

ÁISEANNA TACAÍOCHTA CLG

CORPORATE SAFETY STATEMENT















5th June 2018

(Updated 2nd August 2018, 22nd June 2020 and 22nd July 2020)

Safety Statement

SAFETY STATEMENT

INCLUDING RISK ASSESSMENTS

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SECTION 1 – HEALTH AND SAFETY POLICY

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 our business. The health and safety policy below outlines 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 in **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 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 our employees are employed when required.

Signed: *Paul McBride*

Position: CEO, Áiseanna Tacaíochta

Date: 22nd July 2020



1.1 – BUSINESS / COMPANY INFORMATION

KEY ACTIONS

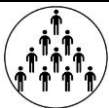
Input relevant details relating to the business / company name, address and any relevant contact details.

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

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



2.0 – ROLES AND RESPONSIBILITIES

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.

EMPLOYER'S RESPONSIBILITIES INCLUDE:

- 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).

EMPLOYEE'S RESPONSIBILITIES INCLUDE:

- 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

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

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, 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)
- Covid19 Induction training (Mandatory for all staff)
- Equipment-specific training.
- Covid19 Worker representative 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

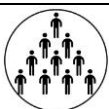
KEY ACTIONS

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

Induction training will include the following information:

- Specific hazards associated with the workplace and the controls that are in place including those specific to Covid19
- 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

KEY ACTIONS

We recognise that employee participation in health and safety is an integral part of 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 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.



2.3 – THE SAFETY REPRESENTATIVE

KEY ACTIONS

Our employees may select and appoint a safety representative. The appointed safety representative may consult with, and make representations to 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 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.

Our safety representative is:

ÁT Head Office: Emma Caparangca, emma@theatnetwork.com

Our Covid19 Worker Representative is:

ÁT Head Office: Emma Caparangca, emma@theatnetwork.com



2.4 – CONTRACTORS' RESPONSIBILITIES

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 our premises must comply with 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 our workplace.

FURTHER INFORMATION

To ensure compliance with the legislation we will provide contractors with the relevant sections of 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 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.



2.5 – VISITORS

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 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 and ensure appropriate social distancing
- 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.
- Comply with HSE and HSPC guidelines for the prevention of the spread of Covid19



2.6 – ACCIDENT REPORTING AND INVESTIGATION

KEY ACTIONS

If an accident or incident occurs in our place of work or in the course of 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**, 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 Covid19 infection
 - 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 emergency plans / 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

EMERGENCY CHECKLIST (NON-EXHAUSTIVE)		YES	NO	N/A
	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, Covid19 suspected case?	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)? <i>The management company do this.</i>	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 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

KEY ACTIONS

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

- Eye protection
- Hearing protection– Not applicable
- Gloves
- Safety footwear– Not applicable
- Face masks
- 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 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 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

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

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

APPENDIX 1 – FORMS AND RECORDS

APPENDIX 2 - EMERGENCY INFORMATION

APPENDIX 3 – ACCIDENT REPORTING AND INVESTIGATION

APPENDIX 4 – SAFETY DATA SHEETS

APPENDIX 1 – FORMS AND RECORDS

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"> • High-visibility clothing – Drivers only • Gloves / aprons / masks • Other..... 	Yes		
4.	Emergency procedures and location of: <ul style="list-style-type: none"> • Assembly point and evacuation route • Covid19 isolation area • Closest medical facility • Contact details of emergency services • Provisions for emergency communications 	Yes		
5.	<ul style="list-style-type: none"> • The location of the first-aid facilities/kits • Where to obtain treatment 	Yes		
6.	Location of firefighting equipment, e.g. fire extinguishers and fire blanket	Yes		
7.	Names and contact details of the Health and Safety representative and of the Covid19 Worker Representative	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: Emma Caparangca Leaders Home: The Leader supported by Staff members locally</i>	<i>See individual hard copy documents</i>
3.	Ensuring records are maintained	<i>HQ: Emma Caparangca 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: Emma Caparangca 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 Building 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 Building 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 Building 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 Member Support Officer</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 Member Support Officer</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: Emma Caparangca Via Building Mgt. Co Leaders Home: The Leader supported by Staff members locally</i>	<i>See individual hard copy documents</i>

APPENDIX 2 – EMERGENCY INFORMATION

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 / safety Officer	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 CHASE HOUSE CAR PARK			
EMERGENCY CO-ORDINATOR(S)	NAME Paul McBride	PHONE 086 1831502		

APPENDIX 3 – ACCIDENT/INCIDENT INVESTIGATION FORM

FORM 3.1 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM

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

PART B – RISK ASSESSMENT AND ACTION LIST

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 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

Completed Risk Assessments

1. Electricity
2. Fire
3. Slips, Trips and Falls
4. Workplace Transport
5. Display Screen Equipment
6. Driving for Work
7. Heating Ventilation and Air Conditioning Systems
8. Lone Working
9. Office Equipment
10. Radon
11. Visiting Customer Premises
12. Healthcare Associated Infection

Hazard: Electricity

Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries to you, your employees and / or visitors

Current Controls

All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician

Electrical installations are checked regularly by a competent qualified electrician

Refer to the 'Guidance-Note on Periodic Inspection and Testing of Electrical Installations' in 'Learn More' for more information

Testing, certifying and repairs are carried out in accordance with appropriate E.T.C.I. (Electro Technical Council of Ireland) standards

Enclosures / covers are in place to prevent contact with live electrical equipment / parts

Damaged extension leads are repaired or removed from use

Means of cutting off power (e.g. fuses, trip switches) to electrical installations and equipment are provided and employees are aware of their locations

Work on live electrical equipment is avoided where reasonably practicable

<i>Work on live electrical equipment might be necessary to check the presence of electricity. In such cases it should only be carried out by a competent person</i>
Fire extinguishers that are suitable for fighting electrical fires are provided
Electrical equipment and fittings are suitable for the work environment (e.g. Suitable IP-rated for protection against water or dust; EX-rated. Refer to E.T.C.I. standards)
Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person
Additional Controls or Information You Added
Office building is managed by a building management company. Location of and testing of RCD would not be known to our employees. However the management company have confirmed that it is the case that the RCD is tested regularly. (Sarah Johnston - Fire Warden)

Hazard: Fire Fire can cause smoke inhalation, burns and other serious injuries to you, your employees and/or visitors
Current Controls
Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed daily (Keep workplace clean and tidy) <i>Sources of ignition; e.g. naked flames, sparks from welding or grinding, overloaded / damaged electrical cables or sockets. Flammable materials; e.g. petrol, paper, flammable gases. If oxygen is used check the equipment is not leaking</i>
Fire alarm, manual call points and smoke / heat detectors are in place where necessary, kept in good working order and checked regularly (e.g. Daily and weekly checks by the user and three monthly and annual checks by a competent person) <i>You may need an automatic detection system linked to an automatic warning system (with back up battery supply) and manual call points on escape routes & at final exits. Servicing, maintenance & repair must be done by a competent person. Keep records</i>
Emergency routes and exits are clearly marked, kept clear at all times and lead directly outside or to a safe area <i>Escape routes must be adequate for the various types of people likely to use them. The number and types of persons likely to be present must be known. Emergency exit doors must always be available for use i.e. not locked when the building is occupied</i>

<p>Emergency lights are installed on escape routes where necessary, at and outside exits and near call points / firefighting equipment and are tested regularly (e.g. Weekly checks by the user and three monthly checks and annual tests by a competent person)</p> <p><i>Emergency lights must have a back-up power source. They may be lit all the time or only light in the event of a power outage. Full standby lighting must be provided in swimming pools and high risk areas such as commercial kitchens</i></p>
<p>Fire extinguishers are accessible, kept in good working order and inspected regularly</p> <p><i>Firefighting equipment is for use in the early stages of a fire without exposing anyone to danger. It should be checked weekly and serviced annually by a competent person and records must be kept. Refer to the fire safety checklist in Learn More</i></p>
<p>Employees are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers</p>
<p>Emergency evacuation procedures are in place</p> <p><i>Emergency procedures must take account, where necessary, of persons who have reduced mobility and / or understanding and may require help</i></p>
<p>Appropriate signs (e.g. assembly point, fire point) are in place</p> <p><i>Each fire point should be signed and have a copy of the evacuation strategy displayed. The assembly point(s) should be in a safe location away from any fire hydrant and moving traffic</i></p>
<p>Additional Controls or Information You Added</p>

<p>Hazard: Slips, Trips and Falls</p> <p>Slips, Trips and Falls due to stairs and steps, wet slippery surfaces and trip hazards can cause serious injury to you, your employees and / or visitors</p>
<p>Current Controls</p>
<p>Stairs and steps are clearly visible, handrails are suitable, and distractions are avoided</p> <p><i>Adequate lighting, visually clear step edges and handrails, handrails that permit a power grip, no distractions such as posters on walls, mobile phones not used</i></p>
<p>Problem stairs and steps (e.g. slippery, short or irregular steps) are identified and extra precautions are in place</p> <p><i>Examples of extra precautions include slip-resistant step edges and highlighting surprise or irregular steps</i></p>
<p>Pedestrian routes (including entrances and exits) are slip resistant, kept clear and clean and are properly maintained</p> <p><i>Repair damaged flooring, keep outside pathways free of moss, leaves etc. Have procedures in place for dealing with ice and snow e.g. gritting or salting</i></p>

<p>Slippery surfaces have been identified and have been replaced, treated or improved <i>e.g. floor deep cleaned, spills controlled, floor mats used, slip-resistant footwear used or floor may need to be treated with an abrasive technique, acid etched, coated, or other method and new slip-resistance checked</i></p>
<p>Floors around entrances are slip resistant when wet <i>Wet footprints inside an entrance show that water is entering the building and if the flooring is not slip-resistant there is a risk of persons slipping</i></p>
<p>Floors are wet cleaned when the workplace is closed or quiet and wet areas are cordoned off until dry <i>Remove wet floor signs when floors are dry</i></p>
<p>Adequate lighting is provided and is appropriate for the work being carried out <i>Identify and consider where there is movement from high to low light work areas e.g. moving from inside to outside a building</i></p>
<p>Spills are cleaned up immediately and absorbent materials and warning signs are available <i>Use absorbent material to soak up spills. Have these materials near areas where spills are likely</i></p>
<p>Trailing cables and leads are re-routed, removed or secured and other good-housekeeping practices are in place to avoid trip hazards</p>
<p>Additional Controls or Information You Added</p>

<p>Hazard: Workplace Transport Contact between people / property and moving vehicles, vehicles overturning or collapsing, people falling from vehicles, or collisions can cause damage, crush injuries and other serious injuries to you, your employees and / or visitors</p>
<p>Current Controls</p>
<p>Entry to the workplace is directed and controlled <i>Traffic can be directed using signs and ground markings, and can be controlled using barriers or gates</i></p>
<p>All routes are kept free of obstructions and any permanent obstructions (e.g. lamp posts) are marked and protected as necessary</p>
<p>Vehicle reversing is eliminated, where possible</p>

<i>A one way system can be used. See 'Workplace Transport Safety - Reversing Vehicles' in 'Learn More' for more information</i>
All work areas are well lit
Loading and unloading is carried out in a designated area away from overhead obstructions (e.g. overhead power lines) <i>Contact with overhead electricity lines can kill. Don't allow high reach vehicles to load or unload near them</i>
Speed limits and speed ramps / rumble strips etc. are used to control speed, as needed
Additional Controls or Information You Added

Hazard: Display Screen Equipment Poor workstation set up, prolonged display screen equipment (DSE) use and prolonged poor seating posture at DSE workstation can cause neck, back, shoulder or arm strain, eye strain or fatigue to you and your employees
Current Controls
Work tasks are varied to ensure that employees are not working at their computers for long periods of time <i>Plan work activities so that people do not spend long periods of time doing computer work. Try to ensure that other work activities are used to break up computer time, including attendance at meetings, phone calls or paperwork</i>
Additional Controls or Information You Added

Hazard: Driving for Work Driving on the public road may result in collisions which may cause serious injuries to you, your employees and / or others
Current Controls
Employees have a full drivers licence, are competent, authorised and experienced and are familiar with the vehicle <i>Valid driving license is carried and is appropriate to the vehicle being driven and any equipment being towed. Refer to the Road Safety Authority, www.rsa.ie, for information on licencing and other requirements for vehicles and towed machinery on the road</i>
Vehicles are maintained in accordance with the manufacturer's instructions, in a roadworthy condition and fit for use

Vehicle should be fully serviced and insured for business use. Servicing it as per the manual will help keep it in safe working order and prevent breakdowns. Keep the manual in the vehicle and consult it for information on use, checks and maintenance

A driving for work policy is in place and is communicated to all employees who drive for work

For more information on a driving for work policy see driver's handbook and guidelines in 'Learn More'. The policy should cover all vehicle types driven for work purposes. Vehicles must never be operated by persons under the influence of alcohol or drugs

The use of hand held equipment (e.g. hand held phone or electronic device) is not allowed while driving

Holding a mobile phone while driving, sending SMS/MMS messages or emails even if the phone or device is held in a cradle, are not allowed

Adequate rest breaks are planned and taken, and adequate time is allowed for journeys, taking account of road, traffic and weather conditions

During daylight hours it is recommended to take a 15 minute break after 2 hours of driving. In the hours of darkness it is recommended to take rest breaks more frequently, about every 1.5 hours

Vehicles are parked safely and legally

Vehicles should not be parked in such a way that they are liable to cause an obstruction to traffic or others e.g. vulnerable road users, pedestrians, cyclists or motorcyclists

Work equipment carried in the vehicle is secured for travel (e.g. using bulkheads, roof racks, boot)

In the event of breakdown the vehicle is safely stopped, hazard warning lights are activated and warning triangle is used where appropriate (Try to park in as safe a place as possible. Avoid stopping on bends, narrow road sections or where there is reduced visibility)

On motorways and high speed roads employees should exit the vehicle by the non-traffic side, remain clear of the vehicle and not attempt repairs. Warning triangle should not be used on motorways

Additional Controls or Information You Added

All employees who drive for work have been issued with a Hi-Viz vest in the event of unplanned stops or accident. Also all employees who drive for work have been issued with the RSA Safe Driving For Work Handbook

Hazard: Heating Ventilation and Air Conditioning Systems

Poorly maintained systems can result in serious illness to you, your employees and/or visitors
Current Controls
All ventilation, heating and air conditioning systems are used and maintained in accordance with the manufacturer's instructions <i>Equipment should be serviced regularly by a competent person and records kept</i>
Only trained employees operate heating, ventilation and air conditioning systems and operators manuals are available
Accessible hot pipework is lagged as required
Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>Consider the use of a carbon monoxide alarm where relevant and maintain it in good working order</i>
Additional Controls or Information You Added

Hazard: Lone Working Lone workers may be more vulnerable to certain hazards which can cause ill health and other serious injuries to you or your employees
Current Controls
The number of lone workers is kept to a minimum
Means of communication is provided (e.g. phones, 2-way radio, controlled periodic checks) <i>Make sure there is adequate battery power and, where necessary, network coverage to maintain contact for the duration of the work</i>
Contact numbers are readily available for use in an emergency and an alarm (e.g. panic alarm, no movement alarm, automatic distress message systems) is provided where relevant <i>Emergency services and emergency contact persons should be on speed dial. Consider using agreed emergency code words to alert the contact person</i>
Where relevant, lone workers are provided with any necessary background information e.g. Information about the area, previous experiences, client history
Additional Controls or Information You Added

All lone workers are asked to check in with a colleague at the end of their day.

Hazard: Office Equipment

Working with office equipment or furniture e.g. photocopiers, shredders, guillotines and filing cabinets, may cause cuts, burns and other serious injuries to you, your employees or visitors

Current Controls

Office equipment is used in accordance with the manufacturer's manual

Always keep the instruction manual that comes with every piece of new equipment and consult it for information on the use, cleaning and maintenance of the equipment

Power sockets are not overloaded

Overloading sockets can cause electrical fires

Power supply is turned off when clearing shredder jams and emptying bags

Loose clothing, dangling jewellery and unsecured long hair are avoided when using a shredder

Cabinet drawers and doors are kept closed when not in use

Only one filing cabinet drawer can be opened at a time to prevent tipping

Shelves are not overloaded

Adequate lighting, ventilation and heating are provided

Additional Controls or Information You Added

Hazard: Radon

Long term exposure to high levels of radon may cause lung cancer to you, your employees and/or clients

Current Controls

Where reference levels are exceeded, measures are taken to reduce the radon level and the areas are then retested

Reference levels for workplaces are 400Bq/m³ and 200Bq/m³ for long stay residential units. Refer to www.epa.ie/radiation for more detailed information

Additional Controls or Information You Added
Chase house is in a low risk area as per EPA website. We have also asked the management company about testing and await a response.
Hazard: Visiting Customer Premises
Visiting customers premises may result in slips, trips, falls, crush injuries or threatening behaviour which may cause cuts, bruises, head injuries or other serious injuries to you and/or your employees
Current Controls
Employees are provided with information about the purpose of the visit, the location of the premises and any particular risks
Employer or other relevant person is aware of the employee's planned visits (Approximate duration & locations)
Employees are trained not to enter any premises without prior permission from the owner/customer
On arrival at a customer's premises employees make their presence known at reception or make contact with a customer representative
Employees are trained to avoid, and to report to their manager, any dangerous situations/issues that may affect them and reported matters are dealt with promptly <i>Where threats or aggression occur employees must break away immediately and report the incident to their immediate supervisor/service provider</i>
Emergency contact numbers are provided and an incident reporting procedure is in place including follow up action <i>Telephone numbers for emergency services and key personnel should be provided and all threats of violence or harassment are to be investigated and a record kept</i>
The premises rules and safety signs are obeyed
Where relevant, employees familiarise themselves with the layout of the premises and emergency evacuation procedures
Additional Controls or Information You Added

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Hazard: Healthcare Associated Infections	
Current Controls	Actioned (Y/N)
Standard precautions are adhered to at all times, and transmission based precautions are adhered to where applicable, in accordance with national guidelines <i>Refer to the guidelines from the Health Protection Surveillance Centre for more detailed information</i>	Yes
An infection control policy is in place, in keeping with national guidelines, and communicated to all employees <i>Refer to the National Standards for the Prevention and Control of Healthcare Associated Infections from HIQA for more detailed guidance</i>	Yes
Employees have training and information in the prevention and control of healthcare associated infections, including potential risks to health, standard precautions, transmission based precautions, hand hygiene, use of appropriate PPE (Personal protective equipment) and dealing with spillages <i>Refer to the National Standards for the Prevention and Control of Healthcare Associated Infections from HIQA for more detailed guidance</i>	Yes – appropriate to their role
Hand hygiene practices that prevent, control and reduce the risk of spread of infection are in place	Yes
Immunisation and vaccination procedures are in place and offered free of charge to employees at risk in a timely manner <i>Refer to the Immunisation Guidelines for Ireland, Royal College of Physicians, for more detailed information</i>	Yes – appropriate to their role
Procedures are in place for the management and reporting of accidental exposure to blood and body fluids where there is a risk of infection and employees are trained in these procedures <i>Accidental exposure e.g. inoculation injuries, blood splashes to eyes or mouth</i>	Yes – appropriate to their role
Procedures are in place for the management, control and reporting of an outbreak of a communicable or transmissible disease	Yes
All systems, including water and ventilation systems, are designed maintained and audited to minimise the possible spread of infection <i>Refer to the National Guidelines on the Control of Legionellosis in Ireland for more detailed information</i>	Responsibility of Building Management Co... checked as part of our RTW
Procedures are in place for the safe handling, cleaning, disinfection and decontamination of work equipment, work areas and workplace in keeping with national guidelines and manufacturer's instructions	Yes

A named responsible person has been designated as lead for the implementation of the management of healthcare associated infections	Yes - WR
Additional Controls or Information	

PART B2 – ACTION LIST

Hazard	Control Required	Assigned To	Action By	Complete
Electricity Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries to you, your employees and / or visitors	All circuits supplying socket outlets are protected by an RCD	Emma Caparangca	5th September 2018	Yes
Electricity Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries to you, your employees and / or visitors	Operation of the RCD is tested regularly in accordance with the manufacturer's instructions	Emma Caparangca	5th September 2018	Yes
Fire Fire can cause smoke inhalation, burns and other serious injuries to you, your employees and/or visitors	Fire drills are held regularly	Emma Caparangca	5th September 2018	Yes
Workplace Transport Contact between people / property and moving vehicles, vehicles overturning or collapsing, people falling from vehicles, or collisions can cause damage, crush injuries and other serious injuries to you, your employees and / or visitors	High visibility vests / jackets are provided and worn by people who work near vehicles	Emma Caparangca	5th September 2018	Yes
Display Screen Equipment Poor workstation set up, prolonged display screen equipment (DSE) use and prolonged poor seating posture	An assessment of individual workstations is carried out. This action is rescheduled until return to office working.	Emma Caparangca	22 July 2020	No

at DSE workstation can cause neck, back, shoulder or arm strain, eye strain or fatigue to you and your employees	In the interim staff have been issued with health and safety guidance re home working.			
Display Screen Equipment Poor workstation set up, prolonged display screen equipment (DSE) use and prolonged poor seating posture at DSE workstation can cause neck, back, shoulder or arm strain, eye strain or fatigue to you and your employees	Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards... this action is rescheduled until return to office working. In the interim staff have been issued with health and safety guidance re home working.	Emma Caparangca	22 July 2020	No
Display Screen Equipment Poor workstation set up, prolonged display screen equipment (DSE) use and prolonged poor seating posture at DSE workstation can cause neck, back, shoulder or arm strain, eye strain or fatigue to you and your employees	Employees who use computers are made aware of their right to eye tests	Emma Caparangca	5th September 2018	Yes
Driving for Work Driving on the public road may result in collisions which may cause serious injuries to you, your employees and / or others	Records are kept of drivers' licences, authorisation, training, collisions, incidents, vehicle checks, maintenance, NCT / DOE and insurance	Emma Caparangca	5th September 2018	Yes
Driving for Work Driving on the public road may result in collisions which may cause serious injuries to you, your employees and / or others	Plans are in place for dealing with vehicle breakdown and collisions, and employees are informed via ÁT driving for work policy	Paul McBride	2 nd August 2018	Yes
Lone Working Lone workers may be more vulnerable to certain hazards which can cause ill health and other serious injuries to you or your employees	Employees are trained on lone working procedures	Paul McBride	5th September 2018	Yes
Lone Working Lone workers may be more vulnerable to certain hazards which can cause ill health and other serious injuries to you or your employees	Procedures are in place should a lone worker fail to return or make contact at agreed time	Paul McBride	2 nd August 2018	Yes

