ventilation is a priority and Carbon Monoxide alarms are fitted in designated areas, boiler rooms, rooms with fire place/ stove or gas appliances etc.</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>• Staff made aware of Safety Procedures and policies</li><li>• Fire Wardens are appointed and trained by a competent person</li></ul> <b>MANAGERIAL/ SUPERVISORY</b> <p>Management must implement, monitor and maintain;</p> <ul style="list-style-type: none"><li>• Safe Working Procedures</li><li>• Training of personnel</li><li>• Maintenance of equipment</li></ul>			2	4	8	Management		

Hazard Reference		Who is Affected			ASSESSMENT DATE																																									
Members of Public		Staff - visitors			February 2020																																									
Likelihood (L)		Severity (S)			Risk Level (R)			<div>Severity (S)</div> <table><tr><td>5</td><td>M</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>4</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>3</td><td>L</td><td>M</td><td>M</td><td>H</td><td>H</td></tr><tr><td>2</td><td>L</td><td>L</td><td>M</td><td>M</td><td>H</td></tr><tr><td>1</td><td>L</td><td>L</td><td>L</td><td>M</td><td>M</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Likelihood (L)</div> <div>Risk (R) Matrix</div>			5	M	M	H	H	H	4	L	M	H	H	H	3	L	M	M	H	H	2	L	L	M	M	H	1	L	L	L	M	M		1	2	3	4	5
5	M	M	H	H	H																																									
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
	<ul style="list-style-type: none"><li>Members of Public</li></ul>	<ul style="list-style-type: none"><li>Slip Trip Falls</li><li>Unexpected illness</li><li>Injury due to company works</li><li>Serious personnel injury</li></ul>	4	5	20	<p><b>Planning:</b></p> <p>Signage and Regular housekeeping procedures will reduce slip trip hazards.</p> <p><b>Physical controls / procedures:</b></p> <ul style="list-style-type: none"><li>Public to be made aware of safety through signage.</li><li>Work areas are to reviewed to ensure adequate space and reduction of any slip trip hazards .</li><li>Lone working is minimized. ( additional arrangements implemented when lone working occurs)</li><li>Training provided to employees working with the public.</li><li>Access routes kept clear and without obstruction.</li><li>Safety signage posted.<ul style="list-style-type: none"><li>Unauthorised entry enforced</li></ul></li></ul> <p><u>Accident / Emergency</u> First aid supplies maintained Emergency contact procedure in place</p> <p><b>Managerial</b> Ensure employees receive training with regard to work activities, dealing with the public and that procedures are maintained with regard to housekeeping.</p> <p>If members of the public are causing problems or not obeying safety rules or procedures avoid confrontation with public and notify the Gardai.</p>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<p><b>TRAINING / INFORMATION</b></p> <ul style="list-style-type: none"><li>Staff made aware of Safety Procedures and policies</li><li>Working with the public</li></ul> <p><b>MANAGERIAL/ SUPERVISORY</b> Management must implement, monitor and maintain;</p> <ul style="list-style-type: none"><li>Safe Working Procedures</li><li>Training of personnel</li><li>Maintenance of equipment</li></ul>			2	5	10	Management		

Location <b>Classrooms</b>		Who is Affected <b>Staff - Visitors - Public</b>			ASSESSMENT DATE <b>February 2020</b>																																																						
<b>Likelihood (L)</b> <div><div>1</div>Extremely Unlikely</div> <div><div>2</div>Unlikely</div> <div><div>3</div>Likely</div> <div><div>4</div>Extremely Likely</div> <div><div>5</div>Almost Certain</div>		<b>Severity (S)</b> <div><div>1</div>Minor Injury (First Aid)</div> <div><div>2</div>Moderate Injury (Lost Time)</div> <div><div>3</div>Serious Injury ( Reportable)</div> <div><div>4</div>Major Injury ( Reportable)</div> <div><div>5</div>Catastrophic Injuries (Fatality)</div>			<b>Risk Level (R)</b> <div><div>Low</div><div>Medium</div><div>High</div></div>			<table><tr><td rowspan="6"><b>Severity (S)</b></td><td>5</td><td>M</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>4</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>3</td><td>L</td><td>M</td><td>M</td><td>H</td><td>H</td></tr><tr><td>2</td><td>L</td><td>L</td><td>M</td><td>M</td><td>H</td></tr><tr><td>1</td><td>L</td><td>L</td><td>L</td><td>M</td><td>M</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td colspan="6"></td><td colspan="3"><b>Likelihood (L)</b></td></tr></table> <div><b>Risk (R)</b> <b>Matrix</b></div>						<b>Severity (S)</b>	5	M	M	H	H	H	4	L	M	H	H	H	3	L	M	M	H	H	2	L	L	M	M	H	1	L	L	L	M	M		1	2	3	4	5							<b>Likelihood (L)</b>		
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
2	<ul style="list-style-type: none"><li>• Fire</li><li>• Electrical faults</li><li>• Untidy room</li><li>• Clutter/ bags on the floor</li><li>• Poor Posture</li></ul>	<ul style="list-style-type: none"><li>• Fire causing death or injury</li><li>• Electrocution</li><li>• Slips Trips Falls</li><li>• personal injuries</li><li>• Fractures</li><li>• Muscoskeletal injuries</li></ul>	3	5	15	<ul style="list-style-type: none"><li>• All staff know how to raise the alarm and contact the emergency services.</li><li>• All staff have received training on how to use fire extinguishers and fire blankets.</li><li>• There is an accessible fire extinguisher in classroom or hallway close to classroom</li><li>• Electrical sockets not overloaded. Avoid the use of multi chain double adaptors</li><li>• Equipment checked prior to use for faults</li><li>• All electrical faults reported to designated person.</li><li>• Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use.</li><li>• Report defects to person in control of the workplace to ensure all items are repaired</li><li>• Ensure good housekeeping at all times in the room “A place for everything and everything in its place”</li><li>• Ensure rooms are cleaned daily and adequate refuse bins are provided and empties daily.</li><li>• PAT Test Equipment</li></ul>		
								
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>• Staff made aware of Safety Procedures and policies</li><li>• Follow the company policies &amp; procedures</li></ul>								
<b>MANAGERIAL/ SUPERVISORY</b> Management must implement, monitor and maintain; <ul style="list-style-type: none"><li>• Safe Working Procedures</li><li>• Training of personnel</li><li>• Maintenance of equipment</li></ul>			2	5	10	Management		

Hazard Reference Office Ergonomics		Who is Affected Staff Working in Offices			ASSESSMENT DATE February 2020									
Likelihood (L)		Severity (S)			Risk Level (R)			Risk (R) Matrix						
1	Extremely Unlikely	1	Minor Injury (First Aid)		Low	Medium	High	Severity (S)	5	M	M	H	H	H
2	Unlikely	2	Moderate Injury (Lost Time)						4	L	M	H	H	H
3	Likely	3	Serious Injury ( Reportable)						3	L	M	M	H	H
4	Extremely Likely	4	Major Injury ( Reportable)						2	L	L	M	M	H
5	Almost Certain	5	Catastrophic Injuries (Fatality)						1	L	L	L	M	M
									Likelihood (L)					



REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
1	<ul style="list-style-type: none"><li>Poor Ergonomics / Workplace Design</li><li>Office Chairs</li><li>Office Furniture</li><li>Twisting</li><li>Lifting</li><li>Turning</li><li>Overloading Sockets</li><li>Excessive bending and twisting when cleaning, hoovering and brushing</li></ul>	<ul style="list-style-type: none"><li>Musculoskeletal disorders</li><li>Back injuries/ strains</li><li>Neck injuries/ strains</li><li>Hand, wrist Arm shoulder injuries &amp; strains</li><li>Foot , knee, Leg injuries</li></ul>	4	4	16	<ul style="list-style-type: none"><li>The project secretary works for 40 hours per week in the office and her work is varied from typing, answering phone, filing etc.</li><li>An adjustable work station and chair is provided to ensure comfort and to reduce fatigue.</li><li>The position of the monitor is away from excessive light to reduce the risk of glare on the monitor.</li><li>She varies her work to reduce the risk of back pain from long periods of sitting when doing computer work.</li><li>Regular rest breaks are taken if work is repetitive.</li><li>She has received training in proper set up of the workstation during health and safety training.</li><li>She has also received training in manual handling to reduce the risk of back injury / back discomfort.</li><li>Fire extinguishers are in place in the event of a fire and learner is capable of using.</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>Staff made aware of Safety Procedures and policies</li></ul>			2	4	8	Management		
<b>MANAGERIAL/ SUPERVISORY</b> Management must implement, monitor and maintain; <ul style="list-style-type: none"><li>Safe Working Procedures</li><li>Training of personnel</li><li>Maintenance of equipment</li></ul>								

Location Staff Room		Who is Affected Staff - Visitors - Public			ASSESSMENT DATE February 2020																																									
Likelihood (L)		Severity (S)			Risk Level (R)			<div>Severity (S)</div> <table><tr><td>5</td><td>M</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>4</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>3</td><td>L</td><td>M</td><td>M</td><td>H</td><td>H</td></tr><tr><td>2</td><td>L</td><td>L</td><td>M</td><td>M</td><td>H</td></tr><tr><td>1</td><td>L</td><td>L</td><td>L</td><td>M</td><td>M</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Likelihood (L)</div>			5	M	M	H	H	H	4	L	M	H	H	H	3	L	M	M	H	H	2	L	L	M	M	H	1	L	L	L	M	M		1	2	3	4	5
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
3	<ul style="list-style-type: none"><li>Damaged flooring</li><li>Wet floors</li><li>Spillages</li><li>Accessing high windows</li><li>Defective portable electrical equipment</li><li>Fire</li><li>Blocked Fire Exits</li><li>Locked Fire Exits</li></ul>	<ul style="list-style-type: none"><li>Serious Personal Injury</li><li>Injury from slips, trips, falls</li><li>Injury from falls from height</li><li>Electrocution</li><li>Burns</li><li>Cuts</li><li>Smoke inhalation</li></ul>	3	5	15	<ul style="list-style-type: none"><li>Ensure clear walkways and never block fire exit doors</li><li>Spills dealt with immediately</li><li>Absorbent material used to soak up the spill</li><li>Absorbent materials located near high spill risk areas</li><li>High risk areas for slips, trips, and falls are identified and dealt with</li><li>School equipment is stored tidily</li><li>School bags stored tidily</li><li>Student belongings on hooks, placed in lockers or safely under desks.</li><li>Floors and access routes are kept clear.</li><li>As far as possible, dry cleaning replaces wet cleaning.</li><li>A system is used to keep pedestrians away from wet/ moist floors, e.g. physical barriers.</li><li>Cleaning is organised to provide dry paths through areas being cleaned Where wet cleaning, detergent is used and water is at the right temperature</li><li>Excess liquid is removed to assist the floor drying process.</li><li>As far as possible, the floor is cleaned until dry</li><li>Where warning signs are used these are removed when no longer required.</li><li>Suitable slip resistant footwear is provided and worn as needed.</li><li>Broken furniture removed from service until repaired or replaced.</li><li>Window pole or step ladder used to open windows at height that do not have opening mechanism at ground level</li><li>Portable electrical appliances visually inspected before use</li><li>Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use.</li><li>Report defects to person in control of the workplace to ensure all items are repaired or replaced.</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>Staff made aware of Safety Procedures and policies</li><li>Follow the company policies &amp; procedures</li></ul>								
<b>MANAGERIAL/ SUPERVISORY</b> Management must implement, monitor and maintain; <ul style="list-style-type: none"><li>Safe Working Procedures</li><li>Training of personnel</li><li>Maintenance of equipment</li></ul>			2	5	10	Management		



Location <i>Heating/ Ventilation &amp; Air Conditioning</i>		Who is Affected <i>Staff - Students</i>		ASSESSMENT DATE <i>February 2020</i>																																															
Likelihood (L)		Severity (S)		Risk Level (R)			<div>Severity (S)</div> <table><tr><td>5</td><td>M</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>4</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>3</td><td>L</td><td>M</td><td>M</td><td>H</td><td>H</td></tr><tr><td>2</td><td>L</td><td>L</td><td>M</td><td>M</td><td>H</td></tr><tr><td>1</td><td>L</td><td>L</td><td>L</td><td>M</td><td>M</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td colspan="6">Likelihood (L)</td></tr></table> <div>Risk (R) Matrix</div>			5	M	M	H	H	H	4	L	M	H	H	H	3	L	M	M	H	H	2	L	L	M	M	H	1	L	L	L	M	M		1	2	3	4	5	Likelihood (L)					
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
4	Ill Health Bacterial Infection	Colds Flues Viruses	3	5	15	<ul style="list-style-type: none"><li>• All ventilation, heating and air conditioning systems are used and maintained in accordance with manufacturer's instructions.</li><li>• All equipment is examined as required by a competent person and reports of examination are kept.</li><li>• Accessible hot pipe work is lagged as required.</li><li>• Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use</li><li>• Ventilation filters units are cleaned as part of general maintenance in accordance with manufacturer's instructions.</li><li>• Only trained employees operate heating, ventilation and air conditioning systems and operators manuals are available</li></ul>		
								
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>• Staff made aware of Safety Procedures and policies</li><li>• Follow the company policies &amp; procedures</li></ul> <b>MANAGERIAL/ SUPERVISORY</b> Management must implement, monitor and maintain; <ul style="list-style-type: none"><li>• Safe Working Procedures</li><li>• Training of personnel</li><li>• Maintenance of equipment</li></ul>			2	5	10	Management		

Hazard Reference Computers		Who is Affected Staff - Students			ASSESSMENT DATE February 2020								
Likelihood (L) 1 Extremely Unlikely 2 Unlikely 3 Likely 4 Extremely Likely 5 Almost Certain		Severity (S) 1 Minor Injury (First Aid) 2 Moderate Injury (Lost Time) 3 Serious Injury ( Reportable) 4 Major Injury ( Reportable) 5 Catastrophic Injuries (Fatality)			Risk Level (R) <div>Low</div> <div>Medium</div> <div>High</div>			Severity (S) <div>5 M M H H H</div> <div>4 L M H H H</div> <div>3 L M M H H</div> <div>2 L L M M H</div> <div>1 L L L L M M</div> <div>1 1 2 3 4 5</div> <div>Likelihood (L)</div>			Risk (R) Matrix		

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
5	<ul style="list-style-type: none"><li>• Unsuitable layout of workstation</li><li>• Inadequate breaks</li><li>• Electricity/ electrical cables</li><li>• Prolonged use of screens</li></ul>	<ul style="list-style-type: none"><li>• Repetitive strain injury (RSI)</li><li>• Upper limb pain and discomfort</li><li>• Bad working posture - Back Injuries</li><li>• Digestive Problems</li><li>• Visual problems</li></ul>	4	5	20	<ul style="list-style-type: none"><li>• Workstations1 are arranged to avoid awkward movements, reflections, aches and pains Employee's workstations should be assessed in line with HSA requirements for display screen equipment - See the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 5 of Part 2, e.g. areas that should be assessed include display screen, keyboard, work chair, lighting.</li><li>• Where Visual Display Unit (VDU) work is intensive or continuous (&gt;1 hour) adequate breaks are taken to rest eyes Where an employee habitually uses a Visual Display Unit (VDU) as part of his/her normal work appropriate eye and eyesight tests are made available.</li><li>• No trailing cables</li><li>• Sockets are not overloaded</li><li>• Regular Breaks from the screen</li><li>• Encourage more movement and place printers, files away from the workstation so as the user has to get up and walk to retrieve materials.</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>• Staff made aware of Safety Procedures and policies</li></ul> <b>MANAGERIAL / SUPERVISORY</b> Management must implement, monitor and maintain; <ul style="list-style-type: none"><li>• Safe Working Procedures</li><li>• Training of personnel</li><li>• Maintenance of equipment</li></ul>			2	5	10	Management		

Location <b>Stress</b>		Who is Affected <b>Staff - Visitors - Public</b>			ASSESSMENT DATE <b>February 2020</b>								
<div>Likelihood (L)</div> <div><div>1</div>Extremely Unlikely</div> <div><div>2</div>Unlikely</div> <div><div>3</div>Likely</div> <div><div>4</div>Extremely Likely</div> <div><div>5</div>Almost Certain</div>		<div>Severity (S)</div> <div><div>1</div>Minor Injury (First Aid)</div> <div><div>2</div>Moderate Injury (Lost Time)</div> <div><div>3</div>Serious Injury ( Reportable)</div> <div><div>4</div>Major Injury ( Reportable)</div> <div><div>5</div>Catastrophic Injuries (Fatality)</div>			<div>Risk Level (R)</div> <div><div>Low</div><div>Medium</div><div>High</div></div>			<div>Severity (S)</div> <div><div>5</div><div>M</div><div>M</div><div>H</div><div>H</div><div>H</div></div> <div><div>4</div><div>L</div><div>M</div><div>H</div><div>H</div><div>H</div></div> <div><div>3</div><div>L</div><div>M</div><div>M</div><div>H</div><div>H</div></div> <div><div>2</div><div>L</div><div>L</div><div>M</div><div>M</div><div>H</div></div> <div><div>1</div><div>L</div><div>L</div><div>L</div><div>M</div><div>M</div></div> <div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div></div> <div><div>Likelihood (L)</div></div>			<div>Risk (R) Matrix</div>		

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
	<ul style="list-style-type: none"><li>Stress</li></ul>	<ul style="list-style-type: none"><li>Increased absences</li><li>Increased conflicts</li><li>Increased anger levels for those affected</li><li>Isolation</li><li>Low morale Effects on physical health, (e.g. raised blood pressure, tension headaches)</li><li>Effects on mental health, (e.g. anxiety, depression, insomnia)</li></ul>	4	5	20	<ul style="list-style-type: none"><li>Stress is defined as “a process that can occur when there is an unresolved mismatch between the perceived pressures of the work situation and the individual’s ability to cope.”</li><li>Staff who are showing signs of work related stress – high blood pressure, heart disease, anxiety, depression, ulcers and thyroid disorders, short term memory loss, stomach disorders, low personal esteem etc. will be referred to a medical professional.</li><li>An Disearth will take all necessary to protect employees from acts of violence or aggression during the course of work and will act on any reports of complaints made by employees, or other persons affected. Management will investigate reports made.</li><li>Noise exposure limits will be reduced as much as possible.</li><li>Adequate illumination will be provided for staff with no glare.</li><li>Emergency lighting provided.</li><li>Keep a positive attitude.</li><li>Accept that there are events that you cannot control.</li><li>Be assertive instead of aggressive. ...</li><li>Learn and practice relaxation techniques; try meditation, yoga, or tai-chi for stress management.</li><li>Exercise regularly. ...</li><li>Eat healthy, well-balanced meals.</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>Staff made aware of Safety Procedures and policies</li><li>Follow the company policies &amp; procedures</li></ul>			2	5	10	Management		
<b>MANAGERIAL/ SUPERVISORY</b> Management must implement, monitor and maintain; <ul style="list-style-type: none"><li>Safe Working Procedures</li><li>Training of personnel</li><li>Maintenance of equipment</li></ul>								





Location <i>Office - Inks, Toners, Ergonomics</i>		Who is Affected <i>Staff - Visitors - Public</i>			ASSESSMENT DATE February 2020																																									
Likelihood (L)		Severity (S)			Risk Level (R)			<div>Severity (S)</div> <table><tr><td>5</td><td>M</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>4</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>3</td><td>L</td><td>M</td><td>M</td><td>H</td><td>H</td></tr><tr><td>2</td><td>L</td><td>L</td><td>M</td><td>M</td><td>H</td></tr><tr><td>1</td><td>L</td><td>L</td><td>L</td><td>M</td><td>M</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Likelihood (L)</div>			5	M	M	H	H	H	4	L	M	H	H	H	3	L	M	M	H	H	2	L	L	M	M	H	1	L	L	L	M	M		1	2	3	4	5
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
6	<ul style="list-style-type: none"><li>Office Machines</li><li>Office Furniture</li><li>Office Electrical Equipment</li><li>Computers</li><li>Trailing Cables</li><li>Desk Equipment</li><li>Ink Cartridges</li><li>Toner Cartridges</li><li>Damaged Flooring</li><li>Inadequate Shelving</li><li>Lack of Space</li><li>Poor Lighting</li><li>Poor Ventilation</li><li>Temperature Control</li><li>Obstructed Walkways</li><li>Obstructed Aisles</li><li>Poor Access &amp; Egress</li><li>Floor Mats</li></ul>	<ul style="list-style-type: none"><li>Slip, Trips &amp; Falls</li><li>Personal Injuries</li><li>Back Injuries</li><li>Muscleoskeletal Injuries</li><li>Headaches</li><li>Stress</li><li>Dermatitis</li><li>Respiratory problems</li><li>Inflammation</li><li>Fire / Electrocutation</li><li>Overloading Sockets</li><li>Prone to colds, flu's and viruses</li><li>Eye Strain</li></ul>	4	4	16	<b>INSTALLATION</b> <ul style="list-style-type: none"><li>All furniture fittings and equipment must be arranged so that staff can move about without collision with desk corners, filing cabinets, etc. Edges that are frequently collided with should be cushioned.</li><li>Filing cabinets / storage must be arranged so that their drawers / doors can be fully opened when in use.</li><li>Electrical or telephone cables must not trail unprotected across the floor. Where required cable covers or ramps should be used.</li></ul> <b>CHEMICAL REGISTER</b> <ul style="list-style-type: none"><li>Exposure controls and personal protection provided as recommended in SDS suppliers information.</li></ul> <b>MAINTENANCE</b> <ul style="list-style-type: none"><li>Portable Appliance Testing (PAT) where applicable</li><li>Occupational hygiene monitoring where applicable</li><li>Exposure control equipment</li><li>PPE supplies</li></ul> <b>USE</b> <ul style="list-style-type: none"><li>Office Chemicals</li><li>Small quantities of hazardous chemicals are found in inks, toners, cleaning chemicals and correction fluids.</li><li>Office workers must observe good hygiene practices at all times. Persons should always wash their hands after changing toner or print cartridges; using cleaning agents or handling inks and correction fluids. If required gloves should be worn when handling these agents.</li><li>Any employee, who develops a reaction to a substance at work, e.g. skin irritation, breathing difficulties, etc., must desist from using that substance and inform the supervisor immediately.</li><li>If in doubt as to the safety of any office chemicals ask the supervisor.</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>Staff made aware of Safety Procedures and policies</li><li>Chemical awareness</li></ul>								
<b>MANAGERIAL/ SUPERVISORY</b> Management must implement, monitor and maintain; <ul style="list-style-type: none"><li>Safe Working Procedures</li><li>Training of personnel</li><li>Maintenance of chemical information</li></ul>			2	4	8	Management		
<b>PPE</b> <ul style="list-style-type: none"><li>Gloves</li></ul>								

Hazard Reference Manual Handling		Who is Affected All Staff			ASSESSMENT DATE February 2020									
Likelihood (L)		Severity (S)			Risk Level (R)			Risk (R) Matrix						
1	Extremely Unlikely	1	Minor Injury (First Aid)		Low	Medium	High	Severity (S)	5	M	M	H	H	H
2	Unlikely	2	Moderate Injury (Lost Time)						4	L	M	H	H	H
3	Likely	3	Serious Injury ( Reportable)						3	L	M	M	H	H
4	Extremely Likely	4	Major Injury ( Reportable)						2	L	L	M	M	H
5	Almost Certain	5	Catastrophic Injuries (Fatality)						1	L	L	L	M	M
									Likelihood (L)					

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
7	Manual Handling	<ul style="list-style-type: none"><li>• Muscle strain</li><li>• Back pain</li><li>• Injury to hands</li><li>• Excessive bending and twisting when cleaning, hovering and brushing.</li></ul>	4	4	16	<ul style="list-style-type: none"><li>• All staff have received training in manual handling and how to risk assess all tasks involved in manual Handling.</li><li>• All staff are aware of the importance of assessing each task prior to lifting or working in awkward positions.</li><li>• Team lifting is used if loads are heavy and awkward.</li><li>• Chairs are not to be stacked too high to reduce the risk of bending.</li><li>• Regular rest breaks are taken when repetitive work is being done by staff.</li><li>• Loads are not lifted beyond the individual's capacity and help is sought when required.</li><li>• A risk assessment of all manual handling tasks has been carried out in consultation with the staff during training.</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
TRAINING / INFORMATION <ul style="list-style-type: none"><li>• Staff made aware of Safety Procedures and policies</li></ul>								
MANAGERIAL/ SUPERVISORY <ul style="list-style-type: none"><li>• New staff to be trained in manual handling and risk assessment before commencing on projects.</li><li>• Consider a chair trolley for moving chairs.</li></ul>			2	4	8	Management		

Hazard Reference Cleaning Maintenance		Who is Affected Staff			ASSESSMENT DATE February 2020							
Likelihood (L) 1 Extremely Unlikely 2 Unlikely 3 Likely 4 Extremely Likely 5 Almost Certain		Severity (S) 1 Minor Injury (First Aid) 2 Moderate Injury (Lost Time) 3 Serious Injury ( Reportable) 4 Major Injury ( Reportable) 5 Catastrophic Injuries (Fatality)			Risk Level (R)  Low      Medium      High			Severity (S) 5 M      M      H      H      H 4 L      M      H      H      H 3 L      M      M      H      H 2 L      L      M      M      H 1 L      L      L      M      M 1 1      2      3      4      5 Likelihood (L)			Risk (R) Matrix	

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
8	<div>Indoors</div> <div><ul style="list-style-type: none"><li>Cleaning</li><li>Brushing</li><li>Hoovering</li><li>Mopping</li><li>Dusting</li></ul></div> <div></div>	<div><ul style="list-style-type: none"><li>Back strain from bending when brushing</li><li>Contact with cleaning chemicals</li><li>Bending when hoovering</li><li>Slips, trips and falls on wet floors</li></ul></div>	4	4	16	<div><ul style="list-style-type: none"><li>Gloves are provided when using cleaning products to reduce the risk of contact with cleaning products.</li><li>The hoovers are maintained to ensure that staff do not have to exert force when moving the hoovers when cleaning.</li><li>All brushes are long handled to reduce the risk of bending.</li><li>Wet floor signs are put in place when washing floors and floors are not over wet to reduce the risk of slipping.</li><li>All chemical safety data sheets must be stored and the contents communicated to cleaning staff.</li><li>The brushes, mops and hoover are in good condition for use.</li><li>Wet floor signs are put in place when washing floors and they are not over-wet to reduce the risk of slips and falls.</li><li>The hoover is maintained to ensure continual safe use.</li><li>staff have been trained in health and safety awareness ands manual handling and are aware of the dangers with excessive bending and cleaning products.</li><li>staff wear gloves to protect their hands from irritant cleaning chemicals.</li><li>Rubbish bags are not over filled to reduce the risk of heavy lifting.</li></ul></div>		
9	<div>Outdoors</div> <div><ul style="list-style-type: none"><li>Cleaning</li><li>Brushing</li><li>Litter Picking</li></ul></div> <div></div>	<div><ul style="list-style-type: none"><li>Severe cuts and bleeding</li><li>Injury to eyes from flying objects</li></ul></div>	4	4	16	<div><ul style="list-style-type: none"><li>All tools for cleaning and weeding are provided by the sponsor or the supervisor.</li><li>All tools are in good condition and suitable for use.</li><li>Tools have long handles to reduce excessive bending when weeding and brushing.</li><li>staff have been trained in manual handling and are aware of the dangers of excessive bending when weeding and brushing and reduce bending as much as possible.</li><li>Rubbish bags are not over filled to reduce the risk of heavy lifting.</li></ul></div>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<div>TRAINING / INFORMATION</div> <div><ul style="list-style-type: none"><li>Staff made aware of Safety Procedures and policies</li></ul></div> <div>MANAGERIAL/ SUPERVISORY</div> <div>Management must implement, monitor and maintain;</div> <div><ul style="list-style-type: none"><li>Safe Working Procedures</li><li>Training of personnel</li><li>Maintenance of equipment</li></ul></div>			2	4	8	Management		



Hazard Reference Hiring Equipment		Who is Affected Staff			ASSESSMENT DATE February 2020							
Likelihood (L) 1 Extremely Unlikely 2 Unlikely 3 Likely 4 Extremely Likely 5 Almost Certain		Severity (S) 1 Minor Injury (First Aid) 2 Moderate Injury (Lost Time) 3 Serious Injury ( Reportable) 4 Major Injury ( Reportable) 5 Catastrophic Injuries (Fatality)			Risk Level (R)  Low      Medium      High			Severity (S) 5 M    M    H    H    H 4 L    M    H    H    H 3 L    M    M    H    H 2 L    L    M    M    H 1 L    L    L    M    M 1 Likelihood (L) 1    2    3    4    5			Risk (R) Matrix	



REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
12	Tools and equipment available for hire, such as welders, drills, sanders etc. can be hazardous if used incorrectly	Serious Personal Injury Manual Handling Slips Trips and Falls Fire Mechanical Handling Fire	4	5	20	<ul style="list-style-type: none"><li>• All equipment should be inspected for damage prior to hire and on return - written check lists can be used and kept for record purposes.</li><li>• Damaged equipment should be taken out of service immediately.</li><li>• Arrangements should be put in place for the regular maintenance and servicing of equipment. Again accurate records should be kept.</li><li>• All equipment should be inspected for damage prior to hire and on return - written check lists can be used and kept for record purposes.</li><li>• Damaged equipment should be taken out of service immediately.</li><li>• Arrangements should be put in place for the regular maintenance and servicing of equipment. Again accurate records should be kept</li><li>• Avoid lifting items which are too heavy or bulky - use a trolley or castors where possible.</li><li>• Train staff in proper lifting techniques.</li><li>• Racking should be capable of supporting intended loads and be properly fixed e.g. bolted to the floor.</li><li>• Find out the maximum safe working load of all racking systems and mark it on the racking. Protect the racking from mechanical damage from fork lift trucks etc.</li><li>• Goods should be properly stacked with the heaviest at the bottom if possible.</li><li>• Proper safety ladders should be used and training on their use provided. No one should be permitted to climb on racking</li><li>• Adopt safe systems of work e.g. procedures for training employees for traffic and pedestrian movement and for controlling the maintenance of trucks, cranes etc.</li><li>• Keys should be kept in a secure place when the equipment is not in use and should only be issued to authorised operators.</li><li>• All equipment should be marked with the safe working load (SWL) and the SWL should never be exceeded.</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>• Staff made aware of Safety Procedures and policies</li></ul> <b>MANAGERIAL/ SUPERVISORY</b> <p>Management must implement, monitor and maintain;</p> <ul style="list-style-type: none"><li>• Safe Working Procedures</li><li>• Training of personnel</li><li>• Maintenance of equipment</li></ul>			2	4	8	Management		



Location		Who is Affected			ASSESSMENT DATE																																									
Kitchens		Staff			February 2020																																									
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
13	<ul style="list-style-type: none"><li>Slippery Floors</li><li>Kitchen Equipment</li><li>Slicers</li><li>Bain Maries</li><li>Ovens</li><li>Microwave</li><li>Glass Washers</li><li>Dishwashers</li><li>Sink</li><li>Knives</li><li>Robo Coupe</li><li>Food Processors</li><li>Poor Welfare Facilities</li><li>Lack of soap</li><li>Overflowing bins</li><li>Food Scraps lying Around</li><li>Poor Segregation of Waste</li><li>Electrocution</li><li>Fire/ Explsions</li><li>Knives</li><li>Cleaning Chemicals</li><li>Polythene Wrapping</li><li>Wet Hand Work</li><li>Detergents/ Sanitisers/ Sterlients</li><li>Water Boiler Unpressurised</li></ul>	<ul style="list-style-type: none"><li>Serious Personal Injury</li><li>Slips, Trips, Falls</li><li>Amputations</li><li>Fire</li><li>Electrocution</li><li>Cuts/ Abrasions</li><li>Burns/ Scalds</li><li>Muscoskeletal Injuries</li><li>Pest Infestation</li><li>Food Poisoning Outbreak</li><li>Ill health due to poor welfare facilities</li><li>Viruses</li><li>Burns</li></ul>	3	4	12	<b>Safe Systems of Work</b> <ul style="list-style-type: none"><li>Correct siting of equipment especially those with hot surfaces.</li><li>Mop up spills as they occur</li><li>Repair / Replace damaged floors</li><li>Ensure adequate storage is provided and shelving sufficient</li><li>Ensure Good Housekeeping procedures are followed.</li><li>Safe Siting of all equipment &amp; kitchen machines. (hot plates/ coffee machines/ burco boilers)</li><li>Ensure guards are in place. Carriage blade guard.</li><li>Thumb/last slice guard.</li><li>Blade s on slicers and knives to be kept sharp. Blade carrier to be used.</li><li>Ensure switches are intact before equipment use. Ensure plug is intact before inserting or removing from the socket.</li><li>PAT Test equipment with leads.</li><li>Hands should be dry before using machines</li><li>Machine sto be isolated before cleaning.</li><li>Segregate Waste Bins, refuse, recycling, food waste</li><li>Ensure Pest Control is in place.</li><li>Ensure electrrcal work is carried out by a qualified electrician</li><li>Fuse boards a e covered and signed so as all staff know where to locate fuse boards for trip switch.</li><li>Soap and disposable hand tools provided. Barrier cream provided.</li><li>Safety Data Sheets Provide</li><li>Uniforms Provided to staff (heat resistant for Chefs)</li><li>Protective Gloves.</li><li>Boiler is filled before turning on power</li><li>Pour distance is kept as short as possible</li><li>Drip tray is kept in position and emptied as required.</li><li>Equipment is kept in good working order, reported defects are dealt with and promptly and unsafe equipment is taken out of use</li><li>Equipment is inspected periodically by a competent person and results of inspection are kept.</li><li>Boiler is not tilted to draw off hot liquid</li><li>Boiler is not allowed to boil dry or boil over</li><li>Other liquids e.g. cooking oil are not heated in a hot water boiler</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>Staff made aware of Safety Procedures and policies</li></ul>								
<b>MANAGERIAL/ SUPERVISORY</b> Management must implement, monitor and maintain; <ul style="list-style-type: none"><li>Safe Working Procedures</li><li>Training of personnel</li><li>Maintenance of equipment</li></ul>			2	4	8	Management		

Location <i>Kitchen</i>		Who is Affected <i>Staff - Visitors - Public</i>			ASSESSMENT DATE February 2020																																															
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
14	Knives  	<ul style="list-style-type: none"><li>Serious Personal Injury</li><li>Cuts/ Abrasions</li></ul>	3	4	12	<b>Knives</b> <ul style="list-style-type: none"><li>Must be suitable for size of task.</li><li>Supervisors should ensure that defects are reported and remedied immediately.</li><li>Pay close attention when using knives. Do not distract others using knives.</li><li>Chain mail glove on non-cutting hand when deboning/filleting.</li><li>When using steel to sharpen a guard should be fitted.</li><li>Knives to be drawn away from the body when sharpening.</li><li>Knives to be stored in racks when not in use in safe place. Protective blade cases to be used. Do not leave knives in sink or in any place where they cannot be seen easily, or where somebody might pick up accidentally by the blade.</li><li>Blades should be sharp and handles secure – dispose of old unused knives.</li><li>Clean knives in hot clean water. Dry knives after cleaning.</li><li>Knives which are in poor condition should be discarded.</li></ul>		
15	Fridges  	<ul style="list-style-type: none"><li>Cuts/ Abrasions</li><li>Food Poisoning</li><li>Personal Injuries</li><li>Collisions</li><li>Falling over materials</li></ul>	3	3	9	<ul style="list-style-type: none"><li>Ensure any food handling staff are trained on Safe food Hygiene Procedures</li><li>HACCP System s in place</li><li>Defrost and have a routine cleaning system in place for fridges.</li><li>Never operate when empty</li><li>Be Careful when removing food</li><li>Never do own repairs</li><li>Thermostats are to be checked regularly to ensure that the unit is working correctly and the monitor temperature. Temperature should be set at 4 degrees Celsius or below.</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>Staff made aware of Safe Systems of Work</li><li>Food Hygiene is provided</li></ul>								
<b>MANAGERIAL/ SUPERVISORY</b> Management must implement, monitor and maintain; <ul style="list-style-type: none"><li>Safe Working Procedures</li><li>Training of personnel</li><li>Maintenance of equipment</li></ul>			2	4	8	Management		



Location <i>Kitchen</i>		Who is Affected <i>Staff</i>			ASSESSMENT DATE February 2020			
Likelihood (L)		Severity (S)			Risk Level (R)			
1	Extremely Unlikely	1	Minor Injury (First Aid)		Low	Medium	High	
2	Unlikely	2	Moderate Injury (Lost Time)					
3	Likely	3	Serious Injury ( Reportable)					
4	Extremely Likely	4	Major Injury ( Reportable)					
5	Almost Certain	4	Major Injury ( Reportable)					
		5	Catastrophic Injuries (Fatality)					
					Risk (R) Matrix			
		Severity (S)	5	M	M	H	H	H
			4	L	M	H	H	H
			3	L	M	M	H	H
			2	L	L	M	M	H
			1	L	L	L	M	M
				1	2	3	4	5
			Likelihood (L)					

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
16	<ul style="list-style-type: none"><li>• Water Boilers</li><li>• Café Sets</li></ul>	<ul style="list-style-type: none"><li>• Serious Personal Injury</li><li>• Spillages</li><li>• Slips, Trips &amp; Falls</li><li>• Burns</li><li>• Scalding</li></ul>	3	4	12	<p><b>There are three types:</b></p> <ul style="list-style-type: none"><li>• Bulk water boilers - basically a large kettle under no pressure</li><li>• Expansion boilers - provide boiling water at no pressure</li><li>• Pressure boilers - work at low pressure and provide boiling water and steam</li><li>• Free standing beverage units such as pour and serve coffee makers, hot chocolate and other liquid concentrate appliances are also available.</li><li>• The main hazards are burns and scalds.</li></ul> <p><b>Safeguards</b></p> <ul style="list-style-type: none"><li>• Make sure the cold water supply is fully on before you light or switch on the equipment</li><li>• Do not alter the heating control settings on automatic units</li><li>• Keep the pressure gauge and safety devices clean</li><li>• Keep the drip tray in position</li><li>• Keep the receiving vessel up to the tap to stop splashing</li><li>• Turn off and, if electrically heated, isolate the boiler before cleaning</li><li>• Ensure steam safety valves vent away from the operator in a safe direction</li></ul>		
								
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<p><b>TRAINING / INFORMATION</b></p> <ul style="list-style-type: none"><li>• Staff made aware of Safety Procedures and policies</li><li>• General Safety Awareness</li><li>• Manual Handling Training</li></ul> <p><b>MANAGERIAL/ SUPERVISORY</b></p> <p>Management must implement, monitor and maintain;</p> <ul style="list-style-type: none"><li>• Safe Working Procedures</li><li>• Training of personnel</li><li>• Maintenance of equipment</li></ul>			2	4	8	Management		

Location <b>Cleaning &amp; Maintenance</b>		Who is Affected <b>Staff - Visitors - Public</b>			ASSESSMENT DATE <b>February 2020</b>								
<b>Likelihood (L)</b> <div><div>1</div>Extremely Unlikely</div> <div><div>2</div>Unlikely</div> <div><div>3</div>Likely</div> <div><div>4</div>Extremely Likely</div> <div><div>5</div>Almost Certain</div>		<b>Severity (S)</b> <div><div>1</div>Minor Injury (First Aid)</div> <div><div>2</div>Moderate Injury (Lost Time)</div> <div><div>3</div>Serious Injury ( Reportable)</div> <div><div>4</div>Major Injury ( Reportable)</div> <div><div>5</div>Catastrophic Injuries (Fatality)</div>			<b>Risk Level (R)</b> <div><div>Low</div><div>Medium</div><div>High</div></div>			<div><div>Severity (S)</div><div><div>5</div><div>M</div><div>M</div><div>H</div><div>H</div><div>H</div></div><div><div>4</div><div>L</div><div>M</div><div>H</div><div>H</div><div>H</div></div><div><div>3</div><div>L</div><div>M</div><div>M</div><div>H</div><div>H</div></div><div><div>2</div><div>L</div><div>L</div><div>M</div><div>M</div><div>H</div></div><div><div>1</div><div>L</div><div>L</div><div>L</div><div>M</div><div>M</div></div><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div></div><div><div>Likelihood (L)</div></div></div>			<b>Risk (R) Matrix</b>		

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
17	<ul style="list-style-type: none"><li>Working at Height</li><li>Electrocution</li><li>Poorly Designed Equipment</li><li>Damaged Flooring</li><li>Lack of Space</li><li>Poor Lighting</li><li>Poor Ventilation</li><li>Obstructed Walkways</li><li>Obstructed Aisles</li><li>Poor Access &amp; Egress</li></ul>	<ul style="list-style-type: none"><li>Slip, Trips &amp; Falls</li><li>Personal Injuries</li><li>Back Injuries</li><li>Muscleoskeletal Injuries</li><li>Headaches</li><li>Stress</li><li>Dermatitis</li><li>Respiratory problems</li><li>Inflammation</li><li>Fire / Electrocution</li><li>Overloading Sockets</li><li>Prone to colds, flu's and viruses</li><li>Eye Strain</li><li>Corrosive burns</li><li>Toxic absorption</li><li>Acute and chronic illness</li></ul>	4	4	16	<p><b>Planning:</b></p> <ul style="list-style-type: none"><li>Chemical register should be established for chemicals and substances used by cleaning and maintenance personnel.</li><li>Substitute chemicals for a less harmful substance where possible.</li><li>Chemical quantities and time of exposure to be eliminated / reduced wherever possible.</li><li>Material Safety Data Sheets / supplier information is required for all chemicals that operatives and others may be exposed to.</li></ul> <p><b>USE</b></p> <ul style="list-style-type: none"><li>Instructions and precautions required</li><li>Manufactures instructions and SDS are to be carefully followed.</li><li>Store all hazardous chemicals in original containers. Chemicals to be stored in secure storage areas.</li></ul> <p><b>MAINTENANCE</b></p> <ul style="list-style-type: none"><li>Portable Appliance Testing (PAT) where applicable</li><li>Occupational hygiene monitoring where applicable</li><li>Exposure control equipment</li><li>PPE supplies</li></ul> <p><b>USE</b></p> <ul style="list-style-type: none"><li>Office Chemicals</li><li>Small quantities of hazardous chemicals are found in inks, toners, cleaning chemicals and correction fluids.</li><li>Office workers must observe good hygiene practices at all times. Persons should always wash their hands after changing toner or print cartridges; using cleaning agents or handling inks and correction fluids. If required gloves should be worn when handling these agents.</li><li>Any employee, who develops a reaction to a substance at work, e.g. skin irritation, breathing difficulties, etc., must desist from using that substance and inform the supervisor immediately.</li><li>If in doubt as to the safety of any office chemicals ask the supervisor.</li></ul> <p><b>PPE</b></p> <ul style="list-style-type: none"><li>Gloves for cleaning personnel</li><li>Other PPE as per chemical supplier recommendations.</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<p><b>TRAINING / INFORMATION</b></p> <ul style="list-style-type: none"><li>Staff made aware of Safety Procedures and policies</li><li>Working at Height Training Provided to Staff</li></ul> <p><b>MANAGERIAL/ SUPERVISORY</b></p> <p>Management must implement, monitor and maintain;</p> <ul style="list-style-type: none"><li>Safe Working Procedures</li><li>Training of personnel</li><li>Maintenance of equipment</li><li>Restrict working at height in the workplace</li></ul>			2	4	8	Management		


Location <i>All Areas - Human Factor Hazards</i>		Who is Affected <i>Staff - Visitors - Public</i>			ASSESSMENT DATE February 2020																																									
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
18	<ul style="list-style-type: none"><li>• Violence</li><li>• Stress</li><li>• Bullying</li><li>• Harassment</li><li>• Noise</li><li>• Dust</li><li>• Lighting</li><li>• Vibration</li></ul>	<ul style="list-style-type: none"><li>• Serious Personal Injury</li><li>• Ill health due to stress,</li><li>• Asthma</li><li>• Dermatitis,</li><li>• Eye Strain</li><li>• Hearing Loss</li><li>• Depression</li><li>• Anxiety</li></ul>	3	4	12	<ul style="list-style-type: none"><li>• <b>Planning:</b></li><li>• The company will take all necessary to protect employees from acts of violence or aggression during the course of work and will act on any reports of complaints made by employees, or other persons affected. Management will investigate reports made.</li><li>• Follow the anti-bullying procedure outlined in safety statement.</li><li>• Noise exposure limits will be reduced as much as possible and PPE provided.</li><li>• Local exhaust ventilation provided where appropriate.</li><li>• Adequate illumination will be provided for staff with no glare. Emergency lighting provided.</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>• Staff made aware of Safety Procedures and policies</li><li>• Follow the company policies &amp; procedures</li></ul>								
<b>MANAGERIAL/ SUPERVISORY</b> Management must implement, monitor and maintain; <ul style="list-style-type: none"><li>• Safe Working Procedures</li><li>• Training of personnel</li><li>• Maintenance of equipment</li></ul>			2	4	8	Management		

Location <i>All Areas - Pregnancy</i>		Who is Affected <i>Staff - Visitors - Public</i>			ASSESSMENT DATE February 2020																																									
Likelihood (L)		Severity (S)			Risk Level (R)			<div>Severity (S)</div> <table><tr><td>5</td><td>M</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>4</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>3</td><td>L</td><td>M</td><td>M</td><td>H</td><td>H</td></tr><tr><td>2</td><td>L</td><td>L</td><td>M</td><td>M</td><td>H</td></tr><tr><td>1</td><td>L</td><td>L</td><td>L</td><td>M</td><td>M</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Likelihood (L)</div>			5	M	M	H	H	H	4	L	M	H	H	H	3	L	M	M	H	H	2	L	L	M	M	H	1	L	L	L	M	M		1	2	3	4	5
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
19	<ul style="list-style-type: none"><li>Pregnancy</li></ul>	<ul style="list-style-type: none"><li>Musculoskeletal disorders</li><li>Back injuries/ strains</li><li>Neck injuries/ strains</li><li>Hand, wrist Arm shoulder injuries &amp; strains</li><li>Foot , knee, Leg injuries</li><li>Fatigue</li><li>Miscarriage</li><li>Exposure to Chemicals</li></ul>	3	4	12	<ul style="list-style-type: none"><li>Management will give an information pack to any pregnant employees as soon as they inform the company they are pregnant.</li><li>Planning:</li><li>Musculoskeletal injuries are associated with four main risk factors,</li><li><b>UNDESIRABLE FORCE, DURATION, REPETITION AND THE ADOPTION OF STATIC AND AWKWARD POSTURES.</b></li><li>Work should be assessed to eliminate or reduce these factors where reasonably practicable. Examining work stations, possible work aids, selection of suitable ergonomically friendly equipment, work methods and work schedules and provision of supportive PPE (knee pads, etc.)</li><li><b>Physical controls / procedures:</b> <b>The following factors will be assessed by supervision:</b></li><li>Characteristics of the material/ equipment used. (heavy, large, unwieldy, difficult to grasp unstable)</li><li>Physical effort required in task. (strenuous ,repetitive ,twisting movements, unstable posture)</li><li>Characteristics of the working environment. (Small spaces, floor surfaces, awkward heights requiring stooping or stretching, temperature etc.)</li><li>Requirements of the activity (rate of work -over-frequent/ prolonged, excessive lifting distances)</li><li>Work procedures will be implemented to reduce where reasonably practicable the above factors.</li><li>Work stations are to be designed where reasonably practicable to eliminate twisting and awkward postures. Operatives are to be shown correct techniques used in welding/ fitting/painting etc. and potential postural problems and correct use of work environment and equipment.</li><li>Chemical awareness training and provide safety data sheets</li><li>PPE - Gloves, Masks, Goggles</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>Staff made aware of Safety Procedures and policies</li><li>Chemical Awareness</li><li>Manual Handling</li></ul> <b>MANAGERIAL/ SUPERVISORY</b> <p>Management must implement, monitor and maintain;</p> <ul style="list-style-type: none"><li>Safe Working Procedures</li><li>Training of personnel</li><li>Maintenance of equipment</li></ul>			2	4	8	Management		

Location		Who is Affected			ASSESSMENT DATE																																									
Yard Area/ Refuse Area		Staff - Visitors - Public			February 2020																																									
Likelihood (L)		Severity (S)			Risk Level (R)			<div>Severity (S)</div> <table><tr><td>5</td><td>M</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>4</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>3</td><td>L</td><td>M</td><td>M</td><td>H</td><td>H</td></tr><tr><td>2</td><td>L</td><td>L</td><td>M</td><td>M</td><td>H</td></tr><tr><td>1</td><td>L</td><td>L</td><td>L</td><td>M</td><td>M</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Likelihood (L)</div> <div>Risk (R) Matrix</div>			5	M	M	H	H	H	4	L	M	H	H	H	3	L	M	M	H	H	2	L	L	M	M	H	1	L	L	L	M	M		1	2	3	4	5
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
20	<ul style="list-style-type: none"><li>Manual Handling</li><li>Pest Infestation</li><li>Uneven Surfaces</li><li>Steps</li><li>LPG Bottles (Gas Bottles)</li></ul> 	<ul style="list-style-type: none"><li>Serious Personal Injury</li><li>Muscleoskeletal Injuries</li><li>Weil's Disease</li><li>Fire /Explosions</li></ul>	4	4	16	<ul style="list-style-type: none"><li>ENVIRONMENT</li><li>Equipment located in suitable area with sufficient space</li><li>Equipment may need securing so that it cannot fall or be knocked.</li><li>Adequate lighting provided</li><li>A tap, hose and reel is provided to clean bins and storage areas after collection of waste by a licensed waste collection company.</li><li>No storage of materials in public areas.</li><li>Signage is erected to alert the public to uneven surfaces or steps.</li><li>Pest control is in place</li><li>No overflowing bins or food scraps left lying around.</li><li>LPG Bottles stored upright, locked and chained on the outside.</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>Staff made aware of Safety Procedures and policies</li><li>Manual Handling Training</li></ul> <b>MANAGERIAL/ SUPERVISORY</b> <p>Management must implement, monitor and maintain;</p> <ul style="list-style-type: none"><li>Safe Working Procedures</li><li>Training of personnel</li><li>Maintenance of equipment</li></ul> <b>PPE</b> <ul style="list-style-type: none"><li>Gloves</li><li>Steel toe cap boots for moving beer keas</li></ul>			2	4	8	Management		



Location <i>All Areas Infestation with Vermin</i>		Who is Affected <i>Staff - Visitors - Public</i>			ASSESSMENT DATE February 2020																																									
Likelihood (L)		Severity (S)			Risk Level (R)			<div>Severity (S)</div> <table><tr><td>5</td><td>M</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>4</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>3</td><td>L</td><td>M</td><td>M</td><td>H</td><td>H</td></tr><tr><td>2</td><td>L</td><td>L</td><td>M</td><td>M</td><td>H</td></tr><tr><td>1</td><td>L</td><td>L</td><td>L</td><td>M</td><td>M</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Likelihood (L)</div> <div>Risk (R) Matrix</div>			5	M	M	H	H	H	4	L	M	H	H	H	3	L	M	M	H	H	2	L	L	M	M	H	1	L	L	L	M	M		1	2	3	4	5
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
21	<ul style="list-style-type: none"><li>• Vermin Infestation</li><li>• Rats</li><li>• Mice</li><li>• Cockroaches</li><li>• Flies / Bluebottles</li><li>• Cats/ Dogs</li></ul>	<ul style="list-style-type: none"><li>• Infected Foodstuffs</li><li>• Illness to customers and staff</li><li>• Weil's Disease</li><li>• Leptospirosis</li><li>• Blood Poisoning</li><li>• Chewed Cables</li><li>• Contaminated Water Storage Tanks</li></ul>	4	4	16	<ul style="list-style-type: none"><li>• The entire premises is rodent proof and all waste is removed to the wheelie bins at the rear of the premises where bins are collected by authorised waste disposal company.</li><li>• Waste food is not left lying around, but disposed of on a daily basis.</li><li>• All Food Waste is disposed of to the waste food bins for disposal.</li><li>• Doors are not left open during the day where vermin can enter.</li><li>• All windows are secured at the end of each day.</li><li>• There are strict hygiene practices in place and the entire area around the building is brushed and cleaned regularly.</li><li>• Wheelie bins are covered at all times and stored away from the building.</li><li>• A Contract is in place with a pest control company to ensure the premises are protected from Rodent Infestation.</li><li>• Cats and Dogs are not permitted around the work area especially kitchen and refuse areas.</li><li>• Waste Bins outside are on a concrete surface with a tap, hose and reel for ease of cleaning after bin collection.</li></ul>		
								
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
TRAINING / INFORMATION <ul style="list-style-type: none"><li>• Staff made aware of Safety Procedures and policies</li></ul>								
MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"><li>• Safe Working Procedures</li><li>• Training of personnel</li><li>• Maintenance of equipment</li></ul>			2	4	8	Management		

## REFERENCE

Safety, Health & Welfare at Work Act 2005  
General Application Regulations 2007



Location <i>General Maintenance</i>		Who is Affected <i>Staff - Visitors - Public</i>			ASSESSMENT DATE February 2020																																															
Likelihood (L)		Severity (S)			Risk Level (R)			<div>Severity (S)</div> <table><tr><td>5</td><td>M</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>4</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>3</td><td>L</td><td>M</td><td>M</td><td>H</td><td>H</td></tr><tr><td>2</td><td>L</td><td>L</td><td>M</td><td>M</td><td>H</td></tr><tr><td>1</td><td>L</td><td>L</td><td>L</td><td>M</td><td>M</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td colspan="6">Likelihood (L)</td></tr></table> <div>Risk (R) Matrix</div>			5	M	M	H	H	H	4	L	M	H	H	H	3	L	M	M	H	H	2	L	L	M	M	H	1	L	L	L	M	M		1	2	3	4	5	Likelihood (L)					
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
22	<ul style="list-style-type: none"><li>• Fire</li><li>• Overloading Sockets</li><li>• Working at Height</li><li>• Lack of Equipment Register</li><li>• Poor Maintenance Records</li><li>• Poor Housekeeping</li><li>• Damaged Furniture</li></ul>	<ul style="list-style-type: none"><li>• Electrocution</li><li>• Crush injuries</li><li>• Manual Handling/Strain injuries</li><li>• Slips, trips &amp; falls</li><li>• Noise (from other activities in area)</li><li>• Cuts</li><li>• Risk from chemical &amp; oils.</li></ul>	3	4	12	<ul style="list-style-type: none"><li>• Only competent personnel are to conduct maintenance.</li><li>• Maintenance personnel to be aware of all hazards from work at height, electricity, paints, chemicals or oils encountered during maintenance operations.</li><li>• All guidelines outlined by manufacturer / supplier safety handbooks and <b>SDS</b> must be followed.</li><li>• Signage “<b>Out Of Order, Do Not Use</b>”</li><li>• Maintenance work will be used to warn others of maintenance.</li><li>• Work area will be kept tidy at all times.</li><li>• Maintenance operatives must remove rings / jewellery and ensure clothing / protective</li><li>• Equipment (sleeves, pockets, straps cords etc.) is close fitting, zipped and secured and long or loose hair is contained.</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>• Staff made aware of Safety Procedures and policies</li></ul> <b>MANAGERIAL/ SUPERVISORY</b> <p>Management must implement, monitor and maintain;</p> <ul style="list-style-type: none"><li>• Adequate time and resources are</li><li>• dedicated to repair &amp; maintenance</li><li>• Safe Working Procedures</li><li>• Training of personnel</li></ul> <b>PPE</b> <ul style="list-style-type: none"><li>• Gloves</li><li>• Aprons</li><li>• Goggles</li><li>• Non Slip Shoes</li></ul>			2	4	8	Management		

Location <i>Storage</i>		Who is Affected <i>Staff - Visitors - Public</i>			ASSESSMENT DATE February 2020									
Likelihood (L)		Severity (S)			Risk Level (R)			Severity (S)			Risk (R) Matrix			
1	Extremely Unlikely	1	Minor Injury (First Aid)		Low	Medium	High	5	M	M		H	H	H
2	Unlikely	2	Moderate Injury (Lost Time)					4	L	M		H	H	H
3	Likely	3	Serious Injury ( Reportable)					3	L	M		M	H	H
4	Extremely Likely	4	Major Injury ( Reportable)					2	L	L		M	M	H
5	Almost Certain	4	Catastrophic Injuries (Fatality)					1	L	L		L	M	M
		5							1	2		3	4	5
					Likelihood (L)									

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
23	<ul style="list-style-type: none"><li>Slips, Tips &amp; Falls</li><li>Fire</li><li>Confined Spaces</li><li>Access &amp; Egress</li><li>Insecure Shelving</li><li>Over Reaching</li></ul>	<ul style="list-style-type: none"><li>Fatalities</li><li>Serious Personal Injury</li><li>Muscleoskeletal Injuries</li></ul> <p><b>Injuries to;</b></p> <ul style="list-style-type: none"><li>Head,</li><li>Body</li><li>Hands,</li><li>Feet</li><li>Fire Hazards including impaired fire evacuation means.</li><li>Slips, trips &amp; falls</li></ul>	4	4	16	<ul style="list-style-type: none"><li>Good Storage Methods allow foe cleanliness, orderly stock, spacious layout and well defined gangways.</li><li>No STORAGE PERMITTED IN AISLES</li><li>Doors Windows racking shelving are all to be maintained din good repair.</li><li>No smoking permitted near storage areas.</li><li>Stack heavier, larger or bulkier items on low to medium height shelving with lighter smaller items towards the top.</li><li>Only use safety steps to reach higher shelving – do not use chairs, stacked up boxes of other goods etc.</li><li>Do not throw or drop goods from heights.</li><li>Shelving and racking must be maintained in good condition and firmly fixed to prevent toppling, collapsed. Report ant defects to the safety officer.</li><li>Take care not to overload shelving</li><li>If storing goods in a free standing stack ensure that it is only to stable heights and do not place heavier goods on top of lighter ones.</li><li>Ensure that any broken pallets are disposed of or repaired.</li><li>The stores area is not a dumping ground for old broken or no longer used equipment.</li><li>Keeping this only reduces storage space and can cause congestion. Such items should be disposed of rather than kept.</li><li>Use mechanical aids to movie gods where possible, provided you have been properly trained to use it.</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>Staff made aware of Safety Procedures and policies</li><li>Manual Handling &amp; Induction</li></ul>								
<b>MANAGERIAL/ SUPERVISORY</b> Management must implement, monitor and maintain; <ul style="list-style-type: none"><li>Safe Working Procedures</li><li>Training of personnel</li><li>Maintenance of equipment</li></ul>			2	4	8	Management		

Location <i>Asbestos</i>		Who is Affected <i>Staff</i>			ASSESSMENT DATE February 2020																																									
Likelihood (L)		Severity (S)			Risk Level (R)			<div>Severity (S)</div> <table><tr><td>5</td><td>M</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>4</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>3</td><td>L</td><td>M</td><td>M</td><td>H</td><td>H</td></tr><tr><td>2</td><td>L</td><td>L</td><td>M</td><td>M</td><td>H</td></tr><tr><td>1</td><td>L</td><td>L</td><td>L</td><td>M</td><td>M</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Likelihood (L)</div>			5	M	M	H	H	H	4	L	M	H	H	H	3	L	M	M	H	H	2	L	L	M	M	H	1	L	L	L	M	M		1	2	3	4	5
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
25	<ul style="list-style-type: none"><li>Exposure to asbestos fibres if construction is taking place or any maintenance involving disturbing old tiles or pipe work, slates.</li></ul>	<ul style="list-style-type: none"><li>Asbestos related lung disease</li></ul>	3	5	15	<ul style="list-style-type: none"><li>Asbestos survey carried out in accordance with Technical Guidance Document HSG 264 by a competent person</li><li>Copy of the asbestos survey and asbestos register kept in the school</li><li>Management actions recommended in the survey report implemented</li><li>Contractors have access to the survey or are made aware of the presence of asbestos prior to commencing work</li><li>Caretakers and employees have access to the survey and are made aware of the presence of asbestos in the school</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>Staff made aware of Safety Procedures and policies</li><li>Follow the company policies &amp; procedures</li></ul> <b>MANAGERIAL/ SUPERVISORY</b> <p>Management must implement, monitor and maintain;</p> <ul style="list-style-type: none"><li>Safe Working Procedures</li><li>Training of personnel</li><li>Maintenance of equipment</li></ul>			2	5	10	Management		

Location <i>Staff Room</i>		Who is Affected <i>Staff - Visitors - Public</i>			ASSESSMENT DATE February 2020																																									
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
26	<ul style="list-style-type: none"><li>Damaged flooring</li><li>Wet floors</li><li>Spillages</li><li>Accessing high windows</li><li>Defective portable electrical equipment</li><li>Fire</li><li>Blocked Fire Exits</li><li>Locked Fire Exits</li></ul>	<ul style="list-style-type: none"><li>Serious Personal Injury</li><li>Injury from slips, trips, falls</li><li>Injury from falls from height</li><li>Electrocution</li><li>Burns</li><li>Cuts</li><li>Smoke inhalation</li></ul>	3	5	15	<ul style="list-style-type: none"><li>Ensure clear walkways and never block fire exit doors</li><li>Spills dealt with immediately</li><li>Absorbent material used to soak up the spill</li><li>Absorbent materials located near high spill risk areas</li><li>High risk areas for slips, trips, and falls are identified and dealt with</li><li>School equipment is stored tidily</li><li>School bags stored tidily</li><li>Student belongings on hooks, placed in lockers or safely under desks.</li><li>Floors and access routes are kept clear.</li><li>As far as possible, dry cleaning replaces wet cleaning.</li><li>A system is used to keep pedestrians away from wet/ moist floors, e.g. physical barriers.</li><li>Cleaning is organised to provide dry paths through areas being cleaned Where wet cleaning, detergent is used and water is at the right temperature</li><li>Excess liquid is removed to assist the floor drying process.</li><li>As far as possible, the floor is cleaned until dry</li><li>Where warning signs are used these are removed when no longer required.</li><li>Suitable slip resistant footwear is provided and worn as needed.</li><li>Broken furniture removed from service until repaired or replaced.</li><li>Window pole or step ladder used to open windows at height that do not have opening mechanism at ground level</li><li>Portable electrical appliances visually inspected before use</li><li>Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use.</li><li>Report defects to person in control of the workplace to ensure all items are repaired or replaced.</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>Staff made aware of Safety Procedures and policies</li><li>Follow the company policies &amp; procedures</li></ul>								
<b>MANAGERIAL/ SUPERVISORY</b> Management must implement, monitor and maintain; <ul style="list-style-type: none"><li>Safe Working Procedures</li><li>Training of personnel</li><li>Maintenance of equipment</li></ul>			2	5	10	Management		

Location		Who is Affected			ASSESSMENT DATE																																									
Pregnant, Post Natal & Breastfeeding		Staff			February 2020																																									
Likelihood (L)		Severity (S)			Risk Level (R)			<div>Severity (S)</div> <table><tr><td>5</td><td>M</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>4</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>3</td><td>L</td><td>M</td><td>M</td><td>H</td><td>H</td></tr><tr><td>2</td><td>L</td><td>L</td><td>M</td><td>M</td><td>H</td></tr><tr><td>1</td><td>L</td><td>L</td><td>L</td><td>M</td><td>M</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Likelihood (L)</div> <div>Risk (R) Matrix</div>			5	M	M	H	H	H	4	L	M	H	H	H	3	L	M	M	H	H	2	L	L	M	M	H	1	L	L	L	M	M		1	2	3	4	5
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
27	<ul style="list-style-type: none"> <li>Contact with chemical agents</li> <li>Contact with biological agents</li> <li>Long periods standing, movement or postures which are abrupt or severe or give rise to excessive fatigue</li> <li>Pushing/pulling/ carrying heavy or awkward items</li> </ul>	<ul style="list-style-type: none"> <li>Harm to the unborn child or breastfed babies</li> <li>Infection</li> <li>Varicose veins</li> <li>Fatigue (mental and physical)</li> <li>Manual handling induced injury</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Pregnant, post-natal, or breastfeeding women are not exposed to chemical substances labelled: R40, R45, R61, R63 and R64, particularly where exposure levels are above a level which might cause harm.</li> <li>If there is a risk of exposure to a highly infectious agent, pregnant, post-natal or breastfeeding women must avoid exposure</li> <li>Pregnant, post-natal or breastfeeding women should have provision to sit whilst completing work activities.</li> <li>Pregnant, post-natal and breastfeeding women are not required to lift, push or pull awkward or heavy items.</li> </ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"> <li>Staff made aware of Safety Procedures and policies</li> <li>Follow the company policies &amp; procedures</li> </ul>								
<b>MANAGERIAL/ SUPERVISORY</b> Management must implement, monitor and maintain; <ul style="list-style-type: none"> <li>Safe Working Procedures</li> <li>Training of personnel</li> <li>Maintenance of equipment</li> </ul>			2	5	10	Management		

Location <i>Lone Workers</i>		Who is Affected <i>Staff</i>			ASSESSMENT DATE February 2020																																									
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
28	<ul style="list-style-type: none"><li>• Violence/ Aggression/ Burglery</li><li>• Contact with chemical agents</li><li>• Contact with biological agents</li><li>• Long periods standing, movement or postures which are abrupt or severe or give rise to excessive fatigue</li><li>• Pushing/pulling/ carrying heavy or awkward items</li></ul>	<ul style="list-style-type: none"><li>• In determining risks, ask the following questions:</li><li>• Does the workplace present a special risk to the lone worker?</li><li>• Is there a safe way in and a way out for one person?</li><li>• Can any temporary access equipment that is necessary, such as portable ladders or trestles, be safely handled by one person?</li><li>• Can all the plant, substances and goods involved in the work be safely handled by one person?</li><li>• Are women especially at risk if they work alone?</li><li>• Are young employees especially at risk if they work alone?</li></ul>	3	4	12	<ul style="list-style-type: none"><li>• A suitable means of communication is established with the lone worker, e.g. caretaker has mobile phone</li><li>• A 'reporting in' procedure is in place, e.g. a designated person is alerted regarding lone workers working time and expected return time.</li><li>• Telephone contact is made on their return</li><li>• Appropriate instruction and training in proper procedure is provided where necessary</li><li>• High Risk activities will not be carried out while working alone e.g. working at height or high risk activities.</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>• Staff made aware of Safety Procedures and policies</li><li>• Follow the company policies &amp; procedures</li></ul>								
<b>MANAGERIAL/ SUPERVISORY</b> Management must implement, monitor and maintain; <ul style="list-style-type: none"><li>• Safe Working Procedures</li><li>• Training of personnel</li><li>• Maintenance of equipment</li></ul>			2	5	10	Management		



Location <i>Portable Electrical Appliances</i>		Who is Affected <i>Staff - Students - Visitors</i>			ASSESSMENT DATE February 2020																																									
Likelihood (L)		Severity (S)			Risk Level (R)			<div>Severity (S)</div> <table><tr><td>5</td><td>M</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>4</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>3</td><td>L</td><td>M</td><td>M</td><td>H</td><td>H</td></tr><tr><td>2</td><td>L</td><td>L</td><td>M</td><td>M</td><td>H</td></tr><tr><td>1</td><td>L</td><td>L</td><td>L</td><td>M</td><td>M</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Likelihood (L)</div>			5	M	M	H	H	H	4	L	M	H	H	H	3	L	M	M	H	H	2	L	L	M	M	H	1	L	L	L	M	M		1	2	3	4	5
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
32	<ul style="list-style-type: none"> <li>Defective portable electrical equipment</li> <li>Exposed wiring/live parts</li> <li>Failure in earth</li> <li>Electrical equipment subject to heavy wear and tear</li> </ul>	<ul style="list-style-type: none"> <li>Electrocution</li> <li>Fire</li> <li>Burns from hot surfaces</li> <li>Electrocution</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>Defective electrical equipment shall be clearly identified, labelled as out of use, and stored separately to prevent accidental use</li> <li>Visual checks carried out</li> <li>Tools/appliance</li> <li>On/off switch is working correctly</li> <li>No signs of damage to casing</li> <li>No loose parts or missing screws</li> <li>Live parts are properly guarded so as not to be inadvertently accessible</li> <li><b>Cables</b> <ul style="list-style-type: none"> <li>Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by colour change or smell), cable cores not externally visible</li> </ul> </li> <li><b>Plug</b> <ul style="list-style-type: none"> <li>Securely anchored, no sign of cracked casing, overheating, loose or bent pins</li> <li>Socket outlet</li> <li>No cracks or damage or sign of overheating</li> <li>Report defects to person in control of the workplace to ensure all items are repaired or replaced.</li> </ul> </li> <li>Portable electrical equipment is tested periodically by a competent person and records of the test kept</li> </ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"> <li>Staff made aware of Safety Procedures and policies</li> <li>Follow the company policies &amp; procedures</li> </ul>								
<b>MANAGERIAL/ SUPERVISORY</b> Management must implement, monitor and maintain; <ul style="list-style-type: none"> <li>Safe Working Procedures</li> <li>Training of personnel</li> <li>Maintenance of equipment</li> </ul>			2	5	10	Management		

Location <i>Special Events</i>		Who is Affected <i>Staff - Students - Visitors</i>			ASSESSMENT DATE February 2020																																									
Likelihood (L)		Severity (S)			Risk Level (R)			<div>Severity (S)</div> <table><tr><td>5</td><td>M</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>4</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>3</td><td>L</td><td>M</td><td>M</td><td>H</td><td>H</td></tr><tr><td>2</td><td>L</td><td>L</td><td>M</td><td>M</td><td>H</td></tr><tr><td>1</td><td>L</td><td>L</td><td>L</td><td>M</td><td>M</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Likelihood (L)</div> <div>Risk (R) Matrix</div>			5	M	M	H	H	H	4	L	M	H	H	H	3	L	M	M	H	H	2	L	L	M	M	H	1	L	L	L	M	M		1	2	3	4	5
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
33	<ul style="list-style-type: none"><li>• Overcrowding;</li><li>• inadequate access and egress</li><li>• Emergency egress</li><li>• Failure of electrical power;</li><li>• overloading of electrical capacity</li><li>• Unsecured power leads</li><li>• Failure of fire-fighting equipment</li></ul> 	<ul style="list-style-type: none"><li>• Physical injury caused by crushing, trips, falls</li><li>• fire</li><li>• electrocution</li><li>• Burns</li></ul>	3	5	15	<ul style="list-style-type: none"><li>• Appoint one person to have overall responsibility for safety, health and welfare of all persons attending event</li><li>• Establish and follow university agreed procedures on maximum size of audience, control of entrance and seating of audience,</li><li>• Safety announcements prior to performance, orderly exit</li><li>• Ensure adequate and appropriate signage regarding: location of emergency exits, keeping exits clear of seating, no running within hall, identification of hazards such as steps</li><li>• Emergency lighting appropriately located and in good working condition</li><li>• Thorough check by qualified electrician of all proposed usage of electrical power</li><li>• Thorough check in advance of performance of locations of all power and other leads to ensure that all leads are appropriately taped to prevent trips</li><li>• Thorough check of all fire safety equipment in venue</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>• Staff made aware of Safety Procedures and policies</li><li>• Follow the company policies &amp; procedures</li></ul>								
<b>MANAGERIAL/ SUPERVISORY</b> Management must implement, monitor and maintain; <ul style="list-style-type: none"><li>• Safe Working Procedures</li><li>• Training of personnel</li><li>• Maintenance of equipment</li></ul>			2	5	10	Management		

<b>Location</b> <b>Radon</b>		<b>Who is Affected</b> <b>Staff</b>		<b>ASSESSMENT DATE</b> <b>February 2020</b>																																										
<b>Likelihood (L)</b> <b>1</b> Extremely Unlikely <b>2</b> Unlikely <b>3</b> Likely <b>4</b> Extremely Likely <b>5</b> Almost Certain		<b>Severity (S)</b> <b>1</b> Minor Injury (First Aid) <b>2</b> Moderate Injury (Lost Time) <b>3</b> Serious Injury (Reportable) <b>4</b> Major Injury (Reportable) <b>5</b> Catastrophic Injuries (Fatality)		<b>Risk Level (R)</b> <div>Low</div> <div>Medium</div> <div>High</div>			<table border="1"> <tr> <td rowspan="5">Severity (S)</td> <td>5</td><td>M</td><td>M</td><td>H</td><td>H</td><td>H</td> </tr> <tr> <td>4</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td> </tr> <tr> <td>3</td><td>L</td><td>M</td><td>M</td><td>H</td><td>H</td> </tr> <tr> <td>2</td><td>L</td><td>L</td><td>M</td><td>M</td><td>H</td> </tr> <tr> <td>1</td><td>L</td><td>L</td><td>L</td><td>M</td><td>M</td> </tr> <tr> <td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> </table> <div>Likelihood (L)</div>			Severity (S)	5	M	M	H	H	H	4	L	M	H	H	H	3	L	M	M	H	H	2	L	L	M	M	H	1	L	L	L	M	M		1	2	3	4	5
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**Risk (R)**  
**Matrix**

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
34	<ul style="list-style-type: none"><li>Identified High Radon Level</li></ul>	<ul style="list-style-type: none"><li>Lung cancer and other health risks (Long term exposure)</li></ul>	3	4	12	<ul style="list-style-type: none"><li>Radon measurements are taken by an accredited radon measurement company (for further information consult the Radiological Protection Institute of Ireland (RPII) <a href="http://www.rpii.ie">www.rpii.ie</a>)</li><li>The Radiological Protection Institution of Ireland - RPII have been informed of any high radon levels following results of measurements taken and any advice has been followed.</li><li>Where high radon levels were found, an engineered system was installed e.g. a sump or an air vent was introduced If an engineered system is fitted to reduce levels, procedures are in place to ensure the system remains mechanically operational and is kept switched on</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
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<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>Staff made aware of Safety Procedures and policies</li><li>Follow the company policies &amp; procedures</li></ul>								
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## REFERENCE

 Safety, Health & Welfare at Work Act 2005  
 General Application Regulations 2007

Location		Who is Affected			ASSESSMENT DATE																																									
Heating Boiler & Fuel Tanks		Staff - Visitors			February 2020																																									
Likelihood (L)		Severity (S)			Risk Level (R)			<div><div>Severity (S)</div><table><tr><td>5</td><td>M</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>4</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td></tr><tr><td>3</td><td>L</td><td>M</td><td>M</td><td>H</td><td>H</td></tr><tr><td>2</td><td>L</td><td>L</td><td>M</td><td>M</td><td>H</td></tr><tr><td>1</td><td>L</td><td>L</td><td>L</td><td>M</td><td>M</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table><div>Likelihood (L)</div></div> <div>Risk (R) Matrix</div>			5	M	M	H	H	H	4	L	M	H	H	H	3	L	M	M	H	H	2	L	L	M	M	H	1	L	L	L	M	M		1	2	3	4	5
5	M	M	H	H	H																																									
4	L	M	H	H	H																																									
3	L	M	M	H	H																																									
2	L	L	M	M	H																																									
1	L	L	L	M	M																																									
	1	2	3	4	5																																									
1	Extremely Unlikely	1	Minor Injury (First Aid)	Low	Medium	High																																								
2	Unlikely	2	Moderate Injury (Lost Time)																																											
3	Likely	3	Serious Injury ( Reportable)																																											
4	Extremely Likely	4	Major Injury ( Reportable)																																											
5	Almost Certain	5	Catastrophic Injuries (Fatality)																																											

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
35	<ul style="list-style-type: none"> <li>Flammable gas or oil</li> <li>Flammable gas or oil</li> <li>Access by unauthorised persons</li> </ul>	<ul style="list-style-type: none"> <li>Asphyxiation</li> <li>Fire</li> <li>Explosion</li> <li>Burns</li> <li>Trip, fall</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>Gas detectors are in place with automatic shut off (gas boiler only)</li> <li>Gas detectors are serviced annually</li> <li>The fire detection system in the boiler house is linked to main alarm system and serviced annually</li> <li>If the boiler contains a pressure vessel it should be examined by a competent person once a year</li> <li>The boiler is serviced annually by a competent person and service records are maintained at the school</li> <li>Smoking in or near the boiler room is prohibited</li> <li>A hot work permit is operated for all work in the vicinity of the boiler room, oil tank or gas tank</li> <li>If a smell of gas is detected the gas contractor is notified</li> <li>Oil fired boiler has an automatic</li> <li>extinguisher hanging on a rigid bar over the burner</li> <li>Extinguisher serviced annually</li> <li>Safe access is provided</li> <li>Unsafe access to boiler room is prevented</li> <li>Unauthorised persons are not permitted in the vicinity of the boiler room</li> </ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"> <li>Staff made aware of Safety Procedures and policies</li> <li>Follow the company policies &amp; procedures</li> </ul>								
<b>MANAGERIAL/ SUPERVISORY</b> Management must implement, monitor and maintain; <ul style="list-style-type: none"> <li>Safe Working Procedures</li> <li>Training of personnel</li> <li>Maintenance of equipment</li> </ul>			2	5	10	Management		

Hazard Reference Hand Tools		Who is Affected Staff			ASSESSMENT DATE February 2020							
Likelihood (L) 1 Extremely Unlikely 2 Unlikely 3 Likely 4 Extremely Likely 5 Almost Certain		Severity (S) 1 Minor Injury (First Aid) 2 Moderate Injury (Lost Time) 3 Serious Injury ( Reportable) 4 Major Injury ( Reportable) 5 Catastrophic Injuries (Fatality)			Risk Level (R) <div>Low</div> <div>Medium</div> <div>High</div>			Severity (S) 5 M M H H H 4 L M H H H 3 L M M H H H 2 L L M M H H 1 L L L L M M 1 1 2 3 4 5 Likelihood (L)			Risk (R) Matrix	

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
	<ul style="list-style-type: none"><li>• Use of hammers,</li><li>• Spanners,</li><li>• Chisels,</li><li>• Knives,</li><li>• Handsaws,</li><li>• Screwdriver etc.</li><li>• Hand injuries</li><li>• Hitting electrical cables or wires</li><li>• Impact tools such as chisels must be kept free of mushroomed heads</li><li>• Iron steel hand tools can produce sparks that can be an ignition source</li></ul> 	<ul style="list-style-type: none"><li>• Loose hair and clothing which can become entangled in moving parts of the drill should be tied back.</li><li>• Electric shock from tools.</li><li>• Be aware of chuck keys, broken drill bits, swarf and work pieces that could be violently ejected.</li><li>• Be aware of sharp edges on drill bits, work pieces and swarf which can cause cuts.</li><li>• Leads could cause a trip hazard.</li><li>• Drill jamming could produce a torque reaction.</li><li>• Dust produced could be inhaled and other particles could be ejected.</li><li>• Work Piece Risks</li><li>• Manual handling/</li><li>• Ergonomic injuries</li><li>• Dust</li><li>• Noise</li><li>• Vibration</li><li>• Electrocution</li></ul>	3	5	15	<ul style="list-style-type: none"><li>• <b>Planning:</b><ul style="list-style-type: none"><li>• Tools provided must be fit for the purpose, the environment in which they are used and in good working condition.</li></ul></li><li>• <b>Physical controls / procedures:</b><ul style="list-style-type: none"><li>• Open bladed knives, screwdrivers and other sharp tools are to be carried and used so as not to cause injury to the user or others.</li><li>• Personnel are to be instructed in safe operating techniques.</li><li>• Tools are not to be left lying around the work area and stored suitably particularly if tools could fall and injure other persons.</li><li>• Company to make available suitable tools for the job</li><li>• Instruction in safe use of tool and competent supervision to be provided</li><li>• Purchase good quality tools</li><li>• Replace blunt cutting edges</li><li>• Handles should be free from splits, cracks and splinters and wedged where necessary to keep them tight</li><li>• Any moving or adjustable parts should be kept oiled</li><li>• Tools should be stored indoors and should be kept clear of gangways</li><li>• Management to indicate presence of electrical wires in advance of work</li><li>• Screwdrivers should be the correct size to fit the screw head</li><li>• Do not mix cross head screws of the pozi drive and Phillips type</li><li>• Do not over tighten screws</li><li>• When working at height – Use ladders as a last resort</li><li>• Do not use tools from ladders if overbalancing can occur</li><li>• Do not carry spanners / screwdrivers in your pockets as puncture wounds can occur</li><li>• Keep knives sharp</li><li>• When not in use knife blades should be retracted</li><li>• Razor blades should only be used in special holders</li><li>• A glove should be worn on the non-knife hand</li></ul></li><li>• <b>PPE</b><ul style="list-style-type: none"><li>• Eye protection is to be provided and used whenever there is a risk of flying particles or pieces of the tool breaking off.</li><li>• Any defects or faults with hand tools are to be reported to the supervisor and not used.</li></ul></li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>• Staff made aware of Safety Procedures and policies</li></ul> <b>MANAGERIAL/ SUPERVISORY</b> <p>Management must implement, monitor and maintain;</p> <ul style="list-style-type: none"><li>• Safe Working Procedures</li><li>• Training of personnel</li><li>• Maintenance of equipment</li></ul>			2	5	10	Management		

Hazard Reference		Who is Affected			ASSESSMENT DATE February 2020							
Likelihood (L)		Severity (S)		Risk Level (R)			Risk (R) Matrix					
1	Extremely Unlikely	1	Minor Injury (First Aid)	Low	Medium	High	5	M	M	H	H	H
2	Unlikely	2	Moderate Injury (Lost Time)				4	L	M	H	H	H
3	Likely	3	Serious Injury ( Reportable)				3	L	M	M	H	H
4	Extremely Likely	4	Major Injury ( Reportable)				2	L	L	M	M	H
5	Almost Certain	5	Catastrophic Injuries (Fatality)				1	L	L	L	M	M
								Likelihood (L)				
								1	2	3	4	5

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
	<ul style="list-style-type: none"><li>Using a Vacuum Cleaner</li></ul>	<ul style="list-style-type: none"><li>Electrocution</li><li>Back injury from lifting.</li><li>Excessive dust created.</li></ul>	4	4	16	<ul style="list-style-type: none"><li>Vacuum cleaners used are provided by McKecknie Cleaning Suppliers.</li><li>Vacuum cleaners are serviced on 6 – 12 monthly basis depending on usage.</li><li>Defective cleaners are removed from use and replaced as required.</li><li>Leads on vacuum cleaners are checked before use on a daily basis and any loose wires or defects are corrected immediately</li><li>Employees report safety defects in equipment to the Contracts Managers.</li><li>Dust bags are replaced in hoovers to ensure they are working properly thus reducing the need for excessive hand arm forces on the brush handles.</li><li>Brush heads are replaced as is required to prevent damage to floors and reduce the risk of excessive strain on hands and arms.</li><li>Suitable wall sockets are provided at a place of work with an isolating on/off switch in the event of electrocution.</li><li>Staff are trained in first aid procedures in the event of electrocution.</li></ul>		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
			(L)	(S)	(R)			
<b>TRAINING / INFORMATION</b> <ul style="list-style-type: none"><li>Staff made aware of Safety Procedures and policies</li></ul> <b>MANAGERIAL/ SUPERVISORY</b> <p>Management must implement, monitor and maintain;</p> <ul style="list-style-type: none"><li>Safe Working Procedures</li><li>Training of personnel</li><li>Maintenance of equipment</li></ul>			2	4	8	Management		





# Certificate of Safety Policy

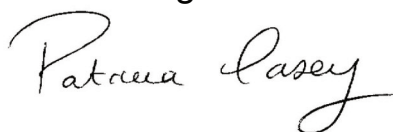
This is to Certify that

An Diseart  
Green St,  
Dingle,  
Co. Kerry

Dated: January 2020

Has drafted relevant safety Documentation and has incorporated safe work procedures in accordance with the Safety, Health and Welfare at Work Act 2005, in order to minimise risk of injury or occupational diseases within the workplace. A full Hazard identification and risk assessment has also been carried out.

Signed



Unit 1,  
Manor Business & Retail Park,  
Killerisk,  
Tralee, Co. Kerry

**[www.safetymatters.ie](http://www.safetymatters.ie)**  
Telephone 066 - 4010170  
Mobile 087 - 9383756  
email: [info@safetymatters.ie](mailto:info@safetymatters.ie)

### **Safety Statement & Safety Policy.**

I, \_\_\_\_\_, have been made aware of and understand the Safety Policy and Safety Statement of \_\_\_\_\_ and agree to abide by the safety policy and safety procedures in accordance with *The Safety, Health & Welfare at Work Act 2005, The Safety, Health & Welfare at Work (General Applications) Regulations 2007* and as amended Regulations SI No 36 of 2016 and related regulations.

I understand that I am responsible for my own safety and the safety of co-workers, and understand the disciplinary procedures for failure to carry out my employee responsibilities as detailed in the Safety Statement.

Signed: \_\_\_\_\_  
Employee Signature.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Operations Manager

Date: \_\_\_\_\_



# EMERGENCY CONTACT NUMBERS



## Head Office

An Diseart  
Green St, Dingle, Co. Kerry

## Manager

Joan Maguire

## First Aid Responder

To Be Appointed



**Fire Station**  
999 or 112



**Garda Station**  
999 or 112



**University  
Hospital Kerry**  
066 7184000



**ESB**  
1850 372 999

## EIRCODE

**V92 VW74**

## NEAR MISS REPORT

Tick which applies

**Green**
☐

Minor - Continue & Report

**Amber**
☐

Use Caution & Report

**Red**
☐

Stop Work & Report

**Name**
**Location**
**Date**
**Time**
**Details  
of  
Near Miss**
**Pictures**
**Were Pictures Taken?**
**Yes**
☐
**No**
☐
**Actions  
Taken  
to  
Rectify &  
Prevent  
Recurrence**
**Root Cause & Recommendations**
**Report  
Compiled by:**
**Signed**
**Date**
**Corrected by:**
**Signed**
**Date**

Company Name:

## ACCIDENT REPORT

### Details of Injured Person

### Witness Details

<b>Name</b>	<b>Date of Accident</b>	<b>Name</b>
<b>Address</b>	<b>Time of Accident</b>	<b>Address</b>
<b>Date of Birth</b>	<b>Gender</b>	
	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	<b>Telephone</b>	<b>Telephone email</b>

### Circumstances of Accident

- ☐ Fatal  
☐ Non - Fatal

Briefly describe what the injured person was doing at the time of the accident

Briefly describe the action leading to the injury, including the agent, which actually caused the accident

Briefly describe the type of treatment given to the casualty

### Details of Injury

### Parts of Body Injured

- ☐ Bruising, Contusion
- ☐ Concussion
- ☐ Internal injuries
- ☐ Open wound
- ☐ Abrasion, graze
- ☐ Amputation
- ☐ Open fracture (i.e. bone exposed)
- ☐ Closed fracture
- ☐ Dislocation
- ☐ Sprain, torn ligaments
- ☐ Suffocation, asphyxiation
- ☐ Gassing
- ☐ Drowning
- ☐ Poisoning
- ☐ Infection
- ☐ Burns, scalds and frostbite
- ☐ Effects of radiation
- ☐ Electrical injury
- ☐ Injury not Ascertained
- ☐ Other

- ☐ Head, except eyes
- ☐ Eyes
- ☐ Fingers, one or more
- ☐ Hip joint,
- ☐ thigh,
- ☐ knee cap
- ☐ Neck
- ☐ Knee joint,
- ☐ lower leg,
- ☐ ankle
- ☐ Back,
- ☐ spine
- ☐ Foot
- ☐ Chest
- ☐ Toes, one or more
- ☐ Abdomen
- ☐ Extensive parts of the body
- ☐ Shoulder, upper arm, elbow
- ☐ Multiple injuries
- ☐ Lower arm, wrist, hand
- ☐ Other, Specify

### Name of Doctor

### Name of Hospital

### Notes

Signature of Person Completing Report

Name (Block Capitals)

Date &amp; Time



## TRAINING MATRIX

Training Record				
<b>Safety Induction Training</b>  <b>Manual Handling</b>  <b>First Aid Response</b>  <b>Fire Extinguisher</b>  <b>Fire Warden</b>  <b>Health &amp; Safety</b>  <b>Chemical Safety</b>	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date
	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date
	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date
	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date
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	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date
	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date

t : 066 4010195  
e : [info@safetymatters.ie](mailto:info@safetymatters.ie)  
w : [www.safetymatters.ie](http://www.safetymatters.ie)

# Next of Kin Form

[illegible]

Safety Matters Equipment Register				Supplier	Maintainer	Maintenance Interval	PAT Tested Date	Date Received into Service	Date Removed from Service
Co	Manufacturer	Type/Model	Serial Number						
1						Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/>			
2						Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/>			
3						Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/>			
4						Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/>			
5						Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/>			
6						Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/>			
7						Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/>			
8						Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/>			
9						Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/>			
10						Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/>			
11						Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/>			
12						Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/>			

Chemical Name	Location	Quantity (Litres)	SDS Sheet	Hazardous	Dangerous Goods	Risk Assessed	Uses
Toilet Duck			Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Bleach			Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Milton			Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
			Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
			Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
			Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
			Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
			Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
			Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
			Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
			Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
			Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
			Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
			Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	

Signed

Date

Employee Name: \_\_\_\_\_

**Issue of PPE**

**Hand Protection**

☐

Tasks for which the gloves have been issued:

\_\_\_\_\_  
Type of Glove \_\_\_\_\_ Instruction/Training Provided

**Eye Protection**

☐

Tasks for which the goggles/visor have been issued:

\_\_\_\_\_  
Type of Goggles/Visor \_\_\_\_\_ Instruction/Training Provided

**Head Protection**

☐

Tasks for which the bump cap/hard hat has been issued:

\_\_\_\_\_  
Type of Safety Footwear \_\_\_\_\_ Instruction/Training Provided

**Hearing Protection**

☐

Tasks for which ear plugs/ear muffs have been issued:

\_\_\_\_\_  
Type of Ear Plugs/Ear Muffs \_\_\_\_\_ Instruction/Training Provided

**Body Protection**

☐

Tasks for which protective clothing has been issued:

\_\_\_\_\_  
Type of Protective Clothing \_\_\_\_\_ Instruction/Training Provided

**Special Equipment**

☐

Tasks for which special equipment has been issued:

\_\_\_\_\_  
Type of Special Equipment \_\_\_\_\_ Instruction/Training Provided

Issued by: \_\_\_\_\_ (Manager/Supervisor) Date: \_\_\_\_\_

I hereby acknowledge that I have been issued with the above equipment/clothing, and understand that I am required to use it as instructed, to ensure that it is maintained in good order and report if there are any problems in order to obtain replacement.

### **Quarterly checks on personal protective equipment**

- Check that work activity risk assessments are available for the duties undertaken by staff.
- Check that PPE has been issued to relevant staff.
- Check that staff are aware of the requirements to use the PPE, and to check the PPE prior to each use, to ensure that it is in good condition.
- Check that the relevant staff have been trained in the checking and correct use of the issued PPE.
- Check that any PPE requiring formal maintenance has been subject to inspection and maintenance.
- Check that records have been kept of the issue of PPE and of staff training.

### **Annual checks on personal protective equipment**

- Check that work activity risk assessments are available for the duties undertaken by staff.
- Check that wherever the risk assessments require PPE to be issued and used, efforts have been made to reduce the risks such that PPE may not be necessary.
- Check records for the selection of the required PPE.
- Check that PPE has been issued to relevant staff.
- Check that staff are aware of the requirements to use the PPE, and to check the PPE prior to each use, to ensure that it is in good condition.
- Check that the relevant staff have been trained in the checking and correct use of the issued PPE.
- Check the written records confirming that any PPE requiring formal maintenance has been subject to inspection and maintenance.
- Check that records have been kept of the issue of PPE and of staff training.



### Checklist for purchasing/hiring equipment

Equipment		
Equipment evaluated as suitable for the purpose	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Appropriate location identifies to site equipment (or store it, if mobile)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Equipment supplied with handbook etc. On use and maintenance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Training required for users If so how provided: .....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Maintenance arrangements (contract or in-house) Specify: .....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Training required for maintenance staff If so how provided: .....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Special risks associated with equipment If so specify: .....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Electrical safety special requirements If so specify: .....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Emergency procedures required If so specify: .....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Inspection and test procedures required If so specify by whom and how often: .....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Equipment records to be kept If so specify: .....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name .....	Date .....	

## General Safety Rules

1. Carelessness and not paying attention to task in hand is the most common cause of accidents. Avoid distracting other workers and be alert to unsafe conditions. Staff should not engage in horse play, fool acting, running, jumping etc. in the workplace.
2. Make correct use of machinery apparatus, tools dangerous substances and any other items for your work.
3. Any hazards/defects in the equipment, protective equipment or the workplace to be reported to the Safety Officer.
4. All machines should be electrically isolated before cleaning or repair. Do not attempt "Do it yourself" type repairs to workplace equipment.
5. Follow guidance/instruction given by safety signs at all times.
6. Do not take on any task without proper training or necessary Personal Protective Equipment. Staffs is not to interfere with personnel protective equipment and should make it known to a supervisor if they are unhappy with the personal protective equipment provided or if it is defective in any way.
7. Any staff member who is aware that he has a communicable disease or medical condition is required to take all reasonable steps to ensure that he does not jeopardise the health of his colleagues, if necessary by absenting himself from work and notifying the Management of the nature of the disease or condition.
8. Observe the premises smoking rules. Smoking is prohibited by law. Non-compliance by staff members is a dismissible offence.
9. Staffs that fall into any of the following categories should advise the Company of their condition as soon as it is practical and provide, for inspection, a medical or other appropriate certificate. Staff who;
  - a. Are Pregnant
  - b. Recently given birth (within first fourteen weeks from same)
  - c. Are breast feeding (having given birth not more than twenty six weeks previously)
10. The company's procedure regarding "Accident" and "Dangerous Occurrence" reporting must be complied with.

# Safety Data Sheets Or SDS Sheets

This Section contains a collection of data sheets in relation to gasses/chemicals used on our premises, and should be regarded as part of our company Safety Statement. It is available to all staff. Data sheets should not be removed but photocopies can be made needed.

---

Safety Officer

## Safety Data Sheet

A Safety Data Sheet is the EC term for a document, which gives detailed health and safety information about a chemical. The SDS defined in EC directives contains 16 obligatory headings. These sheets must be provided by the supplier of a chemical to those using the chemical industrially; it must be supplied with or before the first shipment of the chemical and thereafter following any significant revision of the sheet.










### 16 Obligatory Headings:

1. Identification of substance/preparation & identification of the company.
2. Composition/information on ingredients.
3. Hazards identification.
4. First aid measures.
5. Fire fighting measures.
6. Accidental release measures.
7. Handling and Storage.
8. Exposure controls.
9. Physical and chemical properties.
10. Stability and reactivity.
11. Toxicological information.
12. Ecological information.
13. Disposal considerations.
14. Transport information.
15. Regulatory information.
16. Other information.

The Hazard Label gives immediate information which of necessity is of course, brief. The Material Safety Data Sheet gives more detailed information on many aspects of the product's health and safety characteristics.

Therefore it is of the utmost importance that you check the hazard labels on the chemicals. If you are unsure of the directions on the hazard labels or you feel they are inadequate you must refer to the SDS sheets before using any chemicals.

## Hazard Labels

GHS01 Explosive 	GHS02 Flammable 	GHS03 Oxidising 
GHS04 Gas Under Pressure 	GHS05 Corrosive 	GHS06 Acute Toxic 
GHS07 Harmful / Irritant / Skin sensitiser 	GHS08 Carcinogen / Germ cell mutagen / Reproductive toxin 	GHS09 Hazardous to the aquatic environment 

There are seven danger symbols, each associated with one or more of the physic-chemical, toxicological and environmental hazards defined by the EC directives.

These symbols are now printed in black and red on a white background.

The format and size of the EC label is also governed by specific rules and a sample of a supply label for a hazardous chemical is shown above.

## Accident Reporting and Investigation

### Accident Procedures

When a serious accident occurs, the following procedures must be followed

The **designated first aid persons** must take charge of the proceedings as follows;

- Observe accident location and status of injured person
- If there is a risk of further injury, move injured person to safety.
- Call for immediate medical assistance or emergency service.
- See that first aid etc. is administered as required.
- If ambulance is called, make sure the exact location is given and that the ambulance can access the area as near as possible to the injured person.
- Establish location of hospital and appoint a suitable person to travel with the injured person.
- Notify family of injured person and if required arrange for transport for them to go to the hospital.

### Accident Investigation

In the aftermath of the accident (as soon as is possible) the competent persons shall;  
(typically the Manager)

- Gather all information, obtain witnesses statements, and write them down as they occur
- Complete Accident Report Book and Report Form (see Appendix). Where applicable report to H.S.A. This is necessary only if the injured person is to be out of work for three days or more.
- Take sketches/photographs of area where the accident happened.
- If the H.S.A is to inspect the scene of the accident, do not move anything unless further serious risks have to be avoided.
- Seek guidance on further reports and investigations

### Reporting Accidents and Dangerous Occurrences

It is Company policy to evaluate and record (in the Accident/ Incident Book) all accidents or incidents, adversely affecting employee safety health and welfare, that occur during work activities in order to prevent recurrence and instigate improvements, where practicable.

#### Accident Reporting Procedure.

All accidents / near misses must be reported to the Manager immediately.

The Manager will record all accidents/ incidents in **the Accident / Incident book** located in supervisors office.

All serious accidents and dangerous occurrences are reported to Manager immediately, who will then notify the management.

**Company Accident / Investigation forms** to be completed by all necessary personnel as soon as possible where applicable.

Notify the Health and Safety Authority on the Standard Approved **Accident Report Form or Dangerous Occurrence Report Form**.

In the case of a death resulting from an accident or injuries received at work, the supervisor or manager will notify the Health and Safety Authority immediately by phone and the local Garda Station.

Details of an accident or dangerous occurrence shall be kept in the form in which they were reported to the Authority. All such records shall be kept for a period of at least ten years.



## Fire Safety & Emergency Procedures

An Disear operates the following fire policies;

### Fire Prevention

- Prohibition. (No smoking policy / hot work controls etc.)
- Regular maintenance of plant and equipment
- Suitable and maintained electrical supply and equipment.
- Regular housekeeping

### Fire Control

- Fire fighting appliances installed at office and other applicable areas, maintained and serviced.
- Emergency exits and procedures established and maintained.

Fire Safety	Further Action Required	Action by whom	Action by when	Date Completed
	<i>Assess work areas and current fire control arrangements</i>			
	<i>Employees trained in use of fire fighting equipment and emergency procedures.</i>			
	<i>Designate persons with fire emergency responsibilities</i>			

## Emergency / Accident Procedures

### Emergency Plans

1. The supervisor will review work areas and establish foreseeable emergency arrangements and designate emergency personnel.
2. **Designated emergency persons** will be aware of all persons who are at the work location and conduct roll calls in the case of emergency.
3. **Designated emergency persons** will be aware of,
4. Each work location will have a designated assembly point
5. Each work location will have a means of raising an alarm.
6. Each work location will have a first aid kit
7. Each work location will have means to contact first aid or other assistance.
8. If fire is a foreseeable hazard each work location will have suitable fire control equipment.
9. Where other specific foreseeable hazards exist at the workplace working at height/ confined space/ water etc... suitable emergency procedures and equipment will be provided and personnel trained
10. Training will be organised for the above eventualities and accident /fire / emergency drills will be practised periodically.

### Checklist for individual item of work equipment

<b>Location</b>	<b>Item of Equipment</b>	
<b>Approved Use</b>	<b>Staff approved to use equipment</b>	
Equipment suitable for its use	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Electrical equipment subject to inspection, testing and records kept	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Equipment subject to regular maintenance to ensure it doesn't fail to danger, and a maintenance log is available and kept up-to-date	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there a specific hazard associated with the equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hot    Cold    Trapping    Substances    Noise    Sharp	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Edges		
Other (specify) ..... .....		
Staff using the equipment have been trained, including arrangements for protection against identified specific risks	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staff maintaining the equipment have been trained, including arrangements for protection against identifies risks	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dangerous parts of the machinery such as in running wheels have been guarded	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The equipment is designed to minimise the risks associated with the specific hazards identified above	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Equipment has controls and control systems, including emergency stops, as necessary for safety	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Equipment can be positively isolated from the energy for the purposes of maintenance etc. (including locking-off systems for electrical supply)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The equipment is properly installed in a stable condition	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The environment is suitable - well lit and ventilated as necessary	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The equipment is marked with appropriate information and warnings for safe use	Yes <input type="checkbox"/>	No <input type="checkbox"/>

# **Health and Safety**

## **Support Information Pack**

# INDEX

<b>Section No.</b>	<b>Title</b>
<b>1</b>	<b>Pregnant Employees</b>
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<b>3</b>	<b>Safety Audit Sheet</b>
<b>4</b>	<b>Training Routine</b>
<b>5</b>	<b>Training Check list</b>
<b>6</b>	<b>Safety Training Courses Completed</b>
<b>7</b>	<b>First Aid Box</b>
<b>8</b>	<b>Form of Notice of Accident</b>
<b>9</b>	<b>Form of Notice of Dangerous Occurrence</b>
<b>10</b>	<b>Annual Director Report</b>
<b>11</b>	<b>Declaration of induction training.</b>

## Pregnant Employees

Pregnancy should not be equated with ill health, and in most cases women work quite safely until a matter of weeks before their baby is due. However there may be hazards in the workplace which could affect the health of the pregnant woman or of her unborn baby and these will be carefully assessed and managed to avoid harm.

In accordance with Part 6, Chapter 2 of the safety, Health and Welfare at Work General Application Regulations 2007, employers have a duty to protect sensitive risk groups that include pregnant, post natal and breastfeeding employees.

In the working environment, a susceptibility to postural problems is a significant hazard affecting all types of work including sedentary work. Pregnant women are also more likely to be susceptible to extremes of heat, with a particular proneness to heat stress.

Physical work, such as manual handling and lifting represents a particular hazard to pregnant women as hormonal changes during pregnancy affect the muscular – skeletal system and in any event postural problems as the pregnancy develops make correct methods of lifting and handling difficult to impossible. Following birth and on return to the work environment, some women may remain vulnerable to manual handling risks, particularly those who have had a caesarean section delivery.

In accordance with Part 6 Chapter 2 of the General Application Regulations 2007 a risk assessments taking particular account of the risks to new and expectant mothers will be carried out by the Safety Consultant.

- Female staff will be advised on recruitment that they are required to advise the Manager in writing, should they become either pregnant or a new mother (that is a woman who has recently given birth within the last six months or who is breast feeding).
- On receipt of a formal notification of pregnancy, recent birth or breastfeeding, the risk assessment will be reviewed relevant to that persons work.
- For any risks to which the pregnant or new mother is potentially exposed, and which represents an additional risk because of the pregnancy, recent birth or breast feeding, all efforts will be made to reduce the risks. Particular note shall be made of any representations made by the women's medical advisors (GP or ante natal/post natal team).
- Following action to reduce the risks, they will be reassessed. If the risks remain significant, the pregnant or new mother will be reassigned to other work for which the risks are assessed as not significant.
- If it is not possible to reassign the worker to low risk alternative arrangements will be made with the employee and Health and Safety Leave will be considered.
- The Manager will ensure that all female staff are protected from physical, chemical and biological agents that may be present in the workplace insofar as these agents are capable of being absorbed by the human organism.
- Pregnant employees will be protected from any chemical agent with the following risk phrases in accordance with schedule 8 Part A of the Safety, Health & Welfare at Work (General Application) Regulations 2007.
- Limited evidence of carcinogenic effects (R40)
- May Cause Cancer (R 45)

- May Cause heritable genetic damage (R46)
- May Cause cancer by inhalation (R49)
- May cause harm to the unborn child (R61)
- Possible risk of harm to the unborn child (R63)
- May cause harm to breastfed babies (R64)
- Possible risk of irreversible effects (R68)
- Lead and lead derivatives insofar as these agents are capable of being absorbed by the human organism.

Health and Safety Benefit is a weekly payment for women who are granted Health and Safety leave under the maternity Protection Act 1994. Health and Safety Leave is granted to an employee by her employer when the employer cannot remove a risk to the employee's health or safety during her pregnancy or whilst breastfeeding, or cannot assign her alternative risk free duties.

Under the Maternity Protection Act, 1994, an employee is entitled to remuneration from her employer for the first 21 days of Health and Safety Leave and Safety Benefit is payable for the remainder if the qualifying conditions are met.

Records will be maintained by the Manager and will include the following:

1. Notification Forms that are used by the pregnant or nursing mother to advice of their condition, therefore placing them in the special category requiring a specific risk assessment.
2. List of new and expectant mothers, assessments done and action taken.
3. Individual assessments; represent the clearest evidence that the organization is complying with its legal obligation to pregnant and nursing mothers.
4. Health and Safety Leave; copies of health & safety leave certificates should also be maintained.

See "Health and Safety at Work when Pregnant" issued by the Health and Safety Authority.



## Pregnancy Notification Form

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_

Subject: Pregnancy Declaration

This is to inform you, as my manager, of my pregnancy

My Approximate date of confinement is: \_\_\_\_\_

I request that a risk assessment of my duties to be carried out with particular note to representation made by my medical advisor.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## New Mother Notification Form

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_

This is to inform you, as my manager, of my status as a new mother:

I gave birth on: \_\_\_\_\_

I request that a risk assessment of my duties to be carried out with particular note to representation made by my medical advisor.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\* A woman who as recently given birth within the last 6 months or is breast feeding

## Organisation and Responsibilities

The Board of Directors is responsible

- For the establishment and maintenance of an effective policy for Health and Safety and Welfare at Work.
- Taking a direct interest in the policy and positively supporting any person whose function it is to carry it out.
- Ensuring at all times that competent staff, consultancy advice, and appropriate materials are available to meet the requirements of all safety legislation.
- Periodically appraising the effectiveness of the policy.
- Periodically reviewing his responsibility and that of all other persons concerned with the effectiveness of the policy.
- Ensuring that the policy is understood at all levels.
- Ensuring that the responsibility is properly assigned and accepted at all levels.
- Ensuring that all staff under his control are held accountable for their performance in relation to occupational health and safety.
- Consult with staff regarding safety arrangements to promote and develop these to their most effective level taking into account representation made by staff.

## Safety Audit Sheet

Hazard	Location	Remedial Action	Implemented/Date

### **Training Routine Assessing the Trainee:**

- Assess the level of the trainee's existing knowledge.
- Has the Trainee worked on similar machines elsewhere?
- If trained elsewhere, has the trainee adequate knowledge of safe working practices?

### **Basic Instruction:**

- Prepare a check list of all points that the trainee must remember.
- Explain how the machine works
- Explain the dangers of the machine
- Explain the safety features of the machine and how they protect the operator.
- Explain how to operate the machine.
- Explain how to clean the machine safely.
- Explain what to do if the machine seems faulty.

### **Supervised Working:**

- Set the trainee to work under close supervisor.
- Make sure the supervisor has time and knowledge to Supervise effectively.
- Make sure the supervisor watches for dangerous practices developing.
- Supervisors should not allow unsafe practices or shortcuts continue once they have been identified.

### **Final Assessing of the Trainee:**

- Check the Trainee knows how to use and clean the machine properly and safely.
- Make sure the trainee can be safely left to operate the machine without close supervision.

### **Training Check list Machine Suppliers**

- What training and guidance can they provide?
- What literature do they provide? Chemicals
- Have full Hazard Data Sheets been obtained and shown to the trainee?
- Has instruction been given in the use and maintenance of any personal protective equipment required?

### **Organisation**

- How is the trainee to be selected?
- Who is to supervise the training?
- Who is to do the training?
- What records of training will be kept?

Task / Work Practice – Specific Training Provided (In house/Outhouse Agency/ Date)

Name of Employee

Task/Work Practice	Specific Training Provided <ul style="list-style-type: none"> <li>• in House</li> <li>• Outside Agency</li> <li>• Date</li> </ul>	Name of Employee



[illegible]

## Recommended Contents Of First Aid Boxes & Kits



First aid box contents	Number of Employees		
	1 - 10	11 - 25	26 - 50
Adhesive Plaster	20	20	40
Sterile Eye Pads (No.16 – bandage attached)	2	2	4
Individually Wrapped Triangular Bandages	2	6	6
Safety Pins	6	6	6
Individually Wrapped Sterile Un-medicated Wound Dressings Medium (No. 8 – 10 x 8 cm)	2	2	4
Individually Wrapped Sterile Un-medicated Wound Dressings Large (No.9 – 13 x 9 cm)	2	6	8
Individually Wrapped Sterile Un-medicated Wound Dressings Extra Large (No.3 – 28 x 17.5 cm)	2	3	4
Individually Wrapped Disinfectant Wipes	10	20	40
Paramedic Shears	1	1	1
Pairs of examination gloves	5	10	10
Sterile water (if there is <u>no</u> access to clean running water)	1 x 500 ml	2 x 500 ml	2 x 500 ml
Pocket Face Mask	1	1	1
Water Based Burns Dressing Small (10 x 10 cm)	1	1	1
Water Based Burns Dressing Large	1	1	1
Crepe Bandage (7 cm)	1	2	3

**NOTE:** Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken. **Eye bath / eye cups / refillable containers should not be used for eye irrigation.**

## FORM OF NOTICE OF ACCIDENT

Approved Under The Safety, Health and Welfare at Work (General Applications) Regulations, 2007.

(Before completing this form, please see INSTRUCTIONS overleaf)

### DETAILS OF INJURED PERSON

Name:	Date of Birth	Sex:
Address:	Nationality	Length of Service: Years Months
	RSI Number:	Date of Accident: Time of Accident
Occupation:	Time of starting work:	Finish work:

- Is the injured person:
- ☐ Employed Full Time
  - ☐ Employed Part Time
  - ☐ Self Employed
  - ☐ A Trainee
  - ☐ A Family Member
  - ☐ A member of Public

### EMPLOYER / SELF EMPLOYED INFORMATION

Name of business or Company name:	Phone Number (2) (+STD Code)
Address of Head Office: (1)	Nature of Business:
Address of Establishment where injured person Was based in different from (1) above:	Approximate No employed at establishment:
If accident did not occur at the establishment State address where:	Approximate total no. employed by Business:

### TYPE OF WORK AND WORK ENVIRONMENT

What type of work was the injured person doing at the time of the accident?  
 (E.g. Iron founding, harvesting, word processing):

Where was the injured person at the time of the accident?  
 (E.g. inside buildings, underground, field, public road, credit union etc):

### CIRCUMSTANCES OF THE ACCIDENT (An agent may be another person, an animal, a substance, equipment or item)

Briefly describe what the injured person was doing at the time of the accident identifying the agent involved:

Briefly describe the departure from normal, including the agent involved:

Briefly describe the action leading to the injury including the agent which actually caused the injury:

### DETAILS OF THE INJURY

Indicate type of injury (tick one)	Indicate part of the body most seriously	Injured (tick one box)
<input type="checkbox"/> Bruising, contusion <input type="checkbox"/> Concussion <input type="checkbox"/> Internal injuries <input type="checkbox"/> Open wound <input type="checkbox"/> Abrasion, graze <input type="checkbox"/> Amputation <input type="checkbox"/> Open fracture (i.e. bone exposed) <input type="checkbox"/> Closed Fracture <input type="checkbox"/> Dislocation <input type="checkbox"/> Sprain, torn ligaments	<input type="checkbox"/> Head, except eyes <input type="checkbox"/> Eyes <input type="checkbox"/> Neck <input type="checkbox"/> Back, spine <input type="checkbox"/> Chest <input type="checkbox"/> Abdomen <input type="checkbox"/> Shoulder, upper arm, elbow <input type="checkbox"/> Lower Arm, wrist <input type="checkbox"/> Hand <input type="checkbox"/> Fingers, one or more	<input type="checkbox"/> Hip joint, thigh <input type="checkbox"/> Knee joint, lower leg, ankle area <input type="checkbox"/> Foot <input type="checkbox"/> Toes, one or more <input type="checkbox"/> Extensive parts of the body <input type="checkbox"/> Multiple injuries <input type="checkbox"/> Other

### CONSEQUENCES OF THE ACCIDENT

Fatal <input type="checkbox"/>	Date of resumption Year	Anticipated absence 4-7 days <input type="checkbox"/> 8-14 days <input type="checkbox"/> More than 14 days <input type="checkbox"/>
Non-Fatal <input type="checkbox"/>	Month Day Of work if back	if not back

### DETAILS OF NOTIFIED

**Notifier:** ☐ Employed/Self Employed ☐ Person in control of workplace ☐ Person providing Training ☐ Other Date:

Address and tel. Number for acknowledgement/clarification if different from (1) & (2) above

**Signature:** **Position:**



## FORM OF NOTICE OF DANGEROUS OCCURRENCE

APPROVED UNDER THE SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION)

REGULATIONS, 1993. S.I. No. 44 of 1993

### EMPLOYER / SELF-EMPLOYED INFORMATION

Name of business or Company name:	Phone No: (+STD Code)	
Address of Head Office	Date of Incident:	
Address of establishment where incident took place if different from above:	Approximate no. employed at Establishment:	Approximate total no. employed at business:

### TYPE OF WORK BEING UNDERTAKEN AND LOCATION OF DANGEROUS OCCURRENCE:

What activity was being undertaken?  
at the time of the incident (e.g.  
construction, road transport,  
chemical processing)

---

Where did the incident take place?  
(e.g. inside buildings, underground, field,  
public road, credit union etc.)

### CIRCUMSTANCES OF THE INCIDENT:

Description and cause:

### DETAILS:

NOTIFIER	Employer/Self Employed	Person in Control of Workplace	Person Providing Training	Other	DATE
Address and telephone number for acknowledge / clarification if different from above:					

Return to Health & Safety Authority, 10 Hogan Place, Dublin 2.

Form No. IR3

## INSTRUCTIONS

Where a dangerous occurrence of the kind named below, which is not reportable by reason of death or injury, occurs an employer/self-employed person must, as soon as practicable, send a written report in the form overleaf to the Health and Safety Authority.

1. The collapse, overturning, or failure of any load-bearing part of:
  - (a) any lift, hoist, crane, derrick or mobile powered access platform; (b) any excavator; or
  - (c) any pile-driving frame or rig having an overall height, when operating, of more than seven metres.
2. The explosion, collapse or bursting of any closed vessel, including a boiler or boiler tube, in which the internal pressure was above or below atmospheric pressure.
3. Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours.
4. An explosion or fire occurring in any plant or place which resulted in the stoppage of that plant or suspension of normal work in that place for more than 24 hours, where such explosion or fire was due to the ignition of process materials, their by-products (including waste) or finished products.
5. The sudden uncontrolled release of one tonne or more of highly flammable liquid liquefied flammable gas, flammable gas or flammable liquid above its boiling point from any system plant or pipe-line.
6. The collapse or partial collapse of any scaffold more than five metres high which results in a substantial part of the scaffold falling or overturning, including, where the scaffold is slung or suspended, a collapse or part collapse of the suspension arrangements (including an outrigger) which causes a working platform or cradle to fall more than five metres.
7. Any unintended collapse or partial collapse of:-
  - (a) any building or structure under construction, reconstruction alteration or demolition, or of any falsework, involving a fall of more than five tonnes of material; or
  - (b) any floor or wall of any building being used as a place of work, not being a building under construction, reconstruction, alteration or demolition.
8. The uncontrolled or accidental release or the escape of any substance or pathogen from any apparatus, equipment, pipe work, pipe-line, process plant, storage vessel, tank, in-works conveyance tanker, land-fill site, or exploratory land-drilling site, which, having regard to the nature of the substance or pathogen and the extent and location of the release or escape, might have been liable to cause serious injury to any person.
9. Any unintentional ignition or explosion of explosives.
10. The failure of any container or of any load-bearing part thereof while it is being raised, lowered or suspended.
11. Either of the following incidents in relation to a pipe-line:-
  - (a) the bursting, explosion or collapse of a pipe-line or any part thereof;
  - (b) the unintentional ignition of anything in a pipe-line or of anything which immediately before it was ignited was in a pipeline.
12. (1) Any incident in which a container, tank, tank vehicle, tank semi-trailer, tank trailer or tank-container being used for conveying a dangerous substance by road:
  - (i) overturns; or
  - (ii) suffers damage to the package or tank in which the dangerous substance is being conveyed.
 (2) Any incident involving a vehicle carrying a dangerous substance by road, where there is-
  - (a) an uncontrolled release or escape from any package or container of the dangerous substance or dangerous preparation being conveyed; or
  - (b) a fire which involves the dangerous substance or dangerous preparation being conveyed.
- 13 Any incident where breathing apparatus while being used to enable the wearer to breathe independently of the surrounding environment malfunctions in such a way as to be likely either to deprive the wearer of oxygen or, in the case of use in a contaminated atmosphere, to expose the wearer to the contaminant to the extent in either case of posing a danger to his health, but excluding such apparatus while it is being used in a mine or is being maintained or tested
- 14 Any incident in which plant or equipment either comes into contact with an overhead electric line in which the voltage exceeds 200 volts, or causes an electrical discharge from such electric line by coming into close proximity to it, unless in either case the incident was intentional.
15. Any accidental collision between a locomotive or a train and any other vehicle at a factory or at dock premises.
16. The bursting of a revolving vessel, wheel, grindstone, or grinding wheel moved by mechanical power.

**INQUIRIES CONCERNING THIS FORM CAN BE MADE TO THE HEALTH AND SAFETY AUTHORITY TEL (01) 6147000) FROM WHICH DETAILED GUIDELINES ARE AVAILABLE.**



## Annual Director Report

The Annual Report shall contain a review of the Company's Safety Policy for the preceding year which will comply with Safety, Health & Welfare at Work Act 2005 and will also include in the report any recommendations for reviewing and upgrading the Safety Statement and Program with provision in the company budget for same.

The following was attended to during the year.

Safety Program:

Target tasks for coming year

Safety Training

Purchase of Safety Equipment:

Emergency Drills

It is the intention of the company to provide and maintain as far as is reasonable practicable a safe and healthy working environment.

The Company regards the promotion of health and safety measures a mutual objective of management and employees alike.

This Document has been prepared in accordance with the Safety, Health & Welfare at Work Act 2005 & General Application Regulations 2007 and as Amended 2016 Regulations.

Signed: \_\_\_\_\_

Managing Director

**Employee  
Name:**

**Job Title:**

I, the undersigned wish to confirm that I attended an Induction Safety Training Course

**Guidance was given in relation to the following matters.**

- |   |                          |
|---|--------------------------|
| 1. The Company Safety Statement.                | <input type="checkbox"/> |
| 2. Introduction to the Company's Safety Policy. | <input type="checkbox"/> |
| 3. Duties of Employees                          | <input type="checkbox"/> |
| 4. Hazard Identification                        | <input type="checkbox"/> |
| 5. Safe systems of work                         | <input type="checkbox"/> |
| 6. Safe use of hand tools and PPE to be used    | <input type="checkbox"/> |
| 7. Accident Report                              | <input type="checkbox"/> |
| 8. Personal Protective Equipment.(Issue of PPE) | <input type="checkbox"/> |
| 9. Hazardous Substances ( SDS)                  | <input type="checkbox"/> |
| 10. Manual handling-Proper Lifting Procedures   | <input type="checkbox"/> |
| 11. First Aid Facilities / First Aid Boxes      | <input type="checkbox"/> |
| 12. Good House Keeping                          | <input type="checkbox"/> |
| 13. Good hygiene practices                      | <input type="checkbox"/> |
| 14. Fire and emergency procedures               | <input type="checkbox"/> |

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Safety Statement & Safety Policy**

I \_\_\_\_\_ have been made aware of and understand the Safety Policy and Safety Statement of **An Diseart** and agree to abide by the safety policy and safety procedures in accordance with The Safety, Health & Welfare at Work Act 2005, The Safety, Health & Welfare at Work (General Applications) Regulations 2007 & as amended 2016 and related regulations, I understand that I am responsible for my own safety and the safety of co-workers and understand the disciplinary procedures for failure to carry out my employee responsibilities as detailed in the Safety Statement

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee Signature

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Trainer