

**ÁISEANNA TACAÍOCHTA CLG**














**CORPORATE SAFETY STATEMENT**

**5th June 2018 (Updated 2<sup>nd</sup> August 2018)**

# **Safety Statement**

# **SAFETY STATEMENT**

## **INCLUDING RISK ASSESSMENTS**

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## SECTION 1 – HEALTH AND SAFETY POLICY

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WE WILL READ, SIGN AND DATE THE HEALTH AND SAFETY POLICY IN THIS SECTION. WE WILL MAKE SURE THE RELEVANT PARTS OF THIS SAFETY STATEMENT, INCLUDING RISK ASSESSMENTS, ARE BROUGHT TO THE ATTENTION OF EMPLOYEES.



## 1.0 – HEALTH AND SAFETY POLICY

### KEY ACTIONS

**As an employer We have the ultimate responsibility for the workplace and a direct influence on health and safety in my / our business. The health and safety policy below outlines my / our commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.**

## HEALTH AND SAFETY POLICY

We of **Áiseanna Tacaíochta** are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. We are committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring, so as far as is reasonably practicable, that:

- Work activities are managed so as to ensure the safety, health and welfare of my / our employees
- The safety statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually
- Identified protective and preventive measures are implemented and maintained
- Improper conduct likely to put an employee's safety and health at risk is prevented
- A safe place of work is provided, which is adequately designed and maintained
- A safe means of access and egress is provided
- Safe plant and equipment are provided
- Safe systems of work are provided
- Risks to health from any article or substance are prevented
- Appropriate information, instruction, training and supervision are provided
- Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury
- Emergency plans are prepared and revised
- Welfare facilities are provided and adequately maintained
- Competent personnel to advise and assist in securing the safety, health and welfare of my/our employees are employed when required.

*Signed: Paul McBride*

*Position: CEO, Áiseanna Tacaíochta*

*Date: 5<sup>th</sup> June 2018*



## 1.1 – BUSINESS / COMPANY INFORMATION

### KEY ACTIONS

Input relevant details relating to the business / company name, address and any relevant contact details.

BUSINESS / COMPANY INFORMATION	
Business / Company Name	Áiseanna Tacaíochta CLG
Business / Company Address	Ground Floor, Chase House City Junction Business Park, Northern Cross, Malahide Road, Dublin 17 D17 AK63
CRO Number	489250
Managing Director / Owner	Paul McBride Chief Executive Officer
Phone Number	086 1831502
Email	info@theatnetwork.com
Website	www.theatnetwork.com
Other Contact / Social Media	

## SECTION 2 – SAFETY ARRANGEMENTS

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THIS SECTION PROVIDES A SUMMARY OF KEY REQUIREMENTS THAT WILL BE CONSIDERED WHEN CARRYING OUT WORK:

- ROLES AND RESPONSIBILITIES
- COMPETENCE AND TRAINING REQUIREMENTS
- CONSULTATION AND PARTICIPATION
- THE SAFETY REPRESENTATIVE
- CONTRACTORS' RESPONSIBILITIES
- VISITORS
- ACCIDENT REPORTING AND INVESTIGATION
- EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE
- WELFARE FACILITIES AND WORKPLACE REQUIREMENTS
- PERSONAL PROTECTIVE EQUIPMENT
- PREGNANCY AT WORK
- YOUNG PERSONS
- WORK-RELATED STRESS AND DIGNITY AT WORK





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## 2.0 – ROLES AND RESPONSIBILITIES

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### KEY ACTIONS

**While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.**

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#### EMPLOYER'S RESPONSIBILITIES INCLUDE:

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- Manage and conduct work activities so as to ensure the safety and health of employees and others affected
- Prevent improper conduct likely to put an employee's safety and health at risk
- Provide a safe place of work, which is adequately designed and maintained
- Provide safe means of access and egress
- Provide safe plant, equipment and machinery
- Provide safe systems of work, e.g. operating procedures
- Prevent risk to health from any article or substance (e.g. machinery, equipment and chemical substances)
- Provide appropriate information, instruction, training and supervision, taking into account the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced
- Provide suitable protective clothing and equipment where hazards cannot be eliminated
- Prepare and revise emergency plans and designate staff to take on emergency duties
- Provide and maintain welfare facilities
- Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees (a competent person must have the necessary qualifications as well as sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken).

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#### EMPLOYEE'S RESPONSIBILITIES INCLUDE:

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- Comply with the relevant health and safety legislation, e.g. co-operating with your employer, reporting unsafe procedures or equipment
- Comply with safety policies and procedures to ensure your own personal safety and health, as well as that of others
- Co-operate with your employer in relation to safety, health and welfare at your place of work
- Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to your employer
- Report any defects in equipment, unsafe activities or deficiencies in safety procedures
- Use any protective clothing and equipment that has been provided for your safety
- Attend any training as required by your employer
- Co-operate with your employer to enable your employer to comply with relevant health and safety legislation
- Do not engage in improper conduct or behaviour that is likely to endanger your own or other's safety, health and welfare while at work
- Do not be under the influence of intoxicants as they may endanger your own or other's safety, health and welfare
- Do not interfere with, misuse or damage anything that may affect anyone's safety, health and welfare.



## 2.0.1 – PERSONS RESPONSIBLE FOR PERFORMING TASKS

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### KEY ACTIONS

**We, as the employer, are legally obliged to ensure that persons are nominated and made responsible for tasks assigned to them:**

- We shall identify responsible persons (where required) who will take responsibility for various tasks, e.g. induction, inspections and training
- We shall brief them on these tasks and their responsibilities
- We shall record the names of such nominated persons
- We shall record details in **Form 1.5 – Responsible Persons Task Register** in **Appendix 1**.

We will review and follow up on a regular basis to ensure arrangements are put in place and that assigned persons are carrying out their roles effectively.



## 2.1 – COMPETENCE AND TRAINING REQUIREMENTS

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### KEY ACTIONS

**Competence of employers, managers and employees is critical to the effective safe management and operation of business activities.**

Competence is determined by knowledge, training and experience and, as an employer We will assess what training each employee needs, to keep up to date with changes in legislation, work practices and technology. By having competent, trained personnel who are adequately supervised, my / our employees will be capable of completing a job safely, efficiently and to a high standard. For example, typical training which can be carried out could include:

- Health and Safety Training (Mandatory for all PA staff)
- Manual handling training (Mandatory for all PA staff where it is part of their job description)
- Safeguarding Vulnerable Adults (Mandatory for all PA staff)
- Children First (Mandatory for all staff)
- Fire Safety Training (optional)
- Fire warden training (Head office fire warden only)
- First-aid training (optional)
- Induction training (Mandatory for all PA staff)
- Equipment-specific training.

We shall record details of training in relation to specific tasks, such as those listed below. This is maintained in a central database at ÁT head office.



### 2.1.1 – INDUCTION TRAINING

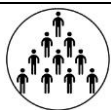
#### KEY ACTIONS

**Induction training is very important in communicating specific health and safety information to employees, contractors and other relevant persons when they first arrive at my / our workplace.**

Induction training will include the following information:

- Specific hazards associated with the workplace and the controls that are in place
- Workplace rules
- Roles and responsibilities
- Emergency procedures and first-aid arrangements.

When inductions have been completed, then We shall complete **Form 1.1 Induction Register** in **Appendix 1**. Typical topics which are discussed at induction are also covered in **Form 1.2 Typical Induction Topics** in **Appendix 1**.



### 2.2 – CONSULTATION AND PARTICIPATION

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#### KEY ACTIONS

**We recognise that employee participation in health and safety is an integral part of my / our safety management system. We are committed to providing adequate and appropriate consultation and welcome the views of all employees on issues relating to health and safety.**

#### TOP TIPS

We will consult with all relevant employees:

- When new risk assessments are being carried out or revised
- When there is a change, update or modification to a particular work process
- When new machines or processes are introduced
- When new substances or materials are introduced.

Furthermore, should any of my / our employees raise any matters relating to their health and safety that are connected in any way to our work activities, We will consider such matters and will endeavour to take any action that We consider necessary or appropriate to deal with the matters raised.



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## 2.3 – THE SAFETY REPRESENTATIVE

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### KEY ACTIONS

**My / our employees may select and appoint a safety representative. The appointed safety representative may consult with, and make representations to me / us on safety, health and welfare matters at the place of work.**

We shall consider these representations and act on them if necessary. The purpose of these consultations is to prevent accidents and ill health, to highlight problems, and to identify means of overcoming them.

We will facilitate the training of the safety representative so that they have the necessary competence to carry out the task.

The functions of my / our safety representative include:

- Having given reasonable notice to the employer, regular inspection of the workplace according to a schedule agreed between him / her and the employer that is based on the nature and extent of the hazards in the place of work
- Being given access to information that relates to the safety, health and welfare of employees
- Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation
- Being given the opportunity to receive appropriate health and safety training to help him / her perform the function of a safety representative
- Accompanying an inspector from the Health & Safety Authority during an inspection of the workplace.

Note: The safety representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a safety representative.

My / our safety representative is:

**ÁT Head Office: Emma Caparangca, [emma@theatnetwork.com](mailto:emma@theatnetwork.com)**



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## 2.4 – CONTRACTORS' RESPONSIBILITIES

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Definition: A contractor is a person or organisation which signs a contract to do certain work for payment within a specified time.

### KEY ACTIONS

**All contractors involved in a work activity on my / our premises must comply with my / our policy for safety, health and welfare.**

**Contractors carrying out work must:**

- Be competent to carry out the work
- Have adequate resources to carry out the work
- Provide copies of their own:
  - Safety statement
  - Insurance
- Ensure that work activities do not affect the well-being of our employees, visitors or customers. Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
- Report to the designated person on arrival at my / our workplace.

### FURTHER INFORMATION

To ensure compliance with the legislation we will provide contractors with the relevant sections of my / our safety statement or health and safety file (where applicable) to ensure that they are both aware of and can take account of the hazards in my / our workplace.

**Form 1.4 – Responsible Persons Task Register** in **Appendix 1** can be used to identify employees who agree to carry out key tasks, in this case the overseeing of contractors who may be carrying out work.



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## 2.5 – VISITORS

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Definition: A visitor is a person other than an employee or contractor.

### KEY ACTIONS

**Visitors may not be aware of the potential hazards associated with my / our place of work. To minimise the risk of injury to visitors, We will:**

- Practice good housekeeping, including:
  - Keeping walkways clear
  - Cleaning up spills immediately
- Restrict access to hazardous areas
- Prevent visitors from using equipment or machinery
- Ensure appropriate safety signs and notices are displayed
- Ensure safe walkways and access routes are maintained
- Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.

Visitors are required to:

- Conduct themselves in a safe manner at all times
- Observe the fire policy and, in the event of an emergency, to identify themselves to an employee and be escorted to the designated assembly point.



## 2.6 – ACCIDENT REPORTING AND INVESTIGATION

### KEY ACTIONS

**If an accident or incident occurs in my / our place of work or in the course of my / our work activities which has affected employees or a third party, We will:**

- Ensure that all accidents and dangerous occurrences are recorded.
- Promptly investigate the accident or dangerous occurrence so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence.
- Ensure that where a fatal accident has occurred the HSA are notified as quickly as possible (Tel: 1890 289 389) and **Form of Notice of Accident (IR1)** sent within 5 working days.
- Ensure that other accidents are reported to the Health & Safety Authority on Form **IR1** within 10 working days where:
  - Employees are out of work or not able to perform their normal work for more than 3 consecutive days (excluding the day of the accident but including any days which would not have been working days)
  - Members of the public injured due to a work activity and who are taken from the location of the accident to receive treatment in a hospital or medical facility
- Ensure that dangerous occurrences are reported to the Health & Safety Authority on the **Form of Notice of Dangerous Occurrence (IR3)** within 10 working days

### FURTHER INFORMATION

The employer of the injured party is responsible for the reporting of accidents on Form IR1 when required.

A record of any accident or dangerous occurrence reported to the HSA must be kept for a minimum of 10 years.

Any report to the Health & Safety Authority can be made online at **[www.hsa.ie](http://www.hsa.ie)**, or by completing the relevant **Form (IR1 or IR3)** and posting it to:

Workplace Contact Unit,  
Health & Safety Authority,  
Metropolitan Building,  
James Joyce Street,  
Dublin 1.



## 2.7 – EMERGENCY PROCEDURES

### KEY ACTIONS

**We will ensure appropriate plans and procedures are in place to deal with emergencies and imminent dangers by:**

- Identifying the types of emergency situations that could occur and ensuring that suitable plans and procedures are put in place for dealing with them, e.g.
  - o Fire
  - o Explosion
  - o Accidents/injuries
  - o Robbery
  - o Chemical spills
- Ensuring that employees are trained in the specific plans and procedures we have in place to deal with emergencies at our workplace
- Ensuring that emergency procedures are included in the workplace induction training
- Designating where employees are needed to implement our emergency plans and procedures
- Providing the equipment and training needed
- Completing **Form 2.1 Emergency Contact Information** in **Appendix 2**.

### FIRE AND EVACUATION

We will ensure appropriate plans and procedures are in place for dealing with fire, and that employees are trained, including:

- Location of firefighting equipment and means to raise the alarm
- Location of assembly point(s)
- Evacuation drills and fire warden(s)
- Location of emergency shut-off points where relevant (e.g. gas) shut off.

Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the workplace. The person who become aware (or is made aware) of a potential emergency should follow the emergency procedures. All employees and visitors must follow the procedures below for evacuation:

- GO IMMEDIATELY TO THE NEAREST EXIT
- DO NOT WAIT TO FIND OUT WHAT IS HAPPENING
- DO NOT STOP TO COLLECT PERSONAL ITEMS
- GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION
- DO NOT RE-ENTER THE BUILDING/PREMISES UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.

### FIRST AID

After assessment of the workplace and the type of hazards that exist, We will ensure adequate provision of first-aid equipment and facilities, including:

- At least one adequately stocked and accessible first-aid kit will be provided
- We will ensure first-aid equipment is prominently placed, that employees are aware of its location and that it is accessible to all employees
- We will appoint a person to take charge of first-aid equipment, keeping it stocked and in date (where there is a first aider, they will be given this responsibility)
- Contact details and directions to the nearest doctor or hospital will be available / displayed

<b>EMERGENCY CHECKLIST</b> (NON-EXHAUSTIVE)		<b>YES</b>	<b>NO</b>	<b>N/A</b>
	Have you and your employees identified the types of emergency situations that your business could be exposed to (e.g. fire, explosion, chemical spill etc.)?	Yes		
	Are employees aware of the plans and procedures?	Yes		
	Have employees been appointed and trained in specific tasks, e.g. first aid, fire warden?	Yes		
	Are evacuation plans and emergency contact information on display?	Yes		
	Are exits well marked, kept clear at all times and emergency lighting/signage in place?	Yes		
	Have you held an evacuation drill in the last six months and kept a record of this?	Yes		
	Do you and your staff regularly check and maintain the emergency equipment in place (e.g. smoke detectors, fire extinguishers, gas/carbon monoxide detectors, sprinkler systems, emergency lighting)? <b><i>The management company do this.</i></b>	Yes		

#### FURTHER INFORMATION:

- A 'Fire Safety Checklist' is available in the 'Learn More' section of BeSMART.ie which can be used to develop a specific fire safety management policy for the workplace
- 'Guidelines on First Aid at Places of Work' is available in the 'Learn More' section of BeSMART.ie
- A copy of the procedures for specific emergencies in the workplace could be included in this section of the safety statement, or reference made to where they can be found.





## 2.8 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS

### KEY ACTIONS

Where required, We will provide and maintain adequate welfare facilities and a suitable and safe workplace environment for use by my / our employees and visitors, including but not limited to:

- Toilet facilities
- Canteen and food preparation areas
- Changing areas
- Adequate ventilation, temperature and lighting
- Interior walls, floors and traffic routes that are maintained in good condition and kept clean
- Fire detection and fire-fighting equipment
- Emergency routes and exits
- Pedestrian and traffic management systems.

WELFARE FACILITIES	DETAIL AS NECESSARY
Toilet facilities (separate male and female if required)	Yes
Washbasins and washing facilities (hot and cold water and soap)	Yes
Accommodation to take meals. Ability to boil water, clean surfaces, seating with backs, adequate lighting and heat	Yes
Potable drinking water	Yes
Facilities to take shelter from the elements	Yes
Facilities to dry clothing and suitable changing areas for nature of the work	Yes



## 2.9 – PERSONAL PROTECTIVE EQUIPMENT

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### KEY ACTIONS

**Appropriate personal protective equipment (PPE), as identified in my / our risk assessments, is provided and must be worn by my / our employees. Where required, typical PPE could include:**

- Eye protection – Not applicable
- Hearing protection– Not applicable
- Gloves - Not applicable
- Safety footwear– Not applicable
- High-visibility clothing is provided to those employees who drive for work

### **We will ensure that:**

- Adequate and suitable PPE is provided
- The suitability of the PPE for the job is assessed
- PPE is maintained, used and replaced as recommended by the manufacturer's instructions
- Personal protective equipment is only used as a last resort when a residual risk remains after all other measures have been taken to eliminate / reduce the risk
- Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task and work environment, as identified in my / our risk assessments will be used

### **We expect our employees to:**

- Use PPE correctly
- Report any defects or damage to PPE immediately
- Participate in any training or instruction provided on PPE
- Inform me / us of any medical conditions they have that might be affected by the use of the PPE provided to them.

### FURTHER INFORMATION

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 3 of Part 2: Personal Protective Equipment.



## 2.10 – PREGNANCY AT WORK

### KEY ACTIONS

**As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that an employee is pregnant, has recently given birth or is breastfeeding, We will assess the specific risks arising from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child. On provision of an appropriate medical certificate, We will carry out the following;**

- Make sure that a specific risk assessment for that employee is undertaken\*, taking account of any medical advice that the employee has received
- Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure she does not carry out these activities
- If a risk cannot be eliminated or reduced to an acceptable level, then:
  - Adjust the working conditions or hours of work or both; or
  - If this is not possible, provide alternative work; or
  - If this is not possible, grant the employee health and safety leave
- We will ensure that pregnant, postnatal or breastfeeding employees have suitable facilities to rest or feed.

### FURTHER INFORMATION

**\*A Pregnancy Risk Assessment Template form is available in the Learn More section of BeSMART.ie**

**Form 2.5 Responsible Persons Register in Appendix 2** can be used to identify the person responsible for carrying out pregnancy at work risk assessments.

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007. See Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees. Schedule 8 lists the agents and work activities that such employees must be protected from.



## 2.11 – YOUNG PERSONS

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### KEY ACTIONS

**We are aware that there are specific regulations dealing with young people at work, i.e. those less than 18 years of age. We will undertake the following:**

- Carry out a risk assessment before employment of a young person (over 16 but less than 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity
- Put in place all required control measures identified by the risk assessment, taking account of:
  - Their lack of experience, maturity or awareness of risk
  - Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents
  - The physical and psychological capacity of the young person
- Make sure the recommended working hours are not exceeded for young persons
- **Form 1.5 Responsible Persons Register** in **Appendix 1** can be used to identify the person responsible for carrying out young persons at work risk assessments.

### FURTHER INFORMATION

The Health & Safety Authority has produced a guidance document 'Protection of Children and Young Persons' which is available in the 'Learn More' section of BeSMART.ie.



## 2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK

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### KEY ACTIONS

**As an employer We will, so as far as is reasonably practicable, ensure that:**

- No employee's workload is so great that he or she will have to consistently work overtime
- No employee will be subjected to harassment from, or degrading behaviour by, colleagues or managers and that everyone in the workplace treats others with respect and courtesy, even if they do not 'get along'
- No employee has to work in an environment which is unsafe and in which there are risks of accidents
- Employees are trained so they can do their jobs effectively and safely
- Everyone knows what his or her core job is
- That a 'Dignity at Work Policy' is in place that outlines procedures with regard to addressing bullying and harassment at work.

### FURTHER INFORMATION

The Health & Safety Authority has produced a Code of Practice on the Prevention and Resolution of Bullying at Work, which is available in the 'Learn More' section of BeSMART.ie.

## APPENDICES

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APPENDIX 1 – FORMS AND RECORDS

APPENDIX 2 - EMERGENCY INFORMATION

APPENDIX 3 – ACCIDENT REPORTING AND INVESTIGATION

APPENDIX 4 – SAFETY DATA SHEETS

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## APPENDIX 1 – FORMS AND RECORDS

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## INDUCTION REGISTER

A separate induction checklist for each employee is retained on each employees file at Head Office

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TYPICAL INDUCTION TOPICS				
PURPOSE	TO FAMILIARISE EMPLOYEES WITH THE HEALTH AND SAFETY RULES AND PROCEDURES BEFORE THEY START WORK.			
NO.	RECOMMENDED TOPICS TO BE DISCUSSED	YES	NO	N/A
1.	The qualifications and experience of workers to be inducted have been checked (where required)	Yes		
2.	Employees have been briefed on equipment in the workplace	Yes		
3.	PPE is available and worn as required: <ul style="list-style-type: none"> <li>• High-visibility clothing – Drivers only</li> <li>• Gloves / aprons</li> <li>• Other.....</li> </ul>	Yes		
4.	Emergency procedures and location of: <ul style="list-style-type: none"> <li>• Assembly point and evacuation route</li> <li>• Closest medical facility</li> <li>• Contact details of emergency services</li> <li>• Provisions for emergency communications</li> </ul>	Yes		
5.	<ul style="list-style-type: none"> <li>• The location of the first-aid facilities/kits</li> <li>• Names of the first aiders and where to obtain treatment</li> </ul>	Yes	No	
6.	Location of firefighting equipment, e.g. fire extinguishers and fire blanket	Yes		
7.	Names and contact details of the Health and Safety representative(s)	Yes		
8.	Location of welfare facilities (including toilets and drinking water)	Yes		
9.	Accident reporting procedures	Yes		
10.	Question and answer session	Yes		
NOTE: ENSURE TRAINING IS PROVIDED IN A FORM, MANNER AND LANGUAGE THAT IS REASONABLY LIKELY TO BE UNDERSTOOD BY THE EMPLOYEE				
PERSON RESPONSIBLE FOR CARRYING OUT INDUCTION TRAINING: The appropriate line manager being either Leader locally, Aisling Whelan, Emma Caparangca, or Paul McBride				



## TRAINING REGISTER

Training records for all staff members is maintained centrally at ÁT head office, Dublin

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RESPONSIBLE PERSONS TASK REGISTER			
NO.	TASKS (NON-EXHAUSTIVE)	RESPONSIBLE PERSON (WHERE REQUIRED)	SIGNATURE
1.	Ensuring the safety statement, including risk assessments, is up to date, accessible and available to all	<i>Paul McBride</i>	<i>See individual hard copy documents</i>
2.	Person responsible for managing and co-ordinating work activities	<i>HQ: Sarah Johnston Leaders Home: The Leader supported by Staff members locally</i>	<i>See individual hard copy documents</i>
3.	Ensuring records are maintained	<i>HQ: Sarah Johnston Leaders Home: The Leader supported by Staff members locally and ÁT staff</i>	<i>See individual hard copy documents</i>
4.	Ensuring forms and registers are collected and filled out as required	<i>HQ: Sarah Johnston Leaders Home: The Leader supported by Staff members locally and ÁT staff</i>	<i>See individual hard copy documents</i>
5.	Ensuring accidents are investigated, reported and remedial measures implemented to prevent re-occurrence	<i>HQ: Paul McBride Leaders Home: The Leader supported by Staff members locally and Paul McBride</i>	<i>See individual hard copy documents</i>
6.	Ensuring risk assessments are carried out and updated as necessary	<i>HQ: Paul McBride Leaders Home: Leader and Paul McBride</i>	<i>See individual hard copy documents</i>
7.	Ensuring the upkeep and maintenance of welfare facilities	<i>HQ: Emma Caparangca Via Mgt. Co Leaders Home: The Leader supported by Staff members locally</i>	<i>See individual hard copy documents</i>
8.	Ensuring the upkeep of the first-aid box and ordering of first-aid supplies	<i>HQ: Emma Caparangca Via Mgt. Co Leaders Home: The Leader supported by Staff members locally</i>	<i>See individual hard copy documents</i>
9.	Co-ordinating and managing training requirements	<i>Appropriate Line Manager/ Leader</i>	<i>See individual hard copy documents</i>
10.	Ensuring the upkeep and maintenance of the premises and co-ordination of contractors' activities	<i>HQ: Emma Caparangca Via Mgt. Co Leaders Home: The Leader supported by Staff members locally</i>	<i>See individual hard copy documents</i>
11.	Ensuring young person's risk assessments are carried out when necessary	<i>HQ: Paul McBride Leaders Home: Leader and Paul McBride</i>	<i>See individual hard copy documents</i>
12.	Ensuring pregnancy-at-work risk assessments are carried out when necessary	<i>Leaders Home: Leader and Paul McBride</i>	<i>See individual hard copy documents</i>
13.	Managing provision of emergency equipment and co-ordinating procedures, including provision of fire extinguishers, fire drill, evacuation planning, etc.	<i>HQ: Sarah Johnston Via Mgt. Co Leaders Home: The Leader supported by Staff members locally</i>	<i>See individual hard copy documents</i>



EMERGENCY CONTACT INFORMATION ÁT HEAD OFFICE				
BUSINESS/COMPANY NAME	Áiseanna Tacaíochta			
ADDRESS	Ground Floor, Chase House City Junction Business Park, Northern Cross, Malahide Road, Dublin 17 D17 AK63			
PREMISES EIRCODE	D17 AK63			
CONTACT DETAILS				
NAME	ROLE	PHONE NUMBER		
Paul McBride	CEO	086 1831502		
Emma Caparangca	Finance Manager	086 1804940		
Aisling Whelan	Member Relations Manager	086 1806952		
EMERGENCY SERVICES CONTACT DETAILS				
SERVICE	ADDRESS	PHONE NUMBER		
DOCTOR – MERIDIAN CLINIC	3RD FLOOR, Clare Hall (Tesco Building)	01 8770818		
Nearest Hospital	Beaumont, Beaumont Rd, Beaumont, Dublin	(01) 809 3000		
FIRE/GARDAÍ/AMBULANCE	INSERT	999 OR 112		
UTILITY AND SERVICE PROVIDERS				
ELECTRICITY (ESB NETWORKS)	1850 372 999 (24HR)			
GAS NETWORKS IRELAND	1850 20 50 50 (24HR)			
IRISH WATER	1890 278 278			
HEALTH & SAFETY AUTHORITY	1890 289 389			
ASSEMBLY AREA	NORTH EAST CORNER OF CAR PARK			
EMERGENCY CO-ORDINATOR(S)	NAME Paul McBride	PHONE 086 1831502		



INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM				
<b>PART A – DETAILS OF INJURED PERSON</b>				
NAME			PHONE	
ADDRESS			EMAIL	
			PPS NUMBER	
			DATE OF BIRTH	
			AGE	
			POSITION	
EMPLOYMENT TYPE			FULL TIME	PART TIME
			OTHER	
OCCUPATION	EMPLOYEE	CONTRACTOR	MEMBER OF THE PUBLIC	OTHER
OUTCOME	INJURY	NEAR MISS	FATALITY	OTHER
<b>PART B – DETAILS OF INJURY AND TREATMENT</b>				
TYPE OF INJURY (E.G. BURN, CUT, SPRAIN)				
CAUSE OF INJURY (E.G. FALL, MACHINE)				
PART OF BODY INJURED				
AGENT (E.G. POOR LIGHT)				
FIRST AID	YES	NO	FIRST AIDER	
TREATED BY DOCTOR?	DOCTOR'S NAME		ADDRESS	
HOSPITALISED?	HOSPITAL NAME		ADDRESS	
TREATMENT RECEIVED?				
<b>PART C – DETAILS OF ACCIDENT OR INCIDENT</b>				
DATE			TIME	
LOCATION				
DESCRIPTION OF ACCIDENT/INCIDENT				
OTHER INFORMATION AVAILABLE?	WITNESS	CCTV	PHOTO/VIDEO	OTHER

PART D – WITNESS DETAILS (WHO WITNESSED THE ACCIDENT/INCIDENT?)			
NAME			PHONE

<b>ADDRESS</b>		<b>EMAIL</b>							
		<b>PPS NUMBER</b>							
		<b>DATE OF BIRTH</b>							
		<b>AGE</b>							
		<b>POSITION</b>							
<b>SAFE PASS NUMBER AND EXPIRY DATE</b>				<b>CSCS DETAILS</b>					
<b>WITNESS STATEMENT TAKEN?</b>						YES	NO		
<b>PART E – KEY FINDINGS OF INVESTIGATION</b>									
LIST									
<b>PART F – ACTIONS TO PREVENT REOCCURRENCE</b>									
<b>ACTION</b>				<b>BY WHOM</b>		<b>DATE</b>			
<b>PART G - ITEMS ATTACHED</b>									
<b>SKETCHES</b>		<b>CERTIFICATION OF PLANT ETC.</b>		<b>PHOTOGRAPHS/VIDEO</b>		<b>RISK ASSESSMENTS</b>		<b>TRAINING RECORDS</b>	
YES NO	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO
DETAIL OTHER ITEMS/USEFUL INFORMATION									
<b>PART H – OTHER INFORMATION</b>									
<b>ACCIDENT INVESTIGATED BY</b>						<b>POSITION</b>			
<b>PHONE</b>						<b>EMAIL</b>			
<b>SIGNED</b>						<b>DATE</b>			



## PART B – RISK ASSESSMENT AND ACTION LIST

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### **RISK ASSESSMENT**

INDIVIDUAL RISK ASSESSMENTS WILL BE CARRIED OUT AT EACH LOCATION WHERE ÁT STAFF WORK. THIS WILL BE DONE IN CONSULTATION WITH EMPLOYEES, HAVING REVIEWED THE WORKPLACE AND WORK PRACTICES, BOTH IDENTIFYING THE HAZARDS THAT EXIST AND ASSESSING THE RISKS ARISING FROM THE HAZARDS.

- WHERE ADDITIONAL CONTROLS ARE REQUIRED TO AVOID OR REDUCE THE RISK, THEY WILL BE IDENTIFIED ON THE RISK ASSESSMENT ACTION LIST AND WILL BE IMPLEMENTED BY THE RESPONSIBLE PERSON
- EVERY REASONABLE EFFORT WILL BE MADE TO GIVE PRIORITY TO THE IMPLEMENTATION OF CONTROLS FOR THOSE HAZARDS OF MOST CONCERN
- WHERE THE NECESSARY COMPETENCE TO CARRY OUT PARTICULAR RISK ASSESSMENTS IS NOT AVAILABLE IN-HOUSE, ADDITIONAL EXPERTISE WILL BE OBTAINED
- WHEN A PROCESS, TASK OR ACTIVITY SIGNIFICANTLY CHANGES OR A NEW ONE IS INTRODUCED:
  - THE EXISTING RISK ASSESSMENT WILL BE REVIEWED AND AMENDED AS REQUIRED; OR
  - A NEW RISK ASSESSMENT WILL BE CARRIED OUT
  - THIS WILL BE DONE IN CONSULTATION WITH EMPLOYEES.

### **ACTION LIST**

FOLLOWING THE COMPLETION OF EACH INDIVIDUAL RISK ASSESSMENT, AN ACTION LIST WILL BE GENERATED. THIS IS A LIST OF CONTROLS IDENTIFIED DURING THE RISK ASSESSMENT PROCESS THAT ARE REQUIRED TO BE IMPLEMENTED IN ORDER TO REDUCE THE RISK OF ACCIDENT/ILL-HEALTH IN MY/OUR WORKPLACE. WE HAVE / WILL:

- ASSIGN A RESPONSIBLE PERSON TO COMPLETE EACH TASK?
- ASSIGN A REALISTIC GOAL DATE AND THE RESOURCES REQUIRED TO CARRY OUT EACH ACTION
- FOLLOW UP TO ENSURE SATISFACTORY COMPLETION.

SEE SEPERATELY INDIVIDUAL RISK ASSESSMENTS FOR EACH LOCATION