

Safety and Health Statement

Treo Port Láirge Ltd.

Unit 2, Block 4
Lacken Road Business Park
Kilbarry
Waterford.

This Document is the Safety Statement of Treo Port Láirge Ltd., (the company), as required by The Safety, Health and Welfare at Work Act 2005 and contains written risk assessments as required under the Act. It has been prepared in September 2016 and shall be reviewed and updated upon any significant changes to work practices, the building or staff or at least annually.

Although every care has been taken to accurately and comprehensively deal with all foreseeable hazards, risks and controls, the details are based on information and instructions given to Brendan O'Connor by the company who cannot and will not be responsible for any omissions which may have taken place.

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SAFETY STATEMENT

for

Unit 2, Block 4
Lacken Road Business Park
Kilbarry
Waterford.

Phone: 051 - 379740

DECLARATION

Treo Port Láirge Ltd. is core funded by the Probation Service and has been running since 2000. Treo provides a community based programme that addresses the need of young people who have demonstrated actual offending behaviour and positively challenged this behaviour through the provision of a structured and supportive mentoring and guidance programme.

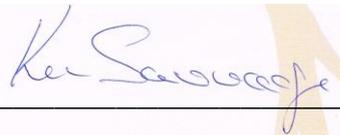
This statement has been prepared in accordance with section 20 of the Safety Health and Welfare at Work Act 2005. (See appendix 1 for other Legislation that may be applicable e.g. the Safety Health and Welfare at Work (General Application) Regulations 2007, Construction Reg's. 2013,)

It is our intention to provide a safe and healthy working environment in so far as is reasonably practicable, for all employees and other persons who may be affected by our operations. This Statement will be reviewed on a regular basis, at least annually, and in light of experience, changes in legal requirements, changes in operations and technical progress and may be changed or updated to meet changing circumstances.

In particular, the Company accepts the responsibility to:

- a) Provide and maintain safe and healthy working conditions, taking into account our statutory requirements.
- b) Provide training and instruction, where necessary, to ensure our employees are competent and are able to perform their work safely and effectively.
- c) Make available all necessary safety devices and protective equipment and supervise their use, through our front line managers.
- d) Maintain a constant and continuing interest in health and safety matters pertinent to the Company's activities, to ensure that all our specific safety and health objectives are met at all times.
- e) Keep this Safety Statement and all other Safety Documents under review.

Employees are reminded that they have a legal duty under the **Safety, Health & Welfare at Work Act, 2005** to take reasonable care for the health, safety and welfare of themselves and of other persons who may be affected by their acts and or omissions at work. There is also a specific duty to report to your foreman/supervisor (frontline manager) any defects in plant, equipment or system of work, which might endanger safety, health and welfare.

SIGNED: - 

DATE: - 1st September 2016

TABLE OF CONTENTS

PART 1

1. RESPONSIBILITIES

- 1.0 OVERALL RESPONSIBILITY
- 1.1 EMPLOYERS DUTIES
- 1.2 PROJECT LEADER
- 1.3 PROJECT STAFF
- 1.4 CONTRACTORS
- 1.5 SAFETY ADVISOR
- 1.6 REGULATORY AUTHORITIES
- 1.7 EXTRACTS FROM THE ACTS & REGULATIONS

2. ARRANGEMENTS

- 2.1 RESOURCES
- 2.2 DRUGS AND ALCOHOL
- 2.3 YOUNG PERSONS
- 2.4 NON NATIONAL STAFF
- 2.5 SAFETY CONSULTATION AND REPRESENTATION
- 2.6 WELFARE FACILITIES
- 2.7 PREGNANT EMPLOYEES
- 2.8 HEALTH & THE OFFICE ENVIRONMENT
- 2.9 SMOKE FREE WORKPLACE POLICY

3. PROCEDURES

- 3.1. EMERGENCY CONTACTS / PROCEDURES
- 3.2. ENVIRONMENTAL POLICY
- 3.3. TRAINING
- 3.4. EMERGENCY PLANNING
- 3.5. PERSONAL PROTECTIVE EQUIPMENT
- 3.6. ACCIDENT AND DANGEROUS OCCURRENCES
- 3.7. BULLYING
- 3.8. SEXUAL HARASSMENT
- 3.9. STRESS
- 3.10. WORKING TIME DIRECTIVE
- 3.11. DISCIPLINERY PROCEDURES

4. SAFE PLACE OF WORK

- 4.1 SAFE SYSTEMS OF WORK
- 4.2 ACCESS TO THE WORKPLACE
- 4.3 HOUSEKEEPING
- 4.4 NOISE
- 4.5 ELECTRICITY
- 4.6 MANUAL HANDLING
- 4.7 SAFE HANDLING OF CHEMICALS ETC
- 4.8 INFORMATION ON OCCUPATIONAL DERMATITIS
- 4.9 MACHINERY/EQUIPMENT
- 4.10 COMPANY VEHICLES

5 RISK ASSESSMENTS AND CONTROL MEASURES

1.0

OVERALL RESPONSIBILITIES

1. It is the duty of employees at all levels to comply with the Safety Statement and to carry out their responsibilities as detailed in it. It may be appropriate for a person to delegate some of their function but ultimate responsibility still lies with the named individual.
2. There is a duty on EVERY one of us to ensure not just our own health and safety but also that of each one of our colleagues and others affected by our work.
3. As the persons responsible for the effective management of the Firm, Ken Sauvage have the ultimate responsibility to represent the firm in taking control, establishing and maintaining a policy on Health and Safety. This policy shall be represented as this Safety Statement. In accordance with the general duties placed upon him by *Section 8 of the 2005 Act*, Treo Port Láirge Ltd. shall, in so far as is reasonably practicable, ensure compliance with the Safety Statement.
4. The Director shall delegate specific responsibilities to the company Management personnel. As new projects emerge the names of responsible persons will be notified and the list amended accordingly.
5. The Director shall include in the company annual report, a report on the health and safety in the company as required under the Safety Health and Welfare at Work Act 2005
6. The management and supervisory personnel shall be responsible for ensuring the policy is adhered to and implemented at all work places.

1.1

EMPLOYERS DUTIES

There are also a number of responsibilities placed on the employer under Section 9 of the Safety, Health and Welfare at Work Act 2005 regarding the provision of information to employees:

1. Ensure that is given in a form, manner and, as appropriate, language that is reasonably likely to be understood by the employees concerned, and includes information such as:
 - (i) The hazards to safety, health and welfare at work and risks identified by the risk assessment.
 - (ii) the protective and preventive measures to be taken concerning safety, health and welfare at work under the relevant statutory provisions in respect of the place of work and each specific task to be performed at the place of work
2. Where an employee of another undertaking is engaged in work activities in an employer's undertaking, that employer shall take measures to ensure that the employee's employer receives adequate information concerning the matters.
3. To provide and maintain a place of work that is, as far as is reasonably practicable, safe and without risk to health. To provide and maintain safe access to and egress from the place of work.
4. To provide safe systems of work that are planned, organized, performed and maintained so as to be safe and without risk to health.
5. To provide such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
6. To prepare and revise emergency plans.
7. To prevent risk to health at work in connection with the use of substances or articles.
8. To provide facilities and arrangements for the welfare of its employees.
9. To ensure, as far as reasonably practicable, that bullying behaviour will not be tolerated.
10. To obtain, where necessary the services of a competent person to ensure, as far as is reasonably practicable, the safety and health at work of its employees.
11. To do all that is reasonably practicable to keep abreast of and to comply with new legislation and standards.
12. To provide protective clothing and equipment in circumstances where control of hazards is not practicable.
13. To provide and maintain plant and machinery that are safe and without risk to health.

In accordance with section 12 of the above mentioned Act, to ensure, so far as is reasonably practicable, that persons not in it's employment who may be affected by the operation of it's undertaking are not exposed to risks to their safety and health.

1.2

Project Leader
Mr Ken Sauvage

The Project Leader/Nominee will be responsible day-to-day management of safety, health and welfare matters in the various buildings occupied by TREO.

As indicated in paragraph 1.2, of the employee handbook, the Management Committee has a responsibility in ensuring that the safety policy of TREO is implemented in full. In particular, the Management Committee shall ensure in so far as reasonably practicable:

- (a) That effective steps are taken in order that all persons employed in the place of work are familiar with the means of escape and their use in case of fire or other emergency evacuation and with the routine to be followed in such connection
- (b) That those employed in the place of work who are authorized to use chemicals, vehicles and machinery are trained in their handling and use
- (c) Those hazards in the area of their charge (such as damaged/broken fittings and furnishings etc. or spillage which could injure or cause staff or others to slip, trip or fall) are eliminated as quickly as possible after they occur to come to their notice.
- (d) That all accidents are reported to the Project Leader
- (e) That supervision is in place to ensure;
 - (i) That necessary safety procedures – including the use of protective wear where provided – are followed in respect of the handling and use of such chemicals, vehicles and machinery
 - (ii) That vehicles and machinery are in a fit condition for use and are maintained as recommended by the manufacturers, that any defects are reported for attention and that use is prohibited where this would pose a threat to safety or health pending repair of any defect or appropriate assurances about the safe use of equipment
 - (iii) That all appropriate information provided by TREO is brought to the attention of relevant staff, and
 - (iv) That training needs are met by on-the-job training where practicable and by other means where the particular circumstances warrant it

1.3

Project Staff

As mentioned above, it is the duty of staff to contribute to their own safety. Any matters arising, which might have an adverse bearing on safety at work should be reported to the Project Leader. It will be the responsibility of the Project Leader to bring such matters to the attention of the Board of Management where necessary.

For this purpose, Project Staff comprises the Project Leader, Project Worker, Outreach/Link worker & the Administrator. Each of the above may nominate a tutor in his/her absence and to assist in emergencies.

While at work all members of staff are required:

- (a) To take reasonable care of their own safety, health and welfare and that of any other person who may be affected by their acts of omission while at work;
- (b) To co-operate with their employer and any other person to such extent as would enable their employer or the other person to comply with any of the relevant statutory provisions;
- (c) To use any suitable appliance, protective clothing, convenience, equipment or other means provided for securing their safety, health or welfare;
- (d) To report to their employer without unreasonable delay, any defects in plant, equipment, place of work or system of work of which they become aware and which might endanger safety, health or welfare.
- (e) Not to intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided for securing the safety, health or welfare of persons arising out work activities (this requirement is applicable to all persons under the Act)

1.4

RESPONSIBILITIES OF EMPLOYEES

All employees are expected to co-operate fully with all provisions taken by us for ensuring the Safety, Health and Welfare of employees.

All employees are expected to:

1. Immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the person in charge.
2. Adhere to all safe systems of work, comply with and be aware of hazard warning signs and safety signs that indicate dangerous machinery, substances or procedures.

All employees have specific statutory responsibilities under the *Safety, Health and Welfare at Work Act, 2005, Section 13*. This legislation is outlined as follows:

1. It shall be the duty of every employee while at work:
 - To take reasonable care of his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work.
 - To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
 - To use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his/her use alone or for use by him/her in common with others for securing his safety, health or welfare while at work) and
 - To report to his/her employer or his/her immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare of which he becomes aware.
 - attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee, having regard to his or her training and the instructions,
 - given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,
2. No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health or welfare of persons arising out of work activities. . (*Safety, Health and Welfare At Work Act, 2005, Section 14.*)

1.5

CONTRACTORS

It is the policy of Treo Port Láirge Ltd. to ensure, so far as is reasonably practicable that, the Safety, Health and Welfare of Contractors is protected at all times while working on the Company's projects. It is also the policy of the company to ensure that the Contractors will take whatever measures as are reasonably practicable in order to ensure the Safety Health and Welfare of all employees of the Company, while working on the Company's projects.

APPOINTMENT OF CONTRACTORS

Prior to the appointment of any Contractor by the Company, the Operations Director or an individual appointed by him as liaison person will ensure that: -

- That the Contractors have been furnished with a copy of this Safety Statement.
- The Contractor must sign an acknowledgement form, indicating that this Safety Statement was explained and issued to the contractor or his representative.
- The Contractor must undertake to explain this Safety Statement to the Contractor's employees and they must then sign the induction form, indicating that they understand it.
- The Contractor must issue the Company with a copy of its own Safety Statement.
- Confirmation of Contractors Insurance cover must be submitted before contract work commences.
- Contractors must report all accidents and dangerous occurrences to the liaison person without delay and must co-operate in any investigation into the circumstances of the incident.
- Contractors must observe the plant isolation procedures in place for maintenance work. The liaison person will advise
- Contractors must wear the protective equipment appropriate to the work they are engaged in and the area they are working in. Safety signs and the instructions of the liaison person must be heeded.
- Contractors engaging in "Hot Work" i.e. welding, grinding or other heat producing work must be in possession of a hot work permit and abide by the permit requirements and that of any other permits in operation.
- Contractors must take all due care for their own safety and the safety of others affected by their work and must observe statutory safety and health precautions.

EXAMINATION OF CERTIFICATES

Where a Contractor intends bringing on to the Company's place of work any machinery or equipment which requires statutory certification, the Contractor must undertake to provide this certification to the Company's Safety / Training Officer or the Manager / Engineer responsible for the Project before work commences with such machinery or equipment or the machinery or equipment can be operated.

1.6

RESPONSIBILITIES OF THE SAFETY ADVISOR

HE SHALL

- ❖ If and when required:
 - Provide advice, guidance and instruction on safety, health and welfare matters to all company personnel.
 - Carry out safety inspections, recommend improvement plan and report to Management. Acquire and distribute safety, health and welfare literature and material as necessary and assist in ongoing training of employees in health and safety matters.
 - Liaise with Company Management and employees to engage all personnel in accident prevention and ensuring safe and healthy working conditions.
 - Carry out accident investigation, establish cause of accident, incident or dangerous occurrence and make recommendations for future avoidance.

1.7

REGULATORY AUTHORITIES

- The Health & Safety Authority (H.S.A.) is the principal statutory body set up to ensure compliance of Health and Safety Legislation in Ireland.
- The H.S.A. may visit Treo Port Láirge Ltd. at any time for a safety inspection and issue instructions regarding Health and Safety matters. The Authority may also conduct investigations into accidents that have been officially reported to them.
- The H.S.A. has the statutory authority to issue various improvement and prohibition orders which must be complied with.
- Safety Representatives have the right to accompany the H.S.A. inspector when carrying out an inspection and to consult with the inspector on matters relating to health and safety in the workplace. Safety Representatives will be presented with a copy of any relevant notices as a result of the H.S.A. inspection.
- All management and staff, contractors and sub-contractors are required to give their full co- operation to agents of the H.S.A. and must not hinder their work in any way. Failure to comply with this requirement may lead to instant dismissal from employment.

EXTRACTS FROM ACTS / REGULATIONS

Non – exhaustive list of Health and Safety Legislation, which may be applicable:

- The Safety, Health and Welfare at Work Act, 2005
- The Safety, Health and Welfare at Work (General Application)(amendment) Regulations, 2007
- Safety, Health and Welfare at Work (General Application) Amendment Regulations 2016 (S.I. No. 36 of 2016)
- Safety, Health and Welfare at Work (General Application) Amendment Regulations 2016 (No. 3) Regulations 2016 (will come into effect from 1 November 2016)
- The Safety, Health and Welfare at Work (General Application) Regulations, 1993 – only part X and the Twelfth Schedule
- The Safety, Health and Welfare at Work (Construction) Regulations 2013
- Safety, Health and Welfare at Work (Exposure to Asbestos)(Amendment) Regulations 2010 (S.I. No. 589 of 2010)
- The Safety, Health and Welfare at Work (Chemical Agents) Regulations 2002
- The Safety, Health and Welfare at Work Chemicals Act 2008 (No. 13 of 2008) and Chemicals (Amendment) Act 2010 (No 32 of 2010)
- The European Communities (Classification, Packaging, Labelling and Notification of Dangerous Substances) (Amendment) Regulations 2015
- And all other associated health and safety legislation.

2.1

RESOURCES:

Treo Port Láirge Ltd. shall dedicate the resources necessary to ensure in so far as is reasonably practicable, the Safety, Health and Welfare of staff and trainees.

The following resources will be dedicated:

1. The Management and if necessary Consultants or Competent Persons for appropriate safety consultancy, auditing and training input.
2. Time for consultations, reports, investigations, audits and meetings where Safety, Health and Welfare are concerned.
3. Effort for instigating the proposed policy and supporting those, in so far as is reasonably practicable, who have responsibility for employee Safety, Health and Welfare to carry out their functions.
4. Finance to ensure, in so far as is reasonably practicable, the Safety, Health and Welfare of employees. The aim shall be to provide adequate staff training and for the improvement or upgrading of present provisions, or implementation of new provisions for securing the Safety, Health and Welfare of our employees.
5. The resources to ensure that Health & Safety is taken into account at the planning stage of all new work, where this new work may have effects on employee Health & Safety.

2.2

DRUGS AND ALCOHOL POLICY

Treo Port Láirge Ltd. is committed to providing a safe and comfortable working environment, and this requires a clear statement of corporate policy on alcohol and drug misuse.

Alcohol consumption in the work area.

Prohibited to all staff, contractors and others, within the work place boundary.

Alcohol consumption before or during working hours must be managed by all staff such that:

No member of staff presents for work under the influence of alcohol, nor consumes alcohol during the working day (including when off-site during lunch breaks, etc)

Alcohol consumption in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other staff and will be regarded as a disciplinary matter.

Drug misuse by staff is strictly prohibited such that:

1. No member of staff may present for work under the influence of misused drugs, nor may any member of staff misuse drugs during the working day (on the premises or off-site);
2. Drug misuse in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other staff and will be regarded as a disciplinary matter.
3. If an employee is taking prescribed medication, this must be reported to Site Foreman, prior to the employee under taking any works.

2.3

YOUNG PERSONS

The Protection of Young Person (Employment) Act 1996

This provides for the setting of limits to the working hours of young persons (i.e. 16 to 17 year olds) who may not work for more than 8 hours in any day or 40 hours in any week.

The Safety, Health and Welfare at Work (General Application) Regulations, 2007, Chapter 1 – Protection of Children and Young Persons, all work undertaken with the company is subject to risk assessment and suitable preventative and protective measures are to be put in place. As young persons (under 18 years of age) are acknowledged as being at particular risk, an additional and specific effort is required to ensure that their work is subject to adequate risk assessment.

Where work has already been subject to a formal risk assessment for adult employees, it is sufficient to review the risk assessment taking care to ensure that the specific vulnerability of young persons is taken into account.

care to ensure that the specific vulnerability of young persons is taken into account.

Young persons shall be provided with induction training, carefully supervised in their work and their progress towards and understanding of safe working monitored.

Whilst young persons are reminded of their obligation as all other employees to follow instructions and work safely, all other employees are to be advised when a young person joins their department that they are expected to maintain awareness of the working arrangements and practices of their young colleague, and intervene if they feel that safety is being prejudiced through inexperience and lack of knowledge.

Records will be kept of induction training, skills training, risk assessments and the detailed arrangements for supervision.

2.4

NON NATIONAL STAFF

Non national staff may be employed at any given time. The Company will endeavour to employ those with a good standard of English speaking. However their ability to speak and understand English may vary and they may have no ability to read English. In the latter case, they will not be able to read the Company Safety Statement. Management and supervisory staff in particular will explain the requirements of safe working and the guidance set out in the safety statement and train I supervise accordingly. Staff are asked to safeguard the safety of their non national colleagues (and themselves plus any third parties) by showing good example by working to the expected standards. Stop and explain to non national staff observed carrying out a function below standard or in a potentially dangerous manner. Be patient, speak slowly and thoroughly explain the correct way, and why, a task should be carried out. If possible, seek out another non national of the same national origin with good English to interpret and explain.

2.5

SAFETY CONSULTATION & REPRESENTATION

Adequate communication channels are maintained so that:

- information concerning safety matters, including the results of risk assessments, which may affect any or all staff, is communicated to them; and
- any matters concerning safety raised by any member of the Company or any member sub-contracted to the company are investigated so that action can be taken.

Treo Port Láirge Ltd. is committed to meeting their obligations under Section 26 of the Safety, Health and Welfare at Work Act 2005 on consultation. Treo Port Láirge Ltd. is committed to a policy of co-operation and consultation between management and staff and will take account of any representations made by staff members. The effectiveness of the consultation arrangements will be reviewed at regular intervals.

Treo Port Láirge Ltd. has the following consultation mechanisms in place:

Health && Safety is an agenda item at staff meetings

Consultation will take place in advance and in good time with regard to health and safety management at the place of work.

In agreement with Section 25 of the 2005 Act the employees may select and appoint a person, to be called a Safety Representative, from their numbers at their place of work to represent them in consultations with Treo Port Láirge Ltd..

The rights of the Safety Representative include:

1. Information from the employer as necessary and particularly from the Safety Statement, to ensure the Safety Health and Welfare of employees.
2. To be informed by the employer of a visit by the H.S.A. Inspectorate.
3. Investigate accidents and dangerous occurrences provided it does not interfere with the performance of any statutory obligation required to be performed by any person.
4. Make representations to and receive advice from the H.S.A.
5. Carry out inspections and investigate hazards and complaints subject to agreement.
6. Accompany a H.S.A. Inspector on any visit except when this is for accident investigation.
7. Time off as may be reasonable to act as Safety Representative or to acquire the knowledge to carry out that function.

2.6

WELFARE FACILITIES

Treo Port Láirge Ltd. undertakes to protect the Health and Welfare of its entire staff.

The Safety, Health and Welfare at Work Act, 2005, Part 2, Chapter 1, Section 8(2)(f) and The Safety, Health and Welfare At Work (General Application) Regulations 2007, lays down minimum requirements relating to the provision and maintenance of welfare facilities and amenities. Welfare arrangements are provided with in the business.

Where facilities are provided, it shall be the responsibility of the staff that use them to keep/ maintain the facility (i.e. the Canteen/ Kitchen / Toilet and Washroom Facilities) in a clean and tidy condition. The eating area known as the Kitchen must be kept clean and tidy at all times and all rubbish to be disposed of properly.

Employees are encouraged to wash hands regularly, particularly before eating. Where applicable a barrier cream should be used before starting work.

Management shall ensure that adequate welfare facilities are provided for all personnel and maintained in good order. Toilet, washing and kitchen facilities are provided in this regard.

First Aid:

Under The Safety, Health and Welfare at Work (General Application) Regulations 2007, Employers are required to designate at each place of work under his or her control such number of occupational first-aiders as is necessary to render first-aid at the place of work concerned and to ensure that the number of first-aiders, their training and the equipment available to them is adequate taking account of the size and / or hazards of the undertaking or establishment.

Information will be provided to employees and / or safety representatives as regards the first aid facilities and arrangements in place.

Smoking:

Smoking is NOT allowed in any enclosed areas or Company Vehicles. Employees found smoking in these areas will face the disciplinary procedure.

2.7

PREGNANT EMPLOYEES:

Treo Port Láirge Ltd. 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*, as well as any other relevant legislation.

Treo Port Láirge Ltd. accepts that no Pregnant Employee's health status should be put at risk by her work duties.

An employee is required to hand a doctors certificate to the person in charge of personnel and a process will immediately be put in place to assist that employee and safeguard her health.

2.8

HEALTH AND THE OFFICE ENVIRONMENT

In some offices workers may experience some ill-health effects, which may be due to the office environment (e.g. headaches, lethargy, eye, nose, throat problems) and require competent investigation. To prevent such ill health in the office ensure the following issues are addressed.

Ventilation

Ventilation must be adequate. For most offices opening windows or doors will provide adequate ventilation. Where mechanical ventilation of air conditioning is provided, make sure the system is regularly checked and kept clean and well maintained to prevent growth of legionella bacteria or other organisms.

Workstations

Workstations should be comfortable with safe and suitable chairs and sufficient space. Allow 4.65 square metres floor space as a minimum for each person working in the office. This should exclude space taken up by fixtures such as presses and filing cabinets.

Temperature

There is no maximum temperature stated under the regulations but as a guideline a minimum comfortable working temperature for indoor sedentary workers is 17.5 degrees centigrade, which should be reached within one hour after commencement of work. In addition windows, skylights or glass partitions in offices should not allow excessive temperatures to be reached during hot weather. The heating system should not result in offensive or injurious fumes entering the office.

Health Surveillance

Health Surveillance facilities should be made available to office workers in certain cases such as routine eye testing for V.D.U. work. The level and extent of health surveillance will depend on the work being carried out in the office.

2.9

SMOKE-FREE WORKPLACE POLICY

Purpose

Second-hand smoke, also known as Environmental Tobacco Smoke (ETS) or passive smoke is a cause of disease, including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same air space, nor the provision of ventilation, can eliminate exposure to second-hand smoke and the consequent health effects of such exposure. This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke, to ensure compliance with legal obligations and to ensure a safe working environment.

Policy

It is the policy of Treo Port Láirge Ltd. 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.

Implementation

Overall responsibility for policy implementation rests with the occupier, manager or other person, for the time being, in charge of the workplace. All staff have an obligation to adhere to, and facilitate the implementation of this policy.

The person in charge shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new and prospective employees, consultants and contractors shall be given a copy of the policy on recruitment/induction by the person in charge.

Policy Regarding Infringements

Infringements by staff will be dealt with, in the first instance, under employee disciplinary procedures. Employees, consultants, contractors, customers and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

Smoking Cessation

Information on how to obtain help quitting smoking is available from the National Smokers Quit line on call save 1850 201203 or the Health Promotion Department of local Health Boards.

For further workplace information contact the Office of Tobacco Control, Principal Environmental Health Officer at your local Health Board or log onto www.smokefreetatwork.ie

3.1

EMERGENCY CONTACTS

<u>POSITION</u>	<u>NAME</u>	<u>NUMBER</u>
PROJECT LEADER:	KEN SAUVAGE	087 225 0938
DESIGNATED FIRST AIDER:	ALL STAFF	
DOCTOR	THE KEOGH PRACTICE	051 317 600
SAFETY ADVISOR:	BRENDAN O'CONNOR	087 675 0587

PROCEDURES

Those named persons have also been assigned the duties and responsibilities to set up and implement the emergency procedures and necessary contacts as outlined in Regulation 11(1) of The Safety, Health and Welfare at Work Act 2005.

Fire Safety

Under The Safety, Health and Welfare at Work Act 2005 we will ensure that the number of fire fighters, their training and the equipment available to them is adequate.

Means of escape.

All means of escape from areas likely to be affected by fire or other incident will be kept free from obstruction at all times.

Emergency evacuation procedure notices are posted throughout the premises and in site office.

Signs.

All warning and information notices or signs will be on un-obscured display and will be in compliance with The Safety, Health and Welfare at Work (General Application) Regulations 2007 (amended May 2010).

3.2

ENVIRONMENTAL POLICY

Treo Port Láirge Ltd. commits itself to work in a manner that conserves our Environment and protects the Safety, Health and Welfare of our employees and sub-contractors, customers and the wider community.

Our objective in the environmental health and safety area is to assume a responsible position. In accomplishing this we will:

- a. Comply with all local, and National Legislation.
 - b. Operate a policy of Waste Minimisation
 - c. Consider our Waste Management in line with the waste Management Hierarchy
1. Every employee must co-operate with the company in keeping our premises particularly footpaths and roads in a clean and tidy condition.
 2. Assess the discharges and waste generated from our premises and their effects, if any, on the environment and community.
 3. Ensure that all of our waste is disposed of properly.
 4. Where possible waste generated will be recycled.
 5. Ensure that our operations and products used do not create unacceptable risks to human health or the environment.

NEVER THROW ANYTHING HAZARDOUS INTO A DRAIN, STREAM OR RIVER. IF AN ACCIDENTAL SPILLAGE OCCURS, THE LOCAL AUTHORITY MUST BE CALLED ON: -

THROUGH THE EMERGENCY SERVICES

112 / 999

Or

Waterford City & County Councils

0761 10 20 20

And others as necessary

Our goal of a less hazardous environment can be achieved by a conscientious effort and commitment from all staff

3.3

TRAINING

In relation to the training of employees we intend to comply with the duties placed upon us by *Section 10, of The Safety, Health and Welfare at Work Act, 2005 and Section 29 of The Safety, Health and Welfare at Work (Gen. App.) Regulations 2007.*

Inadequately trained staff are a hazard to themselves and their co-employees. Treo Port Láirge Ltd. will therefore identify and implement the training needs of their staff.

Records:

Any safety training provided will be recorded by the Health and Safety Manager. Treo Port Láirge Ltd. will keep health & safety training records (see appendices) detailing the following:

- name of the employee being trained;
- date of training and amount of time taken;
- training details and methods used; and
- signatures of the trainer and employee(s) to ensure that the training has been carried out, documented and understood.

Training:

Treo Port Láirge Ltd. shall provide the following training as appropriate:

- safety induction training for all new staff;
- as appropriate, first aid, manual handling and fire safety; and Manual Handling, Occupational First Aid, VDU Assessor, Chemicals, Machinery etc. The use of specialist equipment, Fire Safety, Hazard Identification and Risk Assessment. Proper Use of PPE,
- management training to ensure Health and Safety Managers are equipped to undertake their health and safety duties and responsibilities.

All training will be refreshed at least every three years.

Induction:

It is the policy of Treo Port Láirge Ltd. that all new personnel shall receive safety training as part of their induction and that this training is signed off by all employees. Apart from explaining to the new employee what he/she will be required to do and to whom he/she will be directly responsible, the following tasks will be incorporated into the induction:

- showing the new employee where the Safety Statement is kept, explaining its purpose and ensuring that the employee is aware of his/her responsibilities;
- establishing if the new employee has any disability or illness which could prevent him/her carrying out certain operations safely or which require additional protective measures;
- warning new employees of any prohibited actions in the work place;
- establishing the need for and arranging specific training to be given to an employee (e.g. manual handling, first aid);
- showing the new employee the location of the first aid box(es) and explaining the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time;
- explaining the fire and evacuation procedure and the location of assembly points; issuing protective clothing as required and obtaining a signature for any items issued;
- training the new employee in any relevant risk assessments and obtaining a signature for such training; and
- completing a VDU workstation assessment on new employees as required within one month of commencing employment.

WORKSHOP TRAINING PROGRAMMES

Cycle Mechanics Programme.

AIM:

This programme aims to equip the learner with the knowledge, skill and competence to carry out routine maintenance and repairs to a wide range of bicycles.

This programme will take place in a workshop setting, allowing students to learn using industry-standard equipment and tools. The programme will cover all aspects of cycle mechanic over 3 modules, Module 1, Basic Cycle Mechanics. Module 2) intermediate Cycle Mechanics and Module 3) Advanced Cycle Mechanics

This program allows the learner to focus on service and repair of all types of bikes.

OUTLINE OF PROGRAMME:

Learners should be able to:

- Understand the range of bikes on the market, their components and functions
- Understand Health and Safety including Irish and European standards
- Identify appropriate PPE to be worn.
- Use of tools and equipment
- Carry out a comprehensive bicycle check
- Skills to diagnose, replace and repair on a range of bike types
- Legislation in a cycle workshop environment (waste/hazardous materials/environmental sustainability aspects)
- Follow working practices and procedures
- Record keeping and audits
- Understand the sector and market skills

Tutor Experience

This Programme is tutored by the workshop co-ordinator and the workshop assistant, both hold City and Guilds Cycle Mechanic level 2 certificates. Both also hold Level 6 Train the Trainer, Abrasive Wheels training and are Occupational first Aiders. The workshop assistant is also a Manual Handling Instructor.

They will be supported by a Tutor from the Waterford and Wexford Education and Training Board (WWETB). He has been tutoring in Treo for the last 9 years. He has 9 years' experience in repair and service of Bicycle

Lawnmower / Small 4 Stroke Engine Service and Repair Programme

AIM:

This programme aims to equip the learner with the knowledge, skill and competence to carry out a limited range of routine maintenance and repairs to a four stroke engine under supervision.

This programme will take place in a workshop setting, allowing students to learn using industry-standard equipment and tools. The programme will cover all aspects of small engines, including fuel, electric, transmissions, cooling, ignitions and lubrication systems. Learners will learn how to care for and maintain their garden equipment which includes lawnmowers, strimmers, hedge trimmers etc. They will learn to troubleshoot problems, identify and service and repair common faults.

This program allows the learner to focus mainly on lawnmowers and will include the

- Small engine mechanical equipment / tools
- Diagnosis and repair
- Small engine parts and functions
- Ignition, lubricating and cooling systems
- Small engine electrical and fuel systems
- Small engine rebuilding and maintenance

Tutor Experience

This Programme is tutored by a Small Engine Mechanics Tutor from the Waterford and Wexford Education and Training Board (WWETB). He has been tutoring in Treo for the last 9 years. Shay has 25 years' experience in small engine mechanics, working part-time as a Service Engineer for the warranty repair division, South East region of Husqvarna Flymo. He also carries out work as a Service Engineer with Woodies DIY dealing in G Max and Pro Lawn equipment.

This Tutor will be assisted by:

The workshop co-ordinator. Qualified Push bike mechanic, Train the Trainer, Occupational First Aider.

The assistant workshop co-ordinator. Qualified Push bike mechanic, Manual Handling instructor, Occupational First Aider.

Woodwork Programme

AIM:

The purpose of this award is to equip the learner with the knowledge, skill and competence to use woodwork tools and equipment safely and to plan, design and carry out basic woodcraft assignments.

OUTLINE OF PROGRAMME:

Explain the uses of a range of electric tools to include hand drills and sanders and woodcraft hand tools to include tools for measuring, marking out, drilling, cutting, screwing, assembling and bench working

State the characteristics of materials and finishes used in wood and timber

Outline the basic properties of a range of materials to include hardwood, softwood, natural and manufactured board, plastics and fibreboard

Select appropriate tools and equipment for specific tasks

Identify a range of artefacts where halving joints, angle joints and dovetailing joints are commonly used to include chairs, tables, doors and drawers

Operate a range of electric and woodcraft hand tools to include hand drills, sanders and tools for measuring, marking-out, drilling, cutting, screwing, assembling and bench working

Carry out a range of woodcraft techniques to include marking out, drilling, cutting, trenching, shaping, joining (temporary and with adhesives), assembly of halving joints, angle joints and dovetailing joints

Complete a range of woodwork assignment planning and design tasks to include compiling a materials requirement list, selecting materials, interpreting a design brief with the aid of sketches and producing design solutions and working procedures for specific tasks

Identify a range of uses for materials and various types of finishes

Apply suitable preparations and finishes for specific tasks

Maintain tools and equipment to include an evaluation of their condition before use

Operate hand and machine tools in a work setting with due regard for the safety of self and others to include the identification of potential safety hazards, the correct usage of woodcraft tools and equipment, use of personal protective equipment (PPE) and the maintenance of the work environment

Exercise proper procedures in the cleaning and storage of tools and equipment after use to include the compilation of a visual diary of tools and equipment with reference to safety

Select appropriate woodcraft techniques and wood finishes for specific tasks.

Tutor Experience

This Programme is tutored by a qualified Carpenter who tutors with the Waterford/Wexford Education and Training Board (WWETB). He has 25 years' plus carpentry experience.

3.4

EMERGENCY PLANNING

1. Stop, assess the situation, and check:

- (a) Extent of the damage;
- (b) Whether fire is involved;
- (c) Whether chemical spillage is involved;
- (d) Are there any casualties?
- (e) The number of people nearby;
- (f) Location of buildings, and
- (g) Environmentally sensitive sites, drains, water courses etc.

2. Contact the emergency services using the nearest phone.

It is important that the manager / supervisor should stay at the scene to manage the incident; however, he or she may have a mobile phone and so, if it is safe to do so, should contact the emergency services from the scene by dialling either 999 or 112. If the manager / supervisor don't have a mobile phone, other people may be able to help.

The emergency services will require, as a minimum, the following information:

- The location. Colloquial names should be avoided since the telephone operator may be located many miles away and not familiar with such names.
- What has happened? Detail of fire, spillage, casualties etc. and additional information such as the quantity of product, type of contaminant and location in the site/factory may help.

3. Manage the incident.

The following actions may be considered. The order in which they should be carried out will depend on the type of incident. Some will take a higher priority than others:

- (a) Protect yourself (wear appropriate PPE);
- (b) Keep others at a safe distance (as far away as possible);
- (c) Initiate traffic control if applicable;
- (d) Treat any casualties (emergency first aid);
- (e) Prevent smoking and control other sources of ignition if chemical spill;
- (f) Make use of any equipment that may be available (fire extinguishers, information in writing and first aid equipment etc.).

4. Hand over to the emergency services.

On the arrival of the emergency services, and in particular the fire service, the manager / supervisor should:

- (a) Hand over any written information to the services;
- (b) Brief the services on any actions taken during the emergency, noting: location; contamination if applicable; and casualties (what treatment has been given and where they are).
- (c) Assist as needed.

5. Report the incident to your management as soon as possible.

The supervisor must therefore report any occurrence to management immediately

It is recommended that once the incident is 'fully under control' the manager / supervisor makes a few notes at the scene to assist any enquiry, HSA or company led, that may follow.

The kind of notes that a supervisor may need to recount later when making his report to management include: timings; location; details of incident; names of witnesses; what happened; and details of emergency service involvement.

The Managing Director can complete the IR1 and IR3 as required and send them to the Health and Safety Authority.

If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

3.5

PERSONAL PROTECTIVE EQUIPMENT.

It is Safety Policy that Protective Equipment is issued for your own safety. Following a Hazard / Risk assessment, Personal Protective Equipment (PPE) will be issued and used when the risk cannot be reduced by other means.

The legislation stipulates that PPE is **only a last resort or secondary** response when all other methods of risk reduction are inadequate. In practice this means trying to get rid of dust before resorting to a mask, for example. The other areas of risk reduction must all be firstly investigated before PPE becomes a recognised part of the work system. These other methods would be elimination, substitution, and isolation etc. of the hazard.

In certain circumstances though, PPE is seen as being a necessary part of the work system.

Each employee who is issued with personal protective equipment is responsible for its use and safe storage. Employees are asked to immediately report loss or damage to those in charge.

If protective equipment is supplied but not used, both the employee and the company are breaking the law. It is unacceptable and against Safety Policy to condone non-use of the equipment by effectively turning a 'blind eye' to the non-user: the regulations and standards must be enforced for the health and safety of the individual.

Any individual who refuses to wear the equipment should be counselled as to the reasons why the equipment must be used. If the individual persists in refusing to use the equipment, they should be advised that the company regards this as a matter of gross misconduct. If the individual continues to refuse to use the equipment, our disciplinary procedure will be invoked.

Types of P.P.E. that may be necessary:

- High Visibility Clothing **especially on or near roadways** where a danger exists from moving traffic or working with or in the vicinity of moving machinery.
- Safety boots with protective toe guarding and good grip.
- Masks and Respirators to the standard specified by the makers of chemical products
- Waterproof outer clothing when working in inclement weather.
- Eye and Facial Protection: Safety glasses, goggles or visor
- Safety harness and lanyard or fall arrest inertia reel for working at heights.
- Safety Helmet.
- Gloves are to be used when working as required
- Ear / Hearing protectors.

The individual user must sign for all protective equipment.

3.6

ACCIDENTS AND DANGEROUS OCCURRENCES:

RECORDING, REPORTING AND INVESTIGATION

Treo Port Láirge Ltd. recognises that accidents and dangerous occurrences are not inevitable; they can be prevented in so far as is reasonably practicable. That said, we also realise that humans being investigative creatures, they will seek out danger. Therefore to attempt to prevent accidents and dangerous occurrences happening, in so far as is reasonably practicable, the Company will put in place policies aimed at preventing or at least reducing the accident rate and risk.

We shall define an accident as: -

"An unplanned or undesired occurrence, which produces injury, harm or loss to persons or damage to property or both."

A Dangerous Occurrence is: -

"Any occurrence, which had the potential to cause injury, harm or loss, or has caused harm to property".

We are aware that there is a legal onus upon us to record and investigate all accidents, incidents and dangerous occurrences in this workplace under *Regulation 58-63 SI 44 of The Safety, Health and Welfare of Work (Gen, App) Reg. 1993*

If necessary completed Accident Report Forms IR1 for accidents, IR3 for dangerous occurrences shall be returned to the Health and Safety Authority.

RESPONSIBILITY:

Ultimate responsibility for this recording and investigating process is of course on the Directors / Managers. They may, if appropriate, delegate this responsibility to another appropriate employee.

All accidents and dangerous occurrences shall be recorded as per the Company protocol in the Accident Report Book.

The key to efficient recording is to carry it out early, quickly and without apportioning blame on any employee.

Reporting of accidents and dangerous occurrences is a duty of every member of staff in the Company.

ACCIDENT REPORT:

The site of the accident or incident must be preserved until the Accident Report has been written.

This should be carried out as soon as possible after the accident, the priority being of course the injured person.

This is the responsibility of the Directors / Managers or other delegated employees'.

Its purpose is to help identify the cause with the aim of preventing a recurrence as well as keeping Company records.

3.7

BULLYING / HARASSMENT

“Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work.

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”

The Code of Practice on the Prevention of Workforce Bullying from the Health and Safety Authority gives the following definitions:

Harassment is related to bullying but usually involves negative attention to an individual because of factors such as gender, race/ethnicity, religious beliefs and sexual orientation, among others. It is important to note that it is not the intent of the perpetrator that is the key in deciding whether harassment has occurred but whether the behaviour is unacceptable by normal standards.

Examples of bullying and harassment are as follows:

- Aggressive behaviour/attitude including shouting, uncontrolled anger, verbal abuse, offensive language;
- Intimidation, whether physical, psychological or emotional;
- Humiliation in front of others or in private including name-calling, ridicule, derogatory jokes or malicious tricks;
- Targeting someone by excessive scrutiny, undermining authority, making impossible demands or persistently refusing reasonable requests;
- Continued and deliberate staring, obstruction or other non-verbal physical behaviour;
- Deliberately ignoring or isolating someone.

An individual who is being bullied may suffer:

- Physiological effects like tenseness, sleeplessness, feeling sick, sweating or loss of energy.
- Psychological effects include anxiety, fear, depression, loss of confidence, irritability or fear of going to work.
- For the organisation bullying can result in low morale and reduced efficiency, a tense or unpleasant atmosphere in the workplace, social isolation, cliques or factions and an increase in absenteeism.

The following are the responsibilities of the manager/supervisor:

- Communicate to all staff that bullying or harassment by any member of the organisation regardless of status will not be tolerated.
- Identify any areas where bullying or harassment have been a problem and prioritise for corrective action.
- All identified victims will be offered counselling.
- Bullies or harassers will be offered training to change their behaviour (if they are not to be dismissed)
- Ensure all managers, supervisors, and safety representatives under your control, are trained in how to recognise signs that a person is being bullied and the various forms of bullying.
- All staff members are to be provided with information on the various forms of bullying and on what is deemed unacceptable behaviour.
- Inform all staff under your control of the complaints procedure and on likely disciplinary action taken if a complaint is proved.

The following are the responsibilities of the organisation:

- Instigate corrective action in areas that have been prioritised (such action might include the use of special surveillance equipment, private investigators, etc.)
- Arrange the training of all managers, supervisors and safety representatives on how to recognise signs that a person is being bullied, and the various forms of bullying.
- All persons dealing with complaints are properly trained in such matters
- In general try to foster an anti-bullying culture in the workplace
- Arrange for the provision of a counsellor for victims of bullying or harassment.
- Arrange for training of proven bullies to change their behaviour
- Maintain statistics on the incidence and type of bullying.

The following are the responsibilities of all employees:

- Be aware of behaviour that is deemed unacceptable
- Make efforts to ensure that bullying and harassment is not occurring in the workplace.
- Where you personally observe incidents of bullying or harassment, ask the bully to desist from his/her actions and make a note of the incident.
- Advise the victim of the complaints procedures and offer any assistance in this regard.
- In general, try to foster an anti-bullying culture into the workplace.

Complaints Procedure

- Employees who are being bullied or harassed should, in the first instance, ask the instigator to desist or, if they feel unable to do this, they should ask a colleague to do it for them. A record of each incident should be noted.
- Should the bullying or harassment continue, a complaint should be made to the employee's manager or another supervisor.
- Alternatively, a specifically named individual will deal with complaints against an individual in the strictest of confidence.
- Complaints will be investigated immediately and prompt feedback will be provided.
- Ensure that any person making such a complaint is not victimised as a result of making such a complaint.
- All alleged bullies or harassers will be given ample and fair opportunity to defend themselves.
- It is hoped that the majority of cases will be resolved amicably; however, where a complaint is proven, an individual will go through the standard company disciplinary procedures as detailed elsewhere in this document.

3.8

SEXUAL HARASSMENT:

Treo Port Láirge Ltd. wants to ensure that its work environment gives employees the freedom to do their work without having to suffer sexual harassment from other staff members.

Sexual harassment is unlawful under the Employment Equality Act 1977. It can take many forms which include:-

1. Unwanted verbal or physical advances.
2. Words or actions of a sexual nature or with sexual undertones even if offence is not specifically intended
3. Display in the workplace of material of an explicitly sexual nature, which are objectionable to the recipient, cause offence, discomfort or humiliation, or interfere with a person's ability to work.

It is the responsibility of management to ensure that the work environment is kept free from sexual harassment. It is important for everyone to understand what may constitute sexual harassment and regulate workplace conduct accordingly.

Where there is proper atmosphere or mutual respect, most difficulties that may arise should be capable of being sorted out amicably by the parties themselves, taking a common-sense approach. However, a reliable procedure is necessary to deal fairly with allegations of sexual harassment when an aggrieved party considers it appropriate to make a formal complaint.

Sexual harassment can constitute grounds for disciplinary action and all employees should be aware of that.

Because there can be sensitive and confidential aspects in such cases, the procedure is designed to safeguard the rights both of the aggrieved staff member and the person against whom the allegation is made. Most people will accept that it is better to sort out problems within the company if possible, but nothing in the procedure can overrule an individual's statutory right to process a complaint through the appropriate outside channels i.e. the labour court or the civil courts.

3.9

STRESS

Treo Port Láirge Ltd. adheres to all aspects of the Safety, Health and Welfare at Work Act 2005, which obliges employers to identify and safeguard against all risks to health and safety, including stress obliges employers to identify and safeguard against all risks to health and safety, including stress.

Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them.

Causes of stress in the workplace can include:

- excessive workload;
- poor work organization;
- poor working relationships;
- poor communication at work;
- poorly organised shift work;
- ill defined work roles;
- lack of support to staff;
- dull repetitive work;
- highly demanding tasks;
- dealing directly with the public; and
- the threat of violence.

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard:

- identification of potential problems;
- assessment of risks;
- implementation of safeguards; and
- monitoring the effectiveness of safeguards.

Treo Port Láirge Ltd. will utilise the following methods of managing stress where appropriate:

- ensure that staff are instructed to raise any issues of stress with their direct line manager as soon as possible;
- ensure that Management is aware of the potential causes of stress and the early warning signs; and
- ensure that all complaints that may be related to stress are listened to and appropriate measures taken.
- provide training for employee in stress management.
- an Employee Assistance Programme is available to staff. The aim is to provide support to employees experiencing difficulties such as bereavement, trauma, alcohol or drug abuse, depression or anxiety, stress at work, etc.

3.10

Organisation of the Working Time Directive

Treo Port Láirge Ltd. recognises their obligations imposed by the Organisation of Working Time Act 1997 in relation to rest periods and maximum weekly working times. Records, which will show whether the provisions of this Act are being complied with in relation to employees, shall be retained for at least 3 years from the date of their making.

Compliance with the Organisation of Working Time Act is the responsibility of all Managers

3.11**DISCIPLINARY PROCEDURE:**

Breaches of Health & Safety regulations may be treated as a matter for discipline and depending on the seriousness of the breach may be dealt with by suspension without pay or dismissal without notice.

For breaches of the Health & Safety regulations, which do not warrant such action, the employee will be warned and given a reasonable opportunity to put them right.

All such records will be kept in the Employees Personnel files.

In the event of a breach of Firm rules or failure to work to an appropriate standard, the following procedure will be followed.

1	Verbal Warning / Counselling	Record. Copy of form to Personnel file.
	The employee will initially be given a verbal warning and counselling by his or her immediate supervisor which will be recorded on the employee's personnel record.	
2	Written Warning / formal	Record. Copies to person concerned, supervisor / manager, shop steward and personnel file.
	In the event of a further breach of conduct, poor attendance or lapse of performance, the employee will be issued with a formal written warning. This warning will remain on the employee's personnel file.	
3	Final Written Warning	Record. Copies to person concerned, supervisor / manager, shop steward and personnel file.
	In the continuing event of further breaches of conduct or performance, the employee will be issued with a Final Written Warning. At this stage, the Firm may also impose a period of suspension without pay.	
4	Suspension / Dismissal	Record. Inform the person of the right to appeal. Note to personnel file.

If, following a period of suspension without pay and / or a final written warning, an employee is guilty of further breaches; the employee will be dismissed.

All warnings will remain on file one year from date of issue, subject to the attainment of the necessary sustained improvement. In cases of misconduct warranting summary dismissal - the following procedure applies. For incidences as listed above, the Firm may summarily dismiss an employee without recourse to the procedure outlined in clauses 1-4 above. In cases where the Firm considers that the summary dismissal is warranted, it may suspend an employee with pay in order to facilitate investigation of the particular case. Following investigation of any matter under this clause, the Firm may decide either to impose another form of discipline i.e. dismissal, suspension without pay and / or final written warning, without recourse to procedure in 1 to 4.

If behaviour alters or becomes satisfactory, the employee needs to know that Warnings are not held over them.

In brief the Firm disciplinary procedure consists of:

1. A verbal warning.
2. A written warning for repeat or more serious first offences.
3. Final warning, suspension or probationary period.
4. The right to immediately dismiss employees is retained for the more serious offences.

EXAMPLES OF GROSS MISCONDUCT

The following lists examples of gross misconduct: -

1. Negligence resulting in injury or possible injury to others, destruction / damage to property or goods.
2. Disregard of the company Safety Rules and Regulations, the contents of this Safety Statement or specific instructions given.
3. Drunkenness or intoxication while at work.
4. Disregard of the fire precautions, particularly those relating to smoking in prohibited areas.
5. Driving a company vehicle in a reckless manner or under the influence of drink / illegal substances.
6. Possession, use of, or being under the influence of drugs while at work.
7. Wilful neglect or destruction of Company property.
8. Falsification of returns or other official documentation.
9. Working while on sick leave.
10. Fighting or threats of acts of physical violence.
11. Possession, on company premises, of firearms or articles defined by law as firearms.
12. Theft of company or other employee's property,
13. Interference with or theft of First Aid or safety Equipment.
14. Sabotage, attempted sabotage or threatened sabotage of company or employee's property.
15. Deliberately restricting output or quality.
16. Violation of other employee's rights / freedom by threats of violence or other action.
17. Serious misconduct affecting the interests of the employees and / or the Company.
18. Refusal to carry out a lawful instruction given by a level of authority.
19. Unauthorised use, possession or disclosure of Company private information.

All employees are advised that carrying out actions as listed above can result in prosecution by the enforcing authority and / or use of the Company Disciplinary Procedures in relation to serious offences, which can carry an instant dismissal penalty.

4.1

SAFE SYSTEMS OF WORK

POLICY

It is the policy of Treo Port Láirge Ltd. to ensure as far as is reasonably practicable that tasks are within the competence and capacity of employees. In this regard Safe Systems of Work are designed to enable all employees to follow and operate the systems and procedures without risk to personal Safety or Health. Training will always be provided for all concerned where new systems of work are introduced.

4.2

ACCESS TO THE WORKPLACE

GENERAL

More than 50% of the accidents that cause absence from work involve falls or collisions of people with materials or with vehicles. It is most important therefore, that proper access from place to place is created and kept safe.

You can assist in achieving this objective by checking that:

- Safe access is provided for you and others to reach the allotted workplace. This should include good roadways, gangways and runs, hoists, staircases and ladders;
- Adequate artificial lighting is available when work has to continue after dark or in poor light conditions or areas.
- The work place is tidy and materials are stored in safe positions;
- There are proper arrangements for the gathering or disposal of rubbish/scrap;

TIDINESS;

Tidiness is one of the foundations of safety. Many accidents are caused through people tripping, slipping and falling over materials and equipment that should not have been left lying around.

This is an area where you and all your workmates can make a significant contribution to safety, merely by applying common sense;

- Do not leave rubbish lying about – clean up as you go;
- Do not obstruct aisles, gangways or stairways with tools or materials;
- Make sure that spilled oil, grease or liquids are cleaned up from floors;
- Gather up all and any material/scrap/rubbish that **YOU** have created (boxes, bags, off cuts etc.)
- When cleaning up, make sure the rubbish tip point is in a safe position.

4.3

HOUSEKEEPING

Good Housekeeping aids production as well as being an essential safety requirement:

- Keep the area around each machine/work area clear of obstructions
- Keep the floor areas level and in good repair
- Check that floors, especially where operators stand, have not become slippery
- Put waste into bins which are cleared away when full
- Mark gangways and fire exits clearly and keep them clear
- Where trailing cables are in use, re-route them overhead if possible, if on the ground protect them with a suitable cover, make sure that they do not create a tripping or safety hazard
- All materials are stored and stacked safely away from access routes or entrances.
- All access walkways are maintained free of rubble, rubbish or other hazards.
- Openings are covered, safely fenced off
- Protruding edges or objects are marked or protected
- All work areas are tidied up at the end of each workday.
- All rubbish is gathered and put in appropriate container
- All flammable or combustible rubbish is skipped immediately.

4.4

NOISE

- **NOISE CAN CAUSE DEAFNESS**
- **DEAFNESS CAN BE PREVENTED**
- **NOISE CAN BE REDUCED**

Excessive noise from processes, plant and tools can over a period of time cause progressive and irreparable loss of hearing. It can cause a ringing noise, “tinnitus”, in the ears, which will not disappear.

Hearing loss can make communication difficult, which in turn can lead to accidents through instructions either not being heard or being miss-understood.

Deafness caused by excessive noise at work develops very slowly, but the damage, once done cannot be repaired.

In accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 Treo Port Láirge Ltd. shall undertake to carry out a risk assessment, which assesses but is not limited to the following:

- The level, type and duration of exposure, including any exposure to impulsive noise.
- The effects of exposure to noise on employees whose safety or health is at particular risk of such exposure.
- The exposure limit values and the exposure action values specified in regulation 123.
- As far as technically possible, any effects on employees’ safety and health resulting from interactions between noise and work related ototoxic substances, between noise and vibration.
- The availability of alternative equipment designed to reduce noise emissions.
- Different types of noise demand the use of different types of ear protection. Ensure that the protection provided is suitable. All operatives do not have the same shaped ears; therefore different people may require different type ear protection.
- Our first action should be to eliminate the noise if possible and if not, reduce the noise at source, through damping, silencing, absorption, etc. as this reduces the noise for everyone.
- Ear protectors should be inspected regularly to make sure they are undamaged. Earplugs must be inserted into the ears with clean hands and fitted correctly.

4.5

ELECTRICITY.

Part 3, Regulations 74 to 93 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007.

Electrical shocks frequently result from the use of faulty electrical equipment or from the misuse of equipment even in good condition.

Ensure that electrical equipment is maintained in good condition and frequently tested.

Ensure that flexes, cables, plugs and sockets are not frayed, kinked, cut, cracked or otherwise damaged.

Ensure that the correctly rated fuse, Earth Leakage Circuit Breakers, Residual Current Devices etc, adequately protects electrical equipment.

Never misuse electrical equipment and never use equipment that is in any way faulty

ELECTRICALLY OPERATED TOOLS / PORTABLE EQUIPMENT

Cables and plugs must be carefully scrutinized particularly at the places where the cable enters the plug and tool. At both points of entry sound cable and firm cable grips must always be fitted.

The cable to the tool must be fully unwound.

Where extension leads are used they must be completely uncoiled.

If there is any damage, report it immediately and do not use the tool.

Defective equipment should be kept where it cannot be used until repaired.

Make sure all tools are properly earthed and have the correct fuses.

All connections to socket outlets or wire to wire must be made by proper electrical plugs or connectors

NOT by bare end cables.

Do not allow cables or wires to come into contact with moisture.

Do not carry or drag a tool by its cable.

Keep cables and wires out of the way of other operatives to avoid damage to the cable, or creating a tripping hazard.

Disconnect tools from mains when they are not in use and before changing cutting / cleaning / polishing attachments etc.

Many fires have had, and will continue to have, electrical energy as their source of ignition.

The most common causes of electrical fires are:

- Insulation breakdown leading to short-circuit and subsequent heating.
- Overloading of circuits causing over-heating at weak spots such as loose connections.
- Arcing at loose or worn contacts.
- Electrical heating appliances close to combustible materials.

4.6

MANUAL HANDLING

HAZARDS

Injury can occur from lifting even relatively light loads if proper precautions are not taken.

Factors to be considered as lifting hazards:

- Nature of load e.g. Size & Weight, Bulky etc.
- No proper grip.
- How often is load lifted?
- Is there enough space to lift safely?
- Is lifting done outside best lifting range (above chest / below hip).
- Is best lifting technique employed?
- Health and build of person lifting.
- How far is item lifted (distance)?
- Are platforms provided?
- Is training given?
- Is area kept free of obstruction - trip hazards?

Consideration must be given to reduce the incidence of injury in manual handling situations.

Principles of Lifting

- Assess the task, the area and the load.
- Bend the knees.
- Take a broad stable base.
- Back straight, (not necessarily vertical).
- Firm grip with the palm of the hand.
- Arms inline with the trunk.
- Load close to the centre of gravity.
- Turn feet in the direction of movement

ALWAYS USE MECHANICAL LIFTING GEAR WHERE POSSIBLE.

At Dalton Donovan Ltd, we recognise that the manual handling of loads represents a considerable amount of the work, which is undertaken by all staff.

Manual handling of loads is recognised as being a consistently large cause of lost time occupational accidents in industry generally, and the management are committed to ensuring that, through risk assessment and management, the risk to staff will be minimized in so far as is practicable.

There are some mechanical aids, which have been provided for the use of staff in the handling of loads. Furthermore, we are committed to providing all staff with manual handling training.

At all times, the principles below must be adhered to by all staff performing manual handling activities at work:

Adopt a good posture

When lifting from a low level, bend the knees but Keep your back straight, maintaining its natural curve (tucking in the chin helps). Lean forward a little over the load if necessary to get a good grip. Keep the shoulders level and facing in the same direction as the hips.

Get a firm grip

Try to keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual preference; but must be secure. A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as the lift proceeds, do it as smoothly as possible.

Stop and think

Plan the lift. Where is the load to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench to change grip.

Position the feet

Feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult). Leading leg as far forward as is comfortable and if possible, pointing in the direction you intend to go.

Keep close to the load

Keep the load close to the trunk for as long as possible. Keep heaviest side of the load next to the trunk. If a close approach to the load is not possible, slide it towards you before trying to lift.

Don't jerk

Lift smoothly; raising the chin as the lift begins, keeping control of the load.

Move the feet

Don't twist the trunk when turning to the side.

Put down, then adjust if precise positioning of the load is necessary, put it down first, and then slide it into the desired position.

How do I know if there's a risk of injury?

It's a matter of judgment in each case, but there are certain things to look out for, such as people puffing and sweating, excessive fatigue, bad posture, cramped work areas, awkward or heavy loads or a history of back troubles.

Operators can often highlight which activities are unpopular, difficult or arduous.

4.7

SAFE HANDLING OF CHEMICALS / HAZARDOUS MATERIALS

Chemicals and other hazardous substances such as detergents, bleaches, drain cleaners, weed killers, disinfectants, degreasers, adhesives, cleaning agents, paints etc. are used everywhere and now seem essential to everyday life. But they can be dangerous

If not used correctly they can:

- Catch fire
- Cause burns
- Damage your health
- Cause environmental damage

By law, all products containing dangerous chemicals must have a label. The label tells you about the dangers of the product and how to use it safely.

Do's and Don'ts when using chemicals.

- Do study the label
- Do read and follow instructions before use
- Do use any protective clothing that is recommended
- Do keep chemicals in a safe place
- Don't transfer chemicals into unmarked containers
- Don't siphon by mouth
- Don't use flammable chemicals near sources of ignition
- Don't mix chemicals unless you are sure they do not react
- Don't depend on a 'funny' smell to detect hazardous substances
– some are odourless

4.8

Information on Occupational Dermatitis

Dermatitis can often be related to workplace factors. It is characterised by redness, itching, scaling, rashes, hives or blistering of the skin.

The two common forms of dermatitis usually seen in the workplace are allergic dermatitis and irritant contact dermatitis. When the skin comes into contact with certain substances at work, this can cause occupational dermatitis to occur. Things which might cause occupational dermatitis include cleaning products, organic solvents, metalworking fluids, cement, adhesives, other chemicals, and even certain plants.

Substances causing occupational dermatitis are divided into two groups known as irritants and sensitisers. Irritants act directly on the skin through chemical reactions. With sensitisers, skin reactions may not be caused on initial contact, but after repeated exposure, some people will have an allergic reaction. The employer has an important role in controlling workplace exposures to agents which cause occupational dermatitis and in providing appropriate health surveillance and encouraging employees to report symptoms at an early stage.

Suggested steps are:

- Identify all known primary skin irritants and sensitisers which the employer's risk assessment shows to be used in the workplace. Further information and guidance on risk assessment and health surveillance is available in the Safety, Health and Welfare at Work Act 2005.
- Implement effective control measures to reduce the risk of exposure. Consider substitution of these potential skin irritants/sensitisers with agents that have lower skin reactivity. Provide adequate hygiene facilities, soaps and barrier creams, and appropriate PPE (e.g. gloves and coveralls).
- Encourage early reporting of symptoms and protect the individual from further exposure while the cause of the symptoms is fully investigated. Other individuals in the same work group may have similar skin problems. Risk assessment and risk management strategies should be reviewed. Investigate employees' concerns. Consult safety representatives and employees.
- Establish contact with the employee at an early stage to ensure that they have access to the appropriate advice and support from their GP, and where available Occupational Health service. Referral to a dermatologist may be appropriate.
- Regular health surveillance for all employees exposed or likely to be exposed to an agent which may cause occupational dermatitis should be established. An occupational health professional should be consulted with, to agree the extent and frequency of surveillance. A health record should be maintained for each individual. Records should be maintained for 40 years.
- Exposure must be controlled to prevent triggering further skin problems if an individual has developed occupational dermatitis. If a doctor confirms that an employee is suffering from occupational dermatitis, this must be reported as an occupational disease to the HSE.
- Explain the likely workplace causes of occupational dermatitis and how to recognise the symptoms. Information and training should be provided on skin hygiene and skin care at work, correct use and maintenance of PPE, and reporting procedures.
- Promote good personal hygiene and good housekeeping in the workplace. Encourage employees who are potentially at risk of occupational dermatitis to examine their skin regularly.

4.9

MACHINERY / EQUIPMENT

Basic Safety Rules

Basic safety rules for all machines / equipment are:

- Use mechanical feeding wherever possible
- Enclose all cutters and saw blades as far as practicable
- Ensure all machines / equipment are well maintained
- Ensure adequate lighting at every machine
- Ensure there is safe access / egress to and from machinery / equipment

Basic safety rules for all persons who operate or work at machines are:

- Wear suitable clothing which will not catch in cutters or other moving parts
- Safe operating procedures must be agreed and used for each machine
- Only authorized persons who have been properly trained should operate or work at machines
- Ear defenders, eye shields and dust masks should be worn when required
- Machines must be switched OFF when not in use and isolated before any major adjustment, cleaning or maintenance is done
- The Operatives attention must not be distracted while work is in progress

LIGHTING.

Levels of lighting appropriate to safe operations at machinery will be provided during the hours of darkness or in other dark conditions.

4.10

COMPANY VEHICLES

Treo Port Láirge Ltd. has a distinct policy of maintaining all vehicles and trailers in good repair. The steering, handbrake and footbrake must always work properly. Employees under 18 years of age will not be permitted to drive transport vehicles or operate mobile plant. Operators will receive proper training if not competent when recruited.

DRIVERS RESPONSIBILITIES & DUTIES:

Only drivers with a suitable licence are authorised to drive Company or hired vehicles. No person may have possession of a Company vehicle outside of working hours without permission of the General Manager.

We always ask to see our employees' licences before asking or allowing them to drive our vehicles.

From time to time we do spot checks.

1. Read and understand the Safety Statement and carry out your work in accordance with its requirements.
2. Ensure that any defect in your vehicle or trailer is reported immediately.
3. Make regular inspections of your vehicle for obvious defects. Please pay particular attention to the lights and brakes.
4. Wear suitable footwear and protective clothing, since you are exposed to the same hazards as others on site when not driving your vehicle.
5. Always report to a site office / customer before travelling around any site or their premises.
6. Get out of the cab of your vehicle when it is being loaded with loose materials (unless suitable means are provided to protect the cab).
7. Drive in a safe manner at all times and consider carefully, when driving on sites, the conditions of temporary access roads or roads that are under construction and being used for access purposes.
8. Ensure before reversing that there are no obstructions or people behind the vehicle. Preferably, if on site, ask someone to act as banks man to direct you when you reverse.
9. Ensure that when reversing or driving towards an edge that a suitable wheel stop has been provided to prevent the vehicle going over the edge.
10. Ensure that you are always aware of power supplies when you are working on a customer's premises or site, especially when loading or unloading. This is particularly important on sites with overhead services or power lines.
11. Report all accidents or damage, however minor, to the Contracts Manager or whoever is responsible on site.
12. Ensure that any load on your vehicle is well secured; also that your vehicle is not overloaded or loaded in such a way as to affect its handling.
13. Carry only persons engaged on the business.
14. Be responsible for you vehicle and passengers while you are driving.
15. Ensure when swinging a lifting hoist that

- a. No persons are in the vicinity
- b. No persons are under the load.
16. Always ensure you land your load on a stable, flat surface.
17. Inspect your slings and ropes on a regular basis. Do not use equipment if in any way damaged. Replace it immediately.
18. Always be on the lookout for children when working.
19. Do not leave your vehicle unattended with the engine running.

Should a driver find him/herself in hazardous conditions the following guideline should be observed to maintain control of the vehicle and reduce the risk of accident

Wet conditions: On dry roads the "Rules of the Road" booklet says a gap of 1 yard for each m.p.h. may be sufficient between your vehicle and the vehicle in front, e.g. 30 yards at 30 m.p.h. and so on. On wet or slippery roads double this gap.

Driving in Snow: Thick falling snow is akin to fog, in daytime use your head lights. Stop occasionally to clear away the build-up of snow on the windscreen, wing mirrors, back windows and lights. Extra care should be taken on minor roads, as these may not be gritted or cleared by the local authority. The road surface rapidly becomes slippery as snow falls and it is essential to drive with extra care. Always accelerate, steer and brake gently. Allow extra breaking distance between your vehicle and the one in front.

Icy Conditions: When ice reduces road adhesion the risk of skidding increases. Drivers should double or even treble the normal distance from the vehicle in front. Take corners on the lightest throttle. Use a high gear to lessen the chance of wheel spin and skids.

Skidding: Be aware of the condition of the road surface at all times. Watch for oil patches, wet leaves, mud, loose gravel and ribbed concrete surfaces in icy conditions. A front wheel skid usually occurs on corners, normally caused by excessive speed when cornering. If front wheel skid occurs, lift your boot off the accelerator and straighten the wheel. **Do Not Brake.** A rear wheel skid is caused by excessive speed, harsh steering or fierce acceleration. If a rear wheel skid occurs lift your boot off the accelerator and steer into the skid. If a right wheel skid occurs, steer to the right. If the skid is to the left, steer to the left. Again **Do Not Brake.**

Remember when road conditions are hazardous extra care must be taken to avoid an accident. Accelerate and brake gently.

RISK ASSESSMENTS

ACTIVITY ASSESSED	RISK(S) IDENTIFIED:	ASSESSED RISK LEVEL	CONTROLS
Personal Protective Equipment to be worn on site. High Viz Vest, Helmet, Safety Boots, (Safety Glasses, Ear Protection – when needed)			
Abrasive Wheels	<p>Injury from contact with rotating blade/disc</p> <p>Disc shattering</p> <p>Injury to eyes, hands or other parts due to sparks, dust or flying materials.</p> <p>Noise induced hearing loss.</p> <p>Injury to other persons working in the area</p> <p>Fire from hot sparks</p> <p>Tripping over trailing leads.</p> <p>Electric shock from exposed wires.</p>	HIGH	<p>The Abrasive Wheels Regulations stipulate that only properly trained persons may mount abrasive wheels.</p> <p>General Precautions;</p> <ul style="list-style-type: none"> • Ensure that the correct wheel/disc is used for the material to be cut. • The wheel/disc must be mounted securely in the correct direction of rotation in accordance with manufacturer's instructions. • Inspect the wheel/disc for cracks or other damage before use. • The wheel/disc guard is always in place and effective. • Use a 'back and forth' cutting action to avoid jamming, choking and excessive side pressure on the rotating wheel/ disc. • Personal Protective Equipment i.e., goggles, face shields, ear protectors, boots, gloves etc. are used as required • Care is taken as to where hot sparks or flying material will land. Move any combustible materials away and warn other workers in the area of these hazards. • Full concentration is given to the job in hand Ensure proper storage and separation of wheels / discs / blades. • Equipment is in good repair, any defects are repaired and faulty equipment replaced. • All guards are fitted, kept in position and maintained in good condition. • A grinding disc is never used for cutting and vice versa. <p>Any trailing cables are kept away from access routes and walkways.</p>
Access and Egress	Slips, Trips & Falls	MEDIUM	<p>Regular inspections should be made of all areas to ensure that they remain in good condition.</p> <p>All parking areas and paths should be maintained in a good condition.</p> <p>Damaged areas should be fenced off to keep people away.</p> <p>Ensure moss/leaves is removed from paved areas.</p>
Vehicle access	Hit by moving vehicles	MEDIUM	<p>Appropriate separation of pedestrians and traffic should be in place.</p> <p>Where appropriate lock gates to keep vehicles out.</p> <p>Where appropriate install speed reduction measures (speed ramps, notices, etc.).</p> <p>Arrange for delivery vehicles outside of busy pedestrian times.</p>
Emergency Vehicle access	Contact with people, property and vehicles	MEDIUM	<p>Clear access must be maintained at all times for emergency vehicles (fire, ambulance etc.)</p>

Vehicle parking	Contact with people, property and vehicles	MEDIUM	<p>Parking bays clearly marked.</p> <p>Parking outside the bays discouraged.</p> <p>Suitable barriers fitted to prevent vehicles coming into contact with pedestrians or buildings when close to parking areas.</p>
Steps	Slips, trips and falls	MEDIUM	<p>Hand rails to be fitted to all steps.</p> <p>All stepped areas to be maintained in a good condition.</p> <p>Ensure moss is removed from all steps.</p> <p>Illuminate steps where necessary.</p>
Ice or snow	Slips, trips and falls	MEDIUM	<p>Areas suitably salted and gritted.</p> <p>Areas not gritted are fenced off or placed out of bounds.</p>
Access Systems - Ladder	Accidental contact with overhead services. Fall, collapse, falling objects, serious personal injury, damage to property	Medium	<p>Maintained in good condition. Used by experienced personnel ensure that ladders rather than scaffolding are the right equipment to use for the job. Ladders will be in good condition and free from obvious defects. Ladders will be secured near the top (even if they will be used only for a short time). Ladders, which cannot be secured at the top, will be secured near the bottom, weighted or footed to prevent sloping. Ladders will rise at least 1.00m above their landing places. Ladders will be properly positioned for access. All ladders will be checked on a regular basis.</p>
Accident reporting	N/A		<p>All accidents to be recorded in the accident book.</p> <p>All staff, visitors or contractors suffering an accident to be recorded in the accident book.</p> <p>The Management & the H&S Team to be informed by telephone of serious accidents in compliance of the Safety Health & Welfare at Work Act.</p> <p>Board of Management to review accident book and to identify trends and initiate control measures.</p>
Class / meeting rooms	Slips, trips and falls, electric shock, cuts		<p>Floor to be in a good condition to prevent slips, trips and falls, not littered with bags and coats.</p> <p>Do not allow cables to trail across walkways.</p> <p>Mains outlet socket to be in a good condition not damaged or cracked in any way.</p> <p>Chairs and desks to be in a good condition.</p> <p>Class sizes to be risk assessed.</p> <p>Any spillage's cleaned up promptly.</p>
Control of Substances Hazardous to Health (COSHH)	Fire, explosion, spillage, inhaling fumes, absorption via skin		<p>Hazardous substances, those with an orange square on the container, to be stored in a secure, well ventilated store which is locked when not in use.</p> <p>Do not store them in gas or electricity cupboards</p> <p>Fire extinguisher to be in place if required.</p> <p>COSHH assessments to be carried out and control measures in place.</p> <p>Staff to be informed of COSHH control measures where necessary.</p> <p>Cleaning chemicals, even small amounts should not be kept in classrooms.</p>

Corridors	Personal and property, slips, trips, falls		<p>Ensure floors remain in a good condition.</p> <p>Do not allow corridors to become blocked with bags, coats etc.</p> <p>Do not use corridors for storage or teaching.</p>
Dermatitis Contact	Inflammation reaction, where the area which comes into contact with the chemical becomes red, swollen or blistered, and feels itchy or burning	MEDIUM	<p>Find out the exact source of the substance causing dermatitis.</p> <p>Remove the irritating substance if possible and replace it with a less hazardous substance.</p> <p>Keep the work clean. Avoid spills, splashes and sprays of the substances and clean them up promptly.</p> <p>Wash hands with mild soapy water and make sure they are thoroughly dry. Use a cleanser that is made from vegetable oil to remove grease or other substances that will not come off with soap and water.</p> <p>Apply barrier creams before use. This will make it easier to remove some of the substances that tend to stick to skin.</p> <p>Do not use barrier creams on damaged skin.</p> <p>Do not use solvents for cleaning hands.</p> <p>Wear clean protective clothing.</p> <p>Treat minor cuts or abrasions promptly.</p> <p>Ensure staff are trained about dermatitis and know the symptoms.</p>
Electricity			
Electric service cupboard/plant rooms	Fire, electric shock		<p>Electric plant rooms to be kept locked when not in use.</p> <p>Plant rooms not to be used for general storage.</p> <p>Plant room doors to display appropriate safety notices i.e. Authorised personnel only, Main electrical supply, Not to be used for storage etc.</p>
Portable appliances and fixed installation	Electric shock, burns, fire		<p>All electrical apparatus, both fixed and portable, to be checked periodically by a competent person in accordance with Health and Safety Authority guidelines</p> <p>A list of all the portable electrical appliances should be drawn up such as tools, kettles, Christmas tree lights etc. and made available to the person testing.</p> <p>All electrical equipment to be visually checked before it is used each time.</p> <p>Suspect or faulty equipment to be taken out of service and labelled DO NOT USE until inspected or repaired by a competent person.</p> <p>All persons to be made aware of the added danger when cables or socket outlets are near sinks or water.</p>
Fire	Burns, smoke inhalation		<p>Fire Risk assessment</p> <ul style="list-style-type: none"> • Risk assessment to be completed • Site plan and evacuation procedures developed. The location of fire equipment, Gas, Electric and Water isolator valves recorded • Provision to be made for individuals with mobility difficulties and included in care plans • Termly fire drills two drills per year in which one exit is notionally blocked off to simulate fire

			<p>conditions.</p> <ul style="list-style-type: none"> • Nominate fire wardens to “sweep” the building to ensure that it is empty. • Wardens to be trained in the use of fire fighting equipment • Ensure there is a method taking an effective role call to account for everyone. <p>Fire alarm indicator panel</p> <ul style="list-style-type: none"> • Panel to be checked each working day for normal operation, i.e. is the indicator light on?. • Any fault to be reported to the contractor immediately. • Records to be maintained. <p>Fire alarm and break glass points</p> <ul style="list-style-type: none"> • The fire alarm system, including any battery back-up, is to be serviced by a contractor in accordance with manufactures instruction • Undertake a weekly test of the system by activating a different break glass point each time and the findings recorded. • Any faults found to be reported immediately for corrective action and recorded. • Records to be maintained in the fire log book. <p><u>Smoke and heat detectors</u></p> <ul style="list-style-type: none"> • If fitted they are to be tested on a quarterly basis by a contractor. • Records to be maintained. <p><u>Fire signs</u></p> <ul style="list-style-type: none"> • Designated fire exit routes to be suitably signed with a pictogram and arrows to comply with the new regulations. • Sufficient fire signs to be in the public areas of the school, hall etc.
<p>Fire Safety:</p> <p>Flammable fluids & solids</p> <p>Fire risk from combustible materials left lying around</p>	<p>Burns, fume inhalation, serious personal injury, damage to property</p>	<p>LOW</p>	<p>All flammable liquids (e.g. cleaning chemicals) to be stored in containment structure;</p> <p>Spills to be soaked up and disposed of immediately;</p> <p>Regular cleaning to ensure no rubbish.</p> <p>Escape routes kept clear, designated assembly points provided, fire extinguishers on site, access restricted information, training and instruction.</p>
<p>First Aid</p>	<p>Injury treatment</p>		<p>First aiders</p> <ul style="list-style-type: none"> • There should be a sufficient number of first aiders to provide first aid treatment for the number of staff and pupils in the school. • Sufficient first aiders to provide cover for holidays, illness etc. • Sufficient cover to provide first aid on school trips etc. based on risk assessment. • All staff are to be aware of how to summon first aid assistance.

			<ul style="list-style-type: none"> List of first aiders to be displayed in prominent position. Provide refresher training before expiry dates of first aider's certificates. <p>First aid kits</p> <ul style="list-style-type: none"> There should be sufficient first aid kits in the school at strategic places. The kits are to be regularly checked to ensure they remain adequately stocked. There must be no illegal items in the first aid kits i.e. Aspirin, Paracetamol, creams etc.
Fumes	Respiratory conditions, serious personal injury	MEDIUM	Non-essential staff are advised to vacate areas where high fume levels exist. Essential personnel are supplied with and expected to wear suitable fume masks.
Hand Tools	Injury to hands. Muscular strain. Injury to eyes from flying materials. Minor burns from hot surfaces. Electric shock from unearthed or un-insulated tools. Risk of tripping over trailing leads. Noise induced hearing loss.	MEDIUM	<p>Sharp or pointed tools and equipment are stored and carried safely in tool boxes or tool belts.</p> <p>Any defective tools or equipment are replaced immediately.</p> <p>All electrical equipment with metal casing is properly earthed and all other tools are double insulated.</p> <p>All cables are kept tidy and away from access routes and walkways.</p> <p>All personal protective equipment such as safety goggles, earmuffs and gloves are worn appropriate to the equipment used.</p> <p>All rotating blades or discs are guarded. Guards are maintained in good condition and kept in place at all times.</p> <p>Power supply is disconnected before making any adjustments, changing any discs or blades.</p> <p>Power tools are 110 volt.</p> <p>Steadying handles are kept on equipment at all times.</p> <p>Manufacturer's instructions are read and fully understood before operating.</p> <p>All tools and equipment are immobilised or kept out of reach of children.</p>
Harassment & Bullying	Reduced work performance & absenteeism: <i>Can occur staff-to-staff, boss-to-staff (or vice versa)</i>	MEDIUM	Procedure for investigation and resolution to be implemented.
House-keeping	Slips /trips /falls Fire	MEDIUM	<p>Clear unobstructed working area must be maintained around wood working machines</p> <p>The floor area around machinery must be kept free of excess material and trip hazards</p> <p>Electricity cables routed in should be routed in a manner to eliminate trip hazards.</p> <p>Any spillages should be cleaned up immediately to avoid any slip hazards</p>
Harassment & Bullying	Reduced work performance & absenteeism: <i>Can occur staff-to-staff, boss-to-staff (or vice versa)</i>	MEDIUM	Procedure for investigation and resolution to be implemented.

Welfare facilities	Personal hygiene		Adequate changing facilities to be provided. Area to be maintained in a clean and tidy condition.
Food preparation	Hygiene		All surfaces that come into contact with food must be well maintained and easily cleaned. Cleaning programmes to be in place including arrangements for deep clean Annually.
Food storage	Hygiene		Fruit and vegetables to be stored away from other foods in a cool area with adequate ventilation. Dry foods to be stored in cool, dry, well ventilated rooms. Food should not be stored on the floor but on suitable racking. Frozen foods should be put in the freezer as soon as they are delivered. Frozen food should be date marked to facilitate correct rotation. Freezer temperatures to be taken and recorded twice per day, at least. Perishables to be stored in the fridge.
Cleaning	Hygiene		COSHH assessments to be carried out for cleaning chemicals. Never mix cleaning materials.
Pest control	Hygiene		Pest control measures to be in place where appropriate. Inspect dried food regularly.
Waste storage and disposal	Hygiene		Look for signs of droppings and damage to packets. Suitable storage and waste disposal arrangements to be in place for waste food products and refuse. Waste food is to be disposed of in easy to clean containers with self closing lid. Waste food not to be left in the kitchen overnight. Always wash hands after handling waste. Waste storage areas to be washed down and cleaned regularly using disinfectant as required. Ensure lids remain in place on waste bins. Suitable arrangements to be in place on waste bins. Suitable arrangements to be in place for the removal of waste food.
Gas	Explosion		Gas cut off valves to be clearly labelled. Access to the valves is to remain clear at all times. All staff to be aware of where the valve is and received instruction in its operation. All fire extinguishers to remain free of obstruction. Never leave kitchen unattended when food is cooking.
Legionella	Inhalation of water vapour, bacterial infection		Water systems, tanks, taps and shower outlets Compliance with LA guidance within property logbook. Water management and inspection routines to be in place in accordance with COSHH, where necessary. Risk assessment in place.

			Water temperatures monitored and maintained. Water pipe dead legs identified and removed.
Lone Working	Calling for assistance in the event of accident, illness or entrapment	MEDIUM	Means of communication to be always kept to hand (e.g. mobile phone). Timed checks.
Noise	Can lead to deafness serious personal injury	MEDIUM	Kept to acceptable levels where practicable. Where levels exceed 80 dB (A) non-essential staff are advised to vacate noisy area and essential staff are supplied with and expected to wear suitable ear defenders.
Office or admin area	Eye strain, WURLD, muscular difficulties Slips, trip, falls		Ensure school secretary completes a VDU assessment form and action taken on any deficiencies. School staff to receive training in correct set up of computer equipment. Ensure a good standard of cable management is observed. Do not allow cables to trail across walkways, use rubber protecting strips. Floor to be free from tripping hazards, torn carpets etc.
Stress: - work induced - from personal problems	Unreasonable demands on staff; Effect of personal problems on work performance and ability to work safely	MEDIUM	Procedures for consultation and counselling to be provided.
Toilets	Hygiene, slips, trips, falls, trapped persons		Toilet areas to be maintained in a good hygienic condition. Anti-scald valves to be fitted where necessary. Spillage's on floors to be moped up as soon as possible. Soap and drying systems/towels to be available. Where doors have a locking device it must have an override system to release trapped persons.
Violence (Physical and Verbal)	Personal injury		Staff to be aware of how to deal with violence or aggression from or between pupils. Staff to be aware of how to deal with violence or aggression from parents or public. Systems to be in place for dealing with intruders.
Weils Disease	People working on site	MEDIUM	Gloves are compulsory on site. Cuts must be covered. If water/puddles etc. splash in mouth/nose, wash immediately. Wash hands thoroughly before eating. If flu-like symptoms develop, inform your doctor of the site. Inductions and toolbox talks to cover Weils disease
Wood Products	Cuts wounds, incident whilst handling, serious personal injury	MEDIUM	Handled by experienced personnel, personal protective equipment supplied and expected to be worn where applicable.

<p>Workshop</p> <p>Machining Operations and Powered Machinery</p>	<ul style="list-style-type: none"> - Crushing - Cutting - Drawing In - Ejection - Entanglement - Friction/Abrasion - Impact - Puncture Wounds - Shearing - Stabbing 	<p>HIGH</p>	<p>Ensure that implemented guards are either permanent fixtures or guards that can be fitted to the machinery as required.</p> <p>Ensure that the guards are correctly adjusted and used by operators to prevent injury from actions such as the moving or rotating of the machine parts, the moving or rotating of the cutting tools and blades, the moving or rotating of the work pieces, the flying of cuttings and coolants, as well as abrasive wheels and belts.</p> <p>Ensure that work pieces are held securely by chucks, clamps, fixtures and vices.</p> <p>Ensure that all emergency stop or brake mechanisms are appropriately fitted to all machinery.</p> <p>Ensure that there is adequate space available around all machineries to facilitate safe movements between the machinery.</p> <p>Ensure that only trained and competent persons are allowed to mount and dress abrasive wheels.</p> <p>Ensure that only trained and competent persons are allowed to properly set the work-rests on bench and pedestal grinders.</p> <p>Ensure that machine operators wear suitable personal protective equipment such as protective clothing including coveralls, boiler suits and eye and face protection.</p> <p>Ensure that loose clothing and jewellery are not worn by the Staff.</p> <p>Ensure that all Staff with long hair tie-back their hair before operating any machinery.</p> <p>Ensure that all machinery is kept in good working conditions by performing regular maintenance and cleaning checks.</p>
<p>Workshop</p> <p>Maintenance of Powered Machinery</p>	<ul style="list-style-type: none"> - Crushing - Drawing In - Electric Shock - Entanglement 	<p>HIGH</p>	<p>Ensure that all machinery is not functional and that drive component covers are interlocked to prevent machinery operation during maintenance checks.</p> <p>Ensure that all machinery is not functional and electrically isolated to prevent machinery operation during maintenance checks.</p> <p>Ensure that only qualified and competent persons are allowed to perform electrical fault finding and safety testing with live equipment.</p>
<p>Workshop</p> <p>Handheld and Portable Power Tools</p>	<ul style="list-style-type: none"> - Abrasions - Burns - Cuts - Electric Shocks - Dust - Fires - Materials - Noise - Small Projectiles - Sparks - Trips 	<p>HIGH</p>	<p>Ensure that all workers have access to and provided with personal protective equipment such as coveralls to prevent them from abrasions and cuts from abrasive wheels, cutters, drills, saw blades and other sharp edges.</p> <p>Ensure that implemented guards are either permanent fixtures or guards that can be fitted to the machinery as required.</p> <p>Ensure that all portable electrical equipment and power tools are maintained, inspected and tested every 12 months in compliance with the Workshop's Safety Policy.</p> <p>Ensure that all workers have access to, provided with and use personal protective equipment such as fire resistant boiler suits, face shields, gloves and safety glasses.</p> <p>Ensure that all workers are provided with and use a</p>

			<p>flexible extraction arm for welding activities.</p> <p>Ensure that all workers are provided with and use dust masks for respiratory protection.</p> <p>Ensure that all workers are provided with and use safety glasses.</p> <p>Ensure that there is a designated area that is cordoned off for angle grinding work to be done.</p>
<p>Workshop</p> <p>Hand and Foot Operated Machinery</p>	<ul style="list-style-type: none"> - Cutting - Crushing - Shearing 	HIGH	<p>Ensure that implemented guards are either permanent fixtures or guards that can be fitted to the machinery as required to prevent access o shear blades and punch tools.</p> <p>Ensure that machine operators wear suitable personal protective equipment such as gloves and safety footwear to provide protection against cuts.</p>
<p>Workshop</p> <p>Hot Work and Processes (E.g. Welding and Soldering)</p>	<ul style="list-style-type: none"> - Burns - Compressed Gas - Electric Shock - Fires - Flashes - Fumes - Noise - UV Radiation 	HIGH	<p>Ensure that suitable tools for holding and moving hot work-pieces are provided and used to prevent burns and fires.</p> <p>Ensure that suitable welding shields and goggles are supplied and used to protect the eyes from flames and sparks during welding and soldering activities.</p> <p>Ensure that suitable fire resistant overalls and gloves are provided and used to protect the skin against burns from hot surfaces, flames, sparks and UV radiation.</p> <p>Ensure that working combustible materials and waste are kept in covered containers.</p> <p>Ensure that welding benches are constructed from non-flammable and heat resistant material to prevent fires.</p> <p>Ensure that access to welding area is restricted to authorized and qualified persons only.</p> <p>Ensure that all workers are provided with and use a flexible extraction arm for welding activities.</p> <p>Ensure that gas cylinders are securely stored in a designated area.</p> <p>Ensure that gas cylinder valves are turned off when not in use.</p> <p>Ensure that gas welding torches and hoses and regularly checked and maintained to comply with HSE standards.</p> <p>Ensure that welding equipment and earthing circuits are checked and tested regularly to comply with HSE requirements.</p> <p>Ensure that electric welders are checked periodically in accordance with the Workshop's Electrical Safety Policy.</p>
<p>Workshop</p> <p>Workplace and Working Environment</p>	<ul style="list-style-type: none"> - Falls, Slips and Trips - Fires - Heat Levels - Hygiene/Infections - Light Levels - Noise - Ventilation 	HIGH	<p>Ensure that housekeeping is done on a weekly basis to prevent the walkways from being obstructed.</p> <p>Ensure that spills or leaks are dealt with promptly.</p> <p>Ensure that the storage area is separated from the workspace.</p> <p>Ensure that floor surfaces are made of a non-slip material.</p> <p>Workspaces, storage areas and walkways should be delineated by markings on the floor</p> <p>Ensure that a full detection fire alarm system is in place, maintained and tested in accordance with fire regulations.</p>

			<p>Ensure that there are adequate fire escape routes that are signed and cleared of obstructions.</p> <p>Ensure that emergency lighting is provided.</p> <p>Ensure that fire drills are performed every 6months.</p> <p>Ensure that fire extinguishers are accessible at strategic points in the workshop and properly maintained.</p> <p>Ensure that workers are trained in the use of fire extinguishers.</p> <p>Ensure that all combustible waste materials are disposed of on a daily basis.</p> <p>Ensure that fan assisted convector heaters are in installed.</p> <p>Ensure that natural and artificial lighting is provided to appropriate standards.</p> <p>Ensure that fume extraction is provided in welding area.</p> <p>Ensure that personal hygiene facilities such as a sink, soap, towels and water are provided.</p> <p>Ensure that toilet facilities are available nearby and are kept sanitary.</p> <p>Ensure that workers are provided with lockers and a changing room.</p> <p>Ensure that workers have access to a common room for the consumption of food and drink.</p> <p>Ensure that workers have access to a clean supply of drinking water.</p>
<p>Workshop Human Factors</p>	<ul style="list-style-type: none"> - Unsafe Persons - Unsafe Practices 	<p>HIGH</p>	<p>Ensure that only people who are adequately trained or are experienced and deemed as competent by the workshop supervisor are allowed to work independently in the workshop.</p> <p>Ensure that all trainees are closely supervised if working in the workshop.</p> <p>Ensure that a range of Personal Protective Equipment is provided and instructions on how to use them is provided as easily understood, as well all workers are trained in its proper use.</p> <p>Ensure that workers are continually trained to meet changes in the requirements of OSH in the workshop.</p> <p>Ensure that workers are aware that they are not allowed to working alone in the workshop.</p> <p>Ensure that the workshop is locked when not in use and only accessed by authorised personnel who control the keys to the workshop.</p> <p>Ensure that electrical power is isolated when workshop is closed and machinery controlled by keys.</p> <p>Ensure that workers are aware that the consumption of food or drink is not allowed in the workshop.</p> <p>Ensure that workers are aware that the use of mobile phones is not permitted in the workshop.</p>

All Hazards LOW – as long as all ‘CONTROLS’ are in place.