

WATERFORD LEADER PARTNERSHIP

CLG

LISMORE, DUNGARVAN & CARRICK-

ON-SUIR

***ENVIRONMENTAL, SAFETY,  
HEALTH AND WELFARE  
STATEMENT***

Rev 6. July 2019.

<b>WLP.</b>	<b>COMPANY ENVIRONMENTAL, SAFETY, HEALTH AND WELFARE STATEMENT</b>	<b>REV 6 July 2019</b>
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## **COMPANY SAFETY, HEALTH AND WELFARE STATEMENT**

### **1. INTRODUCTION**

This Safety, Health & Welfare Statement has been prepared and updated in accordance with the Safety, Health & Welfare at Work Act 2005. It sets out the various responsibilities of Management, Employees and Sub-contractors in the first section, and the Arrangements made for the implementation of Safety in the second section.

In the third section the Hazards, Risk Assessments and Control measures applicable to the everyday hazards and risks in the work place, are set out. Additional hazards and risks, which may not be outlined in the Safety Statement, will be identified on each project as it arises.

A copy of this Safety Statement is distributed to all managers and designated Supervisors. It will be held wherever the Company is carrying out work and will be available to all employees, sub-contractors and visitors.

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## **2.0 GENERAL STATEMENT OF POLICY**

Waterford Leader Partnership CLG recognises the responsibilities placed on it by safety legislation and accepts that the safety, health and welfare of its employees and those affected by their work must be given priority.

It is our policy to comply with the Safety, Health and Welfare at Work Act 2005, and the Safety, Health & Welfare at Work (General Application) Regulations 2007-16.

We accept that Health and Safety is a management responsibility and holds equal importance to production and quality.

The Company will take all reasonable practicable steps to ensure that safe systems of work are devised and implemented by all personnel and that all works, structures, plant and equipment are safely constructed, maintained and managed at all times.

It is the policy of this Company to provide sufficient information, training and supervision to its workforce in pursuance of these objectives and to do everything reasonably practicable to ensure its Sub-Contractors provide similar arrangements. Overall the company commits to eliminating or reducing as far as practicable, the risk of accidents, injury or ill health to employees, other contractors, members of the public or visitors.

It is the duty of all personnel (including Suppliers and Visitors) to take all reasonable precautions to avoid injury to them and those affected by their activities. Employees are encouraged to comply with their duties under Health and Safety Legislation and to notify company management of any identified hazards in the workplace and of anything they feel could enhance safety.

We will continuously strive to improve our standards as regards Safety, Health & Welfare in the workplace.

This safety policy and the way in which it is implemented will be reviewed in the light of new legislation.

Signed

\_\_\_\_\_

(Jimmy Taaffe)  
Manager

Date

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## 2.1 ENVIRONMENTAL POLICY

Sustainability and enhancing the environment of the places we carry out our work activities has been a core philosophy of the Company since it was founded. Accordingly, we embrace our responsibility for environmental stewardship and are committed to integrating leading sustainability principles into our core business strategy.

Our commitment to sustainability is an intrinsic part of the strategic goals and objectives for the business and gives direction to our operational and management systems.

The management and staff are committed to applying the necessary resources required to ensure that the following objectives and targets can be achieved:

- compliance with all relevant environmental legislation;
- establishment of a frame work for reviewing site specific Environmental

Our Objectives and Targets;

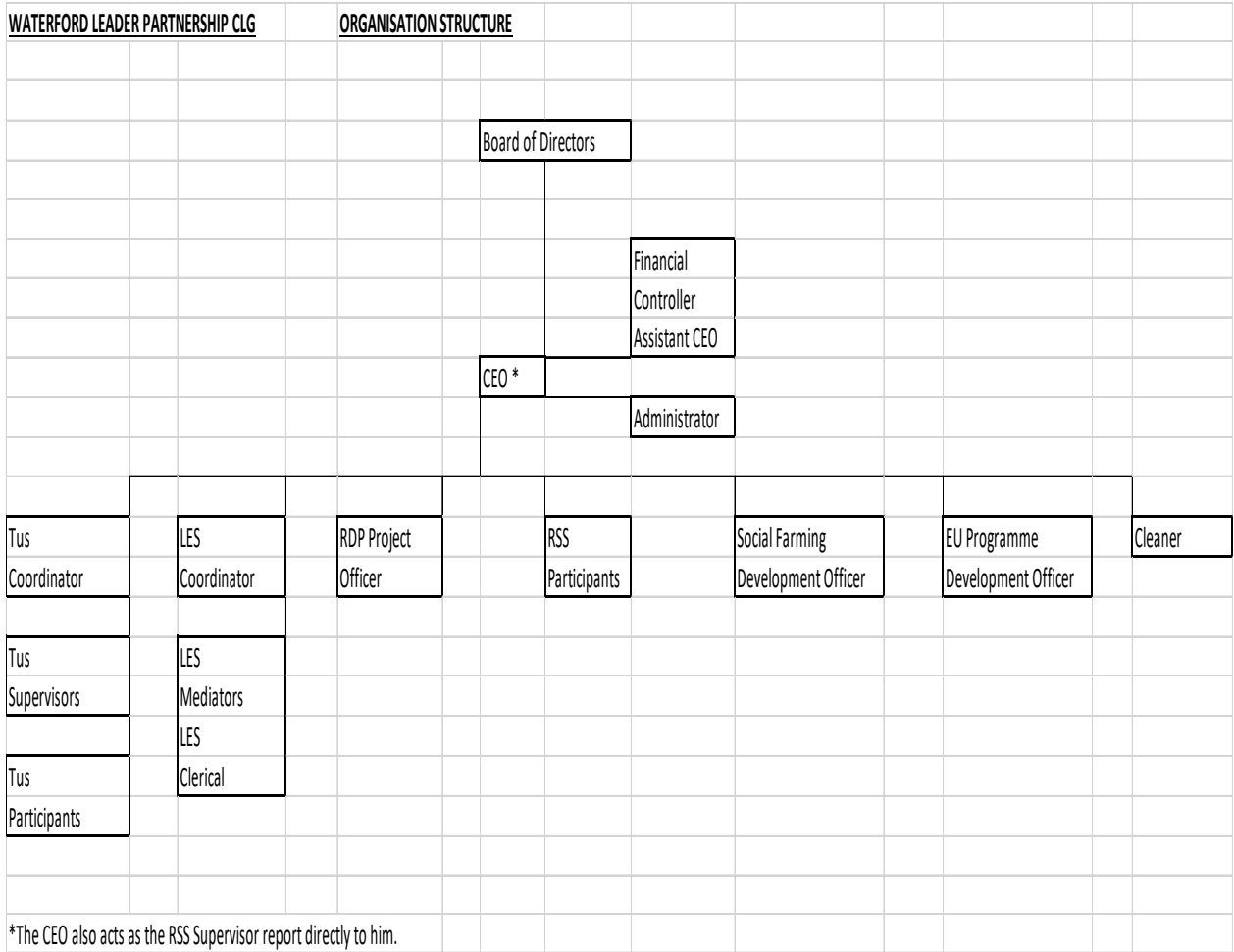
- minimisation of energy, water use, solid waste, greenhouse gas, air and effluent emissions at source;
- optimisation of the use of raw materials;
- prevention of pollution;
- training and motivation of employees so that they can conduct their work in an environmentally responsible manner;
- deployment of adequate resources to ensure that the environmental policy can be fully implemented;

The commitment, pride and enthusiasm of all who work at Duggan Lynch Building Contractors are our most precious assets. Ensuring an environmentally sustainable future for all stakeholders is fundamental in ensuring that we will continue to prosper. It is therefore essential that we meet these fundamental objectives.

\_\_\_\_\_ ;                      **Date:** \_\_\_\_\_ .

Jimmy Taaffe (Manager)

2.2 ORGANISATION CHART





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### 3.0 **RESPONSIBILITY FOR HEALTH AND SAFETY**

#### 3.1 **RESPONSIBILITIES OF MANAGER - Jimmy Taaffe**

- (a) Ensure that an effective Safety Statement exists within the organisation and take responsibility for its implementation. Ensure the Safety Statement is issued to all personnel, and that a copy is available at each site location for reference by Clients, employees and visitors.
- (b) Ensure that adequate resources are available for implementation of the provisions of this safety document.
- (c) Make safety a priority and show good example by having it high on the agenda at all management and staff meetings.
- (d) Ensure that all risks are insured especially in relation to injuries to employees, members of the public and loss or damage to company property. Review insurance and claims records periodically and make any changes deemed necessary.
- (e) Ensure that an evaluation of the extent to which the Safety Statement was put into effect is carried out at least annually.
- (f) Obtain, where necessary, the services of a competent person to advise on Safety and Health, if such expertise is not available in company.
- (g) Ensure that all safety training required by legislation is implemented in a timely manner.
- (h) Ensure that adequate arrangements exist for election of safety representatives, where applicable, and for employees to make representations on matters of Safety, Health and Welfare.
- (i) Ensure all accidents and dangerous occurrences are thoroughly investigated, cause identified and prevention procedures put in place.
- (j) Inform insurance company of any accidents likely to lead to a claim.
- (k) Inform the Health and Safety Authority (HSA) of any accident where an employee is unable to perform their normal duties for more than three days, after the day of the accident.
- (l) Review the WLP Safety Statement annually and ensure that it is modified as necessary.

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### **3.2 RESPONSIBILITIES OF FINANCIAL CONTROLLER; Angeline Drennan.**

- (a) Plan and Ensure that adequate resources are available for implementation of the provisions of this safety document.
- (b) Make safety a priority and show good example by having it high on the agenda at all management and staff meetings.
- (c) Make all provisions for safety at planning, estimating and tender stages for business development and projects.
- (d) Ensure that all risks are insured especially in relation to injuries to employees, members of the public and loss or damage to property. Review insurance and claims records periodically and make any changes deemed necessary.
- (e) Inform insurance company of any accidents likely to lead to a claim.

### **3.3 RESPONSIBILITIES OF SAFETY OFFICER ; Denise Walsh**

- (a) Understand the terms of the Safety Statement and ensure that all employees are made aware of their responsibilities under it.
- (b) Ensure so far as reasonably practicable that safe systems of work are in place and adequate supervision is provided at all times.
- (c) Maintain a tidy workplace and arrange for regular clean-ups, and safe storage.
- (d) Ensure that all access routes, walkways and doorways are clean and free of trip hazards.
- (e) Ensure a safety check is carried out on all electrical equipment, VDU's and office equipment.
- (f) Report any defects in equipment to the Manager and organise their repair.
- (g) Ensure safe disposal of all waste material.
- (h) In the event of an Accident at work ensure that any injured person receives proper medical attention and/or first aid.
- (i) Ensure all accidents are recorded in the Accident Book and notified to the Manager without delay.
- (j) Assist in the thorough investigation of any serious accident.
- (k) Ensure that First Aid Boxes on each site is fully stocked.
- (l) Instruct all employees in safe use of VDU's and office equipment and safe work practices.

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- (m) Ensure that all employees know what to do in case of fire and know the location of, and how to use, the fire fighting equipment provided.
- (o) Examine the workplace regularly for potential hazards and to ensure that these hazards are eliminated or appropriate control adopted and followed.
- (p) Investigate any reportable accident vis a vis the injured party, potential claims, insurance or HSA implications.
- (q) Arrange for training of suitable employees on First Aid.

#### **3.4 RESPONSIBILITIES OF SUPERVISORS / COORDINATORS / DEVELOPMENT OFFICERS**

- (a) The Safety Statement is circulated to the appropriate personnel including all supervisors, scheme participants and work placement provider liaison person.
- (b) Any amendments to the Safety Statement as may be made from time to time are included in an updated version as soon as possible.
- (c) Any Accident Reports, Hazard Identification Reports, Health and Safety Audits etc. are retained as WLP CLG records and reported outside as decided by the Board.
- (d) Ensure that all safety training required by legislation is implemented in a timely manner.
- (e) Ensure all accidents and dangerous occurrences are thoroughly investigated, cause identified and prevention procedures put in place.
- (f) Inform insurance company of any accidents likely to lead to a claim.
- (g) Ensure so far as reasonably practicable that safe systems of work are in place and adequate supervision is provided at all times practicable.
- (h) Maintain a tidy workplace and arrange for regular clean-ups, and safe storage.
- (i) Ensure that all access routes, walkways and doorways are clean and free of trip hazards.
- (j) Report any defects in equipment and organise their repair.
- (k) In the event of an Accident at work ensure that any injured person receives proper medical attention and/or first aid.
- (g) Ensure all accidents are recorded in the Accident Book and notified to the Co-ordinator without delay.
- (h) Ensure that First Aid Boxes where provided, are fully stocked.

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- (i) Ensure that all employees know what to do in case of fire and know the location of, and how to use, the fire fighting equipment provided.
- (j) Examine the workplace regularly for potential hazards and to ensure that these hazards are eliminated or appropriate control adopted and followed.
- (k) Investigate any reportable accident vis a vis the injured party, potential claims, insurance or HSA implications.

### **3.5 RESPONSIBILITIES OF EMPLOYEES**

Employees shall:

- (a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,
- (b) ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,
- (c) if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,
- (d) co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,
- (e) not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,
- (f) attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,
- (g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,
- (h) report to his or her employer or to any other appropriate person, as soon as practicable—
- (i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,
- (ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or

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(iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.

(2) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to their level of training or competence.

**Employees Must Also:**

- a) Read and understand the Safety Statement and carry out all work in accordance with its requirements. To take all precautions, so far as reasonably practicable to act Safely for themselves & any other person.
- b) Report to Supervisor any defects in plant, equipment or system of work discovered whilst carrying out work.
- c) Use the correct tools and equipment for the job and report any defect noted in tools and equipment.
- d) Work in a safe manner at all times, wear suitable safety footwear and protective clothing.
- e) Ensure that all precautions are taken when using welding equipment to eliminate risks to your own health and safety, the health and safety of others and the danger of fire is minimised.
- f) Suggest to Management ways of improving safety and eliminating hazards.
- g) Warn new employees, particularly apprentices and young people, of known hazards.
- h) Report any accident or damage, or dangerous occurrence, however minor, to supervision without unnecessary delay.
- i) Ensure that you comply with all requirements of Safety Signs & Notices, and follow all Safety Rules.
- j) Treat all other staff with due respect & dignity.
- k) Do not smoke in enclosed workplaces.

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### **3.6 SUB-CONTRACTORS AND SELF EMPLOYED**

This organisation will from time to time have sub-contractors & self employed persons on the premises to carry out repairs, maintenance and upgrades of the premises.

Sub-Contractors and the Self Employed are controlled by the same Safety, Health and Welfare Legislation and are legally and morally obliged to safeguard the Health and Safety of themselves and of others affected by their activities.

All Sub-Contractors, whether providing materials and labour or labour only, are considered to be self- employed and have the following legal and moral responsibilities:

- (a) To take all precautions, so far as is reasonably practicable, to avoid any risk to themselves or anyone else who may be affected by their acts of omissions.
- (b) Provide full and clear information to those who may be affected by their work activities, so as to minimise their exposure to risk.
- (c) Advise and warn any public persons (third party) who may be exposed to a dangerous situation resulting from their activities.
- (d) Provide their Safety Statement and details of their Employer and Public Liability Insurance cover. Familiarise themselves and comply with the Client's Safety Statement and co-operate on all Safety, Health and Welfare matters.
- (e) Ensure that all statutory notices are provided either by the Contractor or by the Sub-Contractor.
- (f) Accept responsibility for their own employees acts or omissions, provide them with sufficient information and training to work safely and instruct, control, organise and employ them in the same way as an employer.
- (g) Ensure that all waste, rubbish etc., for their operation is cleared up on a daily basis and the work area kept clean and tidy.
- (h) Provide adequate Personal Protective Equipment & First Aid Facilities. There may be exemptions where agreement has been made between all parties involved.
- (i) Where working with plant as its installer, user or hirer, ensure that all relevant regulations and codes of practice are obeyed.
- (j) Sub-contractors must only use competent and suitable persons on site and must get the consent from Office Manager to engage persons other than their own direct employees.
- (k) Report all accident and dangerous occurrences to the Office Manager (Note: this does not alleviate the Sub-contractor from his legal obligations to report such occurrences to the relevant authority and his own Insurers).

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## SECTION II ARRANGEMENTS

### **4.0 IMPLEMENTATION OF SAFETY POLICY**

The safe system of work becomes the standard practice for that job after it has been thoroughly thought through and each element analysed for hazards. The safe system of work eliminates these hazards where practicable or provides adequate written controls as safety key points. This standard safe system of work is taught and supervised and becomes an unconscious response to the job task. This will be the approach for unforeseen hazards and is the basis for the engineering hazards out concepts adopted.

Simple instructions are adequate for most jobs, but some particularly hazardous operations require an extra level of control. Issuing a safe written procedure is a good discipline but when the possible risks are very great a permit system is implemented.

#### **Systems Are Reviewed**

Systems are reviewed periodically to ensure that changes in staff, materials, equipment, location or timing do not introduce new hazards to the workplace. Safety is organised in the same way as other operating systems are organised. Responsibility is only delegated to people with the capability and authority to implement action. Feed-back is always encouraged so that unexpected hazards encountered are dealt with and planned for in the future.

### **4.1 GUIDELINES FOR SAFE SYSTEMS OF WORK**

#### **Safe Systems Of Work**

Successful organisations do not come about by chance, but as a result of a system. To get work done safely a "safe system of work" is needed. In developing safe systems of work both aspects are considered together, i.e. health and safety, in connection with people, machines, substances and environment.

Health risks are less obvious than Safety Hazards but are just as important. Once the risks are identified, safe systems of work provide adequate protection against them and workers are encouraged to keep to them.

#### **Checklist To Ensure Safe Systems Of Work**

- (a) Ensure a competent person is put in charge of the job.
- (b) Ensure their responsibilities do not overlap with those of anyone else.
- (c) Make sure there is no element overlooked which is not analysed for potential hazards to be eliminated.
- (d) Use any established, tried and tested methods of doing the job.
- (e) Use any relevant codes of practice or guidance notes.
- (f) Comply with safe working procedures laid down for the job.

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- (g) Ensure protective clothing and equipment is used where necessary.
- (h) Ensure all personnel are instructed in its use and limitations.
- (i) Assess whether equipment, tools or machines have the capacity and are suitable for the job.
- (j) Assess the consequences if you are wrong.
- (k) Assess how the person in charge will deal with problems.
- (l) Are personnel aware of emergency procedures and could emergency services get to the workplace in acceptable time.

#### **4.2 PROCEDURES FOR OFFICE SAFETY INSPECTIONS AND SAFETY CONSULTATION**

Inspections directed towards the elimination of possible hazards are basic to accident prevention and are the responsibility of all company employees. The major responsibility is assigned to Management Personnel and are general in nature, covering all activities and all possible hazards.

Conditions are constantly changing, materials are moved, waste materials accumulate, changes in layout, additions of equipment, wear and tear of floors and equipment, all cause changes. Safety inspections are a means of identifying and appraising the problems of unsafe conditions and work practices which result from these changes.

Any persons found to be exposed to risk during such inspections are informed immediately of such risks. This clarifies points, provides immediate opportunity to rectify unsafe conditions or practices and difficulties are ironed out.

##### **Inspection Reports**

Inspections are carried out by Denise Walsh (Safety Officer) at the 3 office locations and may be general inspections, specific hazard inspections or for accident investigation.

- (a) Items for immediate attention are set out on the Safety Report and must be attended to immediately. All other items must be attended to without unreasonable delay.
- (b) At office meetings for Waterford Leader Partnership, the findings of the Office Inspection Report will be discussed as will safety compliance in general. This item must be high on the agenda.



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### **Safety Consultation**

All staff can raise H&S issues or concerns in the following way;

Directly with their Co-ordinator at any time by email and cc the Safety Officer [denise.walsh@wlp.ie](mailto:denise.walsh@wlp.ie).

Health and Safety will be an agenda item twice yearly at the various Staff Programme meetings.

Or during a Safety, Health & Welfare Inspection.

### **4.3 SUPERVISION OF THIRD PARTIES, SUPPLIERS, VISITORS**

- (a) Provide adequate signs to and within Office building / grounds and clearly defined routes in order to reduce the risk of accidents involving personnel, collisions and damage to services.
- (b) Permission should be obtained for any temporary directional signs needed to assist with such deliveries and avoid congestion and inconvenience.

#### **Guidelines For Visitors**

- (a) All visitors must report to Office Reception before proceeding into work areas.
- (b) All warning and information signs will be posted prominently and directions and Safety Rules must be followed at all times.
- (c) Visitors must not enter any areas they are not authorised to.
- (d) Visitors must not interfere with Company Property, must not remain in Office Building any longer than is necessary.

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#### **4.4 PROVISION AND MAINTENANCE OF THE WELFARE FACILITIES**

The following standards are required:

##### **Provision**

- (a) Sufficient and suitable sanitary convenience for both sexes will be provided, adequately lit and wherever practical with washing arrangements.
- (b) A convenient supply of drinking water will be provided from the public mains or from some other source approved by the sanitary authorities.
- (c) Washing facilities will be provided and will include hot and cold running water, soap and clean towels or other suitable means of cleaning and drying.
- (d) Adequate and suitable accommodation for clothing not worn during working hours will be provided and suitable drying facilities for work clothes. Not less than 2sq. ft. /person.
- (e) Facilities will be constructed of sound, suitable material to exclude draughts, rain and dampness, with floor levels that prevent inflow of water. Walls and floors will be of smooth impervious materials and designed to facilitate thorough and effective cleaning.
- (f) Canteen to comfortably accommodate the entire workforce with not less than 10 sq. ft per person will be provided. Sufficient tables of smooth washable material and seating for each person. Facilities will, have adequate windows for daylight, be heated and ventilated and have fluorescent lighting.
- (g) Each canteen will be equipped to heat food, however all gas cylinders will be kept outside.
- (h) All canteens, toilets, washrooms and drying rooms will be maintained in a serviceable, clean and hygienic condition at all times.
- (i) Access to all facilities shall be kept clear and free from obstruction.
- (j) Facilities will be used exclusively for the use and welfare of employees and in no circumstances be used for the storage of any materials.

##### **Arrangements For Up-Keep And Maintenance Of Facilities**

Person or persons will be assigned responsibilities for the regular cleaning of canteens, toilets and drying rooms as often as is necessary to comply with specified standards. Employees are also expected to maintain their work areas in a clean and tidy condition.

- (a) All premises, furniture and fittings will be kept clean.
- (b) Good housekeeping will be maintained to clear trade waste, dirt and refuse regularly.
- (c) Waste bins, rubbish and food waste will be regularly removed to minimise fire and Health Hazards and keep premises clear of pests.

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- (d) Floors, steps and work areas will be washed or swept regularly, any spillage's cleaned immediately and maintained dry and not slippery.

#### **4.5 ARRANGEMENTS FOR EMERGENCY PROCEDURES / FIRE**

All accidents, emergencies and incidents have elements of similarity, however, no master plan will fit all operations and adequate preplanning for such situations must be carried out at local level. Advance planning provides several benefits, it helps eliminate conditions that could lead to a disaster, can reduce injuries, loss of life and property damage. Periodic reviews of procedures ensures suitability.

Emergencies by their nature require a quick response, whether it is a simple accident or a major incident and plans are formulated to deal with possible problems.

##### **Emergency Plans**

Managers Must:

Ensure emergency plans exist for all reasonably foreseeable incidents and consider the location of employees, risks to the public and distance from and co-ordination of the emergency services. Plans should cover accidents, electrocution, fire, broken bones, chemical spill, etc. They must also:

- (a) Ensure all personnel are aware of hazards and how to put the emergency procedure into operation, e.g. raise the alarm, who calls the emergency services, etc.
- (b) Ensure all personnel know where to go to reach safety, assembly points and where to get emergency equipment, e.g. first-aid, extinguishers, etc.
- (c) Appoint a competent individual to control all incidents.
- (d) Ensure immediate and accurate assessment of the situation, to assess its seriousness and emergency services required.
- (e) Appoint a competent individual to call the emergency services required, to relay adequate information clearly and accurately, e.g. Supervisor.
- (f) Assist the emergency services by clearly marking your premises from the road and have a simple plan indicating the location of hazardous items.
- (g) Clearly label important items like electrical isolators and fire fighting equipment and keep any access ways for emergency services and all escape routes clear.
- (h) As far as possible, take care not to destroy the evidence, which might be required during the investigation of the incident.

##### **4.5.1 Fire**

A fire will be discovered in one of three ways,

1. The fire alarm will sound &/or

2. A smoke detector will raise the alarm
3. An employee will discover the fire & raise the alarm

**In all cases of above, the person should proceed to do the following**

1. Inform management/others who will take certain action.
2. Switch off all electrical equipment & close all doors if possible.
3. Evacuate the building & go immediately to the assembly point & await Role Call.
4. Do not attempt to take any personal items with you.
5. Never re-enter the building unless you are told to do so by management or Fire Brigade.

#### 4.5.2 Fire Extinguishers

All fire fighting equipment is inspected regularly & also an annual inspection is carried out.

Fire Points have been designated & sign posted Fire Point. The appropriate class of extinguisher has been located here & should never under any circumstances be moved unless for use in a fire fighting role.

- **Employees are to take note that nothing is to be stacked which may obstruct the view or access to fire points.**

<b>TYPES OF EXTINGUISHERS</b>				
Class A fires involve burning solids. Class B fires involve burning liquids. Class C fires involve burning gases.				
	<b>Water (Red)</b>	<b>CO2 (Black)</b>	<b>Foam (Cream)</b>	<b>Powder(Green)</b>
Class A	Yes.	No.	No.	Yes.
Class B	No.	Yes.	Yes.	Yes.
Class C	No.	No.	No.	Yes.

**Many fire extinguishers of all types come in a red cylinder, so care should be taken to ensure you read the information on the side of the cylinder to ensure you are using the correct type.**

Water and foam extinguishers shall not be used on fires, which originate in live electrical equipment. Use of such extinguishers is permissible for fires which involve electrical fittings provided that the extinguishers comply with the requirements of Clause 17 if I.S. 290/86.

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## 4.6 ARRANGEMENTS FOR ACCIDENT REPORTING AND INVESTIGATION

### General

Most accidents are a blend of unsafe acts and unsafe conditions.

The multi-causation theory states that accidents have more than one cause which demands that an investigation must not only find the trigger cause but the background causes also.

4.6.1 The Accident Reporting and Investigation procedure outlines the responsibilities of the people involved & are as follows:

➤ **The injured Employee**

An employee who has had an occupational accident is responsible for reporting it immediately, to his / her immediate supervisor. The accident should be reported directly by the victim or by a fellow employee if the victim is unable to do so.

➤ **Witness**

It is the responsibility of any person witnessing an accident to take immediate action to assist the victim by obtaining help & immediately alerting the supervisor. The witness should be prepared to give a statement, if requested.

➤ **Manager**

The Manager of the injured employee is responsible for arranging first-aid & / or necessary medical treatment. The accident report form serves as a guide to the manager in conducting the accident investigation, & should be completed immediately, following a thorough investigation of the scene, witness interview & an interview with the injured employee (if possible) always ensuring that the needs of the injured party are of utmost importance. The Manager is also responsible for ensuring that the accident scene is preserved until a full investigation performed.

The Manager is also responsible for identifying any corrective action necessary to prevent a re-occurrence of the incident. **The Safety Officer must be notified as soon as possible.**

➤ **Safety Officer**

The Safety Officer should ensure that the accident report & investigation is properly completed, & if necessary conduct an additional investigation to determine all the facts. Using the information from the accident report form & subsequent investigations, a report is prepared, included in this report with the details of the accident, is an outline of the recommendations made and the corrective action necessary, plus any witness statement received. See Attachment A- Accident Report Form.

### 4.6.2 Accident Reporting Procedures

(a) All accidents are reported to the Manager immediately or without unreasonable delay.

(b) All injuries received at work are recorded in the Office Accident Book, however minor.

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An accident which prevents a person from performing their normal duties for more than three days after the day of the accident is a reportable accident and will be notified to H.S.A. on the prescribed form by the Manager / Safety Officer.

When a serious accident occurs the Manager or other nominated person takes charge of the proceedings and the procedure is as follows:

- (a) Observe accident location and status of injured person.
- (b) If there is a risk of further injury move injured person to safety, otherwise do not move.
- (c) Call for immediate medical assistance or emergency service.
- (d) See that first-aid is administered as required by a competent person.
- (e) If emergency services are summoned ensure they are given exact location and ensure they can access the site as near as possible to the injured person.
- (f) Appoint a suitable person to travel with the injured person and establish location of hospital.
- (g) Notify family of injured person and if required arrange for them to be transported to the hospital.
- (h) Ensure that the scene of the accident is not disturbed and if H.S.A. are to inspect the scene do not move anything unless further serious risks have to be avoided.
- (i) Gather all information immediately about the accident and what led up to it.
- (j) Take photographs or draw sketches of the scene to include measurements.
- (k) Obtain statements from all witnesses, write them down as they are given and get signature.
- (l) Enter the accident in the Accident Book, Complete Accident Report Form and send to Head Office.
- (n) Give every assistance to the Company Safety Officer, where appointed, and H.S.A. Inspector if/when they carry out an investigation.
- (o) Get clearance from the person investigating the incident before resuming the particular task on which the injured person was involved.
- (p) The Managing Director will notify Insurers & forward copies of reports to the H.S.A. as required.

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## **4.7 First Aid / Facilities / Treatment**

First aid equipment is located in all offices with all foreseeable first aid requirements. Responsibility for restocking & care of the first aid box will lie with the Safety Officer & the nominated first aider. After each incident or where first aid needs to be administered, it is the responsibility of the Co-ordinator to fill out the company accident report form. These incidents must also be notified to the Manager. The names of qualified first aiders in the company will be advised / posted at each location:

### **4.7.1 FIRST-AID FACILITIES**

#### **Responsibility Of A First-Aider**

- (a) To assess the situation.
- (b) To arrive at a diagnosis for each casualty or illness.
- (c) To give immediate and adequate treatment, bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention than others.
- (d) To arrange without delay for the disposal of a casualty according to the seriousness of his condition.

#### **The Regulations Require:**

- (a) A sufficient number of suitable First Aid Boxes or cases, which shall, while work is going on, be reasonably accessible to all persons working on the site.
- (b) A First Aid box (transportable) will be available to attend to any injured person who cannot reach the First Aid Point.
- (c) A First Aid box or case provided in pursuance of these Regulations shall be distinctively marked "First Aid" and placed under the charge of a responsible person who:
  - (i) While in charge of the box or case shall be readily available while any persons for whom it is provided are working on the site and whose name shall be plainly indicated in a prominent place on or near the box or case.

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#### **4.7.2 Guidelines For First-Aid Treatment**

- (a) Report all injuries immediately, no matter how minor, to the Manager and to First-Aid. If medical care is needed later, you will have fulfilled your obligations.
- (b) You must notify your Manager and First-Aider prior to leaving the workplace of injury or illness, whether personal or work-related.
- (c) If you get outside medical treatment (without clearing with the Manager) for a work-related injury or illness, you must notify your Supervisor first thing, next day.
- (d) Prior to returning to work after a disabling injury or illness, you must present a medical clearance from the attending physician.
- (e) Drugs, tranquillisers and insulin must not be taken on the job unless authorised in writing by your doctor and a copy of the authorisation given to the Manager.
- (f) If you have a physical handicap, such as diabetes, impaired eyesight or hearing, back or heart trouble, hernia or aversion to heights, you must tell the Manager. You will not be expected to do a job, which might result in injury to yourself or others.
- (g) If you have had First-Aid or Fire-Fighting training tell the Manager, you may be invited to join the Project First-Aid or Fire-Fighting Team.
- (h) Never move an injured or seriously ill person unless absolutely necessary to prevent further injury. Familiarise yourself with emergency action plans and First-Aid stations.

#### **4.8 EMPLOYEE CONSULTATION AND PROVISION OF INFORMATION**

The Safety, Health and Welfare at Work Act provides for consultation between Employers and Employees to help ensure co-operation in the prevention of accidents and ill health in the workplace.

Waterford Leader Partnership accepts the following: " to consult employees for purpose of the making and maintenance of arrangements which will enable employees to co-operate effectively in promoting and developing measures to ensure their Safety, Health and Welfare at work and in ascertaining the effectiveness of such measures."

"As far as is reasonable practicable, to take account of any representations made by their employees."

"Employees may, if they wish, select and appoint from amongst their numbers at their place of work, a Representative (in the Act referred to as the Safety Representative) to represent them in consultations with their place of work."

Employees will have the right to make representations to and consult their employer on matters of Safety, Health and Welfare in their place of work."

Information will be provided in a manner and format that is clearly understood by all employees, taking into account language barriers in particular.



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## **4.9 SAFETY TRAINING ARRANGEMENTS**

WLP is committed to providing Health and Safety Training at all levels in the organisation.

The training plan includes Safety Training in three basic categories these being, New Hire Induction Training, On-going Training for all levels and Task Training for new techniques.

### **4.9.1 General**

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

We will annually review the key target areas for Health & Safety training & also New Employee Induction training covering all activities. All safety training is recorded & refresher training is provided when needed.

To comply with Safety, Health & Welfare requirements Waterford Leader Partnership will provide adequate & ongoing safety training on a wide variety of subjects.

Such Subjects could Include, but are not limited to;

- Manual Handling.
- Fire Safety.
- First Aid.
- Risk Assessment.
- Accident Investigation.
- Supervisor Safety Training.

## **4.10 Enforcement Procedures**

The Manager and Safety Officer have the power to stop work conducted in an unsafe manner or stop work, which may pose a risk of injury.

A disciplinary process is in place & will be utilized in the event of breeches of company safety policies or guidelines. This process takes the form of one verbal warning one written warning & ultimately suspension.

## **4.11 EQUIPMENT SAFETY**

- All equipment will be checked for defects and operational use.
- Each item of plant and tool shall be clearly identifiable.
- Any defective equipment will be taken out of operation immediately.
- The serial number will be noted and head office informed.

### **4.11.1 Equipment Electrical Safety**

All equipment will also be electrical tested, or as may be designated in the Regulations using a Universal Portable Path Tester. A record of these electrical tests will be held on the premises.

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## **4.12 Pregnant Employees - Arrangements**

In the event of an employee informing the management that she is pregnant, full account will be taken of the Maternity Protection Acts 1994 and Amendment Act 2004 and the Pregnancy Regulations 2007. Management will carry out a risk assessment of her job to assess if there is any risk to her or her unborn baby. If any risk is identified, management will undertake to redesign the job to eliminate the risk, where possible. Health and safety leave will only be granted in extreme cases where the work, deemed to be harmful to the pregnant woman, cannot be modified, reduced or eliminated.

### ***Protection of Pregnant, Post Natal and Breastfeeding Employees***

4.12.1 An employee must—

- (a) notify her employer of her condition as soon as is practicable after it occurs, and,
- (b) at the time of the notification, giving to her employer or producing for her employer's inspection a medical or other appropriate certificate confirming her condition.

4.12.2 An employer shall—

(a) assess any risk to the safety or health of employees and any possible effect on the pregnancy of, or breastfeeding by, employees, resulting from any activity at that employer's place of work likely to involve a risk of exposure to any agent, process or working condition as referred to in Part A of Schedule 8 and, for that purpose, determine the—

- (i) nature,
- (ii) degree and
- (iii) duration of any employee's exposure to any agent, process or working condition;

(b) take the preventive and protective measures necessary to ensure the safety and health of such employees and avoid any possible effect on such pregnancy or breastfeeding; and

(c) the relevant statutory provisions relating to chemical agents and to the occupational exposure limits laid down in any relevant approved code of practice—

(i) assess any risk to safety or health likely to arise from exposure of a pregnant employee to an agent or working condition listed in Part B of Schedule 8 of the General Application Regulations 2007 resulting from any activity at that employer's place of work,

(ii) assess any risk to safety or health likely to arise from exposure of an employee who is breastfeeding to an agent or working condition listed in Part C of Schedule 8 of the General Application Regulations resulting from any activity at that employer's place of work,

(iii) ensure that any such employee is not required to perform duties for which the assessment reveals such risk.

### **4.12.3 Protective or preventive measures.**

An employer shall—

- (a) where—

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(i) the risk assessment carried out under Regulation 149 reveals a risk to an employee's safety or health, or any possible adverse effect on the pregnancy or breastfeeding of an employee, and

(ii) it is not practicable to ensure the safety or health of such employee through protective or preventive measures, adjust temporarily the working conditions or the working hours, or both, of the employee concerned so that exposure to such risk is avoided, and

(b) in cases in which the adjustment of working conditions or working hours, or both, referred to in paragraph (a)—

(i) is not technically or objectively feasible, or both, or

(ii) cannot reasonably be required on duly substantiated grounds, take the measures necessary to provide the employee concerned with other work which does not present a risk to the safety or health of, or any possible adverse effect on the pregnancy or breastfeeding by, the employee.

#### **4.12.4 Pregnant, postnatal and breastfeeding employees.**

An employer shall ensure that pregnant, postnatal and breastfeeding employees are able to rest in appropriate conditions.

#### **4.12.5 Lists of agents, processes and working conditions relating to pregnant, post natal and breastfeeding employees**

##### *Part A— Pregnant, post natal and breastfeeding employees*

##### 1. Agents

##### (a) Physical agents

Physical agents where these are regarded as agents causing foetal lesions or likely to disturb placental attachment (or both), and in particular—

(i) shocks, vibration or movement,

(ii) handling of loads entailing risks, particularly of a dorso lumbar nature,

(iii) noise,

(iv) ionising radiation,

(v) non-ionising radiation,

(vi) extremes of cold or heat,

(vii) movements and postures, travelling, either inside or outside the place of work, mental or physical fatigue and other physical burdens connected with the activity of the employee.

##### (b) Biological Agents

Biological agents of risk groups 2, 3 and 4 within the meaning of relevant statutory provisions relating to biological agents, in so far as it is known that these agents or the therapeutic measures necessitated by such agents endanger the health of pregnant employees and the unborn child but excluding those referred to in Part B of this Schedule.

##### (c) Chemical Agents

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The following chemical agents insofar as it is known that they endanger the health of pregnant employees and the unborn child but excluding those referred to in Part B of this Schedule—

(i) Substances and preparations classified under the

(I) European Communities (Classification, Packaging, Labelling and Notification of Dangerous Substances) Regulations 2003 (S.I. No. 116 of 2003) as amended by the European Communities (Classification, Packaging, Labelling and Notification of Dangerous Substances) (Amendment) Regulations 2006 (S.I. No. 25 of 2006), and (II) European Communities (Classification, Packaging and Labelling of Dangerous Preparations) Regulations 2004 (S.I. No. 62 of 2004) as amended by the European Communities (Classification, Packaging and Labelling of Dangerous Preparations) (Amendment) Regulations 2007 (S.I. No. 76 of 2007) with one or more of the following risk phrases—

Limited evidence of a carcinogenic effect (R40)

May cause cancer (R45)

May cause heritable genetic damage (R46)

May cause cancer by inhalation (R49)

May cause harm to the unborn child (R61)

Possible risk of harm to the unborn child (R63)

May cause harm to breastfed babies (R64)

Possible risk of irreversible effects (R68),

(ii) Substances and preparations referred to in Schedule 1 to the Safety, Health and Welfare at Work (Carcinogens) Regulations 2001 (S.I. No. 78 of 2001),

(iii) Substances and preparations released by a process referred to in Schedule 1 to the Safety, Health and Welfare at Work (Carcinogens) Regulations 2001 (S.I. No. 78 of 2001),

(iv) mercury and mercury derivatives,

(v) antimitotic (cytotoxic) drugs,

(vi) carbon monoxide,

(vii) chemical agents of known and dangerous percutaneous absorption.

#### **4.12.6 Part B — Pregnant employees**

##### 1. Agents

###### (a) Physical Agents

Work in hyperbaric atmosphere, such as in pressurised enclosures and underwater diving.

###### (b) Biological Agents

The following biological agents—

Toxoplasma

Rubella virus,

unless the pregnant employees are proved to be adequately protected against such agents by immunization

###### (c) Chemical Agents

Lead and lead derivatives insofar as these agents are capable of being absorbed by the human organism.

#### **Part C—Employees who are breastfeeding**

##### 1. Agents

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## Chemical Agents

Lead and lead derivatives insofar as these agents are capable of being absorbed by the human organism.

### **4.13 Sexual Harassment**

Sexual harassment has been defined in the Employment Equality Act 1998 and in response to this Waterford Leader Partnership has put in place a policy on it.

Where sexual harassment is alleged to have taken place it will be fully investigated by management and if proven will be dealt with as misconduct under the existing disciplinary procedure.

#### **4.13.1 Reporting Procedure**

Harassment could typically be Verbal, Physical, or Visual.

If any employee feels they are being sexually harassed they should do the following.

- In the first instance make the person aware that is engaging in the harassment that it is unwanted and unacceptable and request that it stops immediately.
- If the behaviour fails to stop then they should note the instances of sexual harassment, what was said, done or gestured, dates, times, locations, witnesses if there are any and report it officially to the managing director. If the person engaging in sexual harassment is the managing director or they feel uncomfortable in reporting it in this way then they should report to an appropriate third party outside of Waterford Leader Partnership.
- If and when a report of sexual harassment is received by any member of management they are committed to dealing with it seriously and confidentially and do the following.
  - Listen to the complaint privately, sympathetically taking note of all details available.
  - An investigation will be instigated which will involve detailed interviews of both the employee making the complaint and the alleged harasser. Interviews of any witnesses will also take place to determine what happened.
  - In the interest of natural justice the alleged harasser must be made aware of the nature of the complaint and be given every opportunity to respond and to rebut the details and allegations made.
  - If, following a thorough investigation, there is a reasonable belief that there has been sexual harassment, then, depending on the seriousness of the harassment, appropriate disciplinary action will be taken. This may be anything from a verbal warning to dismissal.
  - Transferring one or both employee's from any one department may be an option. However, care should be taken, in cases that have been proven, not to place a penalty on the complainant whose complaint was found to be well placed.

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#### **4.14 Waterford Leader Partnership CLG - Anti Bullying Policy.**

Waterford Leader Partnership is committed to a working and learning environment that is free from any form of bullying. We are devoted to working together to maintain a workplace environment that encourages and supports dignity at work. Bullying of any form will not be accepted or tolerated; any incident of Bullying will be regarded very serious and may be grounds for disciplinary action.

Bullying in the workplace can be defined as repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person. Bullying is where aggression or cruelty, viciousness, intimidation or a need to humiliate dominates the relationship. Conflicts and interpersonal difficulties should not be regarded as bullying and should be dealt with through the appropriate industrial relations channels. Only aggressive behaviour, which is systematic and ongoing, should be regarded as bullying.

If you feel that you are subjected to bullying in any form, do not feel that it is your fault or that you have to tolerate it. Our primary concern is that anyone who is subjected to bullying should receive support and assistance and where appropriate, remedy. Also the management clearly recognizes that confidentiality is of the utmost importance.

Bullying is considered a workplace hazard, and must be treated within the Safety Management System. As employers we have a responsibility, as far as is reasonably practical, under the Safety Health and Welfare at Work Act 2005, to provide a workplace where accident, disease and impairment of physical or mental health are prevented. Where a bullying culture has been identified, we will take reasonable measures to prevent incidents of bullying occurring. The management and supervisors of Waterford Leader Partnership will strive to promote dignity in the workplace for all.

If you feel that you are being subjected to bullying, talk to your office manager at work or if your office manager is the aggressor, then inform the Manager. Once the situation has been brought to the attention of the management, we can then investigate the incident and deal with them fairly and promptly. Remember bullying is a disciplinary offence that cannot be ignored.

#### **4.15 Safety Information & Chemical Substances**

Safety Data Sheets have and will be been obtained from suppliers of substances to Waterford Leader Partnership. Employees will know how to store, handle & dispose of these substances safely. Full copies of Material Safety Data Sheets will be maintained in office for the Hazardous substances in use.

#### **4.16 Smoking Policy**

Smoking is prohibited in all areas of the building; you must adhere to the 2004 Tobacco Act. Employees must adhere to these rules; non-compliance will result in disciplinary action.

#### **4.17 VDU Eye testing**

Any employee who uses a computer for a significant part of the day (for one continuous hour or more at a time) and is classed as a VDU "user" will be offered an eyesight test to be paid for by the company on a suitable frequency.

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Each employee will be informed of the use and control of hazards of Display Screen Equipment and each workstation will be subjected to an assessment. This assessment will be repeated when the workstation or work practices change significantly or at an interval not exceeding three years.

#### **4.18 Housekeeping**

A high standard of housekeeping will be maintained at all times. Employees and Contractors are responsible for ensuring that general clean ups take place in their own area. All access/egress routes will be kept clear at all times. Materials will not be stored in a position that creates hazards to employees, visitors or contractors. Materials will not be stored in a position that obstructs escape routes, emergency equipment or access/egress points.

#### **4.19 Stress at Work**

Waterford Leader Partnership will attempt to identify and safeguard against all risks to health and safety, including stress.

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

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

- Identification of potential problems
- Assessment of risks
- Implementation of safeguards
- Monitoring the effectiveness of safeguards

Waterford Leader Partnership will utilise the following methods of managing stress where appropriate:

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

#### **4.20 Contractors and Visitors**

Waterford Leader Partnership will ensure, as far as is reasonably practicable, the safety of contractors, members of the public and visitors while on our premises. When entering the premises for the purpose of a business visit or to carry out work, all visitors and contractors should ensure that they have reported to the person in charge of the premises.

Whilst in the building, visitors, tenants and contractors are to obey the safety rules and emergency procedures at all times. In the event of a fire alarm, the host will be responsible for bringing their visitor to the Assembly Point and remaining with them until given the "all clear".

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Where required Work Permits shall be completed and Method Statements and associated Risk Assessments shall be developed.

- Rules for Contractors

Contractors shall:

- Provide their Safety Statement and any Method Statements deemed necessary when requested to do so
- Not be allowed on the premises to carry out work until Waterford Leader Partnership CLG. have checked and is satisfied with their employer's and public liability insurance cover
- Liaise with a Waterford Leader Partnership appointed official, discuss and agree the safety precautions deemed necessary by either party
- Take all due care of their own safety, the safety of their employees and all others affected by their work
- Not use any equipment or the service of personnel belonging to or engaged by Waterford Leader Partnership CLG. without prior approval being granted by an appointed official
- Ensure that scaffolding and other access equipment used by contractors/sub-contractors is erected and maintained in accordance with current standards and regulations
- Comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by Waterford Leader Partnership CLG. while working on the premises
- Ensure on construction projects that all portable electric hand tools are run off 110v systems. Step-down transformers must be used or battery operated equipment.
- Provide all necessary instruction, training and information on health and safety matters to their employees
- Provide competent workers and competent, adequate supervision of their employees and activities
- Provide all necessary safety equipment and clothing for their employees
- Ensure that all plant and equipment brought onto a Waterford Leader Partnership site is safe and in good working order, fitted with any necessary guards and safety devices and has any necessary certificates available for checking
- Ensure that all accidents and dangerous occurrences are reported to the Waterford Leader Partnership official in charge
- Ensure that all safety notices and alarms are adhered to at all times
- Ensure that hazardous substances are not brought onto the premises without prior notice and permission and relevant Safety Data Sheets (.S.D.S.) are provided for all hazardous chemicals
- Ensure that 'approved' hazardous substances are stored and used safely whilst on the premises
- Ensure, on completion of work, that all hazardous substances are removed from the premises
- Monitor and assess the safety performance of their employees
- Ensure that all subcontractors are advised accordingly and, in particular, are not brought onto company premises without prior notice or permission

Prior to the commencement of any work in Waterford Leader Partnership premises., the following criteria should be observed:

- An assessment of the likely safety hazards and risks involved in or associated with the proposed work must be undertaken by both parties. The extent of each party's involvement will be determined by the separate sets of safety responsibilities as agreed.
- The degree of risk assessment that must be carried out before work begins will depend on the nature and extent of activities associated with each individual contract



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For any work involving construction activity, the provisions of any local legal requirements must be adhered to.

During building/maintenance work, conditions are very different from those normally encountered and new hazards may be introduced. It is essential that everyone concerned is aware of the hazards and the correct precautions are adopted. All contractors must supply a copy of their site specific Safety Statement. Proper method statements should be obtained from all contractors carrying out high-risk activities. A permit-to-work system may be required for 'hot works' (welding, cutting, etc.), electrical works, or other high-risk work as deemed necessary.

#### **4.21 Disciplinary Action**

Where advice and persuasion fail to achieve compliance with safety and health rules, it is the policy of Waterford Leader Partnership. to take disciplinary action on the matter.

Stages of Disciplinary Action in not complying with Environmental, Health and Safety in the workplace.

Employees are advised that Gross Misconduct may lead to summary suspension or dismissal.

Prior to the disciplinary procedure being invoked, an investigation will be undertaken by the appropriate Manager/Supervisor.

Note; Employees may be suspended with pay, pending the investigation of a Misconduct Charge. This action in itself is not a disciplinary sanction.

Based on the findings of the investigation, where the appropriate Manager decides there has been a clear breach of the disciplinary rules, the disciplinary procedure will be invoked. The employee will be invited to attend a disciplinary interview, with his/her Manager or in more serious cases, the General Manager/Appropriate Senior Manager.

At the disciplinary interview the individual will be given the opportunity to state his/her case fully, and may have a witness attend the meeting with them. A full examination of the facts will be undertaken before the decision is taken on whether disciplinary action is appropriate.

The stage at which the disciplinary procedure is invoked will always depend on the nature, circumstance and seriousness of the offence. (Generally, the steps in the procedure will be progressive, i.e, 1<sup>st</sup> instance = Verbal Warning, 2<sup>nd</sup> instance = 1<sup>st</sup> Written Warning, 3<sup>rd</sup> instance = Dismissal. However there will be instances where more serious action, including dismissal, is warranted at an earlier stage). Management reserve the right to make that decision.

Notification in writing shall be issued for all disciplinary actions, including verbal warnings, and placed on file / record of the employee.

#### **4.22 ENVIRONMENTAL ARRANGEMENTS**

##### **Introduction**

All businesses have to take care that their operations do not harm the environment, whether through harmful emissions into the air or contamination of land and water resources.

To prevent risks to the environment, we are required to carry out their business activities in accordance with all relevant environmental legislative requirements and best practice guidelines.

**Environmental Overview**

Management will endeavour to take a positive approach to the environmental issues within the facility. It is our intention to effectively manage and control emissions and reduce the potential to cause environmental pollution from within the facility and its activities.

In pursuit of our mission to provide a quality living and business environment we regard environmental protection as an integral part of good business and practice. We are committed to achieving a high standard of environmental quality, and propose to:

Implement a comprehensive waste management programme to minimise and remove the need for landfill.

Ensure that all personnel are fully aware of waste management requirements and adhere to any necessary policies.

Reduce waste in all areas of activities and ensure the best environmental option for disposal of unrecoverable waste. Promote the use of recycled materials.

Promote the concept of continuous improvement and pollution prevention through the setting and review of environmental objectives and targets.

Implement preventative maintenance programmes to ensure unnecessary waste of energy and creation of pollution through poorly maintained equipment.

Promote the adoption and control of environmentally sound practices by contractors, suppliers, and clients.

Ensure that our environmental policy is visible and available to all parties.

All environmental issues or concerns within the area must be reported directly to the immediate Supervisor or their designate.

**4.23 Preventive maintenance of plant/equipment**

The future of any machine, equipment or structure and the safety of those who use it or work within it, depends on good maintenance procedures.

Planned preventative maintenance is by far the best scheme and will be implemented for the following reasons.

- (a) Pre-planned maintenance avoids a breakdown of any moving part or equipment, or excessive structural degradation and should reduce risk to all employees and visitors to the premises.
- (b) Maintenance records for planned maintenance work provides a cohesive record of machine workload, repairs, replacements, requirements for discontinuation of obsolete parts of machines. These records will be available and centrally filed for inspection.
- (c) Maintenance of all safety devices, guards and trip devices is essential to ensure the safety of machine operators.
- (d) A safe machine provides the operative with a safe job free from hazards, injury or unsafe working conditions.

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- (e) Facilities Management are required to ensure that all mechanical, electrical & general plant, fixtures & fittings within the buildings are covered by a preventative maintenance programme, and copies presented to Management.
- (f) Structural reports shall be obtained as necessary and particular attention paid to controlling ingress of water into the building.
- (g) A cleaning regime shall be implemented and maintained on an ongoing basis, so as to keep the facility relatively free of latent dust and possible contaminants. This will include cleaning of high level areas periodically, which cannot normally be seen from relevant floor areas.
- (h) Alterations to the physical structure shall be assessed by a competent Structural Engineer so as to assess any possible effects on the structural integrity of the building / floors / roofs / façade/ stairways etc. The report shall stipulate what can and cannot be carried out as regards a proposed development or alteration.
- (i) Structural support requirements shall be established and incorporated into the works by an appointed competent Contractor.

#### **4.24 Global Data Protection Regulations (GDPR) Policy**

##### DATA PROTECTION POLICY ; Introduction

At WLP privacy and data protection rights are very important to us.

The General Data Protection Regulation (GDPR) is in force as of the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

All personal data will be maintained in accordance with the obligations of the General Data Protection Regulation (the "GDPR");

Data Protection is the safeguarding of the privacy rights of individuals in relation to the processing of personal data, in both paper and electronic format. The GDPR lay down strict rules about the way in which personal data and sensitive personal data are collected, accessed, used and disclosed. The Data Protection Acts also permit individuals to access their personal data on request, and confer on individuals the right to have their personal data amended if found to be incorrect.

This document outlines WLP CLG policy to help ensure that we comply with the Data Protection Act.

Inquiries about this Data Protection Policy should be made to: The Data Controller ; Jimmy Taaffe.

Definitions ; The following definitions are taken from the GDPR Regulations;

Personal data means data relating to a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the data controller;

## SECTION III

### 5.0 HAZARD IDENTIFICATION AND RISK ASSESSMENT

#### 5.1 Introduction

A hazard may be defined as anything that can potentially cause harm. To safeguard the health and safety of all Waterford Leader Partnership employees, each workplace shall be examined to identify hazards and to ensure adequate arrangements are made to eliminate or minimise risk.

The assessments of risk (i.e. the likelihood of a dangerous occurrence, the consequences, seriousness of injuries etc.) are difficult to assess in the construction industry due to the constantly changing working environment. "Best practice" should therefore be adopted for all operations regardless of duration. Best practice is to remove the hazard and consequent risk where practicable or use of all reasonable precautions thereafter.

Risk Category	Nature of possible injury if risk occurs
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<b>High</b>	Fatality, Amputation of limbs, Permanent sight loss, serious internal injuries, and serious damage to spinal cord or brain, third degree burns.
<b>Medium</b>	Amputation of fingers or toes, dislocation of joints, second degree burns, concussion, fractures, back injury through slipped discs etc.
<b>Low</b>	Lacerations, open wounds, first-degree burns, contusions, sprains & strains etc.

The ultimate aim of the Risk Assessment is to produce suitable precautions / controls which will reduce the likelihood of the undesired event occurring.

Therefore the Risk Assessment identifies the Risk Rating without or before controls, then the risk is re-assessed having accounted for the controls being in place. This level of risk after the controls are put in place, should always be lower, showing that the risks can be managed and effectively controlled.

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## DISPLAY SCREEN EQUIPMENT

<b>Document ref</b> RA 001	<b>Assessed by</b> Waterford Leader Partnership	<b>Date</b> 20/02/2018
<b>Task/operation and location [including any tools/equipment in use]</b> Use of Visual Display Screen Equipment / PC's / Laptops.		
<b>Hazards</b>  Working With Display Screen Equipment for prolonged periods Glare of screens Poor Posture Repetitive Strain Injury  <i>Other:</i>	<b>Risk ratings</b>	
	Without controls	With controls
	High High High Medium	Low Low Low Low
<b>Harm</b> <ul style="list-style-type: none"> <li>• Back Strain</li> <li>• Upper limb &amp; neck pain</li> <li>• Eye fatigue / strain</li> </ul> Stress. <i>Other:</i>		
<b>Persons in danger</b> <ul style="list-style-type: none"> <li>• Office personnel</li> <li>• Visitors to site</li> <li>•</li> </ul> <i>Other:</i>		
<b>Control measures</b> <ul style="list-style-type: none"> <li>• Personal injury to workers or members of the public from not being able to escape from a building</li> </ul> <p>All employees who use VDU's are assessed in line with the VDU Regulations, under the General Application Regulations 2007-16.</p> <p>Employees who use VDU's as a significant part of their work, i.e, more than 1 hour per day, will receive ergonomic assessment of their workstation.</p> <p>Employees have the right to opt for an eye test at the company's expense, before commencing display screen work and at agreed regular intervals thereafter.</p> <p>Employees must ensure that the area in front of the keyboard is sufficient to provide support for the hands &amp; wrists.</p> <p>Document holders are arranged to minimise head and eye movement.</p> <p>Foot rests will be provided on request.</p> <p>Chairs will be adjustable for both height and back support.</p> <p>Desks and screens and window blinds are arranged so that any bright light sources are not reflected on the screen.</p>		

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<i>Other:</i>
<b>Personal protective equipment; Other</b> Anti-glare screens / document holders /
<b>Additional assessments</b> None
<b>Information, instruction and training</b> <ul style="list-style-type: none"> <li>All workers made aware of the controls during Induction and at assessment</li> </ul> <i>Other:</i>
<b>Emergency procedures</b> <ul style="list-style-type: none"> <li></li> </ul> <i>Other:</i>
<b>Monitoring procedures</b> <ul style="list-style-type: none"> <li>Subject to coordination between workers and management.</li> </ul> <i>Other:</i>

## FIRE

<b>Document ref RA 002</b>	<b>Assessed by Waterford Leader Partnership</b>	<b>Date 20/02/2018</b>
<b>Task/operation and location [including any tools/equipment in use]</b> Access to/egress from the work area / office. Control of equipment & waste materials on an ongoing basis.		
<b>Hazards</b>  <ul style="list-style-type: none"> <li>Fire / Explosion</li> <li>Obstruction of emergency access/egress routes</li> <li>Variations to established access/egress points</li> </ul> <i>Other:</i>	<b>Risk ratings</b>	
	Without controls	With controls
	High High High	Low Low Low
<b>Harm</b> <ul style="list-style-type: none"> <li>Personal injury to workers or members of the public from not being able to escape from a building Risk of serious burns causing injury to part or all of the body.</li> <li>Risk of injury due to inhalation of dangerous and toxic fumes and gasses. Risk of serious damage to property.</li> <li>Risk of explosion of flammable containers.</li> </ul> <i>Other:</i>		
<b>Persons in danger</b> <ul style="list-style-type: none"> <li>Office personnel</li> <li>Visitors/ public/ emergency services</li> </ul> <i>Other:</i>		
<b>Control measures</b> No Smoking on premises Regular removal of combustible wastes. Escape routes clearly marked and maintained free of obstruction. Running Man Emergency Exit lights, and general emergency lights maintained, Portable fire extinguishers provided e.g. CO2, Foam and dry powder maintained. Training courses in the use of fire extinguishers and types available. Notices are posted on what to do in the event of a fire break-out & Emergency Telephone Numbers.		

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<p>Regular cleaning schedules and inspections. Annual Inspection and testing of extinguishers. Fire drill carried out twice yearly. Smoke detectors and Fire Alarm panel in place and operational Designated Assembly Points provided and signposted.</p> <p><i>Other:</i></p>
<b>Personal protective equipment;</b> N/A
<b>Additional assessments ;</b> None
<p><b>Information, instruction and training</b></p> <ul style="list-style-type: none"> <li>All workers made aware of the Emergency Procedures, and fire precautions &amp; Assembly Points</li> <li>Training in use of extinguishers and evacuation</li> </ul> <p><i>Other:</i></p>
<p><b>Emergency procedures</b></p> <ul style="list-style-type: none"> <li>First aid facilities</li> <li>Ensure the office address, including emergency telephone numbers, is prominently displayed for notification to the emergency services</li> </ul> <p><i>Other:</i></p>
<p><b>Monitoring procedures</b></p> <ul style="list-style-type: none"> <li>The access/egress arrangements subject to regular inspection and audit by Manager</li> </ul>

## OFFICES / WORKSTATIONS

<b>Document ref</b> RA 003	<b>Assessed</b> Waterford Leader Partnership	<b>Date</b> 20/02/2018
<p><b>Task/operation and location [including any tools/equipment in use]</b> There are a number of workstation offices within the office for management &amp; Reception. Whilst Offices are comparatively safe places to work, yet, accidents occur from exposure to risks.</p>		
<p><b>Hazards</b></p> <ul style="list-style-type: none"> <li>Obstruction of emergency access/egress routes</li> <li>Seating / poor posture</li> <li>Spillages</li> <li>Electricity</li> <li>Exposure to chemicals</li> </ul> <p><i>Other:</i></p>	<b>Risk ratings</b>	
	Without controls	With controls
	High High Medium Medium	Low Low Low Low
<p><b>Harm</b></p> <ul style="list-style-type: none"> <li>Personal injury to workers or members of the public from not being able to escape from a building</li> <li>Risk of slips, trips and falls</li> <li>Risk of collisions with office equipment</li> <li>Risk of electrocution</li> </ul> <p><i>Other:</i></p>		
<p><b>Persons in danger</b></p> <ul style="list-style-type: none"> <li>Office personnel</li> <li>Visitors</li> </ul> <p><i>Other:</i></p>		
<b>Control measures</b>		

- A dedicated pedestrian access/egress route established throughout offices
- Signs and notices in place setting out escape routes and assembly point
- Regular inspection for obstructions of escape routes and checks on poor housekeeping
- High standard of housekeeping maintained, cables / leads laid safely.
- Chemicals properly stored / capped & contained. Containers and excess product disposed of in an environmentally friendly manner.
- Procedures in place for control of accidental spillages.
- All electrical equipment is switched off and isolated from the main supply when not in use.
- All electrical or other repairs are only carried out by appropriately qualified persons.
- All office equipment is located so as to avoid the risk of falls or collisions when in use.
- All employees on the premises are made aware of the means of escape, evacuation procedure.
- The volume of paper, documents etc. is kept to a minimum
- Waste paper and other flammable materials are removed regularly to minimize the fire hazard
- All seating arrangements in work areas are ergonomically designed to minimize stress and strain.
- Steps shall be taken to ensure that there is sufficient fresh air in enclosed places of work.
- The dimensions of the free unoccupied area at a workstation shall be calculated to allow employees sufficient freedom of movement to perform their work, and where this not possible for reasons specific to the workstation, the employee shall be provided with sufficient freedom of movement near his workstation.

*Other:*

#### **Office Rules**

- (a) Be careful of swivel chairs. Do not slump back in them without first testing your weight gradually.
- (b) Be sure you have a firm footing when you have to climb - use a safe step ladder.
- (c) Walk - do not run at any time in corridors.
- (d) Do not stand and talk in front of closed doors - they may be opened suddenly.
- (e) Do not push or crowd at entrances to offices.
- (f) Read mail and other material at your desk, not while walking around.
- (g) Watch for tripping hazards such as telephone cords, office equipment cables, waste baskets and other hazards and put them right if safe to do so.
- (h) Use handles when closing filing cabinets, desk drawers and doors.
- (i) Keep file drawers, desk drawers and locker doors closed when not in use. Open only one file or desk drawer at a time. See that files and book-cases are stable or bolted to the wall.
- (j) Check office furniture for sharp edges or splinters and loose casters etc.
- (k) Handle sharp objects carefully and keep them in the proper place.
- (l) Make sure all office equipment is solidly placed and manufacturers instructions followed.
- (m) Do not adjust or clean office equipment when they are plugged in. Always unplug for safety.
- (n) Do not attempt to do electrical repairs. Call a qualified person.
- (o) Use canteen facilities safely and never walk around carrying cups of hot drinks without covers.
- (p) Report any hazards found and always follow the guide lines to kinetic lifting when moving objects.
- (q) Photocopier Toner is only handled by person wearing protective gloves and empty cartridges are disposed of in an environmentally friendly manner.

#### **Personal protective equipment**

Gloves for handling chemical products – inks / toner / solvents.

#### **Additional assessments**

None

#### **Information, instruction and training**

- All workers made aware of the controls , including the significance of signs and notices, safety critical areas and activities, safety restrictions and disciplinary procedures
- Material Safety Data Sheets provided for users of chemical products

*Other:*

#### **Emergency procedures**



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<ul style="list-style-type: none"> <li>• First aid facilities</li> <li>• Ensure the office address, including emergency telephone numbers, is prominently displayed for notification to the emergency services</li> </ul> <p><i>Other:</i></p>
<p><b>Monitoring procedures</b></p> <ul style="list-style-type: none"> <li>• The access/egress arrangements subject to regular inspection and audit by site supervisor</li> </ul> <p><i>Other:</i></p>

## SLIPS, TRIPS AND FALLS

<b>Document ref no</b> RA 004	<b>Assessed by</b> Waterford Leader Partnership	<b>Date</b> 20/02/2018
<p><b>Task/operation and location [including any tools/equipment in use]</b> Any body on the premises inside and out, using steps or stairs and disabled persons.</p>		
<p><b>Hazards</b></p> <ul style="list-style-type: none"> <li>• Loose cables across floor or between furniture</li> <li>• Low level obstructions in walkways - waste bins, open filing cabinet drawers</li> <li>• Improper use of chairs and desks</li> <li>• Falls when reaching for high-level window catchers</li> <li>• Use of damage seating which is unstable or likely to collapse</li> <li>• Slippery and damaged floor surfaces and stairs</li> </ul> <p><i>Other:</i></p>	<b>Risk ratings</b>	
	Without controls	With controls
	High Medium	Low Low
	Medium Medium Medium High	Low Low Low Low
<p><b>Harm</b></p> <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Cuts, abrasions and confusion</li> <li>• Dislocation</li> <li>• Head injuries</li> </ul> <p><i>Other:</i></p>		
<p><b>Persons in danger</b></p> <ul style="list-style-type: none"> <li>• Office workers</li> <li>• Disabled persons</li> <li>• Visitors</li> <li>• Delivery persons</li> </ul> <p><i>Other:</i></p>		
<p><b>Control measures</b></p> <ul style="list-style-type: none"> <li>• Wear suitable footwear.</li> <li>• Ensure good housekeeping. Clear up spillages, remove obstruction, rubbish etc</li> <li>• Ensure lighting is adequate</li> <li>• Ensure regular cleaning and maintenance</li> <li>• Place warning signs if necessary</li> <li>• Ensure good lighting</li> <li>• Remove trailing cables or enclose in cable covers</li> <li>• Proper use of filing cabinets</li> <li>• Avoid high level storage</li> <li>• Ensure staff know that they must not use furniture for access to high level storage</li> <li>• Provide proper tools for access to high level window catches</li> </ul>		

- All damaged seating must be removed for repair or disposal
- Prompt action in the event of complaint
- Take care outdoors in slippery and icy conditions, with salting of paths and car park areas as necessary.
- Ensure steps and stairs are well maintained (fire exit). Nosing fitted on stairs.
- Deny/restrict areas if risk cannot be controlled
- Disabled persons- consider tactile warnings

*Other:*

**Personal Protective Equipment**

- NA

*Other:*

**Additional assessments required**

- None

*Other:*

**Information, instruction and training**

- Workers informed of the control measures and instructed to wear the required PPE

*Other:*

**Emergency procedures**

- First aid facilities as required generally for the office
- Office emergency procedures to be taken into account
- Offices first aid facilities must hold appropriate treatment for injury
- Fire extinguishers must be available in the area

*Other:*

**Monitoring procedures**

- Regular reviews of control measures undertaken to ensure that they are effective and that workers are adhering to them; where necessary, procedures should be updated
- Inspections made on the office area.

*Other:*

## STRIKING FIXED OBJECTS

<b>Document ref no RA 005</b>	<b>Assessed by Waterford Leader Partnership</b>	<b>Date 20/02/2018</b>
<b>Task/operation and location [including any tools/equipment in use]</b> . Anybody in the office who may come in contact with fixed objects.		
<b>Hazards</b>  <ul style="list-style-type: none"> <li>• Items of furniture</li> <li>• Objects obstructing or protruding into walk ways</li> <li>• Insufficient room for access and egress due to layout of furniture or insufficient space</li> <li>• Unstable storage of objects above head height. ( cabinets and shelves)</li> <li>• Opening doors</li> </ul> <i>Other:</i>	<b>Risk ratings</b>	
	Without controls	With controls
	High High High Medium Medium	Low Low Low Low Low
<b>Harm</b> <ul style="list-style-type: none"> <li>• Cuts, abrasions</li> <li>• Sprains, fractures</li> <li>• Bruises</li> </ul> <i>Other:</i>		
<b>Persons in danger</b> <ul style="list-style-type: none"> <li>• Office Workers</li> <li>• Visitors</li> <li>• Delivery Persons</li> </ul> <i>Other:</i>		
<b>Control measures</b> <ul style="list-style-type: none"> <li>• Ensure doors, cabinets do not protrude into walkways when opened</li> <li>• Avoid high level storage</li> <li>• Ensure staff aware of the need for good housekeeping</li> <li>• Remove obstructions</li> <li>• Use warning signs for restricted head room</li> </ul>		
<b>Personal protective equipment</b> <ul style="list-style-type: none"> <li>• Na</li> </ul> <i>Other:</i>		
<b>Additional assessments required</b> None		
<b>Emergency procedures</b> <ul style="list-style-type: none"> <li>• Office emergency procedures for individuals hurt from striking fixed objects</li> <li>• First aid facilities as required generally for the office</li> </ul> <i>Other:</i>		
<b>Monitoring procedures</b> <ul style="list-style-type: none"> <li>• Officer manager ensure that safety checks are carried out in office</li> <li>• Work monitored to ensure that any additional precautions or equipment required are provided</li> <li>• If additional equipment is provided an extension to this assessment may be required</li> </ul> <i>Other:</i>		
<b>Other items</b>		

<b>HAND TOOLS/SHARP OBJECTS</b>
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<b>Document ref no RA 006</b>	<b>Assessed by Waterford Leader Partnership</b>	<b>Date 20/02/2018</b>				
<b>Task/operation and location [including any tools/equipment in use]</b> Use of scissors, knives, staplers, paper guillotines, broken glassware, staples, paper in office or canteen/kitchen						
<b>Hazards</b>  <ul style="list-style-type: none"> <li>• Office workers using equipment</li> <li>• Handling sharp objects</li> </ul> <i>Other:</i>	<b>Risk ratings</b>  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Without controls</td> <td style="width: 50%; text-align: center;">With controls</td> </tr> <tr> <td style="text-align: center;">Medium Medium</td> <td style="text-align: center;">Low Low</td> </tr> </table>		Without controls	With controls	Medium Medium	Low Low
Without controls	With controls					
Medium Medium	Low Low					
<b>Harm</b> <ul style="list-style-type: none"> <li>• Cuts</li> </ul> <i>Other:</i>						
<b>Persons in danger</b> <ul style="list-style-type: none"> <li>• Office workers</li> <li>• Visitors</li> </ul> <i>Other:</i> <b>Control measures</b> <ul style="list-style-type: none"> <li>• Equipment must be safe for use and fit for purpose</li> <li>• Standards etc should be met where practicable</li> <li>• Equipment must be maintained as necessary and taken out of use if faulty</li> <li>• Use safety knives/cutters if available/practicable. Store safely.</li> <li>• Do not staple internal envelopes</li> <li>• Ensure guillotines are guarded</li> <li>• Clear up broken glass carefully do not pick up with unprotected hands</li> <li>• Ensure broken/sharp objects are discarded carefully to avoid injury to cleaners</li> </ul>						
<b>Personal protective equipment</b> <ul style="list-style-type: none"> <li>• Protective gloves</li> </ul> <i>Other:</i>						
<b>Additional assessments required</b> <i>Other:</i>						
<b>Method statement required?</b> Yes    No						
<b>Is the task adequately controlled?</b> Yes    No						
<b>Information, instruction and training</b> <ul style="list-style-type: none"> <li>• All persons carrying out or likely to be affected by the work informed of the potential hazards</li> <li>• All personnel involved in the work trained to perform their duties with due regard to the health and safety of themselves and anyone else who could be affected</li> </ul> <i>Other:</i>						
<b>Emergency procedures</b> <ul style="list-style-type: none"> <li>• First aid facilities as required generally for offices</li> </ul> <i>Other:</i>						
<b>Monitoring procedures</b> <ul style="list-style-type: none"> <li>• Inspections of hand tools</li> </ul> <i>Other:</i>						

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## WORKING TEMPERATURE / AIR

<b>Document ref no.</b> RA 007	<b>Assessed by</b> Waterford Leader Partnership	<b>Date</b> 20/02/2018
<b>Task/operation and location [including any tools/equipment in use]</b> Office rooms temperature and weather conditions for the office staff. Poor ventilation.		
<b>Hazards</b>  <ul style="list-style-type: none"> <li>• People exposed to heat generating activities</li> <li>• Temperatures cannot be controlled in hot /cold weather</li> <li>• Offices where heating is inadequate</li> <li>• Poor quality air. Defective Air Handling system.</li> </ul> <i>Other:</i>	<b>Risk ratings</b>	
	Without controls	With controls
	Medium Medium Medium Medium	Low Low Low Low
<b>Harm</b> <ul style="list-style-type: none"> <li>• Discomfort</li> <li>• Dehydration</li> <li>• Heat stroke</li> <li>• Hypothermia</li> <li>• Affected breathing.</li> </ul> <i>Other:</i>		
<b>Persons in danger</b> Office staff / visitors		
<b>Control measures</b> <ul style="list-style-type: none"> <li>• Ensure adequate ventilation</li> <li>• Insulate sources of heat</li> <li>• Provide cool drinks</li> <li>• Wear appropriate clothing</li> <li>• Reduce solar gain (filming windows/blinds etc)</li> <li>• Consider air conditioning servicing</li> <li>• Ensure room heating is adequate</li> <li>• Provide auxiliary heating if necessary</li> </ul>		
<b>Personal protective equipment</b> N/A		
<b>Additional assessments</b>		
<b>Information, instruction and training</b> <ul style="list-style-type: none"> <li>• Na.</li> </ul> <i>Other:</i>		
<b>Emergency procedures</b> <ul style="list-style-type: none"> <li>• IN hot environment the use of fans if air condition is broke</li> <li>• In cold environment electric heaters are available</li> </ul> <i>Other:</i>		
<b>Monitoring procedures</b> <ul style="list-style-type: none"> <li>• Checks are done on the heating &amp; Air Handling system at regular intervals</li> </ul> <i>Other:</i>		

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## ACCESS/EGRESS

<b>Document ref</b> RA 008	<b>Assessed by</b> Waterford Leader Partnership	<b>Date</b> 20/02/2018
<b>Task/operation and location [including any tools/equipment in use]</b> Access to/egress from the office.		
<b>Hazards</b>  <ul style="list-style-type: none"> <li>• Obstruction of emergency access/egress routes</li> <li>• Restricted access/egress</li> <li>• Restricted Visibility</li> <li>• Glass panels in doors</li> </ul> <i>Other:</i>	<b>Risk ratings</b>	
	Without controls	With controls
	High High High High	Low Low Low Low
<b>Harm</b> <ul style="list-style-type: none"> <li>• Personal injury to workers or members of the public from not being able to escape from a building</li> <li>• Severe harm and lacerations</li> </ul> <i>Other:</i>		
<b>Persons in danger</b> <ul style="list-style-type: none"> <li>• Office personnel</li> <li>• Visitors to office</li> <li>• Members of the public</li> </ul> <i>Other:</i>		
<b>Control measures</b> <ul style="list-style-type: none"> <li>• Regular inspection for obstructions of escape routes / Stairs, and checks on poor housekeeping</li> <li>• High standard of housekeeping maintained in office areas and outside</li> <li>• Emergency exit signs illuminated and emergency lighting provided</li> <li>• Fire doors should be to required standard and smoke tight</li> <li>• Viewing panels should be provided if necessary</li> <li>• Security measures must not conflict with emergency exit requirements</li> <li>• Personal evacuation plans should be drawn up</li> <li>• Glass partitions must be appropriate standard and approximately marked to indicate its presence</li> <li>• Procedures in place for control of accidental spillages.</li> <li>• No storage on stairways / routes</li> </ul> <i>Other:</i>		
<b>Personal protective equipment</b> Gloves to be worn for clean up of spillages		
<b>Additional assessments</b> None		
<b>Information, instruction and training</b> <ul style="list-style-type: none"> <li>• All workers made aware of the controls, including the significance of signs and notices, safety critical areas and activities, safety restrictions and disciplinary procedures</li> </ul> <i>Other:</i>		
<b>Emergency procedures</b> <ul style="list-style-type: none"> <li>• First aid facilities as required generally for the site</li> <li>• Ensure the office address, including emergency telephone numbers, is prominently displayed for notification to the emergency services</li> </ul> <i>Other:</i>		
<b>Monitoring procedures</b> <ul style="list-style-type: none"> <li>• The access/egress arrangements subject to regular inspection and audit by office manager</li> </ul> <i>Other:</i>		

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## POOR LIGHTING CONDITIONS

<b>Document ref no RA 009</b>	<b>Assessed by Waterford Leader Partnership</b>	<b>Date 20/02/2018</b>
<b>Task/operation and location [including any tools/equipment in use]</b> People in poorly lit areas and people with visual impairment		
<b>Hazards</b>  <ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Contact injuries</li> <li>• Restricted visibility</li> <li>• Security/personal safety risks</li> </ul> <i>Other:</i>	<b>Risk ratings</b>	
	Without controls	With controls
	Medium High Medium Medium	Low Low Low Low
<b>Harm</b> <ul style="list-style-type: none"> <li>• Eye injuries</li> <li>• Cuts, abrasions, contusions</li> <li>• Head injury</li> <li>• Fractures</li> <li>• Dislocation</li> </ul> <i>Other:</i>		
<b>Persons in danger</b> <ul style="list-style-type: none"> <li>• Office staff</li> <li>• Visitors and members of the public</li> </ul> <i>Other:</i>		
<b>Control measures</b> <ul style="list-style-type: none"> <li>• Measure lighting levels</li> <li>• Maintain existing lighting (clean diffusers replace tubes etc)</li> <li>• Provide additional lighting if still not up to standard</li> <li>• Move task to better lit area</li> <li>• White paint on front edge steps</li> <li>• Adequate provision of emergency lighting</li> <li>• Consider tactile warning signs</li> </ul> <i>Other:</i>		
<ul style="list-style-type: none"> <li>• <b>Personal protective equipment</b></li> </ul> <i>Other:</i>		
<b>Additional assessments required</b> <i>Other:</i>		
<b>Information, instruction and training</b> <ul style="list-style-type: none"> <li>• Be aware of the strain on eyes and if causing a problem tell the manager</li> </ul> <i>Other:</i>		
<b>Emergency procedures</b> <ul style="list-style-type: none"> <li>• First aid facilities as required generally for the office</li> </ul> <i>Other:</i>		
<b>Monitoring procedures</b> <ul style="list-style-type: none"> <li>• Staff to check the condition of lights at regular intervals,</li> </ul> <i>Other:</i>		

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## OVER CROWDING

<b>Document ref no</b> RA 010	<b>Assessed by</b> Waterford Leader Partnership	<b>Date</b> 20/02/2018
<b>Task/operation and location [including any tools/equipment in use]</b> Office staff in over crowded office area		
<b>Hazards</b>  <ul style="list-style-type: none"> <li>• Increased risk of falls</li> <li>• Increased risk of contact injuries</li> <li>• Difficulty exiting in emergencies</li> <li>• Office temperature increased</li> </ul> <i>Other:</i>	<b>Risk ratings</b>	
	Without controls	With controls
	High High High Medium	Low Low Low Low
<b>Harm</b> <ul style="list-style-type: none"> <li>• Cuts, abrasions, contusions</li> <li>• Head injury</li> <li>• Fractures</li> <li>• Dislocation</li> <li>• Hand/arm / body injuries from falling</li> <li>• Discomfort</li> <li>• Dehydration</li> <li>• Heat stroke</li> </ul> <i>Other:</i>		
<b>Persons in danger</b> <ul style="list-style-type: none"> <li>• Office worker</li> </ul> <i>Other:</i>		
<b>Control measures</b> <ul style="list-style-type: none"> <li>• Assess volume per occupant</li> <li>• Remove redundant furniture</li> <li>• Rearrange space</li> <li>• Reduce occupancy levels</li> <li>• Ensure room occupancy numbers are not exceeded</li> <li>• Adequate room ventilation/ air</li> <li>• <i>Other:</i></li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Personal protective equipment</b></li> </ul> <i>Other:</i>		
<b>Additional assessments required</b> <ul style="list-style-type: none"> <li>• None</li> </ul> <i>Other:</i>		
<b>Information, instruction and training</b> <ul style="list-style-type: none"> <li>• Approved Codes of Practice on over crowding</li> <li>• Safety and Welfare Regulations</li> </ul> <i>Other:</i>		
<b>Emergency procedures</b> <ul style="list-style-type: none"> <li>• First aid facilities as required generally for the office and telephone numbers for local hospital / doctor</li> </ul> <i>Other:</i>		
<b>Monitoring procedures</b> <ul style="list-style-type: none"> <li>• Manager to check the condition of offices at regular intervals</li> </ul> <i>Other:</i>		



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## Manual Handling

<b>Document ref no</b> RA 011	<b>Assessed by</b> Waterford Leader Partnership	<b>Date</b> 20/02/2018
<b>Task/operation and location [including any tools/equipment in use]</b> Lifting and moving operations of materials and office equipment for general office work .		
<b>Hazards</b>  <ul style="list-style-type: none"> <li>• Dropping objects</li> <li>• Touching material with unprotected skin</li> <li>• Over exertion, over reaching</li> <li>• Trips &amp; Falls</li> <li>• Raising Loads over shoulder height</li> <li>• Heavy, unbalanced loads</li> <li>• Sharp edges, hot objects</li> </ul> <i>Other:</i>	<b>Risk ratings</b>	
	Without controls	With controls
	<ul style="list-style-type: none"> <li>Medium</li> <li>Medium</li> <li>High</li> <li>Medium</li> <li>High</li> <li>High</li> <li>High</li> </ul>	<ul style="list-style-type: none"> <li>Low</li> <li>Low</li> <li>Low</li> <li>Low</li> <li>Low</li> <li>Low</li> <li>Low</li> </ul>
<b>Harm</b> <ul style="list-style-type: none"> <li>• Any of the above hazards may cause minor or serious, injuries to the back or other part of the body.</li> </ul> <i>Other:</i>		
<b>Persons in danger</b> <ul style="list-style-type: none"> <li>• Office workers using materials which are, by nature heavy</li> <li>• Office workers in and around the area</li> <li>• Members of the Public</li> </ul>		
<b>Control measures</b> <ul style="list-style-type: none"> <li>• Limit the weight of units to be lifted or moved. Plan ahead.</li> <li>• Programme the work to prevent manual handling.</li> <li>• Use mechanical means where ever possible</li> <li>• Reduce the amount of lifting by increasing the number of operatives</li> <li>• Provide Manual Handling training for operatives at risk</li> </ul> <b>Rules For Safe Lifting</b> Get as close as possible to the load, this brings the lines of gravity of both the load and body as close as possible. Position your feet approximately the width of your hips apart with one foot slightly in front of the other for stability. Relax your knees, lower your hands and drop down beside the load, inclining your head. Grasp the object with a firm grip, test the weight making sure it is not excessive and keep the arms as close as possible to the load. Raise your head and look straight forward, this locks the cervical vertebrae & helps keep the spine straight. Keep the load as close as possible to the body with the elbows in and lift with strong leg muscles. Move forward and about at a comfortable pace and never rush. Watch out for sharp edges, hot surfaces, protruding nails / staples or insecure boxes		
<b>Personal protective equipment</b> <ul style="list-style-type: none"> <li>• Gloves where necessary.</li> </ul> <i>Other:</i>		
<b>Additional assessments</b> <ul style="list-style-type: none"> <li>• Type of product or unit to be handled</li> </ul> <i>Other:</i>		

**Information, instruction and training**

- Manual Handling Training

*Other:*

**Emergency procedures**

- First aid facilities as required generally for the site

*Other:*

**Monitoring procedures**

- Managers to take disciplinary action against any workers found undertaking unauthorised, unsafe operations

*Other:*

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### Electrical Services / Equipment

<b>Document ref no RA 012</b>	<b>Assessed by Waterford Leader Partnership</b>	<b>Date 20/02/2018</b>
<b>Task/operation and location [including any tools/equipment in use]</b> Installation of temporary/ permanent electrical supplies, working with live electrical equipment		
<b>Hazards</b>  <ul style="list-style-type: none"> <li>• Electrocution / electric shock</li> <li>• Fire</li> <li>• Damaged or severed cables</li> <li>• Faulty Leads / power tools</li> <li>• Surface water from spills</li> <li>• Overloaded sockets / cables</li> </ul> <i>Other:</i>	<b>Risk ratings</b>	
	Without controls	With controls
	High Medium High High Medium Medium High	Low Low Low Low Low Low Medium
<b>Harm</b> <ul style="list-style-type: none"> <li>• Burns or fatalities may arise from contact with live conductors or hot components</li> <li>• Fire may start from sparking / overloaded equipment</li> </ul> <i>Other:</i>		
<b>Persons in danger</b> <ul style="list-style-type: none"> <li>• Workers involved in the activity</li> <li>• Other workers in the area</li> <li>• Users of the service or members of the public</li> </ul> <i>Other:</i>		
<ul style="list-style-type: none"> <li>• <b>Control measures</b></li> <li>• A safe unit distribution system in place for all welfare facilities, offices and equipment</li> <li>• Only competent electrical tradesmen/contractors employed to install / repair electrical systems</li> <li>• Systems tested and certified prior to use</li> <li>• All temporary switch rooms, distribution cabinets, etc locked</li> <li>• Warning notices ["Electrical hazard"] placed on all live distribution equipment</li> <li>• Fire extinguishers [CO<sub>2</sub>] placed by distribution units</li> <li>• Cable routes planned to minimise tripping hazards</li> <li>• Any cables used on site sheathed and their routes recorded if buried</li> <li>• Offices, mess rooms, drying rooms and stores regarded as permanent installations</li> <li>• Damaged cables, leads or equipment reported immediately and taken out of possible use for repair</li> <li>• Cables routed near of surface water, un plug and clean up spillage</li> <li>• Electrical system is wired through miniature circuit breakers (MCB) to prevent current overload.</li> </ul> <i>Battery tools and equipment will be used at all times practicable. All walls are checked for hidden services before commencing drilling.</i> <i>Other:</i>		
<b>Personal protective equipment</b> <ul style="list-style-type: none"> <li>• Na</li> </ul> <i>Other:</i>		
<b>Additional assessments required</b> <i>Other:</i>		

**Information, instruction and training**

- Electricians fully informed of the requirements for cable routing, etc
- Proof of training obtained for all electricians and supervisors
- Office workers informed of requirement to report defects immediately and not to continue to use defective equipment
- Electrical hazard warning signs posted as necessary.

*Other:*

**Emergency procedures**

- First aid facilities as required generally for the site
- Competent first aiders
- Signs detailing basic medical treatment for electrical shock in place around the site
- All persons must know how to raise the alarm in an emergency

*Other:*

**Monitoring procedures**

- Checks regarding misuse of equipment, eg step up transformers, powering radios
- Maintenance and compatibility of equipment checked

*Other:*

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## STRESS AT WORK

<b>Contract title</b>		
<b>Document ref no RA 013</b>	<b>Assessed by Waterford Leader Partnership</b>	<b>Date 20/02/2018</b>
<b>Task/operation and location [including any tools/equipment in use]</b> Anybody subject to pressure at work, which may be related to the work or home environment.		
<b>Hazards</b>  <ul style="list-style-type: none"> <li>• Overloading of work</li> <li>• Lack of support</li> <li>• Impossible Deadline</li> <li>• Outside issues, families, bereavement etc.</li> </ul> <i>Other:</i>	<b>Risk ratings</b>	
	Without controls	With controls
	High Medium Medium Medium	Low Low Low Low
<b>Harm</b> <ul style="list-style-type: none"> <li>• Poor work performance</li> <li>• Absenteeism</li> <li>• Poor Personal relationships</li> <li>• Physical illness</li> </ul> <i>Other:</i>		
<b>Persons in danger</b> <ul style="list-style-type: none"> <li>• Office workers/ Managers</li> </ul> <b>Control measures</b> <ul style="list-style-type: none"> <li>• Improve work culture</li> <li>• Reduce/modify work demands</li> <li>• Improve physical and psychological environment</li> <li>• Give staff more control over work</li> <li>• Improve relationships between managers/staff</li> <li>• Reduce role conflict</li> <li>• Reduce role ambiguities</li> <li>• Provide training/counselling where an issue is recognised.</li> <li>• People with apparent work related stress problems should be referred to the Occupational Health Service</li> </ul>		
<b>Personal protective equipment</b> <ul style="list-style-type: none"> <li>• Na</li> </ul> <i>Other:</i>		
<b>Additional assessments required</b>		
<b>Information, instruction and training</b> <ul style="list-style-type: none"> <li>• Stress at work pack</li> </ul> <i>Other:</i> Managers to diffuse situation between co-workers or persons to be taking aside and talked to.		
<b>Emergency procedures</b> <i>Other:</i> N/A		

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### ALCOHOL/DRUGS AT WORK

<b>Contract title</b>		
<b>Document ref no RA 014</b>	<b>Assessed by Waterford Leader Partnership</b>	<b>Date 20/02/2018</b>
<b>Task/operation and location [including any tools/equipment in use]</b> People under the influence of alcohol/drugs while at work		
<b>Hazards</b> <ul style="list-style-type: none"> <li>• Intoxication at work</li> <li>• Slips, trips, falls</li> <li>• Confrontation</li> <li>• Physical Attacks</li> <li>• Verbal attacks</li> </ul> <i>Other:</i>	<b>Risk ratings</b>	
	Without controls	With controls
	High High High Medium Medium	Low Low Low Low Low
<b>Harm</b> <ul style="list-style-type: none"> <li>• Injury to person under the influence or co-workers (cuts, bruises, fractures, breaks,)</li> <li>• Injury to other members of staff</li> <li>• Mental illness</li> <li>• Physical illness</li> <li>• Damage to property or equipment</li> </ul> <i>Other:</i>		
<b>Persons in danger</b> <ul style="list-style-type: none"> <li>• Person under the influence of alcohol/drugs</li> <li>• Co-workers</li> <li>• Members of the public / Anyone in the vicinity of the person under the influence of alcohol/drugs</li> </ul> <i>Other:</i>		
<b>Control measures</b> <ul style="list-style-type: none"> <li>• Strict company policy on alcohol/drugs in the work place</li> <li>• Office workers not allowed to work under the influence of alcohol/drugs</li> <li>• Security to be called in the event of a situation arising where the person under the influence will not leave and is causing a scene</li> <li>• Guards called, where a situation is escalating out of hand</li> <li>• Consideration given to escorting the person home or arranging a taxi etc.</li> </ul> <i>Other:</i>		
<b>Personal protective equipment</b> N/A		
<b>Additional assessments required</b> None		
<b>Information, instruction and training</b> <ul style="list-style-type: none"> <li>• Detailed briefings about risks and their relevant control measures given to office staff</li> <li>• Training to be adequate for the managers what control techniques to use with a person been aggressive under the influence</li> </ul>		
<b>Emergency procedures</b> <ul style="list-style-type: none"> <li>• First aid facilities as required generally for the site</li> <li>• Call in Gardai Guards where absolutely necessary.</li> </ul>		

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## VIOLENCE / BULLYING AT WORK

<b>Contract title</b>		
<b>Document ref no RA 015</b>	<b>Assessed by Waterford Leader Partnership</b>	<b>Date 20/02/2018</b>
<b>Task/operation and location [including any tools/equipment in use]</b> Violence and bullying from staff in the office to co-workers or from managers, or from members of the public		
<b>Hazards</b>  <ul style="list-style-type: none"> <li>• Verbal abuse</li> <li>• Threats</li> <li>• Physical assault</li> <li>• Actual bodily harm</li> <li>• Confrontation</li> </ul> <i>Other:</i>	<b>Risk ratings</b>	
	Without controls	With controls
	High High High High High	Low Low Low Low Low
<b>Harm</b> <ul style="list-style-type: none"> <li>• Poor work performance</li> <li>• Absenteeism</li> <li>• Poor Personal relationships</li> <li>• Physical illness</li> <li>• Mental illness / stress</li> <li>• Cuts, abrasion, fractures, head injuries</li> </ul> <i>Other:</i>		
<b>Persons in danger</b> <ul style="list-style-type: none"> <li>• Managers/Office Workers</li> </ul> <i>Other:</i>		
<b>Control measures</b> <ul style="list-style-type: none"> <li>• Report immediately action to your manager / supervisor and take remedial action to prevent reoccurrence</li> <li>• Ensure the safe system of work is designed to deliver a quality service ensuring the safety, health and welfare of all employees</li> <li>• A strict anti bullying policy put in place and all staff should be aware of it, as set out in the arrangements section of this document.</li> <li>• Management to seek Human Resources assistance where necessary to deal with any conflict of interest.</li> <li>• Emergency telephone numbers available. Lone workers to have direct communication with others.</li> </ul> <i>Other:</i>		
<b>Personal protective equipment</b> <ul style="list-style-type: none"> <li>• Na</li> </ul> <i>Other:</i>		
<b>Additional assessments required</b> <i>Other:</i>		
<b>Information, instruction and training</b> <ul style="list-style-type: none"> <li>• A guide to violence and bullying in the work place</li> </ul> <i>Other:</i>		
<b>Emergency procedures</b> N/A		

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### LONE WORKER

<b>Contract title</b>											
<b>Document ref. RA 016</b>	<b>Assessed by Waterford Leader Partnership</b>	<b>Date 20/02/2018</b>									
<b>Task/operation and location [including any tools/equipment in use]</b> People working alone in office whether staff or managers											
<b>Hazards</b>	<b>Risk ratings</b>										
	Without controls	With controls									
	<ul style="list-style-type: none"> <li>• Falls, slips, trips</li> <li>• Fire</li> <li>• Lack of liaison co- ordination</li> <li>• Failure to raise the alarm, or receive medical attention</li> <li>• Attending to Security Alarms / violent members of public</li> </ul>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">High</td> <td style="width: 50%; text-align: center;">Low</td> </tr> <tr> <td style="text-align: center;">Medium</td> <td style="text-align: center;">Low</td> </tr> <tr> <td style="text-align: center;">High</td> <td style="text-align: center;">Low</td> </tr> <tr> <td style="text-align: center;">Medium</td> <td style="text-align: center;">Low</td> </tr> <tr> <td style="text-align: center;">High</td> <td style="text-align: center;">Low</td> </tr> </table>	High	Low	Medium	Low	High	Low	Medium	Low	High
High	Low										
Medium	Low										
High	Low										
Medium	Low										
High	Low										
<b>Harm</b>											
<ul style="list-style-type: none"> <li>• Any of the above hazards may cause or lead to serious, even fatal, injuries</li> <li>• Cuts</li> <li>• Abrasions</li> <li>• Fracture/breaks / unconsciousness</li> <li>• Head injuries</li> <li>• Assault</li> </ul>											
<b>Persons in danger</b>											
<ul style="list-style-type: none"> <li>• Lone workers</li> </ul>											
<b>Control measures</b>											
<ul style="list-style-type: none"> <li>• Avoid situations where persons work late, as lone workers</li> <li>• Security firm contacts Key Holders in the event of an alarm.</li> <li>• Two key holders to attend in all cases.</li> <li>• Gardai notified of alarm.</li> <li>• Managers/staff to call worker ever half hour if work is absolutely necessary.</li> <li>• Use of Lone Worker Applications on Mobile Phones where practicable.</li> <li>• Have another worker stay back or manager (preferable) for any necessary late work.</li> <li>• Alarm Pendants for individual workers who work in public offices or alone.</li> </ul>											
<b>Personal protective equipment</b>											
<ul style="list-style-type: none"> <li>• Na</li> </ul>											
<b>Additional assessments</b>											
<ul style="list-style-type: none"> <li>• None</li> </ul>											
<b>Information, instruction and training</b>											
<ul style="list-style-type: none"> <li>• Briefing to all operatives company policy on lone workers.</li> </ul> <p><i>Other:</i></p>											
<b>Emergency procedures</b>											
<ul style="list-style-type: none"> <li>• First aid facilities as required</li> <li>• All persons must know how to raise the alarm in an emergency</li> <li>• Mobile phone</li> </ul> <p><i>Other:</i></p>											
<b>Monitoring procedures</b>											
<ul style="list-style-type: none"> <li>• Manager to ring at intervals</li> <li>• Lone Worker Applications on Mobile Phones</li> </ul> <p><i>Other:</i></p>											



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### SITE VISITS / UNAUTHORISED ENTRY

<b>Contract title</b>		
<b>Document ref no RA 017</b>	<b>Assessed by Waterford Leader Partnership</b>	<b>Date 20/02/2018</b>
<b>Task/operation and location [including any tools/equipment in use]</b> Unauthorised persons within the building or office		
<b>Hazards</b>  <ul style="list-style-type: none"> <li>• Equipment stolen / smashed</li> <li>• Threats</li> <li>• Confrontation</li> <li>• Physical Attacks</li> <li>• Verbal attacks</li> </ul> <i>Other:</i>	<b>Risk ratings</b>	
	Without controls	With controls
	High Medium Medium Medium High	Low Low Low Low Low
<b>Harm</b> <ul style="list-style-type: none"> <li>• Minor injuries, Significant injuries or fatalities</li> <li>• Significant damage to property</li> <li>• Mental illness / Stress / Physical illness</li> </ul> <i>Other:</i>		
<b>Persons in danger</b> <ul style="list-style-type: none"> <li>• Office Workers / visitors</li> <li>• Security / Guards</li> </ul> <i>Other:</i>		
<b>Control measures</b> <ul style="list-style-type: none"> <li>• Security monitoring for working time hours and especially out of working time hours</li> <li>• Alarms and security control door at entrances.</li> <li>• Ensure the safe system of work is designed to deliver a quality service ensuring the safety, health and welfare of all employees in the event of unauthorised person</li> <li>• Calm tone at all time</li> <li>• Clients are evaluated by staff before hand before being met on site.</li> <li>• Staff are equipped with mobile phone's</li> <li>• Staff let other staff know where they are going when they do sit visit/audits</li> <li>• If staff are in any doubt they should be instructed to bring another member of staff with them.</li> <li>• Staff are to be instructed not to enter sites that do not appear to be safe.</li> <li>• Staff should be trained in conflict management.</li> </ul> <i>Other:</i>		
<b>Personal protective equipment</b> Na		
<b>Information, instruction and training</b> <ul style="list-style-type: none"> <li>• All workers provided with adequate information, instruction and training in relation to the dealing with unauthorised person</li> </ul> <i>Other:</i>		
<b>Emergency procedures</b> <ul style="list-style-type: none"> <li>• First aid facilities as required generally for the office</li> <li>• Emergency Telephone numbers posted up in kitchen/canteen area</li> </ul> <i>Other:</i>		
<b>Monitoring procedures</b> <i>Other:</i>		

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## STORAGE

<b>Contract title</b>		
<b>Document ref no RA 018</b>	<b>Assessed by Waterford Leader Partnership</b>	<b>Date 20/02/2018</b>
<b>Task/operation and location [including any tools/equipment in use]</b> Storage of equipment and materials in office building		
<b>Hazards</b>  Risk of objects falling off storage shelves through unsafe positioning or collapse of shelving. Risk of Fire through excess combustible waste allowed to build up. Risk of obstructed or restricted access / egress routes from storage in walkways, leading to trips or falls. Risk of Manual Handling injury through handling of stock at various levels, large packaged, heavy or awkward loads. <i>Other:</i>	<b>Risk ratings</b>	
	Without controls	With controls
	High	Low
	Medium	Low
	Medium	Low
	Medium	Low
<b>Harm</b> • Minor injuries, Significant injuries or fatalities. <i>Other:</i>		
<b>Persons in danger</b> • Office Workers / visitors. <i>Other:</i>		
<b>Control measures</b> Heavy materials always stored at lower level and lighter at higher level to reduce the risk. Shelving shall be fully secured and capable of supporting the load, and repairs carried out as necessary. Stock shall not be stored in access walkways for any period other than to load shelves. Shelves shall be wide enough to contain the load fully to avoid risk of load toppling off. Waste packaging shall be discarded immediately to avoid accumulation of combustible material. Lighting levels shall be maintained sufficiently to permit good vision all round in storage areas. Staff shall report blown lamps or breakage's, and management shall initiate repair or replacement immediately. Floor surfaces to be kept clean, free of spillage's and trip hazards. Suitable means of access to higher-level stock. Due care not to over reach when stocking shelves. Only lift what is within ones capabilities. Seek help where the item to be handled may be outside ones ability. Suitable stepladders, with safety hand rail used to access items stored at high level. <i>Other:</i>		
<b>Personal protective equipment;</b> Na		
<b>Information, instruction and training</b> • Manual Handling <i>Other:</i>		
<b>Emergency procedures</b> • First aid facilities as required generally for the office • Emergency Telephone numbers posted up in kitchen/canteen area <i>Other:</i>		
<b>Monitoring procedures</b> <i>Other:</i>		

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### DRIVING FOR WORK

<b>Contract title</b>		
<b>Document ref no RA 019</b>	<b>Assessed by Waterford Leader Partnership</b>	<b>Date 20/02/2018</b>
<b>Task/operation and location [including any tools/equipment in use]</b> Driving to work locations, other than normal place of employment.		
<b>Hazards</b>	<b>Risk ratings</b>	
	Without controls	With controls
	High	Low
Risk of Physical injury, fatality of driver or damage to vehicle	Medium	Low
Risk of physical injury to pedestrians.		
<i>Other:</i>		
<b>Harm</b>		
<ul style="list-style-type: none"> <li>Minor injuries, Significant injuries or fatalities. <i>Other:</i></li> </ul>		
<b>Persons in danger</b>		
<ul style="list-style-type: none"> <li>Employees / Drivers / Public Pedestrians</li> </ul>		
<b>Control measures</b>		
<p>All drivers must have an appropriate current driving licence. Only authorised personnel may drive company vehicles. Any road traffic convictions or licence endorsements must be reported to Managing Director. Adhere to the Company Driving for Work Policy at all times. All drivers must check oil, water, air, lights, brakes etc. as per manufacturers instructions. Any defects/problems must be reported immediately so that they can be rectified. Speed limits must be adhered to at all times and reduced to allow for road conditions (this includes speed limits on construction sites and client facilities). Where practicable, avoid parking in unsafe locations and ensure vehicles are never left unlocked if unattended. The interior of the vehicle must be kept as clean as is reasonable practicable at all times as well as all windows, lights and indicators. Always switch off engine when refuelling and apply hand brakes at all times when parked. Passengers other than Company Employees are not allowed. Take appropriate rest breaks and avoid fatigue. Drive according to the local conditions.</p>		
<i>Other:</i>		
<b>Personal protective equipment; Na</b>		
<b>Information, instruction and training</b>		
<ul style="list-style-type: none"> <li>Driving Policy communication</li> </ul>		
<i>Other:</i>		
<b>Emergency procedures</b>		
<ul style="list-style-type: none"> <li>First aid facilities as required generally</li> <li>Break Down service</li> <li><i>Other:</i></li> </ul>		
<b>Monitoring procedures</b>		
<i>Other:</i>		

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## FALLS FROM HEIGHT

<b>Contract title</b>		
<b>Document ref no RA 020</b>	<b>Assessed by Waterford Leader Partnership</b>	<b>Date 20/02/2018</b>
<b>Task/operation and location [including any tools/equipment in use]</b> Falls from height from ladders, temporary hop ups, chairs, desks.		
<b>Hazards</b>	<b>Risk ratings</b>	
	Without controls	With controls
	High	Low
	Medium	Low
	Medium	Low
Working on roof,	Medium	Low
Trip hazard on the roof caused by piping, cabling conduits tracks,	Medium	Low
Working from ladders or other work platforms	Medium	Low
Lamp changing / Window Cleaning.	Medium	Low
<i>Other:</i>		
<b>Harm</b>		
<ul style="list-style-type: none"> <li>• Minor injuries, Significant injuries or fatalities.</li> <li>• Bruising, Sprain, Minor injury</li> <li>• Fall from a height causing Severe injury or Death</li> <li>• <i>Other:</i></li> </ul>		
<b>Persons in danger</b>		
<ul style="list-style-type: none"> <li>• Office Workers / visitors /Contractor Personnel. <i>Other:</i></li> </ul>		
<b>Control measures</b>		
<p>Access by contractors to high level areas restricted &amp; authorised by Manager.</p> <p>All contractors to provide method statement and suitable harnesses prior to commencement of work on roof areas</p> <p>Permit to work system in place for all high risk activities</p> <p>Permit to work and method statement are required for hazardous work at high level.</p> <p>Fall protection measures put in place permanently or otherwise Personal Protective Equipment (PPE) to be used by all persons accessing the roof area, this PPE to be provided by the relevant employer/contractor.</p> <p>Use of certified MEWP. Trained operatives, who wear and secure Safety Harnesses</p> <p>All ladders are kept in good condition and free from obvious defects. Used for low risk tasks for less than 30 minutes in each location.</p> <p>Contractor to provide appropriate Personal Protective Equipment (PPE), instruction and training to staff.</p> <p>Never use temporary hops ups, chairs, desks or boxes. Safe work platform required.</p> <p>Ensure persons beneath works cannot be injured by falling materials. Cordon off area if necessary.</p> <p><i>Other:</i></p>		
<b>Personal protective equipment; Safety Harness</b>		
<b>Information, instruction and training</b>		
<ul style="list-style-type: none"> <li>• Manual Handling <i>Other:</i></li> </ul>		
<b>Emergency procedures</b>		
<ul style="list-style-type: none"> <li>• First aid facilities as required generally for the office</li> <li>• Emergency Telephone numbers posted up in kitchen/canteen area</li> <li><i>Other:</i></li> </ul>		
<b>Monitoring procedures</b>		
<i>Other:</i>		

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### CONTRACTORS / VISITORS

<b>Contract title</b>		
<b>Document ref no RA 021</b>	<b>Assessed by Waterford Leader Partnership</b>	<b>Date 20/02/2018</b>
<b>Task/operation and location [including any tools/equipment in use]</b> Maintenance personnel / contractors / public		
<b>Hazards</b>  New or inexperienced personnel on the property with risk of injury.  Not familiar with surroundings or procedures/policies, with risk of injury.  <i>Other:</i>	<b>Risk ratings</b>	
	Without controls	With controls
	Medium	Low
	Medium	Low
<b>Harm</b> • Minor injuries, Significant injuries or fatalities. <i>Other:</i>		
<b>Persons in danger</b> • Maintenance personnel / contractors / Office Workers / visitors. <i>Other:</i>		
<b>Control measures</b> Health and Safety induction program Visitor and contractor sign in Health and Safety training programs and procedures Consultation/ Safety Committee Permit to work system and Method Statement required for all high risk activities  <i>Other:</i>		
<b>Personal protective equipment; Na</b>		
<b>Information, instruction and training</b> • Manual Handling <i>Other:</i>		
<b>Emergency procedures</b> • First aid facilities as required generally for the office • Emergency Telephone numbers posted up in kitchen/canteen area <i>Other:</i>		
<b>Monitoring procedures</b> <i>Other:</i>		

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### HAZARDOUS CHEMICALS

<b>Contract title</b>		
<b>Document ref no RA 022</b>	<b>Assessed by Waterford Leader Partnership</b>	<b>Date 20/02/2018</b>
<b>Task/operation and location [including any tools/equipment in use]</b> Exposure to and use of chemicals in the workplace		
<b>Hazards</b>  Cleaner's room / Plant Room / Kitchenettes Chemical exposure / Chemical burn Use of water treatment chemicals Contact with substances used by contractors on site including poison bait. Inhalation / Skin absorption / Ingestion of chemical products Contact with released gas or fluid. Impact from cylinders falling. Faulty regulators, dents, valves. Poor handling/storage.  Compressed Gas Cylinders	<b>Risk ratings</b>	
	Without controls	With controls
	High Medium Medium Medium Medium Low  Low Low Low	Low Low Low Low Low Low  Low Low Low
<b>Harm</b> • Minor injuries, Significant injuries or fatalities. <i>Other:</i>		
<b>Persons in danger</b> • Office Workers / visitors. <i>Other:</i>		
<b>Control measures</b> Contractor to provide appropriate PPE for all cleaning contractors including chemical resistant gloves and safety shoes. Contractors to provide SDS (Safety Data Sheets) for all chemicals brought onto the premises which are retained on file in the maintenance office and are readily available. Access to this area is restricted to Authorised Personnel only. Water based cleaning products used as far as practicable. Access to this area is restricted to Authorised Personnel only. Contractors to provide appropriate PPE, instruction and training to employees. Always read the label. Appropriate hazard labelling to be in place on all containers. Contractors to provide appropriate personal protective equipment (PPE) to employees. Always store and restrain in a vertical position in a secure area when not in use. Correct handling procedures must be followed (do not drag, drop or roll).  <i>Other:</i>		
<b>Personal protective equipment; Gloves / Overalls / eye / face protection</b>		
<b>Information, instruction and training</b> • Manual Handling ; <i>Other:</i>		
<b>Emergency procedures</b> • First aid facilities as required generally for the office • Emergency Telephone numbers posted up in kitchen/canteen area <i>Other:</i>		
<b>Monitoring procedures</b> <i>Other:</i>		

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### CANTEEN EQUIPMENT

<b>Contract title</b>		
<b>Document ref no RA 023</b>	<b>Assessed by Waterford Leader Partnership</b>	<b>Date 20/02/2018</b>
<b>Task/operation and location [including any tools/equipment in use]</b> Storage of equipment and materials in office building		
<b>Hazards</b>  Fire, Electric shock, hot objects, steam, poor food hygiene, sharp objects / knives, spillages. Physical injury, burns, electric shock, ill health / food poisoning or fatality.  <i>Other:</i>	<b>Risk ratings</b>	
	Without controls	With controls
	High Medium Medium	Low Low Low
	Medium Medium	Low Low
<b>Harm</b> • Minor injuries, Significant injuries or fatalities. <i>Other:</i>		
<b>Persons in danger</b> • Office Workers / visitors. <i>Other:</i>		
<b>Control measures</b> Appliances will be turned off at the main switch when not in use (Except Fridge) Fire extinguishers & blankets are positioned in the Kitchen area. Care taken when removing lids from kettle due to steam or hot water burns risks. Spillage's of any kind will be cleaned up immediately Warning Signs and approved safety signs will be displayed throughout the kitchen, in relation to hot surfaces and hygiene controls. Cleaning rota for regular clean up of Kitchen. Sharp knives stored in safety blocks. Food not left in fridge past sell by date. Fridges cleared regularly. Equipment such as toasters will not be left unattended during cooking activities Fire extinguishers & blankets are positioned in the Kitchen area. Care taken when opening microwave, due to steam burn risks <i>Other:</i>		
<b>Personal protective equipment;</b> Na		
<b>Information, instruction and training</b> • Manual Handling <i>Other:</i>		
<b>Emergency procedures</b> • First aid facilities as required generally for the office • Emergency Telephone numbers posted up in kitchen/canteen area <i>Other:</i>		
<b>Monitoring procedures</b> <i>Other:</i>		

(APPENDIX A)

### ADDITIONAL HAZARDS IDENTIFIED ON THIS PARTICULAR PROJECT

<b>Contract title:</b>		
<b>Document ref no</b>	<b>Assessed by</b>	<b>Date</b>
<b>Task/operation and location [including any tools/equipment in use]</b>		
<b>Hazards</b>	<b>Risk ratings</b>	
	Without controls	With controls
<i>Other:</i>		
<b>Harm</b>		
<i>Other:</i>		
<b>Persons in danger</b>		
<i>Other:</i>		
<b>Control measures</b>		
<i>Other:</i>		
<b>Personal protective equipment</b>		
<i>Other:</i>		
<b>Additional assessments required</b>		
<i>Other:</i>		
<b>Method statement required?</b>		
Yes No		



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<b>Is the task adequately controlled?</b>	Yes	No	
<b>Information, instruction and training</b>			
<i>Other:</i>			
<b>Emergency procedures</b>			
<i>Other:</i>			
<b>Monitoring procedures</b>			
<i>Other:</i>			
<b>Other items</b>			
<b>Signature</b>			<b>Date for review</b>

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This form must be completed & returned to the Head Office in the event of an accident/incident on site. The form is to be filled out by the site foreman & it is the responsibility of the site foreman to contact the Health and Safety Office.

ACCIDENT \*/ INCIDENT\* REPORT FORM

*Part 1. To be completed by the person involved in the Accident / Incident/ Office Manager or the First Aider (if involved) as soon as possible after the Accident / Incident.*

DETAILS OF INJURED PERSON OR PERSON INVOLVED IN INCIDENT			
Surname		First Name	
Date of Birth		Occupation	
Safe Pass No		Location	
Address			
DETAILS OF INCIDENT			
Date		Time	(A.m. / p.m.)
Inside/Outside		Weather Condition	
Exact Location. (Include sketch of area if applicable)	Brief Account of Accident / Incident		
Was the incident witnessed		By Whom	
Details of injury (if applicable)			
OUTCOME (Tick one Box)			
Return to Work		Sent to Hospital	First Aid Administered
<b>SIGNATURES</b>			
Name of First Aider (Print).		Signature	
Name of person reporting incident (Print).		Signature	
Date this form completed.		Time completed.	
<b>Ensure that Office Manager is Notified of The Incident</b>			

**Part 2. To be completed by the Person Investigating the Accident / Incident**

DETAILS OF PERSON INVESTIGATING ACCIDENT / INCIDENT					
Surname				First Name	
Dept				Job Title	
CONFIRMATION OF DETAILS OF ACCIDENT / INCIDENT. Please tick where appropriate.					
Do you agree with the location description given in Part 1?		YES	NO	If NO give correct location	
Did the incident have the potential to be much more serious		YES	NO	If YES how?	
FULL ACCOUNT OF ACCIDENT / INCIDENT					
Please give a full account of the Incident				What was the condition of the floor? (E.g. good, wet slippery etc.)	
				Were any chemicals involved (If so which ones)	
				If a fall was involved what was the height?	
				Was equipment in use safe and in good working order?	
				Witnesses	

<b>CORRECTIVE ACTIONS</b>					
What action is to be taken?			When is the corrective action to be complete?		
Responsible for corrective action		Signature		Date	
Name of person who conducted investigation		Signature		Date	

**Part 3. To be completed by the Office Manager**

Office Manager		Signature		Date	
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**Part 4. To be completed by the Health & Safety Officer**

Name:	Is this a lost time accident	<b>YES</b>	<b>NO</b>	Number of days off work	
Signature	Date				

Date of Return to Work		Has a fitness to work cert been received	<i>Yes</i>	<b>No</b>
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Appendix C; Emergency Contact Numbers

Company Address

**Waterford Leader Partnership  
Lismore Business Park  
Lismore Co. Waterford**

**Telephone Numbers 058-54646**

Emergency Contact Numbers

**ESB 24hr Emergency Telephone Number** 1850 372 999

**Board Gáis 24hr Emergency Telephone Number** 1850 205 050

**Ambulance** 112 or 999

**Fire Services** 112 or 999

**Gardaí** 112 or 999

Local Doctors

Dr Noreen Barry Lismore Health Centre 058-54811

Dr Isobel Brennock High St Medical Centre, Dungarvan 058-41063

Dr Dermot Nolan Tramore Medical Clinic 051-386299

Dr John Flanagan Castle St, Carrick-on-Suir 051-640527

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Appendix D; **Safe Driving Guidelines: Away from Office**

### **Risks Before Controls**

- (a) High Risk of collision with other vehicles causing serious injury or death.
- (b) High Risk of injury to pedestrians on the road or on site.
- (c) High Risk of collision with stationary objects causing vehicle damage, serious injury or death.
- (c) High Risk of collision or losing control of vehicle when lighting cigarettes or using hand held mobile Phones.
- (d) High Risk of collision or losing control of vehicle whilst using mobile phones whilst driving.

### **Controls**

- (a) All drivers must have an appropriate current driving licence. Only authorised personnel may drive company vehicles. Any road traffic convictions or licence endorsements must be reported to Managing Director.
- (b) All drivers must check oil, water, air, lights, brakes etc. as per manufacturers instructions on a daily basis.
- (c) Any defects/problems must be reported immediately so that they can be rectified.
- (d) Speed limits must be adhered to at all times and reduced to allow for road conditions (this includes speed limits on construction sites and client facilities).
- (e) Where practicable, avoid parking in unsafe locations and ensure vehicles are never left unlocked if unattended.
- (f) The interior of the vehicle must be kept as clean as is reasonable practicable at all times as well as all windows, lights and indicators.
- (a) Always switch off engine when refuelling and apply hand/air brakes at all times when parked.
- (b) Passengers other than Company Employees are not allowed in Company Vehicles whilst travelling in the course of employment. Hitchhikers unknown to the driver are not to be picked up at any time. Relatives, friends or neighbours may travel as passengers whilst the vehicle is being used for leisure purposes only.
- (c) The use of mobile phones is prohibited in company cars, whilst driving, this includes hands free as well as hand held. Drivers are encouraged to leave on their messaging service so that calls are answered if they cannot pull in immediately to take a call.
- (d) Drivers must pull in and park safely before making a phone call from the car.

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### **Defensive Driving Guidelines**

- (a) Defensive driving is an attitude of mind, awareness, courtesy and consideration for other road users. This technique develops improved powers of anticipation and observation to help avoid accidents. Defensive driving is being alert to every potential situation and anticipating the need for corrective action in good time.
- (b) Defensive driving develops the skill to be in the right position, at the right speed and in the right gear to take appropriate defensive action. Your position should be relative to everything moving. or stationary, while allowing extra room for potential hazards from larger vehicles, wobbly cyclists, opening car doors, etc. Your speed must be decided on what might be there, possible road conditions, along with what you can actually see. Select the right gear before the anticipated manoeuvre which allows effective acceleration or engine braking as appropriate. As with learning to drive, defensive driving can only be perfected by proper instruction and practice, with the following guidelines to be used as reference material only.

### **Setting Off**

- (a) Plan your journey, take note of "black spots" locally and on regular routes, and avoid them if possible. Allow sufficient time for travelling to minimise stress or the use of excessive speeds. Ensure that your vehicle is in a roadworthy condition and is serviced and maintained in accordance with the manufacturers recommendations.
- (b) Before setting off, ensure you are comfortable, all controls can be reached without over-reaching, distractions such as newspapers, which may reflect off the windscreen, are removed and all items of luggage are secured.
- (c) Safety belts are provided in all vehicles to minimise the risk of injury in the event of an accident and must be worn by all occupants, by law. Your vehicle must have a means of giving audible warning of approach, which must not be used as a means of giving orders to other road users. It is principally for use in emergency situations, while a short toot may be required to warn other road users such as cyclists and pedestrians who may not be aware of your approach.
- (d) Flashing of headlights should also only be used in emergency situations or as a warning of your presence and not as instruction or orders to other road users. The fact that it may indicate to other road users that you're coming through or you're letting them through, clearly emphasises how dangerous this practice is.
- (e) All road signals must be given in good time and are indications of your intentions, and again not orders to other road users. Always ensure that your indicator signals cancel after a manoeuvre and anticipate incorrect signals of other road users.
- (f) Keeping your distance is an essential element of defensive driving both on the open road and in slow moving traffic. Allow at least one car length for every 10 m.p.h. of speed. The ability to anticipate what is ahead or potentially going to happen in heavy traffic is limited and sudden stops generally occur more frequently. Therefore, keeping your distance becomes even more critical. Keep your distance even when coming to a halt, particularly on an upward slope as the vehicle in front may roll back before it moves off. Note the following reaction distance in emergencies:

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At 30 m.p.h. - 11 yards  
 At 40 m.p.h. - 15 yards  
 At 50 m.p.h. - 22 yards

## **Handling Poor Conditions**

### **General**

Watch, for worn road surfaces even when dry and particularly when wet, frost, oil patches, mud, leaves and loose gravel or chipping may all cause loss of control.

In wet conditions, double the recommended safe distance to allow two car lengths for every 10 m.p.h. Maintain a firm grip on the steering wheel to control deflections from pools of water and steer and manoeuvre more gently. On wet roads in lines of traffic, look out for the reflection of brake lights under the car in front of you, these extra moments to react will lead to safer braking.

Remember, that even modern tyres can "aqua-plane" on a quarter inch of water at 60 m.p.h., so always consider prevailing conditions.

Do not allow your visibility to be restricted by condensation in wet conditions. Make sure you know how to set air direction and fan to clear the windscreen and side windows. Water from the wash-wipe is essential during wet conditions, to maintain good visibility, so stop and refill as required.

### **Skidding**

- (a) A skid need never happen if the vehicle is roadworthy, well maintained and driven with proper regard for road and traffic conditions.
- (b) A front wheel skid usually occurs on a corner with excess speed, coupled with harsh steering or fierce acceleration. Again, lift foot from accelerator, if the rear swings to the right steer to the right, if the rear swings to the left, steer to the left and do not brake. Four wheel skids are caused by sudden harsh braking. Do not brake harder, lift your foot off the brake pedal momentarily and then brake intermittently with an on-off pumping action. Brakes must be applied to a turning wheel to be effective.

### **Fog**

- (a) It is advisable to drive on dipped headlights and use the rear fog lamp while driving in fog, day or night. Try not to go from dipped to full headlights, even in light fog, as eyes will have to continually adjust which will cause eye fatigue.
- (b) If traffic seems to be bearing down fast from the rear, without applying your brakes, tip brake light on and off as an extra precaution. This can be done in normal conditions also. When stopping, leave room to move forward if the vehicle behind sees you too late.
- (c) Poor visibility may also be due to build up of mist and grime on the windscreen, keep wipers and demister in operation while in fog. In very dense fog, open the drivers window slightly to listen for other vehicles and consider pulling over well off the road.

### **Ice**



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- (a) All driving on ice must be done, if at all, with extremely delicate manoeuvres, and no sudden actions. It is advised to drive as slow as possible in the highest gear as possible to lessen the chance of skidding.
- (b) As with all cornering, complete all braking and gear changing while on a straight line before reaching the corner. Accelerate, with the conditions, once the apex of the corner is passed. This acceleration will give increased control as the vehicle is being directed by engine power.

### **Snow**

- (a) Heavy snow, as with fog, reduces visibility and in daytime, headlights are recommended to improve visibility with the snow reducing dazzle to other road users. Turn to dipped headlights as snow lightens off or other drivers indicate dazzle. At night, drive on dipped headlights to minimise eye fatigue from constantly adjusted focus from headlights to dims.
- (b) All driving activity must be done more gently allowing extra braking distance. Attempt to keep to main roads and follow the tracks of other vehicles. If you must turn, keep the driving wheels on the firmer surface and avoid soft snow in the camber of the road. If the vehicle becomes stuck, do not over rev but try moving off in second gear as gently as possible. If one wheel is spinning, hold the handbrake partially on, in an attempt to move forward gently.
- (c) Gain some speed before attempting to climb a hill in deep snow and avoid over-revving during the ascent. Try to maintain an even speed, all gear changes should be quick, but gentle, to retain forward movement. Descending the hill use a lower gear to utilise engine-braking, rather than wheel braking which may lock and slide. If a slide begins, release brakes, steer a straight line and gently dab at the brake pedal until you regain control. Keep well away from other vehicles in such conditions, particularly large laden trucks.

### **Floods**

- (a) Anticipate road flooding after heavy downpours and overnight rains. Intake of water by a diesel engine will cause severe damage. If uncertain of the depth of a flood which can not be avoided, prospect on foot or allow a large vehicle to indicate the depth.
- (b) When attempting to proceed, take the crown or higher side of the road and proceed slowly at slightly higher revs to prevent water entering the exhaust pipe. Drum brakes are ineffective if wet, dry them out by driving slowly with the brakes lightly applied and test before carrying on at any speed.

### **Common Manoeuvres**

#### **Turning Right**

- (a) This is the most hazardous motoring manoeuvre, minimise the risks by preparing early. Signal well in advance, check mirrors, position the vehicle just inside the white line, watch oncoming traffic and reduce speed gradually.

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- (b) Always turn at a sharp angle, this will minimise the time spent in the hazard area crossing the road and allows you to see down the road you are entering before committing your self. Never cross oncoming traffic or trust their indicators.

### **Turning Left**

Position the vehicle three or four foot from the kerb before reaching the turn, signal well in advance, select the right gear and speed. Anticipate cyclists who may not be turning left, give them the right of way and turn smoothly.

### **Roundabouts**

- (a) When approaching a roundabout, decide on your exit point and get into lane. When entering a roundabout, use the left lane for the first or second exit, the right hand lane for the third or any subsequent exit and filter into the left lane to take the exit.
- (b) Indicate your intent to exit the roundabout when passing the exit before the one you wish to take. Always giving way to vehicles already on the roundabout, except when special road markings dictate otherwise.

### **Overtaking**

- (a) When overtaking, begin well back to get a better view of possible hazards. Select a lower gear, if this will achieve better acceleration, check mirrors for a clear path, signal and accelerate out. By the time you are alongside the other car, which is the hazardous position, your speed will be much higher and therefore, you spend the shortest possible time in this position.
- (b) Never overtake when approaching a crossroads or right turn or if by doing so you would cause another road user to brake or change course. Never follow another vehicle on an overtaking manoeuvre, unless you can see adequate room ahead. The other driver may have judged too tightly, pull in sharply and leave you stranded.
- (c) When passing small obstructions or signs, assume you have blocked the vision of following drivers and give early signals.

## **Accidents Involving Company Vehicles**

### **Notification**

All accidents must be notified without unreasonable delay to the managing Director and the official Accident Report completed.

What to do at the scene of an accident.

Where a Third Party is involved the driver must:

- (a) Get the name and address of the Third Party and any witnesses to the accident.
- (b) Get the name and address of the Third Party's Insurance Company.
- (c) Get the description and registration number of the other vehicle.
- (d) Get the name and station of the Garda attending the scene.

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- (e) Make a rough sketch of the scene with approximately, or if possible, exact road measurements.
- (f) Show a high degree of courtesy and assistance if the occasion demands.

### **What To Avoid**

Under no circumstances must any driver:

- (a) Make an admission of responsibility except to the company.
- (b) Enter into an argument with the other party.
- (c) Pay or offer to pay for repairs.
- (e) Make arrangements to have accident repairs carried out to any vehicle before approval is given.

### **Risks Post Controls**

- (a) Low Risk of collision with other vehicles causing serious injury or death.
- (b) Low Risk of injury to pedestrians on the road or on site.
- (c) Low Risk of collision with stationary objects causing vehicle damage, serious injury or death.
- (f) Low Risk of collision or losing control of vehicle when lighting cigarettes or using hand held mobile Phones.
- (g) Low Risk of collision or losing control of vehicle whilst using mobile phones whilst driving.

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## APPENDIX E

### SAFETY STATEMENT REVISIONS

#### **REV 6        July 2019**

##### **3.24    Inclusion of Data Protection Policy**

#### **Rev 5 February 2018**

**Added Organisation Chart in Sec 2.2**

**Updated 4.12 Pregnant Employee's – with regards to Pregnancy Regulations 2007**

**Changed wording in Sec 4.17 VDU Eye Testing, to relate to the amount of time a person spends at a VDU to require Eye testing**

#### **Rev 4 November 2016**

**Inclusion of Environmental Policy**

**Update of General Application Regulations to 2007-16**

**Safety Policy; Inclusion of Continuous Improvement**

**Removal of Dunhill Offices references.**

**Change of MSDS to SDA References**

**Update of RA 001 VDU; 2016 General App Regs and Eye Tests.**

**RA 002 Fire; Change to annual Fire Extinguisher Inspections.**

**RA 015; Bullying; Included conflict of Interest and HR involvement where necessary.**

**RA 016; Reference to Lone Worker Apps for Mobile Phones**

**Included new Risk Assessments**

**RA 019 Driving for Work**

**RA 020 Falls from Height**

**RA 021 Contractors / Visitors**

**RA 022 Hazardous Chemicals**

**RA 023 Canteen Equipment**

#### **Rev 3 May 2015**

**Arrangements Update**

**Procedures for Safety Inspections & Safety Committee Meetings**

**VDU Eye Testing**

**Housekeeping**

**Stress at Work**

**Contractors & Visitors**

**Disciplinary Action**

**Environmental Arrangements**

**Preventative Maintenance**

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**REV. 2; Oct 2013**

**Responsibilities Updates ;**

**2.1 Manager**

**2.2 Financial Controller**

**2.3 Safety Officer**

**2.5 Contractors**

**Arrangements Updates;**

**Pregnant employees**

**Consultation**

**Driving Policy**

**Smoking**

**Risk Assessments;**

**Inclusion of following risks;**

**Striking fixed objects**

**Hand Tools**

**Working temperature**

**Poor lighting**

**Over Crowding**

**Stress**

**Alcohol / Drugs**

**Violence / Bullying**

**Driving**

**Lone Working**

**Unauthorised entry**

