















Sunshine
Crèche & Montessori *Ltd.*

Sunshine Crèche & Montessori

Safety Statement

Including Risk Assessment

SAFETY STATEMENT INCLUDING RISK ASSESSMENTS

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PART A – SAFETY STATEMENT AND APPENDICES

TO: All adults(parents/ guardians) and visitors to Sunshine Crèche & Montessori

This document sets out the Safety Policy of: Sunshine Crèche & Montessori, Unit 2D, Santry Hall Industrial Estate, Dublin 9. Also the means and procedures established to achieve this policy.

Sunshine Crèche & Montessori recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 1989 , HSE Childcare Act 1991, HSE Childcare Pre-school services No. 2 Regulations 2006, Fire Safety in Preschools 1999, Child Protection HSE 2011, Children First National Guidance for the Protection and Welfare of Children DCYA 2011; Preschool & Childcare Facility Subcommittee Management of Infections and Disease in Childcare Facilities and other Childcare Settings HSE 2006, Safety Health & Welfare at Work Act 2005

Our objective is to provide safe and healthy environment for all employees, children and parents/ guardians in the Crèche, and to meet our responsibilities to all other persons who may have reason to visit our premises.

The success of our policy will depend on our co-operation. It is therefore important that you read this document carefully and understand your role in the overall arrangements for health and safety in the Crèche.

You are encouraged to put forward any ideas or suggestions you may have to improve upon this statement and the general Safety, Health and Welfare of Sunshine Crèche & Montessori.

Thank you

Signed: Joanna Zmyslona
Manager Centre

Date: 01/07/2022

SECTION 1 – HEALTH AND SAFETY POLICY

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



1.0 – HEALTH AND SAFETY POLICY

KEY ACTIONS

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

HEALTH AND SAFETY POLICY

I Joanna Zmyslona of Sunshine Crèche & Montessori am committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. I am committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring, so as far as is reasonably practicable, that:

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

Signed: _____ Joanna Zmyslona _____ Date: _____ 30/11/2019 _____

Position: _____ Manager _____

Managing Director



1.1 – BUSINESS / COMPANY INFORMATION

KEY ACTIONS

BUSINESS / COMPANY INFORMATION	
Business / Company Name	Sunshine Crèche & Montessori
Business / Company Address	Unit 2D Santry Hall Ind. Est. Dublin 9
CRO Number	
Managing Director	Joanna Zmyslona
Phone Number	01-80-600-41
Email	Sunshinecreche.santry@gmail.com
Website	www.sunshinecreche.com
Other Contact / Social Media	

SECTION 2 – SAFETY ARRANGEMENTS

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

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



2.0 – ROLES AND RESPONSIBILITIES

KEY ACTIONS

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

EMPLOYER'S RESPONSIBILITIES INCLUDE:

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

EMPLOYEE'S RESPONSIBILITIES INCLUDE:

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



2.0.1 – PERSONS RESPONSIBLE FOR PERFORMING TASKS

KEY ACTIONS

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

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

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



2.1 – COMPETENCE AND TRAINING REQUIREMENTS

KEY ACTIONS

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

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

- Fire warden training
- First-aid training
- Manual handling training
- Training on the use of firefighting equipment
- Induction training
- Machine-specific training.

I / We shall record details of training in relation to specific tasks, such as those listed below, in **Form 1.3 Training Register** in **Appendix 1**.



2.1.1 – INDUCTION TRAINING

KEY ACTIONS

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

Induction training will include the following information:

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

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



2.2 – CONSULTATION AND PARTICIPATION

KEY ACTIONS

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

TOP TIPS

I / we will consult with all relevant employees:

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

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



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

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

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

My / our safety representative is:



2.4 – CONTRACTORS' RESPONSIBILITIES

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

KEY ACTIONS

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

Contractors carrying out work must:

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

FURTHER INFORMATION

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

Form 1.5 – Responsible Persons Task Register in Appendix 1 can be used to identify employees who agree to carry out key tasks, in this case the overseeing of contractors who may be carrying out work.



2.5 – VISITORS

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

KEY ACTIONS

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

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

Visitors are required to:

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



2.6 – ACCIDENT REPORTING AND INVESTIGATION

KEY ACTIONS

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

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

FURTHER INFORMATION

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

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

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

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



2.7 – EMERGENCY PROCEDURES

KEY ACTIONS

I / we will ensure appropriate plans and procedures are in place to deal with emergencies and imminent dangers by:

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

FIRE AND EVACUATION

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

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

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

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

FIRST AID

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

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

- I / We will appoint an occupational first aider should the workplace assessment identify that a trained occupational first aider is required (considering the specific hazards arising in the workplace, size of the workplace, the numbers employed, access to medical services, etc.).

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

VIOLENCE / ROBBERY

Where there is a risk of robbery or violence in the workplace, I / we will ensure that I / we have completed a risk assessment for violence / aggression / theft and that adequate plans and procedures are put in place. I / We will train staff on how to deal with the threat of robbery / violence, for example:

- Keep calm and make no sudden movements
- Do what the offender asks
- Memorise as many details about the offender as possible, e.g. height, clothing, features
- Note the direction and method of escape, e.g. car, motorbike, on foot
- Notify the Gardaí as soon as it is safe to do so
- Provide first aid to victims
- Lock outside doors until emergency services arrive.

FURTHER INFORMATION:

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



2.8 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS

KEY ACTIONS

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

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

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



2.9 – PERSONAL PROTECTIVE EQUIPMENT

KEY ACTIONS

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

- Eye protection
- Hearing protection
- Gloves
- Safety footwear
- High-visibility clothing
- Respiratory protection, e.g. mask.

I / We will ensure that:

- Adequate and suitable PPE is provided
- The suitability of the PPE for the job is assessed
- PPE is maintained, used and replaced as recommended by the manufacturer's instructions
- Personal protective equipment is only used as a last resort when a residual risk remains after all other measures have been taken to eliminate / reduce the risk
- Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task and work environment, as identified in my / our risk assessments will be used
- I / We will record details of the supply and training in the use of PPE as required using **Form 1.4 PPE Register** in **Appendix 1**.

I / We expect our employees to:

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

FURTHER INFORMATION

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



2.10 – PREGNANCY AT WORK

KEY ACTIONS

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

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

FURTHER INFORMATION

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

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

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



2.11 – YOUNG PERSONS

KEY ACTIONS

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

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

FURTHER INFORMATION

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



2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK

KEY ACTIONS

As an employer I / we will, so as far as is reasonably practicable, ensure that:

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

FURTHER INFORMATION

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

APPENDICES

APPENDIX 1 – FORMS AND RECORDS

APPENDIX 2 - EMERGENCY INFORMATION

APPENDIX 3 – ACCIDENT REPORTING AND INVESTIGATION

APPENDIX 4 – SAFETY DATA SHEETS

APPENDIX 1 – FORMS AND RECORDS

[illegible]

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

RESPONSIBLE PERSONS TASK REGISTER			
NO.	TASKS (NON-EXHAUSTIVE)	RESPONSIBLE PERSON (WHERE REQUIRED)	SIGNATURE
1.	Ensuring the safety statement, including risk assessments, is up to date, accessible and available to all		
2.	Person responsible for managing and co-ordinating work activities		
3.	Ensuring records are maintained		
4.	Ensuring forms and registers are collected and filled out as required		
5.	Ensuring safety data sheets are available and appropriate control measures are in place		
6.	Ensuring accidents are investigated, reported and remedial measures implemented to prevent re-occurrence		
7.	Ensuring risk assessments are carried out and updated as necessary		
8.	Ensuring the upkeep and maintenance of welfare facilities		
9.	Ensuring the upkeep of the first-aid box and ordering of first-aid supplies		
10.	Co-ordinating and managing training requirements		
11.	Ensuring the upkeep and maintenance of the premises and co-ordination of contractors' activities		
12.	Ensuring young persons risk assessments are carried out when necessary		
13.	Ensuring pregnancy-at-work risk assessments are carried out when necessary		
14.	Managing provision of emergency equipment and co-ordinating procedures, including provision of fire extinguishers, fire drill, evacuation planning, etc.		

APPENDIX 2 – EMERGENCY INFORMATION

FORM 2.1 – EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT INFORMATION				
BUSINESS/COMPANY NAME				
ADDRESS				
PREMISES CO-ORDINATES			N	W
CONTACT DETAILS				
NAME	ROLE		PHONE NUMBER	
EMERGENCY SERVICES CONTACT DETAILS				
SERVICE	ADDRESS		PHONE NUMBER	
DOCTOR	INSERT		INSERT	
FIRE/GARDAÍ/AMBULANCE	INSERT		999 OR 112	
UTILITY AND SERVICE PROVIDERS				
ELECTRICITY (ESB NETWORKS)		1850 372 999 (24HR)		
GAS NETWORKS IRELAND		1850 20 50 50 (24HR)		
IRISH WATER		1890 278 278		
HEALTH & SAFETY AUTHORITY		1890 289 389		
ASSEMBLY AREA		INSERT		
EMERGENCY CO-ORDINATOR(S)	NAME		PHONE	

APPENDIX 3 – ACCIDENT/INCIDENT INVESTIGATION FORM

FORM 3.1 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM

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

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

APPENDIX 4 - SAFETY DATA SHEETS/REPORTS FOR HAZARDOUS SUBSTANCES

INSERT SAFETY DATA SHEETS OR REPORTS FOR HAZARDOUS SUBSTANCES

SAMPLE SAFETY DATA SHEET INFORMATION BRIEF

The safety data sheet (SDS) is provided to inform you of the hazards of the chemical you are using and the measures you need to take to protect your health and that of your employees. It consists of 16 obligatory sections. Each section contains specific information relating to the chemical for which the SDS is prepared. You must have an SDS for each hazardous chemical you receive from a supplier. The following serves as an aid in helping you to understand what information you should be aware of and what information you need to take into account when completing the risk assessment for the chemicals you use.

Section 1 contains contact details of the person/company responsible for supplying the chemical as well as the emergency telephone number to contact in case of an emergency.

Section 2 gives details on the hazards of the chemical. This will help you assess the risk and what harm it can do to your health, the health of your employees and the environment.

Section 3 If the chemical you are using is a preparation (mixture), this section will give you information on the hazards of each of the individual substances in the preparation.

Section 4 details the first-aid measures you need to take in case of an accident while using the chemical.

Section 5 gives specific information on fighting a fire caused by the chemical.

Section 6 details what actions need to be taken if there is an accidental release of the chemical, such as what protective equipment to wear and how to clean up the spill.

Section 7 contains details on how to handle and store the chemical safely. The information in this section should be used to help you put in place safe procedures for working with chemicals.

Section 8 gives you details of the steps you need to take to reduce exposure and of the personal protective equipment you need to wear when working with the chemical to protect yourself.

Sections 9, 11 and 12 provide detailed information on the physical/chemical, toxicological and ecological properties of the chemical.

Section 10 contains details of any hazardous reactions that may occur if the chemical is used under certain conditions.

Section 13 explains how the chemical should be disposed of correctly.

Section 14 contains information relating to the transportation of the chemical.

Section 15 contains the details of the classification of the chemical as given on the label.

Section 16 gives any other information relevant to the chemical, e.g. training advice.

PART B – RISK ASSESSMENT AND ACTION LIST

RISK ASSESSMENT

RISK ASSESSMENTS WILL BE CARRIED OUT IN CONSULTATION WITH EMPLOYEES, HAVING REVIEWED THE WORKPLACE AND WORK PRACTICES, BOTH IDENTIFYING THE HAZARDS THAT EXIST AND ASSESSING THE RISKS ARISING FROM THE HAZARDS.

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

ACTION LIST

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

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

YOU CAN COMPLETE THIS ACTION LIST BY PRINTING AND FILLING IT OUT BY HAND OR YOU CAN RETURN TO THE 'MANAGE ACTION LIST' AND COMPLETE IT ONLINE.

PART B1 – RISK ASSESSMENTS

Completed Risk Assessments

1. Electricity
2. Fire
3. Slips, Trips and Falls
4. Manual Handling
5. Chemicals
6. Workplace Transport
7. Display Screen Equipment
8. Access to Drugs and Medicines
9. Contaminated Waste Disposal
10. Dishwasher / Glass Washer
11. General Equipment
12. Handling Raw Meat
13. Heating Ventilation and Air Conditioning Systems
14. Hot Objects
15. Knives and Sharp Objects
16. Microwave
17. Mixer
18. Oven / Hob
19. Washing Machine

Hazard: Electricity	
Current Controls	Actioned
All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician	No (See action list)
Electrical installations are checked regularly by a competent qualified electrician <i>Refer to the 'Guidance-Note on Periodic Inspection and Testing of Electrical Installations' in 'Learn More' for more information</i>	Yes
Testing, certifying and repairs are carried out in accordance with appropriate NSAI (National Standards Authority of Ireland) standards	Yes
Enclosures / covers are in place to prevent contact with live electrical equipment / parts	Yes
Damaged extension leads are repaired or removed from use	Yes
Means of cutting off power (e.g. fuses, trip switches) to electrical installations and equipment are provided and employees are aware of their locations	Yes
Work on live electrical equipment is avoided where reasonably practicable <i>Work on live electrical equipment might be necessary to check the presence of electricity. In such cases it should only be carried out by a competent person</i>	Yes
Fire extinguishers that are suitable for fighting electrical fires are provided	Yes
All circuits supplying socket outlets are protected by an RCD (Residual Current Device) <i>Residual Current Devices save lives. They are or should be in almost every workplace in Ireland. An RCD protects you against serious electric shock if there is an electrical fault in your workplace</i>	Yes
Operation of the RCD () is tested regularly in accordance with the manufacturer's instructions <i>A special test button is provided to trip out the RCD. Be aware this will cause a loss of power to electrical equipment</i>	Yes
Electrical equipment and fittings are suitable for the work environment (e.g. Suitable IP-rated for protection against water or dust; EX-rated. Refer	Yes

to NSAI standards)	
Where electrical portable appliances are subject to on-going wear and tear, they are inspected and tested	Yes
Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person	Yes
<p>Electrical cable reels are uncoiled during prolonged use and when using high-power items (e.g. power-hose, large lighting circuit etc)</p> <p><i>Heat can build up in coiled-up cables causing them to melt which can lead to fires or electrocutions. Electrical cable reels should only be connected to small electrical loads when coiled up; when using higher powered items make sure the cable is uncoiled</i></p>	Yes
Additional Controls or Information	

Hazard: Fire	
Current Controls	Actioned
<p>Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed daily (Keep workplace clean and tidy)</p> <p><i>Sources of ignition; e.g. naked flames, sparks from welding or grinding, overloaded / damaged electrical cables or sockets. Flammable materials; e.g. petrol, paper, flammable gases. If oxygen is used check the equipment is not leaking</i></p>	Yes
<p>Fire alarm, manual call points and smoke / heat detectors are in place where necessary, kept in good working order and checked regularly (e.g. Daily and weekly checks by the user and three monthly and annual checks by a competent person)</p> <p><i>You may need an automatic detection system linked to an automatic warning system (with back up battery supply) and manual call points on escape routes & at final exits. Servicing, maintenance & repair must be done by a competent person. Keep records</i></p>	Yes
<p>Emergency routes and exits are clearly marked, kept clear at all times and lead directly outside or to a safe area</p> <p><i>Escape routes must be adequate for the various types of people likely to use them. The number and types of persons likely to be present must be known. Emergency exit doors must always be available for use i.e. not locked when the building is occupied</i></p>	Yes
<p>Emergency lights are installed on escape routes where necessary, at and outside exits and near call points / fire fighting equipment and are tested regularly (e.g. Weekly checks by the user and three monthly checks and annual tests by a competent person)</p> <p><i>Emergency lights must have a back-up power source. They may be lit all the time or only light in the event of a power outage. Full standby lighting must be provided in swimming pools and high risk areas such as commercial kitchens</i></p>	Yes
<p>Fire extinguishers are accessible, kept in good working order and inspected regularly</p> <p><i>Firefighting equipment is for use in the early stages of a fire without exposing anyone to danger. It should be checked weekly and serviced annually by a competent person and records must be kept. Refer to the fire safety checklist in Learn More</i></p>	Yes
<p>Employees are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers</p>	Yes
<p>Emergency evacuation procedures are in place</p> <p><i>Emergency procedures must take account, where necessary, of persons who have</i></p>	Yes

<i>reduced mobility and / or understanding and may require help</i>	
Fire drills are held regularly	Yes
Appropriate signs (e.g. assembly point, fire point) are in place <i>Each fire point should be signed and have a copy of the evacuation strategy displayed. The assembly point(s) should be in a safe location away from any fire hydrant and moving traffic</i>	Yes
Additional Controls or Information	

Hazard: Slips, Trips and Falls	
Current Controls	Actioned
<p>Stairs and steps are clearly visible, handrails are suitable, and distractions are avoided</p> <p><i>Adequate lighting, visually clear step edges and handrails, handrails that permit a power grip, no distractions such as posters on walls, mobile phones not used</i></p>	Yes
<p>Problem stairs and steps (e.g. slippery, short or irregular steps) are identified and extra precautions are in place</p> <p><i>Examples of extra precautions include slip-resistant step edges and highlighting surprise or irregular steps</i></p>	Yes
<p>Pedestrian routes (including entrances and exits) are slip resistant, kept clear and clean and are properly maintained</p> <p><i>Repair damaged flooring, keep outside pathways free of moss, leaves etc. Have procedures in place for dealing with ice and snow e.g. gritting or salting</i></p>	Yes
<p>Slippery surfaces have been identified and have been replaced, treated or improved</p> <p><i>e.g. floor deep cleaned, spills controlled, floor mats used, slip-resistant footwear used or floor may need to be treated with an abrasive technique, acid etched, coated, or other method and new slip-resistance checked</i></p>	Yes
<p>Floors around entrances are slip resistant when wet</p> <p><i>Wet footprints inside an entrance show that water is entering the building and if the flooring is not slip-resistant there is a risk of persons slipping</i></p>	Yes
<p>Floors are wet cleaned when the workplace is closed or quiet and wet areas are cordoned off until dry</p> <p><i>Remove wet floor signs when floors are dry</i></p>	Yes
<p>Suitable slip resistant footwear is provided and worn where necessary</p> <p><i>Choose footwear with a tread pattern and sole that will grip what is underfoot e.g. liquids, loose solids, ice. Consult with employees and trial the footwear in your workplace. 'Watch your Step-Choosing Slip-resistant Footwear' Info Sheet is in Learn More</i></p>	Yes
<p>Adequate lighting is provided and is appropriate for the work being carried out</p> <p><i>Identify and consider where there is movement from high to low light work areas e.g. moving from inside to outside a building</i></p>	Yes
<p>Spills are cleaned up immediately and absorbent materials and warning signs are available</p> <p><i>Use absorbent material to soak up spills. Have these materials near areas where spills are likely</i></p>	Yes
<p>Trailing cables and leads are re-routed, removed or secured and other good-housekeeping practices are in place to avoid trip hazards</p>	Yes

Additional Controls or Information	

Hazard: Manual Handling	
Current Controls	Actioned
<p>Each manual handling task is assessed (Using the risk factors) and measures put in place where needed to avoid or reduce the risks</p> <p><i>Risk Factors: Load is too heavy / large / awkward or carried with arms outstretched. Load is lifted above shoulder height, lowered to floor level or carried too far. Moving the load involves bending /twisting of body or is done more than 30 times per hour</i></p>	Yes
<p>Task is organised to allow the use of mechanical aids (e.g. hoist, forklift, stairlift, gantry crane, winch, goods lift, pallet truck, trolley) to avoid or reduce the need for manual handling</p> <p><i>Maintain the equipment in good working order and make sure staff are trained in its correct use. Lifting equipment such as hoists and lifts must be examined every 6 or 12 months by a competent person. Keep records</i></p>	Yes
<p>Task is organised so that handling is carried out between waist and shoulder height</p> <p><i>Where possible heavy loads should be stored at waist height and lighter loads stored at a higher level</i></p>	Yes
<p>Heavy or large or unwieldy loads are broken down into more manageable weights or sizes or suitable mechanical aids / team lifts are used</p> <p><i>Load weight should be reduced where possible for safe handling e.g. source a 10kg bag of material instead of 20kg. A two people or team lift may be appropriate but mechanical handling aids, e.g. trolleys, should be used where possible for loads above 25kg</i></p>	Yes
<p>Work is planned to prevent handling over long distances or frequent repetitions</p> <p><i>Where repetitive tasks cannot be eliminated, it is good practice to rotate staff. Efforts could be made to reduce carry distances by changing the layout of a work area or by using simple handling aids to reduce the long carrying distances</i></p>	Yes
<p>Bending, twisting and unstable postures are avoided</p> <p><i>Organise the workplace: good housekeeping, clear routes, adequate space and suitable equipment can allow the safe handling / movement of loads and prevent twisting postures. Storing materials at waist height can reduce bending and unstable postures</i></p>	Yes
<p>Employees receive relevant manual handling training where necessary</p> <p><i>The control measures to be put in place may still require employees to carry out some manual handling. Employees need instruction on how to assess and lift loads safely and instruction is recommended to be delivered by a trained manual handling instructor</i></p>	Yes
Additional Controls or Information	

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Hazard: Chemicals	
Current Controls	Actioned
A list (inventory) of all chemicals used in the workplace has been prepared	Yes
Chemical labels (Label applied to containers of dangerous chemicals to indicate the risk and precautions to be taken) and Safety Data Sheets are available for each chemical and the associated hazards of each chemical has been identified <i>A Safety Data Sheet (SDS) is a document to be provided with all hazardous chemicals. It gives information on the chemical hazards, advice on safe handling/use/storage & emergency measures in case of an accident/spillage. Cosmetics do not require an SDS</i>	Yes
Employees are trained in the safe use of chemicals	Yes
The number of employees and the exposure to chemicals is assessed and minimised	Yes
Less hazardous chemicals are used where possible	Yes
Adequate ventilation is provided	Yes
A wash hand basin, soap and disposable towels/hand dryer are available	Yes
All chemicals are used, stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations <i>Consider the risk of spillage or leakage during storage and if an outer container or bund should be in place to contain the chemical</i>	Yes
Eye, skin and respiratory protection (Device designed to protect the wearer from inhaling harmful, fumes, vapours, and/or gases) is provided and worn where appropriate and in accordance with the safety data sheet	Yes
Additional Controls or Information	

Hazard: Workplace Transport	
Current Controls	Actioned
Entry to the workplace is directed and controlled <i>Traffic can be directed using signs and ground markings, and can be controlled using barriers or gates</i>	Yes
All pedestrian and vehicle routes, crossing points, parking, loading and vehicle only areas are clearly marked and signposted	Yes
All routes are kept free of obstructions and any permanent obstructions (e.g. lamp posts) are marked and protected as necessary	Yes
People and vehicles are kept apart <i>Separate vehicle and pedestrian entrances, footpaths and / or marked walkways can be used</i>	Yes
Vehicle reversing is eliminated, where possible <i>A one way system can be used. See 'Workplace Transport Safety - Reversing Vehicles' in 'Learn More' for more information</i>	Not Applicable
All work areas are well lit	Yes
Loading and unloading is carried out in a designated area away from overhead obstructions (e.g. overhead power lines) <i>Contact with overhead electricity lines can kill. Don't allow high reach vehicles to load or unload near them</i>	Yes
High visibility vests / jackets are provided and worn by people who work near vehicles	Not Applicable
Visitors are accompanied and a safe area is provided for visiting drivers during loading and unloading	Yes
Speed limits and speed ramps / rumble strips etc. are used to control speed, as needed	Yes
A person is appointed to supervise vehicle activities on site	Yes
Vehicles are maintained in good condition by a competent person as per the manufacturer's instructions <i>Manufacturer's and operator's manuals supplied with every vehicle should</i>	Yes

<i>always be kept and consulted for information on use, servicing and maintenance of the vehicle. Vehicle servicing will help prevent breakdowns and keep it in a safe working condition</i>	
All works vehicles have working amber beacons / hazard lights and reversing alarms	Not Applicable
Dangerous parts of vehicles are guarded (e.g. exhausts, power take off shafts, etc) <i>An unguarded power take off (PTO) is very dangerous as clothing or limbs can get caught in it as it turns</i>	Yes
Raised vehicle bodies are securely propped using a prop designed to carry the vehicle weight	Not Applicable
Vehicles are suitable for the work and the load, are not overloaded and all loads are secured	Yes
Forklift and tailboard goods lift are serviced regularly in accordance with the manufacturer's instructions and are examined every 12 months <i>12 month examination must be done by a competent person. Components may need to be cleaned before servicing or examination and any defects found must be fixed promptly. If you have a forklift, make sure you complete the 'Forklift' risk assessment</i>	Not Applicable
A defect reporting system is in place and defects are dealt with promptly	Yes
Drivers check vehicles daily before use and report any problems <i>Driver Walk-Around Check Sheets, e.g. Forklift Operator Pre-Checks, etc are available in 'Learn More'</i>	Yes
Keys are not left in unattended vehicles	Yes
Working at height on vehicles is avoided where possible and proper access equipment is provided and maintained where required	Not Applicable
Stop blocks or chocks are used when tipping materials	Not Applicable
Drivers are carefully selected and are supervised by a nominated person	Yes
All drivers are instructed, trained and authorised to drive workplace vehicles	Yes

Driver's handbook is provided	Yes
Driver operates vehicle at appropriate speed	Yes
Seatbelts, where provided, are worn at all times	Yes
Forklift truck drivers are trained	Not Applicable
Additional Controls or Information	

Hazard: Display Screen Equipment	
Current Controls	Actioned
<p>An assessment of individual workstations is carried out</p> <p><i>See Practical guide to DSE in Learn More. A trained assessor should go to the workstation of an individual & conduct an assessment to ensure it is set up correctly e.g. seating is adjustable, monitor set to correct height. Issues found should be corrected</i></p>	Yes
<p>Work tasks are varied to ensure that employees are not working at their computers for long periods of time</p> <p><i>Plan work activities so that people do not spend long periods of time doing computer work. Try to ensure that other work activities are used to break up computer time, including attendance at meetings, phone calls or paperwork</i></p>	Yes
<p>Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards</p> <p><i>Give instruction to employees on how to maintain a good computer workstation set up e.g. advise employees to change posture frequently and show them how to adjust their seating</i></p>	Yes
<p>Employees who use computers are made aware of their right to eye tests</p> <p><i>The employer should make employees aware that they are entitled to an eye and eyesight test and the employee should consult with their employer to arrange an appointment</i></p>	Yes
Additional Controls or Information	

Hazard: Access to Drugs and Medicines	
Current Controls	Actioned
An inventory (a list) of medicines in the workplace has been prepared and is kept up to date	Yes
A policy on misuse of drugs is available and implemented	Yes
Product labels and Data sheets are available for each medicine and the associated hazards of handling each medicine have been identified <i>A Safety Data Sheet (SDS) is a document to be provided with all hazardous chemicals, giving info on how e.g. to handle it safely. SDSs are not required for all medicines but Product Data Sheets and Summary of Product Characteristics (SPCs) are available</i>	No (See action list)
Only trained and authorised employees have access to, handle or dispense medicines	Yes
All medicines are handled, stored, dispensed, labelled and disposed of in accordance with the supplier's Data sheet and in accordance with legal requirements where relevant	Yes
Medicines are stored safely, protected from unauthorised access and controlled drugs are kept in a locked cabinet or container	Yes
Procedures are in place for immediate clean up of spills of medicines, in accordance with the supplier's recommendations and PPE (Personal protective equipment) and materials for clean-up are readily available	Yes
Additional Controls or Information	

Hazard: Contaminated Waste Disposal	
Current Controls	Actioned
All materials used for cleaning potentially contaminated areas, are confined for use to that area	Yes
Bins with foot pedals are used and disposable gloves are provided and worn	Yes
All containers of contaminated waste are appropriately labelled <i>Containers should be secure, leak proof and contents identified</i>	No (See action list)
Contaminated waste is segregated from other waste and securely stored for collection	Yes
Waste is collected and disposed of by a licensed contractor	Yes
Additional Controls or Information	

Hazard: Dishwasher / Glass Washer	
Current Controls	Actioned
Machine is installed, used and maintained in accordance with the manufacturer's manual <i>Always keep the instruction manual that comes with every piece of new equipment and consult it for information re use, cleaning and maintenance of the equipment.</i>	Yes
Hot water cycle stops automatically if door is opened	Yes
Employees are trained in the use of the dish/glass washer and operator's manual is available	Yes
Warning signs are in place	Yes
Baskets are not overloaded	Yes
Additional Controls or Information	

Hazard: General Equipment	
Current Controls	Actioned
Equipment is used and maintained in accordance with the manufacturer's instructions	Yes
Equipment is maintained in good condition, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>A regular visual inspection of equipment should be carried out to check for defects</i>	Yes
Employees are trained in the safe operation of equipment	Yes
Additional Controls or Information	

Hazard: Handling Raw Meat	
Current Controls	Actioned
<p>Employees are trained in good hygiene practices</p> <p><i>Hands are washed and work surfaces are thoroughly cleaned after handling raw meat to prevent the spread of germs</i></p>	Yes
<p>Washing and welfare facilities are provided</p> <p><i>One sink should be designated solely for hand washing</i></p>	Yes
<p>Raw meat waste is stored in closed containers</p> <p><i>Waste buckets should be cleaned and disinfected every time they are emptied</i></p>	Yes
<p>Cuts are thoroughly cleaned and covered with a food-grade plaster or dressing</p>	Yes
Additional Controls or Information	

Hazard: Heating Ventilation and Air Conditioning Systems	
Current Controls	Actioned
All ventilation, heating and air conditioning systems are used and maintained in accordance with the manufacturer's instructions <i>Equipment should be serviced regularly by a competent person and records kept</i>	Yes
Only trained employees operate heating, ventilation and air conditioning systems and operators manuals are available	Yes
Ventilation filter units are cleaned as part of general maintenance in accordance with the manufacturer's instructions	Yes
Accessible hot pipework is lagged as required	Yes
Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>Consider the use of a carbon monoxide alarm where relevant and maintain it in good working order</i>	Yes
Additional Controls or Information	

Hazard: Hot Objects	
Current Controls	Actioned
Ovens, radiators and piping are insulated, guards are provided or temperature is controlled	Yes
Warning signs are in place	Yes
Care is taken when moving hot objects or liquids around the workplace <i>Organise work to minimise the amount and distances hot items are carried</i>	Yes
Heat resistant gloves are provided and worn where relevant	Yes
Additional Controls or Information	

Hazard: Knives and Sharp Objects	
Current Controls	Actioned
Use of knives and sharp objects is minimised and they are stored safely (e.g. safe location, knife block, blade retracted or housed in a holster or sheath)	Yes
Safe work practices are in place for the use, cleaning and sharpening of knives and sharp objects and employees are trained <i>Training in safe cutting and use e.g. cutting away from the body, not leaving knives / blades in areas where others may not be aware of them e.g. in a sink or other areas</i>	Yes
Knives and sharp objects are checked (e.g. blade seating, blade and overall condition of knife) before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Knives or sharp object used are suitable (e.g. blade size, type of blade, holder / sheath, rounded edges, functionality and ergonomic use) for the job <i>Typical catagories of utility knives include bladeless cutters, concealed blades, spring loaded blade retraction, manual blade retraction, automatic blade retraction</i>	Yes
Blades are kept sharp and replaced as needed	Yes
PPE (Personal Protective Equipment e.g. cut resistant gloves, aprons) is provided and worn as required	Yes
Additional Controls or Information	

Hazard: Microwave	
Current Controls	Actioned
Microwave is used and maintained in accordance with the manufacturers manual	Yes
Metal is never placed in the microwave	Yes
Reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Containers used are suitable for use in the microwave	Yes
Heat resistant gloves/cloths are provided and used when handling hot containers	Yes
Additional Controls or Information	

Hazard: Mixer	
Current Controls	Actioned
<p>Mixer is used and maintained in accordance with the manufacturer's instructions and safety devices (e.g. larger mixers will be supplied with a bowl cover and will not start if the moving part or cover is raised or the bowl is not in position) and warning signs are in place</p> <p><i>Do not use bowl extension rings. If the machine was supplied prior to 1995 (not CE marked) review to see if the risks can be further reduced e.g. by improving the guarding. 'Guidance on the Purchase of New Machinery' Info Sheet is available in Learn More</i></p>	Yes
<p>Employees are trained in the use of the mixer</p> <p><i>Have the operators manual available</i></p>	Yes
Power to the mixer is disconnected (e.g. switch off and unplug/turn off at isolator) when cleaning and when mixer is not in use	Yes
Mixer is positioned safely (e.g. so that the gear or clutch lever cannot fall or be knocked into gear; clear work space)	Yes
Reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Loose clothing, dangling jewellery and unsecured long hair are avoided when using the mixer	Yes
Additional Controls or Information	

Hazard: Oven / Hob	
Current Controls	Actioned
Oven/hob is installed, used and maintained in accordance with the manufacturer's instructions	Yes
Handles of pots/pans are secure and they do not project beyond the edge of the hob or range	Yes
Ladles or spoons are not left in saucepans on hotplates or rings	Yes
Heat resistant gloves are provided and used	Yes
Oven is not used if the fan guard is not in place	Yes
Reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Bottom-hinged oven doors are not left open	Yes
Additional Controls or Information	

Hazard: Washing Machine	
Current Controls	Actioned
Washing machines are installed, used and maintained in accordance with the manufacturer's instructions	Yes
Employees are trained on the use of washing machines and operator's manuals are available	Yes
Washing machines are isolated from the power supply prior to maintenance work (e.g. dealing with faults) and maintenance is only carried out by those who are trained and authorised <i>Make sure you complete the 'Maintenance' Risk Assessment</i>	Yes
Washing machine is regularly checked, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>e.g. check that any emergency stops fitted are working. Check that the door interlock is working i.e. that the door cannot be opened while the machine is running</i>	Yes
Additional Controls or Information	

PART B2 – ACTION LIST

Hazard	Control Required	Assigned To	Action By	Complete & Date Completed
Electricity	All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician			No
Access to Drugs and Medicines	Product labels and Data sheets are available for each medicine and the associated hazards of handling each medicine have been identified			No
Contaminated Waste Disposal	All containers of contaminated waste are appropriately labelled			No