

Safety Health & Welfare Statement



Date	April 2024
Description	Safety Statement
Approved	Joan Maguire

Issue No:	Date:	Update:
Issue No 1.	November 2021	Document Completed
Issue No 2	April 2023	Risk Assessments to include gardening works.
	April 2023	Risk Assessments to include Church.
	April 2023	Updates in main body to Covid 19.
	April 2023	Changes in Organisational Chart.
	April 2023	General updates in main Safety Statement
	April 2024	General updates in main Safety Statement

COMPANY INFORMATION

Name: An Diseart

Address: Green St,
Dingle,
Co. Kerry

Eircode: V92 VW74

Email: 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 O 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.

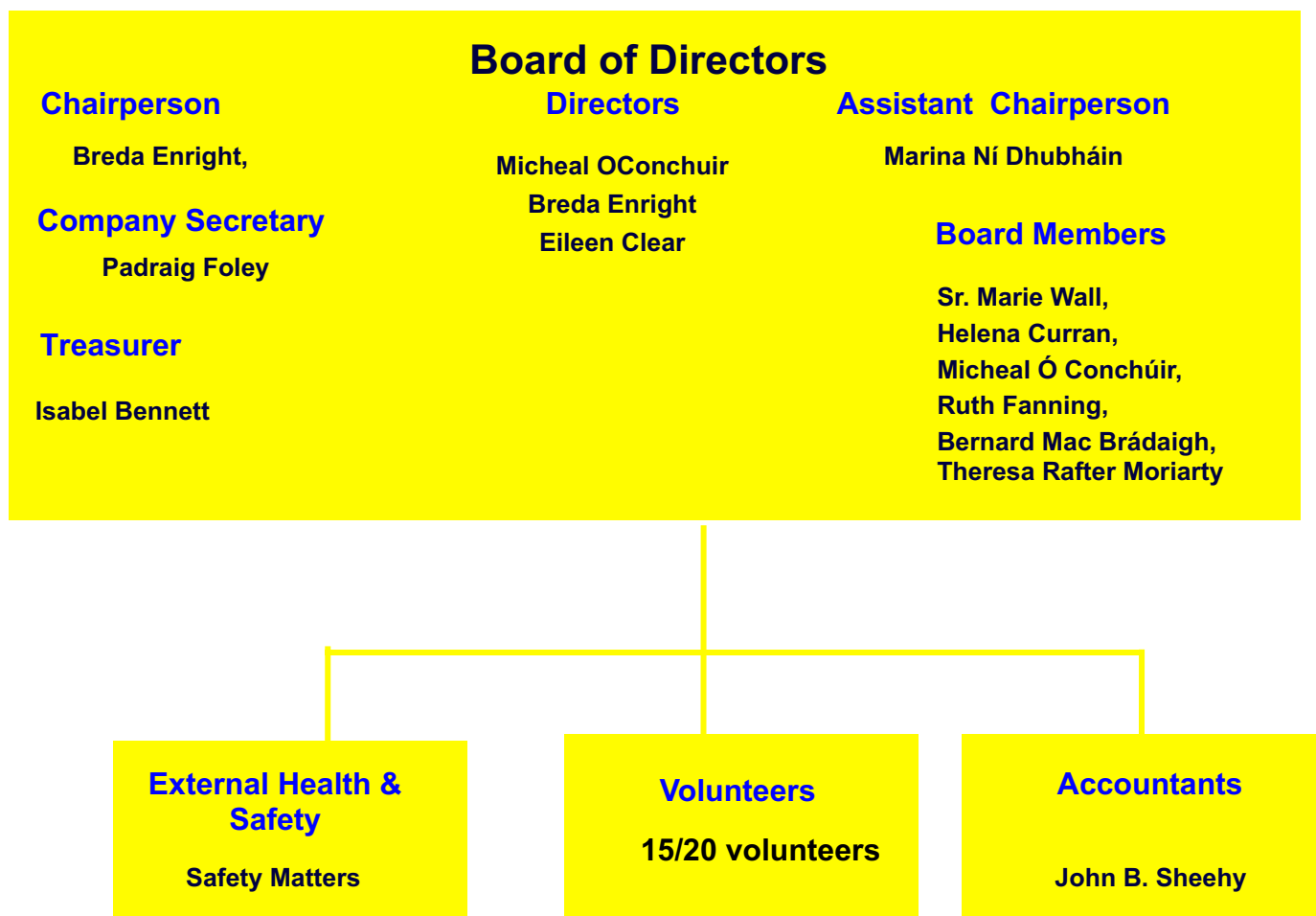
Le tacaíocht Shiúracha na Toirbhearta tá An Díseart á stiúradh ag bord deonach a thugann aire don fhoirgneamh agus dá thailte is a dheánann iad a chothabháil.

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 oidhreachta 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:	0818 355 999
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 Díséart 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 Díséart 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 Díséart 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 Díséart 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:

Chairperson Breda Enright

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.



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 ~ (If and 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 Disearth 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 Disearth 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 Disearth upon consultation with employees will ensure that competent employees are appointed to the following positions

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

Safety, Health and Welfare Advisor

An Disearth 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 Disearth
 External - Patricia Casey / Noel Fitzgerald – 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 Disearth 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 Disearth 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 Disearth 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"> • Assess work areas and current fire control arrangements • Employees trained in use of fire fighting equipment and emergency procedures. • Designate persons with fire emergency responsibilities 			

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 Disearth 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"> • Safety Data Sheet (SDS) register to be kept at a central location. • 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 			

Plant and Equipment

Selection of equipment

An Disearth 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"> • All computers and equipment provided is to be identified and logged • Safe Work Procedures for equipment with particular risks. • Inspection and maintenance register to be compiled. 				

Traffic Management

An Disearth 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 Disearth 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 Disearth 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 Disearth prohibits the illegal use of any drug, narcotic or controlled substance. An Disearth 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 Disearth 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 Disearth 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 Disearat 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 Disearat 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 Disearth 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 Disearth 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 Disearth 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 Disearth 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:	Kitchen on ground floor Hallway on first floor Hallway on second floor
First Aid Responders:	
Person(s) responsible for checking and restocking First Aid kits	Elaine Hilliard Breda Enright Joan Maguire
Nominated persons in their temporary absence:	

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 Disearth 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.

What is Corona Virus?

COVID-19 is a new illness that can affect your lungs and airways.

It's caused by a new (novel) Coronavirus virus called

Coronavirus SARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter. Viruses can be easily spread to other people and patients are normally infectious until all the symptoms have gone. COVID-19 may survive on surfaces for up to 72 hours. A combination of good personal hygiene and management of social distancing can protect from infection.

Details of Corona Virus

- The virus is not a living organism, but a protein molecule (DNA) covered by a protective layer of lipid (fat), which, when absorbed by the cells of the ocular, nasal or buccal mucosa, changes their genetic code. (mutation) and convert them into aggressor and multiplier cells.* Since the virus is not a living organism but a protein molecule, it is not killed, but decays on its own. The disintegration time depends on the temperature, humidity and type of material where it lies.
- The virus is very fragile; the only thing that protects it is a thin outer layer of fat. That is why any soap or detergent is the best remedy, because the foam CUTS the FAT (that is why you have to rub so much: for 20 seconds or more, to make a lot of foam). By dissolving the fat layer, the protein molecule disperses and breaks down on its own.
- HEAT melts fat; this is why it is so good to use water above 25 degrees Celsius for washing hands, clothes and everything. In addition, hot water makes more foam and that makes it even more useful.
- Alcohol or any mixture with alcohol over 65% DISSOLVES ANY FAT, especially the external lipid layer of the virus.
- Any mix with 1-part bleach and 5 parts water directly dissolves the protein, breaks it down from the inside.
- Oxygenated water helps long after soap, alcohol and chlorine, because peroxide dissolves the virus protein, but you have to use it pure and it hurts your skin.
- **NO BACTERICIDE SERVES.** The virus is not a living organism like bacteria; they cannot kill what is not alive with antibiotics, but quickly disintegrate its structure with everything said.
- **NEVER** shake used or unused clothing, sheets or cloth. While it is glued to a porous surface, it is very inert and disintegrates only
 - between 3 hours (fabric and porous),
 - 4 hours (copper, because it is naturally antiseptic; and wood, because it removes all the moisture and does not let it peel off and disintegrates).)
 - 24 hours (cardboard),
 - 42 hours (metal) and
 - 72 hours (plastic).
- But if you shake it or use a feather duster, the virus molecules float in the air for up to 3 hours and can lodge in your nose.
- The virus molecules remain very stable in external cold, or artificial as air conditioners in houses and cars. They also need moisture to stay stable, and especially darkness. Therefore, dehumidified, dry, warm and bright environments will degrade it faster.
- UV LIGHT on any object that may contain it breaks down the virus protein. For example, to disinfect and reuse a mask is perfect. Be careful, it also breaks down collagen (which is protein) in the skin, eventually causing wrinkles and skin cancer.
- The virus CANNOT go through healthy skin.
- Vinegar is NOT useful because it does not break down the protective layer of fat.
- NO SPIRITS, NOR VODKA, serve. The strongest vodka is 40% alcohol, and you need 65%.
- LISTERINE IF IT SERVES! It is 65% alcohol.

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 Disearth 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 DisearT 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 DisearT 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

Location Work / Public Areas	Who is Affected Staff - Visitors - Public	ASSESSMENT DATE April 2024
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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)	Likelihood (L)					Risk (R) Matrix
	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	

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"

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Ref 1	Fire
Ref 2	Members of the public
Ref 3	Classrooms
Ref 4	Office Ergonomics
Ref 5	Staff room
Ref 6	Heating/Ventilation
Ref 7	Computers
Ref 8	Stress
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Ref 10	Manual Handling
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Ref 38	Social Media



Location Fire (1 of 2)		Who is Affected Staff - Visitors - Public			ASSESSMENT DATE April 2024																																												
Likelihood (L)		Severity (S)			Risk Level (R)																																												
<ul style="list-style-type: none"> 1 Extremely Unlikely 2 Unlikely 3 Likely 4 Extremely Likely 5 Almost Certain 		<ul style="list-style-type: none"> 1 Minor Injury (First Aid) 2 Moderate Injury (Lost Time) 3 Serious Injury (Reportable) 4 Major Injury (Reportable) 5 Catastrophic Injuries (Fatality) 			<div style="display: flex; justify-content: space-around;"> <div style="background-color: #90EE90; width: 30px; height: 30px;"></div> <div style="background-color: #FFFF00; width: 30px; height: 30px;"></div> <div style="background-color: #FF0000; width: 30px; height: 30px;"></div> </div> <p style="text-align: center;">Low Medium High</p>			<table border="1" style="font-size: small;"> <tr> <td rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">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 colspan="2"></td> <td colspan="5" style="text-align: center;">Likelihood (L)</td> </tr> </table>			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			Likelihood (L)					Risk (R) Matrix
Severity (S)	5	M	M	H	H	H																																											
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	1	L	L	L	M	M																																											
		Likelihood (L)																																															

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK
			(L)	(S)	(R)	
1	<p>Fire can start by:</p> <ul style="list-style-type: none"> Overloading of sockets Faulty electrical appliances Carelessly discarded smoking materials Misuse of heating appliances Gas Blocked vents 	<ul style="list-style-type: none"> Fatalities Serious Personal Injury Burns Property Damage Arson Carbon Monoxide Poisoning 	4	4	16	<p>Planning:</p> <ul style="list-style-type: none"> A zoned fire alarm system is in place 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. Escape routes are clearly marked. Suitable fire detection/ alarm and fire fighting equipment at all work places Emergency procedures and personnel at all work places <p>Physical controls / procedures:</p> <ul style="list-style-type: none"> Fire Prevention Ignition source reduction Smoking restrictions Regular maintenance of equipment. Flammable material controls Refuse cleared regularly Flammable materials stored in appropriate locations. Fire Control Fire extinguishers provided and maintained and serviced. Vigilance must be exercised at all times Fire Drills carried out at least twice annually. Do not overload electrical circuits e.g. by the use of multiple socket adaptors.



FURTHER ACTION REQUIRED	RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
	(L)	(S)	(R)			
<p>TRAINING / INFORMATION</p> <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies Fire Wardens are appointed and trained by a competent person <p>MANAGERIAL/ SUPERVISORY</p> <p>Management must implement, monitor and maintain;</p> <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 	2	4	8	Management		

Location
Fire (2 of 2)

Who is Affected
Staff - Visitors - Public

ASSESSMENT DATE
April 2024

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)	Likelihood (L)				
	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

Risk (R) Matrix

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

1	<p>Fire can start by:</p> <ul style="list-style-type: none"> Overloading of sockets Faulty electrical appliances Carelessly discarded smoking materials Misuse of heating appliances Gas Blocked vents 	<ul style="list-style-type: none"> Fatalities Serious Personal Injury Burns Property Damage Arson Carbon Monoxide Poisoning 	4	4	16	<ul style="list-style-type: none"> Electrical appliances with worn leads scorch marks, giving off burning type smells should not be used until checked and repaired/ replaced. Empty ash trays into a lidded metal bin. Check the premises thoroughly for ash trays at close of business. 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. Fire Hose Reels and Fire Extinguishers provided and serviced annually. Fire Exit Signs Fire Alarms throughout the building Smoke Alarms throughout the building 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.
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FURTHER ACTION REQUIRED	RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
	(L)	(S)	(R)			

<p>TRAINING / INFORMATION</p> <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies Fire Wardens are appointed and trained by a competent person <p>MANAGERIAL/ SUPERVISORY</p> <p>Management must implement, monitor and maintain;</p> <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 	2	4	8	Management		
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REFERENCE Safety, Health & Welfare at Work Act 2005
General Application Regulations 2007

Hazard Reference Members of Public		Who is Affected Staff - Visitors			ASSESSMENT DATE April 2024																																								
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		<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 colspan="6">Likelihood (L)</td> </tr> </table>		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		Likelihood (L)					
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																																							
	Likelihood (L)																																												

Risk (R) Matrix

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
2	<ul style="list-style-type: none"> Members of Public 	<ul style="list-style-type: none"> Slip Trip Falls Unexpected illness Injury due to company works Serious personal injury 	4	5	20	<p>Planning:</p> <p>Signage and Regular housekeeping procedures will reduce slip trip hazards.</p> <p>Physical controls / procedures:</p> <ul style="list-style-type: none"> Public to be made aware of safety through signage. Work areas are to reviewed to ensure adequate space and reduction of any slip trip hazards . Lone working is minimized. (additional arrangements implemented when lone working occurs) Training provided to employees working with the public. Access routes kept clear and without obstruction. Safety signage posted. <p>Unauthorised entry enforced</p> <p><u>Accident / Emergency</u> First aid supplies maintained Emergency contact procedure in place</p> <p>Managerial</p> <p>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
<p>TRAINING / INFORMATION</p> <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies Working with the public <p>MANAGERIAL/ SUPERVISORY</p> <p>Management must implement, monitor and maintain;</p> <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 			2	5	10	Management		

Location Classrooms	Who is Affected Staff - Visitors - Public	ASSESSMENT DATE April 2024																																																	
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																																																	
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
3	<ul style="list-style-type: none"> • Fire • Electrical faults • Untidy room • Clutter/ bags on the floor • Poor Posture 	<ul style="list-style-type: none"> • Fire causing death or injury • Electrocutation • Slips Trips Falls • personal injuries • Fractures • Muscoskeletal injuries 	3	5	15	<ul style="list-style-type: none"> • All staff know how to raise the alarm and contact the emergency services. • All staff have received training on how to use fire extinguishers and fire blankets. • There is an accessible fire extinguisher in classroom or hallway close to classroom • Electrical sockets not overloaded. Avoid the use of multi chain double adaptors • Equipment checked prior to use for faults • All electrical faults reported to designated person. • Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. • Report defects to person in control of the workplace to ensure all items are repaired • Ensure good housekeeping at all times in the room “ A place for everything and everything in its place” • Ensure rooms are cleaned daily and adequate refuse bins are provided and empties daily. • PAT Test Equipment 		
		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"> • Staff made aware of Safety Procedures and policies • Follow the company policies & procedures MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> • Safe Working Procedures • Training of personnel • Maintenance of equipment 	2	5	10	Management		



Hazard Reference Office Ergonomics		Who is Affected Staff Working in Offices			ASSESSMENT DATE April 2024																																																	
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			Risk (R) Matrix																																															
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Severity (S)	5	M	M	H	H	H																																																
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
4	<ul style="list-style-type: none"> Poor Ergonomics / Workplace Design Office Chairs Office Furniture Twisting Lifting Turning Overloading Sockets Excessive bending and twisting when cleaning, hoovering and brushing 	<ul style="list-style-type: none"> Musculoskeletal disorders Back injuries/ strains Neck injuries/ strains Hand, wrist Arm shoulder injuries & strains Foot , knee, Leg injuries 	4	4	16	<ul style="list-style-type: none"> The project secretary works for 40 hours per week in the office and her work is varied from typing, answering phone, filing etc. An adjustable work station and chair is provided to ensure comfort and to reduce fatigue. The position of the monitor is away from excessive light to reduce the risk of glare on the monitor. She varies her work to reduce the risk of back pain from long periods of sitting when doing computer work. Regular rest breaks are taken if work is repetitive. She has received training in proper set up of the workstation during health and safety training. She has also received training in manual handling to reduce the risk of back injury / back discomfort. Fire extinguishers are in place in the event of a fire and learner is capable of using. 		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies 			(L)	(S)	(R)			
MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 			2	4	8	Management		

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

Location
Staff Room (2 of 2)

Who is Affected
Staff - Visitors - Public

ASSESSMENT DATE
April 2024

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)	Likelihood (L)				
	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

Risk (R) Matrix

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
5	<ul style="list-style-type: none"> Damaged flooring Wet floors Spillages Accessing high windows Defective portable electrical equipment Fire Blocked Fire Exits Locked Fire Exits 	<ul style="list-style-type: none"> Serious Personal Injury Injury from slips, trips, falls Injury from falls from height Electrocution Burns Cuts Smoke inhalation 	3	5	15	<ul style="list-style-type: none"> Window pole or step ladder used to open windows at height that do not have opening mechanism at ground level Portable electrical appliances visually inspected before use Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired or replaced. 		
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"> Staff made aware of Safety Procedures and policies Follow the company policies & procedures 								
MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 			2	5	10	Management		

Location Heating/ Ventilation & Air Conditioning		Who is Affected Staff - Students			ASSESSMENT DATE April 2024																																																	
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK
			(L)	(S)	(R)	
6	<ul style="list-style-type: none"> Ill Health Bacterial Infection 	<ul style="list-style-type: none"> Colds Flues Viruses 	3	5	15	<ul style="list-style-type: none"> All ventilation, heating and air conditioning systems are used and maintained in accordance with manufacturer's instructions. All equipment is examined as required by a competent person and reports of examination are kept. Accessible hot pipe work is lagged as required. Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use Ventilation filters units are cleaned as part of general maintenance in accordance with manufacturer's instructions. Only trained employees operate heating, ventilation and air conditioning systems and operators manuals are available 

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"> Staff made aware of Safety Procedures and policies Follow the company policies & procedures 						
MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 	2	5	10	Management		

Hazard Reference Computers		Who is Affected Staff - Students			ASSESSMENT DATE April 2024																																																	
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			Risk (R) Matrix																																															
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
7	<ul style="list-style-type: none"> Unsuitable layout of workstation Inadequate breaks Electricity/ electrical cables Prolonged use of screens 	<ul style="list-style-type: none"> Repetitive strain injury (RSI) Upper limb pain and discomfort Bad working posture - Back Injuries Digestive Problems Visual problems 	4	5	20	<ul style="list-style-type: none"> 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. Where Visual Display Unit (VDU) work is intensive or continuous (>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. No trailing cables Sockets are not overloaded Regular Breaks from the screen Encourage more movement and place printers, files away from the workstation so as the user has to get up and walk to retrieve materials. 		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies MANAGERIAL / SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 			2	5	10	Management		

Location Stress		Who is Affected Staff - Visitors - Public			ASSESSMENT DATE April 2024			
Likelihood (L)		Severity (S)			Risk Level (R)			Risk (R) Matrix
1 Extremely Unlikely 2 Unlikely 3 Likely 4 Extremely Likely 5 Almost Certain		1 Minor Injury (First Aid) 2 Moderate Injury (Lost Time) 3 Serious Injury (Reportable) 4 Major Injury (Reportable) 5 Catastrophic Injuries (Fatality)			Low Medium High			
					Severity (S)			
					Likelihood (L)			
					1 2 3 4 5			

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
8	<ul style="list-style-type: none"> Stress 	<ul style="list-style-type: none"> Increased absences Increased conflicts Increased anger levels for those affected Isolation Low morale Effects on physical health, (e.g. raised blood pressure, tension headaches) Effects on mental health, (e.g. anxiety, depression, insomnia) 	4	5	20	<ul style="list-style-type: none"> 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.” 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. An Discart 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. Noise exposure limits will be reduced as much as possible. Adequate illumination will be provided for staff with no glare. Emergency lighting provided. Keep a positive attitude. Accept that there are events that you cannot control. Be assertive instead of aggressive. ... Learn and practice relaxation techniques; try meditation, yoga, or tai-chi for stress management. Exercise regularly. ... Eat healthy, well-balanced meals. 		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies Follow the company policies & procedures 								
MANAGERIAL/ SUPERVISORY <ul style="list-style-type: none"> Management must implement, monitor and maintain; Safe Working Procedures Training of personnel Maintenance of equipment 			2	5	10	Management		

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	2	3	4	5	
	Likelihood (L)					

Risk (R) Matrix

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

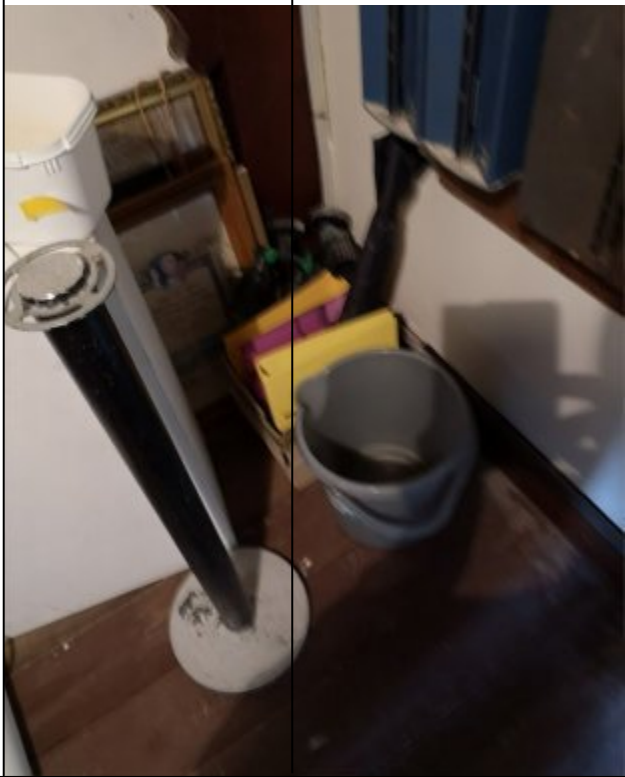
9	<ul style="list-style-type: none"> Office Machines Office Furniture Office Electrical Equipment Computers Trailing Cables Desk Equipment Ink Cartridges Toner Cartridges Damaged Flooring Inadequate Shelving Lack of Space Poor Lighting Poor Ventilation Temperature Control Obstructed Walkways Obstructed Aisles Poor Access & Egress Floor Mats 	<ul style="list-style-type: none"> Slip, Trips & Falls Personal Injuries Back Injuries Musculoskeletal Injuries Headaches Stress Dermatitis Respiratory problems Inflammation Fire / Electrocutation Overloading Sockets Prone to colds, flu's and viruses Eye Strain 	4	4	16	<p>INSTALLATION</p> <ul style="list-style-type: none"> 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. Filing cabinets / storage must be arranged so that their drawers / doors can be fully opened when in use. Electrical or telephone cables must not trail unprotected across the floor. Where required cable covers or ramps should be used. <p>CHEMICAL REGISTER</p> <ul style="list-style-type: none"> Exposure controls and personal protection provided as recommended in SDS suppliers information. <p>MAINTENANCE</p> <ul style="list-style-type: none"> Portable Appliance Testing (PAT) where applicable Occupational hygiene monitoring where applicable Exposure control equipment PPE supplies
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FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
(L)	(S)	(R)						
<p>TRAINING / INFORMATION</p> <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies Chemical awareness <p>MANAGERIAL/ SUPERVISORY</p> <p>Management must implement, monitor and maintain;</p> <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of chemical information <p style="text-align: right;">PPE</p> <ul style="list-style-type: none"> Gloves 			2	4	8	Management		


Hazard Reference Manual Handling		Who is Affected All Staff			ASSESSMENT DATE April 2024																																															
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
10	<ul style="list-style-type: none"> Manual Handling 	<ul style="list-style-type: none"> Muscle strain Back pain Injury to hands Excessive bending and twisting when cleaning, hovering and brushing. 	4	4	16	<ul style="list-style-type: none"> All staff have received training in manual handling and how to risk assess all tasks involved in manual Handling. All staff are aware of the importance of assessing each task prior to lifting or working in awkward positions. Team lifting is used if loads are heavy and awkward. Chairs are not to be stacked too high to reduce the risk of bending. Regular rest breaks are taken when repetitive work is being done by staff. Loads are not lifted beyond the individual's capacity and help is sought when required. A risk assessment of all manual handling tasks has been carried out in consultation with the staff during training. 		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies 								
MANAGERIAL/ SUPERVISORY <ul style="list-style-type: none"> New staff to be trained in manual handling and risk assessment before commencing on projects. Consider a chair trolley for moving chairs. 			2	4	8	Management		


Hazard Reference Cleaning Maintenance		Who is Affected Staff			ASSESSMENT DATE April 2024																																																	
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			Risk (R) Matrix																																															
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			(L)	(S)	(R)			
11	Indoors <ul style="list-style-type: none"> Cleaning Brushing Hoovering Mopping Dusting 	<ul style="list-style-type: none"> Back strain from bending when brushing Contact with cleaning chemicals Bending when hoovering Slips, trips and falls on wet floors 	4	4	16	<ul style="list-style-type: none"> Gloves are provided when using cleaning products to reduce the risk of contact with cleaning products. The hoovers are maintained to ensure that staff do not have to exert force when moving the hoovers when cleaning. All brushes are long handled to reduce the risk of bending. Wet floor signs are put in place when washing floors and floors are not over wet to reduce the risk of slipping. All chemical safety data sheets must be stored and the contents communicated to cleaning staff. The brushes, mops and hoover are in good condition for use. Wet floor signs are put in place when washing floors and they are not over-wet to reduce the risk of slips and falls. The hoover is maintained to ensure continual safe use. staff have been trained in health and safety awareness and manual handling and are aware of the dangers with excessive bending and cleaning products. staff wear gloves to protect their hands from irritant cleaning chemicals. Rubbish bags are not over filled to reduce the risk of heavy lifting. 		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 			2	4	8	Management		

Hazard Reference Outside Cleaning Maintenance		Who is Affected Staff			ASSESSMENT DATE April 2024																																																	
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			Risk (R) Matrix																																															
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
11	Outdoors <ul style="list-style-type: none"> Cleaning Brushing Litter Picking 	<ul style="list-style-type: none"> Severe cuts and bleeding Injury to eyes from flying objects 	4	4	16	<ul style="list-style-type: none"> All tools for cleaning and weeding are provided by the sponsor or the supervisor. All tools are in good condition and suitable for use. Tools have long handles to reduce excessive bending when weeding and brushing. 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. Rubbish bags are not over filled to reduce the risk of heavy lifting. 		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies MANAGERIAL/ SUPERVISORY <ul style="list-style-type: none"> Management must implement, monitor and maintain; Safe Working Procedures Training of personnel Maintenance of equipment 			2	4	8	Management		

Hazard Reference Handling Money		Who is Affected Staff			ASSESSMENT DATE April 2024						
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			Risk (R) Matrix			
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					Likelihood (L)						

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
12	<ul style="list-style-type: none"> Handling Money 	<ul style="list-style-type: none"> Bacterial Infection Robbery/ Assault 	4	4	16	<ul style="list-style-type: none"> Care is taken that excess amount of money are not stored on the premises. Money is lodged at regular times in the bank to reduce the risk of robbery. The staff can be contacted by the supervisor to ensure she / he is safe and in the event of an emergency they can also contact the supervisor. 		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 			2	4	8	Management		

Hazard Reference Hiring Equipment (1 of 2)		Who is Affected Staff			ASSESSMENT DATE April 2024																																
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
13	<ul style="list-style-type: none"> Tools and equipment available for hire, such as welders, drills, sanders etc. can be hazardous if used incorrectly 	<ul style="list-style-type: none"> Serious Personal Injury Manual Handling Slips Trips and Falls Fire Mechanical Handling Fire 	4	5	20	<ul style="list-style-type: none"> All equipment should be inspected for damage prior to hire and on return - written check lists can be used and kept for record purposes. Damaged equipment should be taken out of service immediately. Arrangements should be put in place for the regular maintenance and servicing of equipment. Again accurate records should be kept. All equipment should be inspected for damage prior to hire and on return - written check lists can be used and kept for record purposes. Damaged equipment should be taken out of service immediately. Arrangements should be put in place for the regular maintenance and servicing of equipment. Again accurate records should be kept Avoid lifting items which are too heavy or bulky - use a trolley or castors where possible. Train staff in proper lifting techniques. Racking should be capable of supporting intended loads and be properly fixed e.g. bolted to the floor. 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. 		
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"> Staff made aware of Safety Procedures and policies MANAGERIAL/ SUPERVISORY <ul style="list-style-type: none"> Management must implement, monitor and maintain; Safe Working Procedures Training of personnel Maintenance of equipment 			2	4	8	Management		

Hazard Reference Hiring Equipment (1 of 2)		Who is Affected Staff			ASSESSMENT DATE April 2024																																																			
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
13	<ul style="list-style-type: none"> Tools and equipment available for hire, such as welders, drills, sanders etc. can be hazardous if used incorrectly 	<ul style="list-style-type: none"> Serious Personal Injury Manual Handling Slips Trips and Falls Fire Mechanical Handling Fire 	4	5	20	<ul style="list-style-type: none"> Goods should be properly stacked with the heaviest at the bottom if possible. Proper safety ladders should be used and training on their use provided. No one should be permitted to climb on racking 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. Keys should be kept in a secure place when the equipment is not in use and should only be issued to authorised operators. All equipment should be marked with the safe working load (SWL) and the SWL should never be exceeded. 		
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"> Staff made aware of Safety Procedures and policies MANAGERIAL/ SUPERVISORY <ul style="list-style-type: none"> Management must implement, monitor and maintain; Safe Working Procedures Training of personnel Maintenance of equipment 			2	4	8	Management		

Location Kitchens (1 of 2)	Who is Affected Staff	ASSESSMENT DATE April 2024																																						
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14	<ul style="list-style-type: none"> Slippery Floors Kitchen Equipment Slicers Bain Maries Ovens Microwave Glass Washers Dishwashers Sink Knives Poor Welfare Facilities Lack of soap Overflowing bins Food Scraps lying Around Poor Segregation of Waste Electrocution Fire/ Explosions Knives Cleaning Chemicals Polythene Wrapping Wet Hand Work Detergents/ Sanitisers/ Sterilents Water Boiler Unpressurised 	<ul style="list-style-type: none"> Serious Personal Injury Slips, Trips, Falls Amputations Fire Electrocution Cuts/ Abrasions Burns/ Scalds Musculoskeletal Injuries Pest Infestation Food Poisoning Outbreak Ill health due to poor welfare facilities Viruses Burns 	3	4	12	<p>Safe Systems of Work</p> <ul style="list-style-type: none"> Correct siting of equipment especially those with hot surfaces. Mop up spills as they occur Repair / Replace damaged floors Ensure adequate storage is provided and shelving sufficient Ensure Good Housekeeping procedures are followed. Safe Siting of all equipment & kitchen machines. (hot plates/ coffee machines/ burco boilers) Ensure guards are in place. Carriage blade guard. Thumb/last slice guard. Blade s on slicers and knives to be kept sharp. Blade carrier to be used. Ensure switches are intact before equipment use. Ensure plug is intact before inserting or removing from the socket. PAT Test equipment with leads. Hands should be dry before using machines Machine to be isolated before cleaning. Segregate Waste Bins, refuse, recycling, food waste Ensure Pest Control is in place. Ensure electrical work is carried out by a qualified electrician 		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
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<p>TRAINING / INFORMATION</p> <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies 								
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Location Kitchen	Who is Affected Staff - Visitors - Public	ASSESSMENT DATE April 2024																																						
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 style="display: flex; justify-content: space-around; width: 100%;"> <div style="background-color: #c8e6c9; padding: 5px;">Low</div> <div style="background-color: #fff9c4; padding: 5px;">Medium</div> <div style="background-color: #ffe0b2; padding: 5px;">High</div> </div>																																						
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Risk (R) Matrix

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
14	<ul style="list-style-type: none"> Knives 	<ul style="list-style-type: none"> Serious Personal Injury Cuts/ Abrasions 	3	4	12	<p>Knives</p> <ul style="list-style-type: none"> Must be suitable for size of task. Supervisors should ensure that defects are reported and remedied immediately. Pay close attention when using knives. Do not distract others using knives. Chain mail glove on non-cutting hand when deboning/filleting. When using steel to sharpen a guard should be fitted. Knives to be drawn away from the body when sharpening. 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. Blades should be sharp and handles secure – dispose of old unused knives. Clean knives in hot clean water. Dry knives after cleaning. Knives which are in poor condition should be discarded. 		
								
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"> Staff made aware of Safe Systems of Work Food Hygiene is provided 								
MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 			2	4	8	Management		

Location Kitchen	Who is Affected Staff - Visitors - Public	ASSESSMENT DATE April 2024																																																	
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 style="display: flex; justify-content: space-around; width: 100%;"> Low Medium High </div>																																																	
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK
			(L)	(S)	(R)	
14	<ul style="list-style-type: none"> Fridges 	<ul style="list-style-type: none"> Cuts/ Abrasions Food Poisoning Personal Injuries Collisions Falling over materials 	3	3	9	<ul style="list-style-type: none"> Ensure any food handling staff are trained on Safe food Hygiene Procedures HACCP System s in place Defrost and have a routine cleaning system in place for fridges. Never operate when empty Be Careful when removing food Never do own repairs 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.
						

	RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
	(L)	(S)	(R)			
FURTHER ACTION REQUIRED TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safe Systems of Work Food Hygiene is provided 						
MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 	2	4	8	Management		

Location Kitchen	Who is Affected Staff	ASSESSMENT DATE April 2024
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
		Risk (R) Matrix

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

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

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

Location Cleaning & Maintenance (1 of 2)	Who is Affected Staff - Visitors - Public	ASSESSMENT DATE April 2024																																						
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																																						
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK
			(L)	(S)	(R)	
15	<ul style="list-style-type: none"> Working at Height Electrocution Poorly Designed Equipment Damaged Flooring Lack of Space Poor Lighting Poor Ventilation Obstructed Walkways Obstructed Aisles Poor Access & Egress 	<ul style="list-style-type: none"> Slip, Trips & Falls Personal Injuries Back Injuries Musculoskeletal Injuries Headaches Stress Dermatitis Respiratory problems Inflammation Fire / Electrocution Overloading Sockets Prone to colds, flu's and viruses Eye Strain Corrosive burns Toxic absorption Acute and chronic illness 	4	4	16	<p>Planning:</p> <ul style="list-style-type: none"> Chemical register should be established for chemicals and substances used by cleaning and maintenance personnel. Substitute chemicals for a less harmful substance where possible. Chemical quantities and time of exposure to be eliminated / reduced wherever possible. Material Safety Data Sheets / supplier information is required for all chemicals that operatives and others may be exposed to. <p>USE</p> <ul style="list-style-type: none"> Instructions and precautions required Manufactures instructions and SDS are to be carefully followed. Store all hazardous chemicals in original containers. Chemicals to be stored in secure storage areas. <p>MAINTENANCE</p> <ul style="list-style-type: none"> Portable Appliance Testing (PAT) where applicable Occupational hygiene monitoring where applicable Exposure control equipment PPE supplies

FURTHER ACTION REQUIRED	RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
	(L)	(S)	(R)			
<p>TRAINING / INFORMATION</p> <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies Working at Height Training Provided to Staff <p>MANAGERIAL/ SUPERVISORY</p> <p>Management must implement, monitor and maintain;</p> <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment Restrict working at height in the workplace 	2	4	8	Management		

Location Cleaning & Maintenance (2 of 2)		Who is Affected Staff - Visitors - Public			ASSESSMENT DATE April 2024																																								
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		<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 colspan="6">Likelihood (L)</td> </tr> </table> 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		Likelihood (L)					
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK
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15	<ul style="list-style-type: none"> Working at Height Electrocution Poorly Designed Equipment Damaged Flooring Lack of Space Poor Lighting Poor Ventilation Obstructed Walkways Obstructed Aisles Poor Access & Egress 	<ul style="list-style-type: none"> Slip, Trips & Falls Personal Injuries Back Injuries Musculoskeletal Injuries Headaches Stress Dermatitis Respiratory problems Inflammation Fire / Electrocution Overloading Sockets Prone to colds, flu's and viruses Eye Strain Corrosive burns Toxic absorption Acute and chronic illness 	4	4	16	<p>USE</p> <ul style="list-style-type: none"> Office Chemicals Small quantities of hazardous chemicals are found in inks, toners, cleaning chemicals and correction fluids. 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. 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. If in doubt as to the safety of any office chemicals ask the supervisor. <p>PPE</p> <ul style="list-style-type: none"> Gloves for cleaning personnel Other PPE as per chemical supplier recommendations.

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"> Staff made aware of Safety Procedures and policies Working at Height Training Provided to Staff 						
MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment Restrict working at height in the workplace 	2	4	8	Management		

Location All Areas - Human Factor Hazards	Who is Affected Staff - Visitors - Public	ASSESSMENT DATE April 2024
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
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			

16	<ul style="list-style-type: none"> Violence Stress Bullying Harassment Noise Dust Lighting Vibration 	<ul style="list-style-type: none"> Serious Personal Injury Ill health due to stress, Asthma Dermatitis, Eye Strain Hearing Loss Depression Anxiety 	3	4	12	Planning: <ul style="list-style-type: none"> 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. Follow the anti-bullying procedure outlined in safety statement. Noise exposure limits will be reduced as much as possible and PPE provided. Local exhaust ventilation provided where appropriate. Adequate illumination will be provided for staff with no glare. Emergency lighting provided. 		
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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"> Staff made aware of Safety Procedures and policies Follow the company policies & procedures 								
MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 			2	4	8	Management		

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

Location Pregnancy (1 of 2)		Who is Affected Staff - Visitors - Public			ASSESSMENT DATE April 2024																																													
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		<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 colspan="6">Likelihood (L)</td> <td rowspan="5">Risk (R) Matrix</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> </table>		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	Likelihood (L)						Risk (R) Matrix	1	2	3	4	5
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK
			(L)	(S)	(R)	
17	<ul style="list-style-type: none"> Pregnancy 	<ul style="list-style-type: none"> Musculoskeletal disorders Back injuries/ strains Neck injuries/ strains Hand, wrist Arm shoulder injuries & strains Foot , knee, Leg injuries Fatigue Miscarriage Exposure to Chemicals 	3	4	12	<ul style="list-style-type: none"> Management will give an information pack to any pregnant employees as soon as they inform the company they are pregnant. Planning: Musculoskeletal injuries are associated with four main risk factors, UNDESIRABLE FORCE, DURATION, REPETITION AND THE ADOPTION OF STATIC AND AWKWARD POSTURES. 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.) Physical controls / procedures: The following factors will be assessed by supervision: Characteristics of the material/ equipment used. (heavy, large, unwieldy, difficult to grasp unstable) Physical effort required in task. (strenuous ,repetitive ,twisting movements, unstable posture) Characteristics of the working environment. (Small spaces, floor surfaces, awkward heights requiring stooping or stretching, temperature etc.)

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"> Staff made aware of Safety Procedures and policies Chemical Awareness Manual Handling MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 	2	4	8	Management		

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

Location Pregnancy (1 of 2)		Who is Affected Staff - Visitors - Public			ASSESSMENT DATE April 2024																																															
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17	<ul style="list-style-type: none"> Pregnancy 	<ul style="list-style-type: none"> Musculoskeletal disorders Back injuries/ strains Neck injuries/ strains Hand, wrist Arm shoulder injuries & strains Foot , knee, Leg injuries Fatigue Miscarriage Exposure to Chemicals 	3	4	12	<ul style="list-style-type: none"> Requirements of the activity (rate of work -over-frequent/ prolonged, excessive lifting distances) Work procedures will be implemented to reduce where reasonably practicable the above factors. 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. Chemical awareness training and provide safety data sheets PPE - Gloves, Masks, Goggles


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"> Staff made aware of Safety Procedures and policies Chemical Awareness Manual Handling MANAGERIAL/ SUPERVISORY <ul style="list-style-type: none"> Management must implement, monitor and maintain; Safe Working Procedures Training of personnel Maintenance of equipment 	2	4	8	Management		

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

Location <i>Pregnancy/Post Natal & Breastfeeding</i>		Who is Affected <i>Staff</i>			ASSESSMENT DATE <i>April 2024</i>																																								
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		<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 colspan="6">Likelihood (L)</td> </tr> </table> 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		Likelihood (L)					
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK			
			(L)	(S)	(R)				
17	<ul style="list-style-type: none"> Contact with chemical agents Contact with biological agents Long periods standing, movement or postures which are abrupt or severe or give rise to excessive fatigue Pushing/pulling/ carrying heavy or awkward items 	<ul style="list-style-type: none"> Harm to the unborn child or breastfed babies Infection Varicose veins Fatigue (mental and physical) Manual handling induced injury 	3	4	12	<ul style="list-style-type: none"> 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. If there is a risk of exposure to a highly infectious agent, pregnant, post-natal or breastfeeding women must avoid exposure Pregnant, post-natal or breastfeeding women should have provision to sit whilst completing work activities. Pregnant, post-natal and breastfeeding women are not required to lift, push or pull awkward or heavy items. 			
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED	
TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies Follow the company policies & procedures 									
MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 			2	5	10	Management			


Location Yard Area/ Refuse Area	Who is Affected Staff - Visitors - Public	ASSESSMENT DATE April 2024																																																
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			<table border="1"> <tr> <td rowspan="5" style="background-color: lightblue; writing-mode: vertical-rl; transform: rotate(180deg);">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 colspan="5" style="background-color: blue; color: white; text-align: center;">Likelihood (L)</td> <td rowspan="5" style="background-color: yellow; writing-mode: vertical-rl; transform: rotate(180deg);">Risk (R) Matrix</td> </tr> <tr> <td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> </table>		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		Likelihood (L)					Risk (R) Matrix		1	2	3	4	5
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK
			(L)	(S)	(R)	
18	<ul style="list-style-type: none"> Manual Handling Pest Infestation Uneven Surfaces Steps LPG Bottles (Gas Bottles) 	<ul style="list-style-type: none"> Serious Personal Injury Musculoskeletal Injuries Weil's Disease Fire / Explosions 	4	4	16	ENVIRONMENT <ul style="list-style-type: none"> Equipment located in suitable area with sufficient space Equipment may need securing so that it cannot fall or be knocked. Adequate lighting provided A tap, hose and reel is provided to clean bins and storage areas after collection of waste by a licensed waste collection company. No storage of materials in public areas. Signage is erected to alert the public to uneven surfaces or steps. Pest control is in place No overflowing bins or food scraps left lying around. LPG Bottles stored upright, locked and chained on the outside.

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"> Staff made aware of Safety Procedures and policies Manual Handling Training MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment PPE <ul style="list-style-type: none"> Gloves Safety Shoes/Boots 	2	4	8	Management		

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

Location <i>All Areas Infestation with Vermin</i>		Who is Affected <i>Staff - Visitors - Public</i>			ASSESSMENT DATE <i>April 2024</i>																																																	
Likelihood (L)		Severity (S)			Risk Level (R)																																																	
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
19	<ul style="list-style-type: none"> Vermin Infestation Rats Mice Cockroaches Flies / Bluebottles Cats / Dogs 	<ul style="list-style-type: none"> Infected Foodstuffs Illness to customers and staff Weil's Disease Leptospirosis Blood Poisoning Chewed Cables Contaminated Water Storage Tanks 	4	4	16	<ul style="list-style-type: none"> 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. Waste food is not left lying around, but disposed of on a daily basis. All Food Waste is disposed of to the waste food bins for disposal. Doors are not left open during the day where vermin can enter. All windows are secured at the end of each day. There are strict hygiene practices in place and the entire area around the building is brushed and cleaned regularly. Wheelie bins are covered at all times and stored away from the building. A Contract is in place with a pest control company to ensure the premises are protected from Rodent Infestation. Cats and Dogs are not permitted around the work area especially kitchen and refuse areas. Waste Bins outside are on a concrete surface with a tap, hose and reel for ease of cleaning after bin collection. 		
								
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"> Staff made aware of Safety Procedures and policies 								
MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 			2	4	8	Management		

Location Storage	Who is Affected Staff - Visitors - Public	ASSESSMENT DATE April 2024																																						
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																																						
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
20	<ul style="list-style-type: none"> Slips, Tips & Falls Fire Confined Spaces Access & Egress Insecure Shelving Over Reaching 	<ul style="list-style-type: none"> Fatalities Serious Personal Injury Musculoskeletal Injuries <p>Injuries to;</p> <ul style="list-style-type: none"> Head, Body Hands, Feet Fire Hazards including impaired fire evacuation means. Slips, trips & falls 	4	4	16	<ul style="list-style-type: none"> Good Storage Methods allow for cleanliness, orderly stock, spacious layout and well defined gangways. No STORAGE PERMITTED IN AISLES Doors Windows racking shelving are all to be maintained in good repair. No smoking permitted near storage areas. Stack heavier, larger or bulkier items on low to medium height shelving with lighter smaller items towards the top. Only use safety steps to reach higher shelving – do not use chairs, stacked up boxes of other goods etc. Do not throw or drop goods from heights. Shelving and racking must be maintained in good condition and firmly fixed to prevent toppling, collapsed. Report any defects to the safety officer. Take care not to overload shelving 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. Ensure that any broken pallets are disposed of or repaired. The stores area is not a dumping ground for old broken or no longer used equipment. Keeping this only reduces storage space and can cause congestion. Such items should be disposed of rather than kept. Use mechanical aids to move goods where possible, provided you have been properly trained to use it. 		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
TRAINING / INFORMATION • Staff made aware of Safety Procedures and policies • Manual Handling & Induction MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; • Safe Working Procedures • Training of personnel • Maintenance of equipment			2	4	8	Management		

Location Asbestos		Who is Affected Staff			ASSESSMENT DATE April 2024																																								
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		<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 colspan="6">Likelihood (L)</td> </tr> </table> 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		Likelihood (L)					
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
21	<ul style="list-style-type: none"> Exposure to asbestos fibres if construction is taking place or any maintenance involving disturbing old tiles or pipe work, slates. 	<ul style="list-style-type: none"> Asbestos related lung disease 	3	5	15	<ul style="list-style-type: none"> Asbestos survey carried out in accordance with Technical Guidance Document HSG 264 by a competent person Copy of the asbestos survey and asbestos register kept in the school Management actions recommended in the survey report implemented Contractors have access to the survey or are made aware of the presence of asbestos prior to commencing work Caretakers and employees have access to the survey and are made aware of the presence of asbestos in the school 		
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"> Staff made aware of Safety Procedures and policies Follow the company policies & procedures 								
MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 			2	5	10	Management		

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

Location Portable Electrical Appliances	Who is Affected Staff - Students - Visitors	ASSESSMENT DATE April 2024
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
		Risk (R) Matrix
		Likelihood (L)

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
23	<ul style="list-style-type: none"> Defective portable electrical equipment Exposed wiring/live parts Failure in earth Electrical equipment subject to heavy wear and tear 	<ul style="list-style-type: none"> Electrocution Fire Burns from hot surfaces Electrocution 	3	5	15	<ul style="list-style-type: none"> Defective electrical equipment shall be clearly identified, labelled as out of use, and stored separately to prevent accidental use Visual checks carried out Tools/appliance On/off switch is working correctly No signs of damage to casing No loose parts or missing screws Live parts are properly guarded so as not to be inadvertently accessible <p>Cables</p> <ul style="list-style-type: none"> 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 <p>Plug</p> <ul style="list-style-type: none"> Securely anchored, no sign of cracked casing, overheating, loose or bent pins Socket outlet No cracks or damage or sign of overheating Report defects to person in control of the workplace to ensure all items are repaired or replaced. Portable electrical equipment is tested periodically by a competent person and records of the test kept 		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies Follow the company policies & procedures MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 			2	5	10	Management		

Location Special Events		Who is Affected Staff - Students - Visitors			ASSESSMENT DATE April 2024																																																					
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 style="display: flex; justify-content: space-around;"> <div style="background-color: #90EE90; padding: 5px;">Low</div> <div style="background-color: #FFFF00; padding: 5px;">Medium</div> <div style="background-color: #FF0000; padding: 5px;">High</div> </div>			<table border="1" style="font-size: small;"> <tr><td>Severity (S)</td><td>5</td><td>M</td><td>M</td><td>H</td><td>H</td><td>H</td></tr> <tr><td></td><td>4</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td></tr> <tr><td></td><td>3</td><td>L</td><td>M</td><td>M</td><td>H</td><td>H</td></tr> <tr><td></td><td>2</td><td>L</td><td>L</td><td>M</td><td>M</td><td>H</td></tr> <tr><td></td><td>1</td><td>L</td><td>L</td><td>L</td><td>M</td><td>M</td></tr> <tr><td></td><td colspan="6" style="text-align: center;">Likelihood (L)</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> </table> 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		Likelihood (L)							1	2	3	4	5	
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
24	<ul style="list-style-type: none"> Overcrowding; inadequate access and egress Emergency egress Failure of electrical power; overloading of electrical capacity Unsecured power leads Failure of fire-fighting equipment 	<ul style="list-style-type: none"> Physical injury caused by crushing, trips, falls fire electrocution Burns 	3	5	15	<ul style="list-style-type: none"> Appoint one person to have overall responsibility for safety, health and welfare of all persons attending event Establish and follow university agreed procedures on maximum size of audience, control of entrance and seating of audience, Safety announcements prior to performance, orderly exit 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 Emergency lighting appropriately located and in good working condition Thorough check by qualified electrician of all proposed usage of electrical power 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 Thorough check of all fire safety equipment in venue 		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies Follow the company policies & procedures 								
MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 			2	5	10	Management		

Location Radon	Who is Affected Staff	ASSESSMENT DATE April 2024					
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 2 3 4 5 Likelihood (L)		Risk (R) Matrix


REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
25	<ul style="list-style-type: none"> Identified High Radon Level 	<ul style="list-style-type: none"> Lung cancer and other health risks (Long term exposure) 	3	4	12	<ul style="list-style-type: none"> Radon measurements are taken by an accredited radon measurement company (for further nformation consult the Radiological Protection Institute of Ireland (RPII) www.rpii.ie) 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. 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 		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies Follow the company policies & procedures 								
MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 			2	5	10	Management		

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


Location Boiler & Fuel Tanks		Who is Affected Staff - Visitors			ASSESSMENT DATE April 2024																																																			
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		Risk (R) Matrix <table border="1"> <tr> <td>Severity (S)</td> <td>5</td> <td>M</td> <td>M</td> <td>H</td> <td>H</td> <td>H</td> </tr> <tr> <td></td> <td>4</td> <td>L</td> <td>M</td> <td>H</td> <td>H</td> <td>H</td> </tr> <tr> <td></td> <td>3</td> <td>L</td> <td>M</td> <td>M</td> <td>H</td> <td>H</td> </tr> <tr> <td></td> <td>2</td> <td>L</td> <td>L</td> <td>M</td> <td>M</td> <td>H</td> </tr> <tr> <td></td> <td>1</td> <td>L</td> <td>L</td> <td>L</td> <td>M</td> <td>M</td> </tr> <tr> <td></td> <td colspan="6">Likelihood (L)</td> </tr> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> </table>		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		Likelihood (L)							1	2	3	4	5	
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
26	<ul style="list-style-type: none"> Flammable gas or oil Flammable gas or oil Access by unauthorised persons 	<ul style="list-style-type: none"> Asphyxiation Fire Explosion Burns Trip, fall 	3	5	15	<ul style="list-style-type: none"> Gas detectors are in place with automatic shut off (gas boiler only) Gas detectors are serviced annually The fire detection system in the boiler house is linked to main alarm system and serviced annually If the boiler contains a pressure vessel it should be examined by a competent person once a year The boiler is serviced annually by a competent person and service records are maintained at the school Smoking in or near the boiler room is prohibited A hot work permit is operated for all work in the vicinity of the boiler room, oil tank or gas tank If a smell of gas is detected the gas contractor is notified Oil fired boiler has an automatic extinguisher hanging on a rigid bar over the burner Extinguisher serviced annually Safe access is provided Unsafe access to boiler room is prevented Unauthorised persons are not permitted in the vicinity of the boiler room 		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies Follow the company policies & procedures 								
MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 			2	5	10	Management		

Hazard Reference Hand Tools (1 OF 2)		Who is Affected Staff			ASSESSMENT DATE April 2024																																																			
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
27	<ul style="list-style-type: none"> Use of hammers, Spanners, Chisels, Knives, Handsaws, Screwdriver etc. Hand injuries Hitting electrical cables or wires Impact tools such as chisels must be kept free of mushroomed heads Iron steel hand tools can produce sparks that can be an ignition source 	<ul style="list-style-type: none"> Loose hair and clothing which can become entangled in moving parts of the drill should be tied back. Electric shock from tools. Be aware of chuck keys, broken drill bits, swarf and work pieces that could be violently ejected. Be aware of sharp edges on drill bits, work pieces and swarf which can cause cuts. Leads could cause a trip hazard. Drill jamming could produce a torque reaction. Dust produced could be inhaled and other particles could be ejected. Work Piece Risks Manual handling/ Ergonomic injuries Dust Noise Vibration Electrocution 	3	5	15	<p>Planning:</p> <ul style="list-style-type: none"> Tools provided must be fit for the purpose, the environment in which they are used and in good working condition. <p>Physical controls / procedures:</p> <ul style="list-style-type: none"> 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. Personnel are to be instructed in safe operating techniques. Tools are not to be left lying around the work area and stored suitably particularly if tools could fall and injure other persons. Company to make available suitable tools for the job Instruction in safe use of tool and competent supervision to be provided Purchase good quality tools Replace blunt cutting edges Handles should be free from splits, cracks and splinters and wedged where necessary to keep them tight Any moving or adjustable parts should be kept oiled Tools should be stored indoors and should be kept clear of gangways Management to indicate presence of electrical wires in advance of work 		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 			2	5	10	Management		











Hazard Reference Hand Tools (2 OF 2)		Who is Affected Staff			ASSESSMENT DATE April 2024																																																			
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27	<ul style="list-style-type: none"> Use of hammers, Spanners, Chisels, Knives, Handsaws, Screwdriver etc. Hand injuries Hitting electrical cables or wires Impact tools such as chisels must be kept free of mushroomed heads Iron steel hand tools can produce sparks that can be an ignition source 	<ul style="list-style-type: none"> Loose hair and clothing which can become entangled in moving parts of the drill should be tied back. Electric shock from tools. Be aware of chuck keys, broken drill bits, swarf and work pieces that could be violently ejected. Be aware of sharp edges on drill bits, work pieces and swarf which can cause cuts. Leads could cause a trip hazard. Drill jamming could produce a torque reaction. Dust produced could be inhaled and other particles could be ejected. Work Piece Risks Manual handling/ Ergonomic injuries Dust Noise Vibration Electrocution 	3	5	15	<ul style="list-style-type: none"> Screwdrivers should be the correct size to fit the screw head Do not mix cross head screws of the pozi drive and Phillips type Do not over tighten screws When working at height – Use ladders as a last resort Do not use tools from ladders if overbalancing can occur Do not carry spanners / screwdrivers in your pockets as puncture wounds can occur Keep knives sharp When not in use knife blades should be retracted Razor blades should only be used in special holders A glove should be worn on the non-knife hand <p>PPE</p> <ul style="list-style-type: none"> Eye protection is to be provided and used whenever there is a risk of flying particles or pieces of the tool breaking off. Any defects or faults with hand tools are to reported to the supervisor and not used. 		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies MANAGERIAL/ SUPERVISORY <ul style="list-style-type: none"> Management must implement, monitor and maintain; Safe Working Procedures Training of personnel Maintenance of equipment 			2	5	10	Management		

Hazard Reference Vacuum cleaners		Who is Affected Staff			ASSESSMENT DATE April 2024																																																			
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
28	<ul style="list-style-type: none"> Using a Vacuum Cleaner 	<ul style="list-style-type: none"> Electrocution Back injury from lifting. Excessive dust created. 	4	4	16	<ul style="list-style-type: none"> Vacuum cleaners are serviced on 6 – 12 monthly basis depending on usage. Defective cleaners are removed from use and replaced as required. Leads on vacuum cleaners are checked before use on a daily basis and any loose wires or defects are corrected immediately Employees report safety defects in equipment to the Contracts Managers. 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. Brush heads are replaced as is required to prevent damage to floors and reduce the risk of excessive strain on hands and arms. Suitable wall sockets are provided at a place of work with an isolating on/off switch in the event of electrocution. Staff are trained in first aid procedures in the event of electrocution. 		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 			2	4	8	Management		

Hazard Reference Painting/ Maintenance		Who is Affected Staff			ASSESSMENT DATE April 2024																																																				
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			Risk (R) Matrix <table border="1"> <tr> <td>Severity (S)</td> <td>5</td> <td>M</td> <td>M</td> <td>H</td> <td>H</td> <td>H</td> </tr> <tr> <td></td> <td>4</td> <td>L</td> <td>M</td> <td>H</td> <td>H</td> <td>H</td> </tr> <tr> <td></td> <td>3</td> <td>L</td> <td>M</td> <td>M</td> <td>H</td> <td>H</td> </tr> <tr> <td></td> <td>2</td> <td>L</td> <td>L</td> <td>M</td> <td>M</td> <td>H</td> </tr> <tr> <td></td> <td>1</td> <td>L</td> <td>L</td> <td>L</td> <td>M</td> <td>M</td> </tr> <tr> <td></td> <td colspan="6">Likelihood (L)</td> </tr> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> </table>		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		Likelihood (L)							1	2	3	4	5	
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK				
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29	<ul style="list-style-type: none"> Painting 	<ul style="list-style-type: none"> Falls and slips. Repetitive Strain injury Skin irritation from paints and cleaning agents. Occupational Asthma Occupational Dermatitis 	4	4	16	Planning <ul style="list-style-type: none"> staff carry out painting on ground level as is possible. If required to use a ladder, there are always two staff involved, to ensure that the ladder is footed at all times. staff are aware that the max allowable height of work is 12 feet and do not exceed this working height at any time. Ladders are provided by the sponsor and are checked for safety before use. The Supervisor ensures that the ladders provided are safe to use and are maintained and stored in accordance with the safe code of practice for ladder use. The supervisor has informed staff not to exceed the allowable height and to inform him if required to reach higher level, so he can consult with the sponsors to ensure the safety of staff at all times. Tools provided for painting are provided by the sponsors and are maintained and replaced when required. Paints used by staff are water based to reduce the risk. 				
	 Safety Boots	 Coveralls	 Gloves	 Eye Protection	 Hearing Protection	 Face Protection	 Hard Hats	 Hi Viz Vest	 Dust Mask	 Wellington Boots
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED		
TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies MANAGERIAL/ SUPERVISORY <ul style="list-style-type: none"> Management must implement, monitor and maintain; Safe Working Procedures SDS sheets are available. Training of personnel Maintenance of equipment 			2	4	8	Management				











Hazard Reference Lawnmowers		Who is Affected Staff			ASSESSMENT DATE April 2024																																																			
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		Risk (R) Matrix <table border="1"> <tr><td>Severity (S)</td><td>5</td><td>M</td><td>M</td><td>H</td><td>H</td><td>H</td></tr> <tr><td></td><td>4</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td></tr> <tr><td></td><td>3</td><td>L</td><td>M</td><td>M</td><td>H</td><td>H</td></tr> <tr><td></td><td>2</td><td>L</td><td>L</td><td>M</td><td>M</td><td>H</td></tr> <tr><td></td><td>1</td><td>L</td><td>L</td><td>L</td><td>M</td><td>M</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td></td><td></td><td colspan="5">Likelihood (L)</td></tr> </table>		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)				
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK
			(L)	(S)	(R)	
30	<ul style="list-style-type: none"> • Lawnmowers • Ride on Lawnmower 	<ul style="list-style-type: none"> • Entrapment of hands • Exposed blades. • Ejected materials and stones. • Damage to hands from petrol when filling lawnmowers. • Upper limb disorders from poorly maintained lawnmowers. • Back strain from excessive pushing of lawnmower. • Flying Debris/ Stones • Eye Injuries 	4	5	20	Planning <ul style="list-style-type: none"> • All lawnmowers used are in good condition and suitable for the work being carried out. • Only authorised people use the lawn mowers and have have attended a training course to ensure that they are maintained in good condition for use. • Makeshift repairs are not carried out by staff. • Lawnmowers are serviced regularly, depending on use, by a competent person and records of maintenance are kept on file by the supervisor. • All lawnmowers carry the CE safety mark. • All cutting edges are protected with fixed guards. • Controls are located with an emergency on-off emergency switch. • All lawnmowers are stored in designated areas for safety. • All lawnmowers carry the CE safety mark. • Where ride-on lawn mowers are used, staff are trained in their safe use. • Training is provided and PPE provided to all staff e.g. gloves, goggles, high vis, safety shoes











  Safety Boots	  Coveralls	  Gloves	  Eye Protection	  Hearing Protection	  Face Protection	  Hard Hats	  Hi Viz Vest	  Dust Mask	  Wellington Boots
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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"> • Staff made aware of Safety Procedures and policies • It is recommended that persons are trained in First Aid to be able to manage a casualty in the event of an eye injury / burn from sprays used. MANAGERIAL/ SUPERVISORY <ul style="list-style-type: none"> • Management must implement, monitor and maintain; • Safe Working Procedures • Maintenance of equipment • Training of personnel 	2	4	8	Management		












Hazard Reference Strimmers (1 of 2)		Who is Affected Operators - Staff			ASSESSMENT DATE April 2024																																																			
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31	<ul style="list-style-type: none"> Strimming Contact with biological hazards Refuelling. 	<ul style="list-style-type: none"> Severe cuts and bleeding Injury to eyes from flying objects Lacerations Entanglement, Can anyone's hair, clothing, gloves, cleaning brushes, tools, rags or other materials become entangled with moving parts of the plant or materials? Contact with biological hazards Fire during refuelling. 	4	5	20	<ul style="list-style-type: none"> Supervisor will ensure that strimmers are in good working order and are maintained as is required. A storage facility is provided for the employees to store tools after use. The staff are provided with training in safe use of tools and requirements for safe use i.e. changing threads etc. staff wear long pants and close-fitting clothes to reduce the risk of entanglement. Safety glasses / face screens are worn to provide protection for the face and eyes. Ear muffs / plugs are worn to protect operators from engine and blade noises. All new equipment has anti-vibration components and operators wear gloves for protection. All cutting edges have fixed guards All staff use safe work practices when using strimmers. The strimmers are petrol operated and smoking is not allowed when filling the strimmers. The strimmers is not re-fuelled when operating, but allowed to go into idle before refuelling and allowed to cool. 		
	 Safety Boots  Coveralls  Gloves  Eye Protection  Hearing Protection  Face Protection  Hard Hats  Hi Viz Vest  Dust Mask  Wellington Boots							
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
	TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies MANAGERIAL/ SUPERVISORY <ul style="list-style-type: none"> Management must implement, monitor and maintain; Safe Working Procedures Training of personnel Maintenance of equipment 		2	5	10	Management		

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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK				
			(L)	(S)	(R)					
31	<ul style="list-style-type: none"> Strimming Contact with biological hazards Refuelling. 	<ul style="list-style-type: none"> Severe cuts and bleeding Injury to eyes from flying objects Lacerations Entanglement, Can anyone's hair, clothing, gloves, cleaning brushes, tools, rags or other materials become entangled with moving parts of the plant or materials? Contact with biological hazards Fire during refuelling. 	4	5	20	<ul style="list-style-type: none"> The strimmers fuel tank is not overfilled, as room is required for expansion. The strimmers are stored after use for safety. Strimmers are not left on the ground when still running. Gloves are provided for use in gathering up debris and to reduce the risk of infection from waste and animal droppings. Handles on the strimmers are ergonomically designed to reduce the risk of upper limb disorders. Rotate work to reduce the risk of WRULD from repetitive work during strimming 				
	 Safety Boots	 Coveralls	 Gloves	 Eye Protection	 Hearing Protection	 Face Protection	 Hard Hats	 Hi Viz Vest	 Dust Mask	 Wellington Boots
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED		
TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies MANAGERIAL/ SUPERVISORY <ul style="list-style-type: none"> Management must implement, monitor and maintain; Safe Working Procedures Training of personnel Maintenance of equipment 			2	5	10	Management				

Hazard Reference Hedge Cutters (1 of 2)		Who is Affected Staff			ASSESSMENT DATE April 2024																																																			
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		Risk (R) Matrix <table border="1"> <tr> <td>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> <td>H</td> </tr> <tr> <td>3</td> <td>L</td> <td>M</td> <td>M</td> <td>H</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> <td>H</td> </tr> <tr> <td>1</td> <td>L</td> <td>L</td> <td>L</td> <td>M</td> <td>M</td> <td>M</td> </tr> <tr> <td></td> <td colspan="6">Likelihood (L)</td> </tr> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> </table>		Severity (S)	5	M	M	H	H	H	4	L	M	H	H	H	H	3	L	M	M	H	H	H	2	L	L	M	M	H	H	1	L	L	L	M	M	M		Likelihood (L)							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"> Severe cuts and bleeding Injury to eyes from flying objects Lacerations Entanglement Impact and cutting Shearing Electricity Ergonomics Vibration Noise Slips, trips and falls Other (dust) Fire during refuelling. 	4	5	20	<ul style="list-style-type: none"> The employer ensures that Hedge Cutters are in good working order and are maintained as is required. A storage facility is provided for employees to store tools after use. The staff are provided with training in safe use of tools and requirements for safe use i.e. changing threads etc. staff wear long pants and close-fitting clothes to reduce the risk of entanglement. Safety glasses / face screens are worn to provide protection for the face and eyes. Ear muffs / plugs are worn to protect operators from engine and blade noises. All new equipment has anti-vibration components and operators wear gloves for protection. All cutting edges have fixed guards All staff use safe work practices when using Hedge Cutters. The Hedge Cutters are petrol operated and smoking is not allowed when filling the Hedge Cutters. 		
	 Safety Boots  Coveralls  Gloves  Eye Protection  Hearing Protection  Face Protection  Hard Hats  Hi Viz Vest  Dust Mask  Wellington Boots							
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 			2	5	10	Management		

Hazard Reference Hedge Cutters (2 of 2)	Who is Affected Staff	ASSESSMENT DATE April 2024
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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	H
2	L	L	M	M	H	H
1	L	L	L	M	M	M
	1	2	3	4	5	
	Likelihood (L)					

Risk (R)
Matrix

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

32		<ul style="list-style-type: none"> Severe cuts and bleeding Injury to eyes from flying objects Lacerations Entanglement Impact and cutting Shearing Electricity Ergonomics Vibration Noise Slips, trips and falls Other (dust) Fire during refuelling. 	4	5	20	<ul style="list-style-type: none"> The Hedge Cutters is not re-fuelled when operating, but allowed to go into idle before refuelling and allowed to cool. The Hedge Cutters tank is not overfilled, as room is required for expansion. The Hedge Cutters are stored after use for safety. Hedge Cutters are not left on the ground when still running. Gloves are provided for use in gathering up debris and to reduce the risk of infection from waste and animal droppings. Handles on the Hedge Cutters are ergonomically designed to reduce the risk of upper limb disorders. staff rotate work to reduce the risk of WRULD from repetitive work during hedge cutting.
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✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✗ 
Safety Boots	Coveralls	Gloves	Eye Protection	Hearing Protection	Face Protection	Hard Hats	Hi Viz Vest	Dust Mask	Wellington Boots

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"> Staff made aware of Safety Procedures and policies MANAGERIAL/ SUPERVISORY <ul style="list-style-type: none"> Management must implement, monitor and maintain; Safe Working Procedures Training of personnel Maintenance of equipment 	2	5	10	Management		

Hazard Reference Noise		Who is Affected Operatives - Public			ASSESSMENT DATE April 2024																																															
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		<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></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td></td> <td></td><td colspan="5">Likelihood (L)</td> </tr> </table> 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)				
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
33	• Noise	<ul style="list-style-type: none"> • Communication difficulty • leading to instructions not heard or misheard • Progressive noise induced hearing loss • Disturbance to neighbouring households or offices etc. 	3	5	15	Planning <ul style="list-style-type: none"> • Purchase / hire in equipment with noise reduction built in if possible • Limit the number of people working in a noisy area and the length of time they spend there • Upper exposure action valve = 85dBA • Hearing protection is mandatory and warning signs • Lower exposure action valve = 80dBA • Measurement of the noise levels by a competent person at suitable intervals. The sampling shall be representative of an employee's daily personal exposure • The RA is to take account of the level, type and duration of exposure (including impulsive noise) • Try to eliminate noise – by design and layout of work places, reducing noise by technical means and / or the organisation of work • Consult with employees and provide information and training. • Hearing checks may be made available to staff PPE <ul style="list-style-type: none"> • Ear Defenders 		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
TRAINING / INFORMATION <ul style="list-style-type: none"> • Staff made aware of Safety Procedures and policies MANAGERIAL/ SUPERVISORY <ul style="list-style-type: none"> • Management must implement, monitor and maintain; • Safe Working Procedures • Training of personnel • Maintenance of equipment 			2	5	10	Management		

Hazard Reference Knapsack Sprayers (1 of 2)		Who is Affected Operators - The Staff			ASSESSMENT DATE April 2024																																																				
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		Risk (R) Matrix <table border="1"> <tr> <td>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> <td>H</td> </tr> <tr> <td>3</td> <td>L</td> <td>M</td> <td>M</td> <td>H</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>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> <td>M</td> </tr> <tr> <td></td> <td colspan="6">Likelihood (L)</td> </tr> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> </table>			Severity (S)	5	M	M	H	H	H	4	L	M	H	H	H	H	3	L	M	M	H	H	H	2	L	L	M	M	M	H	1	L	L	L	M	M	M		Likelihood (L)							1	2	3	4	5	
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK
			(L)	(S)	(R)	
34	<ul style="list-style-type: none"> Spraying using knapsack 	<ul style="list-style-type: none"> Inhalation of sprays. Respiratory problems Eye injury 	4	5	20	<ul style="list-style-type: none"> Knapsack sprayers are used for spraying weeds and the spray nozzle is secured to reduce the risk of excessive spray from nozzle. All spray knapsacks are only filled to a safe carrying capacity. Pesticides are used according to manufacturer's instructions and are properly diluted for use. Safety glasses and masks are used when spraying to protect the eyes and also to reduce the risk of inhalation. All pesticides are stored in their original containers i.e Gallup and Round Up etc. Nozzles are cleaned after use to prevent clogging and therefore decrease the risk of back spray. Knapsacks are not over filled to reduce the risk of back strain and staff only carry what they are capable of carrying safely. The Manager liaises with his employees to ensure that products used are safe to use.

									
									
Safety Boots	Coveralls	Gloves	Eye Protection	Hearing Protection	Face Protection	Hard Hats	Hi Viz Vest	Dust Mask	Wellington Boots

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"> Staff made aware of Safety Procedures and policies It is recommended that persons are trained in First Aid to be able to manage a casualty in the event of an eye injury / burn from sprays used. MANAGERIAL/ SUPERVISORY <ul style="list-style-type: none"> Management must implement, monitor and maintain; Ensure safety data sheets are available for chemicals used Safe Working Procedures Maintenance of equipment 	2	5	10	Management		

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

Hazard Reference Church Premises	Who is Affected Public/staff	ASSESSMENT DATE April 2024																																													
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																																													
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
	<ul style="list-style-type: none"> Poor Lighting Main Doors of Church Stained Glass Missing or defective handrails Variations in floor levels Cleaning activity making floors slippery (for example, wet mopping, use of polishes, etc.) Wet or contaminated floors from poor maintenance (for example, leaking roofs) Inadequately guarded balconies or other areas at height Fragile ceiling material where work or access is required Faulty or damaged fixed wiring or lamps Lightning Conductor 	<ul style="list-style-type: none"> Fatality Serious injury to staff and public Slips, trips and falls Injury from being Struck by object falling from height 	3	4	20	<ul style="list-style-type: none"> Ensure adequate lighting throughout the Church and especially at doorways and steps. Have a register of key holders to the Church which is updated regularly or when any changes occur. Ensure the main doors open inwards and can be locked open in the event of an emergency evacuation. Access to upper floor strictly controlled and no items allowed near the balcony edge. Ensure non-slip mats are installed at all entrances to reduce the risk of slips, trips and falls. Wiring to be checked annually by a competent electrician and PAT testing of portable equipment carried out. Inspection of interior ceiling and high mounted fittings to be carried out by a competent person annually. Regularly check that all font covers and candelabras are not cracked or damaged, replace or repair if needed. Ensure that all stained glass is safe and secure, all should stained glass should be at least 1 metre above the ground. Ensure that all doors and partitions are fitted with safety glass. Visual inspection carried out by specialist every two years. 		
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"> Staff made aware of Safety Procedures and policies MANAGERIAL/ SUPERVISORY Management must implement, monitor and maintain; <ul style="list-style-type: none"> Safe Working Procedures Training of personnel Maintenance of equipment 			2	4	8	Management		

Hazard Reference Church Yard		Who is Affected Public/staff			ASSESSMENT DATE April 2024																																																			
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
	<ul style="list-style-type: none"> Poor Lighting Variations in floor levels Smooth floor surfaces Smooth Steps Falling Objects from Trees Vehicle collisions with pedestrians or other vehicles. 	<ul style="list-style-type: none"> Fatality Serious injury to staff and public Slips, trips and falls Injury from being Struck by objects falling from height Injury by collision with vehicle 	3	4	12	<ul style="list-style-type: none"> Ensure adequate lighting throughout the Church yard and especially at doorways and steps. All paths and outside space should be checked daily for leaves, moss and other debris, sweep away as required. Ensure that the hedges are cut well back to minimise the level of dampness Spray and clear weeds on the paths as necessary. Salt/course sand put down in icy weather. Floodlighting during evening. Guttering to be checked annually. Headstones and other memorial structures checked annually for stability. A contractor is employed to make repairs as required. A tree survey is carried out by a qualified tree surgeon, followed by remedial work, prioritised by need and as per specialist advice. No on-site storage of any chemicals such as weed killer, roundup etc. Where possible, separate entrances from exits. Clearly mark desired traffic flow directions by painted signs on the car park surface or by other signs where the surface is unsealed. 		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
	TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies MANAGERIAL/ SUPERVISORY <ul style="list-style-type: none"> Management must implement, monitor and maintain; Safe Working Procedures Training of personnel Maintenance of equipment 		2	4	8	Management		

Hazard Reference Church Yard		Who is Affected Public/staff			ASSESSMENT DATE April 2024																																																			
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REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
	<ul style="list-style-type: none"> Poor Lighting Variations in floor levels Smooth floor surfaces Smooth Steps Falling Objects from Trees Vehicle collisions with pedestrians or other vehicles. 	<ul style="list-style-type: none"> Fatality Serious injury to staff and public Slips, trips and falls Injury from being Struck by objects falling from height Injury by collision with vehicle 	3	4	12	<ul style="list-style-type: none"> Post maximum speed limit signs at the entrances to the car park. Consider the use of speed humps to manage vehicle speed. Enforce a one-way system by use of additional signage and ramps. separate pedestrians from vehicles. Clearly mark the preferred pedestrian pathway through the car park. Make sure that landscaping and vegetation do not create dark spots where people can hide or pass undetected. Try to create a clear line of sight across the entire car parking surface. Provide adequate lighting to contribute to driving safely, vehicle safety while parked and contents safety 		
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"> Staff made aware of Safety Procedures and policies MANAGERIAL/ SUPERVISORY <ul style="list-style-type: none"> Management must implement, monitor and maintain; Safe Working Procedures Training of personnel Maintenance of equipment 			2	4	8	Management		

Hazard Reference Church Children`s Activities		Who is Affected Public/staff			ASSESSMENT DATE April 2024																																																
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 style="display: flex; justify-content: space-around;"> <div style="background-color: #90EE90; padding: 5px;">Low</div> <div style="background-color: #FFFF00; padding: 5px;">Medium</div> <div style="background-color: #FF0000; padding: 5px;">High</div> </div>			Risk (R) Matrix <table border="1" style="font-size: small;"> <tr> <td rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">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></td> <td colspan="5" style="text-align: center;">Likelihood (L)</td> </tr> <tr> <td></td> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> </table>			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			Likelihood (L)						1	2	3	4	5
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																																															
		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"> Leaders not checked for child protection compliance Leaders do not have the necessary skills to organise and supervise the activity Drivers not licenced Parents not provided with sufficient information about activity and associated risks Participants do not have permission to attend Leaders lack parents' contact data Inadequate first aid facilities for the activity Not enough leaders to adequately supervise The activity increases the risk of injury to participants Activities beyond the capability of participants Not able to provide sufficient equipment of the desired quality to participants 	<ul style="list-style-type: none"> Stress Abuse Serious injury to staff and public Injury due to lack of competence Slips, trips and falls 	3	4	12	<ul style="list-style-type: none"> Ensure all leaders hold current working with children authorisation Check relevant experience and skills of leaders; if necessary train them Check all drivers have current drivers' licence and have vehicle insurance for the purpose it is being used. Use an application/permission form to describe activity and risks to enable informed consent to be provided by parents Obtain completed permission forms for all participants (ensure that these come from parent with custodial rights); obtain medical permission forms for all participants Ensure contact details provided on permission forms Ensure leaders include properly trained first aid practitioners; ensure first aid kit obtained Determine the desired ratio of leaders to participants and recruit the required number of leaders (gender specific) include appropriate questions in application forms; evaluate individual capacity prior to participation visually inspect any venue and have hazards removed or remedied communicate expectations to all participants; Leaders actively monitor behaviour of participants; reinforce rules where appropriate. Monitor behaviour of other people near to where the activity is being undertaken Account for people at regular intervals leaders prepare rosters for participation in the activity plus any duties that need to be undertaken check participants are accounted for and are loaded onto transport or given into care of parents/guardians 		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
	TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies MANAGERIAL/ SUPERVISORY <ul style="list-style-type: none"> Management must implement, monitor and maintain; Safe Working Procedures Training of personnel Maintenance of equipment 		2	4	8	Management		

Hazard Reference Social Media		Who is Affected Public/staff			ASSESSMENT DATE April 2024																																								
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		<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 colspan="6">Likelihood (L)</td> </tr> </table> 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		Likelihood (L)					
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																																							
	Likelihood (L)																																												

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK		
			(L)	(S)	(R)			
	<ul style="list-style-type: none"> Church Social Media Access 	<ul style="list-style-type: none"> Posting of offensive or obscene material Harassment, bullying and discrimination Breach of privacy of individuals Publishing of sensitive internal material Use of language Defamatory material (false accusations) Image use without consent (particularly of minors) Unauthorised use of copyright material, including re-posted material 	3	4	12	<ul style="list-style-type: none"> Social media is online media that allows and promotes discussion and sharing of information and opinions; The availability and types of social media will change over time. The following are examples of types of social media: <ul style="list-style-type: none"> Wikis (Wikipedia) Blogs (Wordpress, blogger) Social networking (Facebook, My Space, LinkedIn) Social book marking and news (Reddit) Online photo and video sharing (YouTube, Flickr, Vimeo) RSS (Rich Site Summary) Presence and microblogging (Twitter, FriendFeed, Google Buzz, Posterous) Ensure to define roles and responsibilities for content including conversations and moderation of posted comments. Restate the organisation's policy in relation to who has the right to speak on behalf on the organisation. Define any tools or sites not to be used Guidelines about what content is not acceptable, including: <ul style="list-style-type: none"> Copyright material, both internal material and copyright owned externally; will include guidelines on what to do with obviously copyright material posted by others to your site. 		
FURTHER ACTION REQUIRED			RISKS AFTER CONTROLS			ACTION BY WHOM	ACTION BY WHEN	DATE COMPLETED
	TRAINING / INFORMATION <ul style="list-style-type: none"> Staff made aware of Safety Procedures and policies MANAGERIAL/ SUPERVISORY <ul style="list-style-type: none"> Management must implement, monitor and maintain; Safe Working Procedures Training of personnel Maintenance of equipment 		2	3	6	Management		

Certificate of Safety Policy

This is to Certify that

An Diseart
Green St
Dingle
Co. Kerry

Dated: April 2024

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

Patricia Casey

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

www.safetymatters.ie

Telephone 066 - 4010170

Mobile 087 - 9383756

email: info@safetymatters.ie



EMERGENCY CONTACT NUMBERS



Head Office

An Diseart
Green St, Dingle, Co. Kerry

Member of Board

Joan Maguire

First Aid Responder

Elaine Hilliard

Breda Enright

Joan Maguire



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 <input type="checkbox"/> Minor - Continue & Report	Amber <input type="checkbox"/> Use Caution & Report	Red <input type="checkbox"/> Stop Work & Report
--	---	---

Name	
-------------	--

Location	Date	Time
-----------------	-------------	-------------

Details of Near Miss	
-----------------------------	--

Pictures	Were Pictures Taken? Yes <input type="checkbox"/> No <input type="checkbox"/>
-----------------	--

Actions Taken to Rectify & Prevent Recurrence	
--	--

Root Cause & Recommendations

Report Compiled by:	Signed	Date
----------------------------	---------------	-------------

Corrected by:	Signed	Date
----------------------	---------------	-------------

Next of Kin Form

Name	Next of Kin	Relationship	Next of Kin Contact No.

ACCIDENT REPORT FORM

Name:

Details of Injured Person

Witness Details

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

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 & Time

Chemical Register

Chemical Name	Location	Quantity (Litres)	SDS Sheet		Hazardous		Dangerous Goods		Risk Assessed		Uses
			Yes	No	Yes	No	Yes	No	Yes	No	
Petrol for lawnmowers	Shed	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Oil heating tank Kerosene	Oil tank at the back.	750	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Household cleaners	Chemical cupboard	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weed Killer	Chemical cupboard in shed,	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Charcoal	Church	10kg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Insense	Church	5kg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Signed

Date

Equipment Checklist

Site Machine Date

Item inspected

- Is the working area clean, tidy and free from spillage and debris?
 Is lighting adequate in the working area?
 Is access to exit doors clear?
 Are guards on bench grinder suitable for use?
 Are oil drums secure and free from leaks?
 Do spillage trays for oils require emptying?

M Tu W Th F S Su

Action required
 Date completed

Daily

- Do waste containers require emptying?
 Is all emergency equipment serviceable, available and accessible?
 Are the structures visually acceptable?
 Do cables on power tools/welding leads look fit for use?
 Are pipes on oxy/acetylene and argoshield equipment fit for use?
 Are lifting chains and jacks fit for use?
 Welding equipment (electric) — cables in good condition?
 LEV — extraction fan working and system in good condition?
 Pressure washer RCD operational?
 Bench grinder — rest gap not excessive/signage in place?
 Pendant crane — cable to pendant/hook rope serviceable?
 Lifting equipment serviceable (tags in place)?
 Pillar drill — test telescopic emergency stop is effective?
 Fire extinguishers — tag/tested/sited/ready for use?
 Gas welding equipment — serviceable (including flashback arrest)?

M Tu W Th F S Su

Action required
 Date completed

Weekly

- Do waste containers require emptying?
 Is all emergency equipment serviceable, available and accessible?
 Are the structures visually acceptable?
 Do cables on power tools/welding leads look fit for use?
 Are pipes on oxy/acetylene and argoshield equipment fit for use?
 Are lifting chains and jacks fit for use?
 Welding equipment (electric) — cables in good condition?
 LEV — extraction fan working and system in good condition?
 Pressure washer RCD operational?
 Bench grinder — rest gap not excessive/signage in place?
 Pendant crane — cable to pendant/hook rope serviceable?
 Lifting equipment serviceable (tags in place)?
 Pillar drill — test telescopic emergency stop is effective?
 Fire extinguishers — tag/tested/sited/ready for use?
 Gas welding equipment — serviceable (including flashback arrest)?

M Tu W Th F S Su

Action required
 Date completed

Signature of person carrying out inspection

Countersignature of management

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. Staff 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 physico-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 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 Manager or supervisor of An Díseart 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 Díseart 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
	Assess work areas and current fire control arrangements			
	Employees trained in use of fire fighting equipment and emergency procedures.			
	Designate persons with fire emergency responsibilities			

Emergency / Accident Procedures

Emergency Plans

1. The Manager 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.

Health and Safety

Support Information Pack

INDEX

SECTION NO.

Title

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| 3. | Safety Audit Sheet |
| 4. | Workplace Safety Checklist |
| 5. | Training Routine |
| 6. | Training Check-list |
| 7. | Safety Training Courses Completed |
| 8. | First Aid Box |
| 9. | Form of Notice of Accident |
| 10. | Form of Notice of Dangerous Occurrence |
| 11. | Annual Director Report |
| 12. | Declaration of Sight |
| 13. | Issue of PPE |
| 14. | Check-list for Purchasing / hiring equipment |
| 15. | Check-list for individual item of work equipment |
| 16. | Initial Risk Assessment - Upper Limb Disorder |
| 17. | Confirmation of Induction |
| 18. | Safety Statement & Safety Policy |
| 19. | Training Matrix |
| 20. | Fitness to work Questionnaire |
| 21. | Return to Work Policy |
| 22. | Questionnaire for all personal entering the premises |
| 23. | Personal Close Contact Log |
| 24. | Covid 19 |

Pregnant Employees

Pregnancy should not be equated with ill health, and in most cases women work quiet 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 women 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 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 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 company management are responsible for the establishment and maintenance of an effective policy for Health and Safety and Welfare at Work.

This includes:

- 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.

Workplace Safety Check-list

Regular workplace safety checks ensure your workplace meets basic standards of safety. This check-list will help you evaluate how well you are currently managing safety in your workplace.

Housekeeping

- Are floor surfaces free of water, oil or other fluids? Yes No
- Are floor surfaces even? (e.g. no loose tiles or carpet that is torn or has ridges) Yes No
- Are walkways and doorways clear of boxes, extension cords and litter? Yes No
- Are stairways kept clear of boxes, equipment and other obstructions? Yes No
- Are work areas, walkways and stairs well lit? Yes No
- Are work stations tidy and well-maintained? Yes No
- Are emergency procedures clearly displayed? Yes No

Comments/Corrective Action Required:

Manual Handling

- Are work items that are regularly used within easy reach? Yes No
- Is there sufficient area around machines or equipment to enable easy access? Yes No
- Are appropriate manual handling aids readily available? Yes No

Comments/Corrective Action Required:

Storage

- Are items placed neatly and securely on shelves? Yes No
- Are heavy items stored below shoulder height? Yes No
- Can items on high shelves be easily reached? Yes No

Comments/Corrective Action Required:

First Aid

- Are First Aid Kits located in easily accessible and prominent areas? Yes No
- Are First Aid Kit contents clean and tidy? Yes No
- Are First Aid Kit contents within their expiry date? Yes No
- Are First Aid Kit contents full and/or suitably replenished? Yes No

Comments/Corrective Action Required:

Safety Signs

- Are all exits clearly marked and free from obstruction? Yes No
- If no exit is in the immediate area, are there signs and arrows indicating the direction to exits? Yes No
- Is the location of the First Aid Kit clearly identified? Yes No
- Is the location of fire alarms and fire fighting equipment clearly identified? Yes No
- Are there any potentially hazardous areas that warnings are appropriate? Yes No
- Is the size of the sign appropriate to the environment, lighting and viewing distance? Yes No
- Comments/Corrective Action Required:

Electrical

- Have electrical appliances been inspected and tagged? Yes No
- Are extension leads and power boards maintained in a safe operating condition? Yes No
- Are the electrical fittings and electrical equipment regularly inspected and maintained? Yes No
- Are switchboards in a safe operating condition and secured? Yes No
- Comments/Corrective Action Required:

Machinery and Equipment

- Are machine guards in place on all operating equipment? Yes No
- Are emergency stop buttons clearly visible and operational? Yes No
- Is personal protective equipment (e.g. Hearing protection, Eye protection, Head protection, and/or Gloves) adequately supplied? Yes No
- Comments/Corrective Action Required:

Chemical and Dangerous Goods

- Are chemical and hazardous substances clearly labelled? Yes No
- Are chemical and hazardous substances stored safely? Yes No
- Is there adequate ventilation or an exhaust system? Yes No
- Are Safety Data Sheets available and can workers easily access them? Yes No
- Comments/Corrective Action Required:

Inspection Findings

Corrective Actions

Date:

Signed by:

Manager:

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 short-cuts 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	Name of Employee
	<input type="checkbox"/> In House <input type="checkbox"/> Outside Agency Date _____	
	<input type="checkbox"/> In House <input type="checkbox"/> Outside Agency Date _____	
	<input type="checkbox"/> In House <input type="checkbox"/> Outside Agency Date _____	
	<input type="checkbox"/> In House <input type="checkbox"/> Outside Agency Date _____	
	<input type="checkbox"/> In House <input type="checkbox"/> Outside Agency Date _____	
	<input type="checkbox"/> In House <input type="checkbox"/> Outside Agency Date _____	
	<input type="checkbox"/> In House <input type="checkbox"/> Outside Agency Date _____	
	<input type="checkbox"/> In House <input type="checkbox"/> Outside Agency Date _____	
	<input type="checkbox"/> In House <input type="checkbox"/> Outside Agency Date _____	
	<input type="checkbox"/> In House <input type="checkbox"/> Outside Agency Date _____	

FIRST AID KIT RECOMMENDED CONTENTS



First Aid Box Contents	Number of Employees		
	1-10	11-25	26-50
Adhesive Plasters	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, unmedicated wound dressings medium (No.8 - 10 x 8cm)	2	2	4
Individually wrapped, sterile, unmedicated wound dressings, Large (No.9 - 13 x 9cm)	2	6	8
Individually wrapped, sterile, unmedicated wound dressings, Extra Large (No.3 - 28 x 17.5cm)	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 no access to clean running water)	1 x 500ml	2 x 500ml	2 x
500ml			
Pocket face mask	1	1	1
Water-based burns dressing - Small (10 x 10cm)	1	1	1
Water-based burns dressing - Large	1	1	1
Crepe Bandgae (7cm)	1	2	3
Burn gel dressings, various sizes	2	4	6
Disposable Cold packs for sprains, strains and dislocations etc.	2	4	6

Additional Items to be Included in the First Aid Kit/Box during the Covid 19 Pandemic are:

- Contactless thermometer
- Plastic aprons/gowns
- Visor/Goggles
- Surgical masks or FFP2 masks
- Extra gloves
- Extra Hand sanitiser

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:	Approximate total no. employed by Business:
If accident did not occur at the establishment State address where:		

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 box only)	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"/> Suffocation, Asphyxiation <input type="checkbox"/> Gasing <input type="checkbox"/> Drowning <input type="checkbox"/> Poisoning <input type="checkbox"/> Infection <input type="checkbox"/> Burns, scalds, frostbite <input type="checkbox"/> Effects of radiation <input type="checkbox"/> Electrical injury <input type="checkbox"/> Injury not ascertained <input type="checkbox"/> Other	<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

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

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: _____

Company Manager

Date: _____

Issue of Personal Protective Clothing and Equipment

I _____ the Undersigned have received the following PPE are aware of my responsibilities both for our own safety and that of our fellow workers.

PPE	Employees Signature		Date
	Yes	No	
Non Slip Shoes	<input type="checkbox"/>	<input type="checkbox"/>	
Uniform /Jacket	<input type="checkbox"/>	<input type="checkbox"/>	
Apron	<input type="checkbox"/>	<input type="checkbox"/>	
Gloves	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Hand Sanitiser	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

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

Face Coverings

Tasks for which compliance with Best Practice during COVID 19 has been issued:

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:

I hear by 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.

Issued by: _____ (Manager/Supervisor)

Date: _____

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.

Check-list 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:	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 user, if so how is it 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 is it 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		

Check-list for individual item of work equipment

Location:	Item of Equipment:	
Approved Use:	Staff approved to use equipment:	
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? Hot <input type="checkbox"/> Cold <input type="checkbox"/> Trapping <input type="checkbox"/> Substances <input type="checkbox"/> Noise <input type="checkbox"/> Sharp Edges <input type="checkbox"/> Other (specify)	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"/>

Initial risk assessment – upper limb disorders

Organisation: _____

Work Group/Activity: _____

Department: _____

Completed by: _____

Date: _____

1. Does the work activity involve a lot of frequent:

- a)gripping, squeezing, etc.?
- b)forceful movements? Or
- c)awkward movements?

Yes No

Yes No

Yes No

2. Do operators experience or suffer from the following symptoms in the hands, fingers and/or arms:

- a)pins and needles?
- b)loss of sensation and/or numbness?
- c)pain or tenderness?
- d)swelling?
- e)restriction or loss of movement?

Yes No

Yes No

Yes No

Yes No

Yes No

3. Has it been found necessary to provide a range of aids to employees to reduce or control these symptoms, e.g. heavy duty gloves, wrist supports, specifically modified hand tools?

Comments of assessor:

Information, instruction and training requirements: Health surveillance:

- 1.Immediate action
- 2.Medium-term action
- 3.Long-term action **Date of next review:**

Yes No

Yes No

Yes No

Date of next review:

Assessor's signature:

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"/> |
| 15. Covid 19 | <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 Díseart** 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

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: _____
Manager

Date: _____

TRAINING MATRIX

Training				
Induction Safety	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date
Manual Handling	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date
Fire Extinguisher	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date
Fire Warden	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date
Chemical Safety	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date
First Aid	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date
Health & Safety	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date
Other	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date
	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date
	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date	✓ Expiry Date

Fitness to Work Questionnaire Strictly Confidential Page 1 of 2

This questionnaire should be completed as fully as possible. The information will be treated in confidence by An Díseart.

PLEASE COMPLETE IN CAPITAL LETTERS:

Surname: _____

Forenames: _____

Date of Birth: _____ Sex: _____

Present Address: _____

Tel. No: _____

Position Applied for: _____

Duration of Appointment: Less than 4 months/ 4 to 12 months/ more than 12 months (delete as applicable)

Name and Address of G.P. _____

Tel. No: _____

Medical History

Please complete the following questions by ticking the appropriate box. If the answer is 'yes', give details including (a) date, (b) amount of time lost from work/college, (c) treatment, as appropriate.

Have you ever suffered from any of the following illnesses?	Yes	No	If yes, please give details
Visual defects/eye conditions (including colour blindness)			
Hearing defects/ear conditions			
Severe anxiety, depression, other psychiatric disorder			
Paralysis or other neurological disorder			
Fainting attacks, blackouts, epilepsy or fits			
Recurrent headaches migraine			

Fitness to Work Questionnaire Strictly Confidential Page 2 of 2

Present Health Status	Yes	No	If yes, please give details
Are you currently attending a doctor?			
Are you at present on any medication or treatment prescribed by a doctor?			
Are you a smoker? If so please give details?			
Do you drink alcohol? If so how many units per week?(NB 1 unit is ½ pint of beer or 1 medium glass of wine)			
Do you have any eyesight defects other than those corrected by glasses?			
Do you have any hearing problems?			
Do you have any other relevant health problems?			

Declaration

1. I declare that, to the best of my knowledge, the information I have given is correct.
2. I understand that I may be required to attend a medical examination
3. I understand that failure to disclose relevant information or giving false information may result in termination of my employment.

Signature Date

REPORT FROM O.H. PHYSICIAN TO MANAGEMENT

Employee's name
Date of birth
Job Title

MEDICAL ASSESSMENT: PRE-EMPLOYMENT

In my opinion, the above is:

- A: Medically suitable for employment in the proposed occupation
- B: Medically unsuitable for employment in the proposed occupation
- C: Medically suitable for employment in the proposed occupation, subject to the following conditions:

Signature Date

Return to work Policy & Record

- Staff who have been absent from work due to symptoms or a confirmed case of an infectious disease or other illness such as vomiting and/or diarrhoea must report to the manager prior to returning to work at An Díseart.
- The person must be clear of any sickness (symptom FREE) for 48 hours before returning to work with food.
- A medical certificate from a GP will be required and should be retained on the personnel file.

The following record must be completed

Name of Employee	Return to Work Date
Date which sickness started	Symptoms

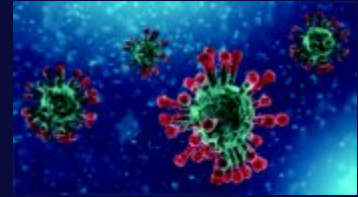
Details	Yes	No	When / Date
1. Did you visit your GP	<input type="checkbox"/>	<input type="checkbox"/>	Date
2. Do you have a sick cert (retain on file)	<input type="checkbox"/>	<input type="checkbox"/>	Date
3. Clear of Covid 19 Symptoms	<input type="checkbox"/>	<input type="checkbox"/>	Date when clear
4. Clear of Vomiting & Diarrhoea	<input type="checkbox"/>	<input type="checkbox"/>	Date when clear

- I, _____undersigned, understand that I must report any infectious disorder to my employer.
- I am aware of the risk of contamination by working with an infection.
- I vouch that I will not work in this premises if I am suffering from any illness.

Signed: (Employee)	Allow Back to Work <input type="checkbox"/> Visit GP <input type="checkbox"/> Stay off Sick <input type="checkbox"/>
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Signed: (Manager)	Date:
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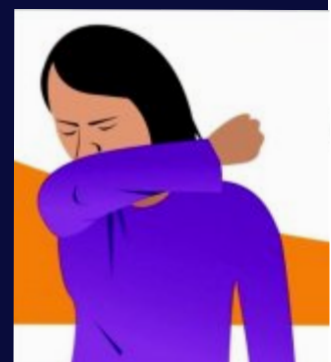
STOPPING THE SPREAD OF CORONAVIRUS (COVID 19) IN PUBLIC AREAS



Do

- ✓ Avoid close contact with people. Distance yourself by 2 metres. (HSE Guideline)
- ✓ Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
- ✓ Sanitise your hands properly and often. Do not attempt to dry your hands after using sanitiser, leave your hands dry naturally.

Remember!
Good Hand Sanitising
&
Correct Respiratory
Etiquette



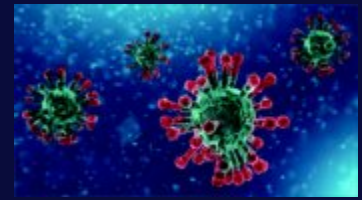
What is Corona virus (Covid-19) the illness that started in Wuhan?

It is caused by a member of the corona virus family that has never been encountered before. Coronaviurs cannot penetrate the skin but it can be transferred from hands to mouth, nose and eyes, so wash your hands regularly and avoid touching your face.

What are the symptoms this corona virus causes?

The virus can cause pneumonia. Those who have fallen ill are reported to suffer coughs, fever and breathing difficulties. In severe cases there can be organ failure. As this is viral pneumonia, antibiotics are of no use. The antiviral drugs we have against flu will not work. Recovery depends on the strength of the immune system. The vaccination roll-out is helping to curb the spread of Covid 19, however, new variants are being identified so booster vaccines will be required in order to slow down the spread. It is important to note that vaccination alone is not the answer we still must continue with mask wearing, correct hand washing, good ventilation and isolating when feeling ill and obtaining a PCR test.

STEPS TO PREVENTING CORONA VIRUS (COVID 19)



Do

- ✓ Wash your hands properly and often. Use soap & disposable hand towels, Drying your hands is vital.
- ✓ Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
- ✓ Put used tissues into a bin and wash your hands.
- ✓ Clean and disinfect frequently touched objects and surfaces e.g. door handles, light switches, hand railings etc.
- ✓ Avoid close contact with people who are not well. Distance yourself by 2 metres. (HSE Guideline)
- ✓ Follow the travel advice from the Department of Foreign Affairs.
- ✓ Stay at home if you are sick to help stop the spread of whatever infection you may have.

Don't

- ✗ Do not touch your eyes, nose or mouth if your hands are not clean.
- ✗ Do not share objects that touch your mouth – for example, bottles, cups.