



Safety Statement.

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Introduction

1.1 The purpose of the Safety, Health and Welfare at Work Act 2005, is to ensure the safety, health and welfare of all employees in the workplace. The Act applies to employees in all types of work and embraces all the activities in Precious Children Daycare.

1.2 In compliance with the Act, the Centre name has prepared a written Framework Safety Statement describing the employer arrangements and the employee cooperation necessary to achieve this purpose. In addition, the Framework Safety Statement outlines Precious Children Daycare's policies on occupational health and safety matters and defining the necessary management structure for the implementation of these policies. Specific health and safety issues of relevance to Precious Children Daycare as a whole are detailed in this framework safety statement.

1.3 In compliance with the Framework Safety Statement, Precious Children Daycare has prepared our own local safety statement, documenting our own hazards, risks, risk control protective and preventive measures and resources for ensuring a safe and healthy work environment.

1.4 This Safety Statement is aimed at protecting employees, carers, children and visitors from potential injury or ill-health arising from our work activities.

1.5 This Safety Statement will be updated as necessary in light of new legislation, staff feedback, childcare structural changes and practical experience. In addition, the Safety Statement will be reviewed annually.

1.6 This Safety Statement is available to Management and to all employees, visitors at Precious Children Daycare.

1.0 Statement of Safety, Health & Welfare at Work Policy

KEY ACTIONS REQUIRED:

As an employer we have the ultimate responsibility for the workplace and a direct influence on health and safety in my / our business. The health and safety policy below outlines 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.

2.1 The policy of Precious Children Daycare is, in so far as is reasonably practicable, to ensure the safety, health and welfare at work of all our employees and further to ensure that persons not in our employment, who may be affected by the work activities are not thereby exposed to risks to their safety and health.

2.2 In particular Precious Children Daycare recognise our express responsibilities under Section 8 of the Act, will provide the necessary resources, structures and procedures required to safeguard our staff and visitors against the risks arising from activities in our workplace.

2.3 Precious Children Daycare considers that it is the strict duty of all staff to conform to childcare safety policies and practices and to carry out their responsibilities as detailed in this document and in accordance with any other relevant legislation. Staff members with specific responsibilities for safety, health and welfare must properly delegate these in their absence.

2.4 In addition to reviewing this Safety Statement, each employee is expected to make himself/herself familiar with Precious Children Daycare Framework Safety Statement. The Framework Safety Statement is available from management.

2.5 Staff who fail to cooperate with safety procedures may be subject to the normal disciplinary procedures.

2.6 Precious Children Daycare welcomes feedback from staff regarding any aspect of this document or any other health and safety concerns.

2.7 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.

2.8 Identified protective and preventive measures are implemented and maintained

2.9 Improper conduct likely to put an employee's safety and health at risk is prevented.



2.10 A safe place of work is provided, which is adequately designed and maintained.

A safe means of access and egress is provided.

Safe plant and equipment are provided.

Safe systems of work are provided.

Risks to health from any article or substance are prevented.

Appropriate information, instruction, training and supervision are provided

Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury

Emergency plans are prepared and revised

Welfare facilities are provided and adequately maintained.

Competent personnel to advise and assist in securing the safety, health and welfare of our employees are employed when required.

Feedback in this regard should be directed to the Manager.

Signed Date.....



2.0 Scope of Safety Statement

KEY ACTIONS REQUIREMENT:

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

This safety statement deals in the mainly with the health and safety issues that fall within the remit of Precious Children Daycare.

Our staff offices and operations are located at the following addresses:

NAME: Precious Children Daycare

ADDRESS: 8 St. Marys Road, Walkinstown Road, Crumlin, Dublin 12.
37 Ravensdale Park, Kimmage, Dublin 6W

CONTACT NUMBER: 01-4067799 / 014416182

WEBSITE; www.preciouschildrenday.ie

EMAIL: info@preciouschildrendaycare.ie

The scope of our operations includes childcaring, providing breakfast Club sessional care and after-school care at our different facilities, with transportation to and collection from many of the local schools.

3.0 Health and Safety Management Structure and Responsibilities

KEY ACTIONS REQUIRED:

Registered provider: The person whose name is entered in the register in line with section 58C of Part 12 of the Child and Family Agency Act 2013 as providing an Early Years' Service. The registered provider is the person who has signed the registration application form and is legally responsible for operating the service in compliance with the legislation under the 2016 Regulations and the Act.

KEY ACTIONS REQUIRED:

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.

Names	Job Titles	Responsibilities	Location
Caroline Cummins	Service Provider	Detailed list of service providers and manager responsibilities are listed below.	St Marys / Ravensdale Park
Deborah Mahar	Person In Charge/ Safety Officer	Detailed list of service providers and manager responsibilities are listed below.	St Marys
Michelle Chandler/ Ciara Lawlor	Safety Representative/ First Aid Officer	Detailed list of safety responsibilities is listed below.	Ravensdale Park
Deborah Mahar/ Ciara Lawlor	Safety Representative/ First Aid Officer	Detailed list of safety responsibilities is listed below.	St Marys
Deborah Mahar/ Ciara Lawlor	Fire Officer	Detailed list of safety responsibilities is listed below.	St Marys
Michelle Chandler/ Ciara Lawlor	Fire Officer	Detailed list of safety responsibilities is listed below.	Ravensdale Park
All team members	First Aider	Detailed list of safety responsibilities is listed below.	Ravensdale Park
Deborah Mahar	Food Officer	Detailed list of safety responsibilities is listed below.	St Marys Ravensdale Park

Kathryn Cummins	Health and Safety Consultation	Detailed list of safety responsibilities is listed below.	St Marys Ravensdale Park
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4.1 In accordance with the Framework Safety Statement, the manager as part of his/her management function, is responsible for ensuring, so far as is reasonably practical, the health and safety of persons working, studying or visiting Precious Children Daycare.

In particular the Employers which is the **Registered Service Provider is responsible for the following:**

1. To ensure that we have prepared a Safety Statement relevant to our operations which complies with Section 20 of the Safety, Health and Welfare at Work Act.
2. To ensure that the safety statement is reviewed at least annually and that the Health and Safety Steering Group is notified that the review has been completed and is provided with any updated document which may result from such a review.
3. To ensure that all hazards are identified, and risks controlled.
4. To ensure that regular safety inspections/audits are carried out to monitor compliance with the Safety Statement and legal requirements and to ensure appropriate follow-up action is taken.
5. To investigate all accidents to staff /visitors in their area of responsibility and to complete the Injury/Incident Report forms as appropriate.
6. To ensure that the Evacuation and First Aid Procedures are implemented and that sufficient Fire Wardens/First Aid personnel are available.
7. To ensure that staff are appropriately trained to carry out their duties safely and to ensure the attendance of staff at designated training courses as appropriate.
8. To ensure that children are adequately supervised. (Adequate level of supervision to be determined having regard to the age, level of experience and status of the child).
9. Based on risk assessment, to arrange for the provision of adequate and appropriate personal protective equipment for employees.
10. To notify the management of any health and/or safety issues arising within their area of operation requiring action/input to resolve.
11. To ensure that all contractors carrying out work in their area operate under the Office Permit to Work system.

KEY ACTION REQUIRED:

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

We shall identify responsible persons (where required) who will take responsibility for various tasks, e.g. induction, inspections and training

We shall brief them on these tasks and their responsibilities

We shall record the names of such nominated persons

We shall record details on noticeboards, files and publish on website.
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.

Responsibilities of Manager – person in charge / Safety Officer

Provide and maintain a workplace that is safe and do likewise for all equipment.
Manage work activities to ensure the safety, health and welfare of employees.
Ensure that risks are assessed, and hazards are eliminated or minimized as far as is reasonably practicable.
Prepare a safety statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid.
Provide and maintain decent welfare facilities for employees
Prepare and update procedures to deal with an emergency and communicate these procedures to employees
Appoint a competent person to oversee the function in relation to health and safety.
Provide training and information to workers in a format and language that is appropriate, including training on the commencement of employment
Report serious accidents to the health and safety authority
Consult annually with employees and provide them with information in relation to safety, health and welfare.
Require employers from whom services are contracted to have an up to date safety statement. (Painter, bus company, service contractors)

Responsibilities of Employees

Section 13 of the Safety, Health and Welfare at Work Act 2005 imposes several obligations on employees while at work:

1. An employee shall, while at work:
 - 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 (s)he is not under the influence of an intoxicant to the extent that (s)he 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, to 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 provision, 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 to work, including protective clothing or equipment,
 - h) report to his or her employer or to any other appropriate person, as soon as practicable.
 - a. any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health and welfare at work of the employee or that of any other person,
 - b. any defect in the place of work, the system 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
 - c. 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 (s)he is aware.
2. An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer regarding the level of training as may be prescribed under subsection (1)(f)

As well as these general duties, it is important that employees are aware of the health and safety duties assigned to them in this safety statement as part of their normal duties.

These delegated duties are essential for the day to day implementation of safety measures, and employees are obliged to carry out these functions in accordance with Section 13(1)(d) of the Act, as above.

Section 14 of the Act applies to all persons and requires that: A person shall not intentionally, recklessly or without reasonable cause:

- a) *interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, Or*
- b) *place at risk the safety, health or welfare of persons in connection with work activities.*

In addition to the above legal requirements all team members of Precious Children Daycare are required to immediately report to the Manager of each facility any accident resulting in loss or injury and any incident that could have resulted in loss or injury. The injured party is

also required to co-operate in the investigation of the incident and the completion of the Injury/Incident Report Form.

4.2 Entitlement Safety Representative (Section 25 Safety, health & Welfare at work Act 2005)

KEY ACTIONS REQUIRED

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

Responsibility of a Safety Representative

The safety representative has the right to:

- Represent the employee at the place of work in a consultation with the employer on matters in relation to health and safety.
- Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person.
- Receive appropriate training.
- Investigate accident and dangerous occurrences
- Investigate complaints made by employees
- Accompany an inspector carrying out an inspection at the workplace
- Make representations to the employer on matters relating to safety, health and welfare
- Make representation to and receive information from, an inspector
- Consult and liaise with safety representatives in the same undertaking.

4.3 Details of the Health and Safety Committee, by which staff are consulted on matters affecting their health, safety and welfare.

- Each of our facilities, has a Manager whom is the Health and Safety Officer.
- Each of our facilities, has a team leader whom is the health and safety representative for that centre.
- Each facility has a centre specific Health and safety meeting once a month.
- Each facility attends a company overall health and safety committee meeting once a month.
- Each facility health and safety Officer and representative will thereafter communicate minutes of committee meetings, action any points and relaying requests and feedback.

Each meeting will have a formalised agenda in line with our Safety Policy ensuring the review of each point under a topic of action, review and competency.

Appendix 2 Details the Safety Management Structure in place within Centre

4.4 Health and Safety Consultation

KEY ACTIONS

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

In order to ensure effective consultation with staff and other users, Management has established a Health and Safety Committee and nominated a health and safety representative and an Officer to provide a formal structure for the highlighting and resolution of more difficult Health and Safety problems/issues that cannot be resolved locally.

We will consult with all relevant employees:

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

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

4.0 Health & Safety Resources

5.1 Considerable resources are expended by Precious Children Daycare in securing the health, safety and welfare of employees in terms of personnel, time, materials, equipment and the purchase of goods and services.

5.2 Where additional equipment, training etc is required (whether as a result of ongoing risk assessment or legislative change), resources will be allocated on a prioritised basis to meet the identified requirements.

5.3 The Health and Safety Office retains a reference library of texts, literature, videos and other publications on health and safety matters. The Office also subscribes to an online database of safety legislation, codes of practice and international standards. All staff can gain access to these information resources by contacting the Health & Safety Officer or representative.

5.0 Health and Safety Training

KEY ACTION REQUIRED

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

Competence is determined by knowledge, training and experience and, as an employer we will assess what training each employee needs, to keep up to date with changes in legislation, work practices and technology. By having competent, trained personnel who are adequately supervised, my / our employees will be capable of completing a job safely, efficiently and to a high standard. The provision of appropriate training and instruction is an important element in the management of safety and the implementation of this safety statement.

The provision and extent of any necessary training is dependent upon the nature of the work being pursued, the experience and disposition of the employee involved, their familiarity with any equipment/substances to be utilised, the environment/conditions where the activities may be discharged, and the extent to which supervision is necessary and available.

6.2 Detail Health and Safety Induction Training

KEY ACTIONS REQUIRED:

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.

Precious Children Daycare health and Safety Officer is responsible to ensure that we provide the following specific Health and Safety Training on an ongoing basis; We shall record details of training in relation to specific tasks, such as those listed below

Induction training will include the following information:

1. Specific hazards associated with the workplace and the controls that are in place
2. Workplace rules
3. Roles and responsibilities
4. Fire and emergency procedures
5. Manual Handling Training
6. Fire Warden Training
7. First Aid Training
8. Management Training in Health and Safety
9. Emergency Response Plan Training
10. Risk Assessment & Control Training
11. Ergonomics Training
12. Other centre training where risk assessment identifies specific centre needs.

Precious Children Daycare Health and Safety Training Records will be filed in each facility training records section and on each individual personal file.

6.0 Fire and Emergency Management

KEY ACTION REQUIRED:

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.

Fire

Explosion

Accidents/injuries

Robbery

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

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.

7.1 Fire Officer

Each members of our team are trained Fire officers. The Morning main group leader will be the designated Fire officer on any one day on shift. This is clearly defined in their role and shift responsibility.

Their role is to sweep their designated building in the event of an alarm activation and to provide information on building occupancy etc. to security/ Management and the emergency services in the event of a genuine emergency.

All staff are required to comply with the instructions of Fire officer and to assisted in the evacuate the building promptly in the event of an emergency.

Precious Children Daycare will ensure that sufficient Fire Officers are trained and available on an ongoing basis to provide an effective service throughout the building

The Health and Safety Officer is responsible for ensuring that they notified all employees including fire officers of any changes and ensuring communication and training requirements are to standards.

7.2 Evacuation Drills

Evacuation Drills are organised monthly by the Health and Safety Officer in cooperation with the team members. Feedback on performance in terms of time taken to evacuate and particular difficulties with alarm systems / building fabric are notified to all team members at their daily brief, monthly meeting and resolution action agreed.

The Evacuation procedure is posted in each room and on the centres notice board and or on our Website.

7.3 St. Marys Fire Drill

Raise Alarm Leader blows whistle (never used for anything else) 3 blasts to alert staff and children of a fire in building.

In the event of a real fire sound the fire alarm button at your near location.

Do not stop to collect personal belongings.

Close doors, and windows if possible, on route.

The main thing to remember is to stay calm and not to panic

Then each room leader collects the child register and staff roster.

Evacuate Building With staff member at front and staff member at rear, children and staff walk to designated fire assembly point

Front on the green at the Assembly point,

Back at the far wall at the Assembly point,

Leader checks all children and staff are present against register.

Call Fire Brigade the appointed person goes to call the Fire Brigade from the nearest phone.

The leader stays with the children.

Putting out Fire if it is safe to do so without risk to oneself, a member of staff, not needed for the children, may fight the fire with appropriate extinguishers until the Fire Brigade arrives.

Parents will be contacted to take the children home following de-briefing from the Leader to reassure the children.

REMEMBER – DO NOT RE – ENTER THE BUILDING UNTIL THE FIRE OFFICERS SAY IT IS SAFE TO DO SO

7.4 Ravensdale Park Fire Drill

Raise Alarm Leader blows whistle (never used for anything else) 3 blasts to alert staff and children of a fire in building.

In the event of a real fire sound the fire alarm button at your near location.

Do not stop to collect personal belongings.

Close doors, and windows if possible, on route.

The main thing to remember is to stay calm and not to panic

Then each room leader collects the child register and staff roster.

Evacuate Building With staff member at front and staff member at rear, children and staff walk to designated fire assembly point

Front entrance, go to the Assembly point at the side of Leo Labs pathway at the gate.

Back exit walk through the yard, lane and towards the Assembly point at the side of Leo Labs pathway at the gate.

Leader checks all children and staff are present against register.

Call Fire Brigade the appointed person goes to call the Fire Brigade from the nearest phone.

The leader stays with the children.

Putting out Fire if it is safe to do so without risk to oneself, a member of staff, not needed for the children, may fight the fire with appropriate extinguishers until the Fire Brigade arrives.

Parents will be contacted to take the children home following de-briefing from the Leader to reassure the children.

REMEMBER – DO NOT RE – ENTER THE BUILDING UNTIL THE FIRE OFFICERS SAY IT IS SAFE TO DO SO

7.4 Emergency Checklist

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, always kept clear 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)?			

Checklist Documented monthly.

7.5 Violence/ Robbery

Where there is a risk of robbery or violence in the workplace, we will ensure that we have completed a risk assessment for violence / aggression / theft and that adequate plans and procedures are put in place. 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.

7.6 First Aid and Injury/Illness Management

Fully stocked First Aid boxes are available in from the medical Cabinet in the Kitchen. We will ensure first-aid equipment is prominently placed, that employees are aware of its location and that it is accessible to all employees

All team members are trained as Occupational First Aiders.

All team members are available to respond to First Aid incidents during opening hours

The Manager and the Health & Safety Officer are responsible to ensure that all noticeboard and or our website is updated with accurate information. Health and Safety Officer is responsible for ensuring all first aid supplies are stock with correct supplies and checked monthly.

The First Aid Policy & Procedures, Injury / Incident Management Procedure and the Emergency Ambulance Assistance Procedure are posted on our noticeboard and or our website.

Contact details and directions to the nearest doctor or hospital will be available / displayed.

8.0 Welfare Facilities and Workplace Requirements.

KEY ACTIONS REQUIRED:

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

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

WELFARE FACILITIES	DETAIL AS NECESSARY
Toilet facilities (separate male and female if required)	
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	

9.0 Care Environment

9.1 Internal Environment

The internal environment in a childcare service should provide a balance between a child's need to explore their world and a safe environment in which to do so.

Precious Children Daycare aim to provide an internal environment that is, as far as reasonably practicable, safe for the use of childcare services. In order to maintain a safe environment, regular inspections must be carried out.

These safe checks are in addition to the risk assessments.

In the internal environment these could include the following areas:

- Floors – soft for babies, non-slip
- Walls
- Ceilings
- Doors
- Windows – child resistant locks
- Electrical safety
- Fire safety
- Toys
- Stairs – supervision, restricted access
- Heating (maintained at 18 -20 degrees except sleep rooms where temp should be 16-18 degrees.
- Lighting
- Ventilation
- Water temperature
- First aid
- Fixtures and fittings – child sized, easily washable and non-toxic

9.2 External Environment

Regulations 28 of the Child Care (Pre-School Services) Regulations, 2006 requires that 'children in part-time or full day care services should have access to the outdoors daily, weather permitting'.

Outdoor play areas should be checked each time they are used.

The outdoor play area should be secure and safely fenced off to ensure that children cannot leave this area without adult supervision and that unauthorised access is prevented.

Items like dangerous ponds, pits and all poisonous plants and berries should be eliminated from the area.

The sand pit should only contain washed sand and the pit should be covered when not in use. Where there are sheds or stores in the outdoor play area, they should be secured to prevent unsupervised access by children.

Children should be protected from extremes of weather. Children should always be protected from the sun with appropriate cover-up clothing and sunscreen.

Things to be checked in the external environment include:

- Discarded or broken glass bottles, cans, cigarette butts, etc
- Animal Faeces
- Biological Hazards e.g. used needles
- Damage to fencing/gate
- Exit gates unlocked
- Damage to fixed equipment as with the internal environment, regular safety checks must be carried out.

10.0 Hygiene, Food Hygiene and Nutrition

10.1 Hygiene is essential in maintaining a safe and healthy childcare service. Daily cleaning routines, proper hand washing procedures, promotion of oral health and policies to deal with infection and exclusion are crucial. Precious Children Daycare have in place an Infection Control Policy which includes:

- A hand washing and good hygiene policy for both Staff and children
- A Cleaning schedules
- A sickness policy for staff and children
- Actions to be taken in the event of an outbreak
- Head lice A infection protection policy must be put in place. A cleaning and sanitation schedule must be drawn up and recorded daily. It should include, what should be cleaned, how to adequately clean and disinfect the areas specified, type of cleaning chemical to use, how often things are to be cleaned.

10.2 Food Hygiene and Nutrition Provision of a healthy environment and adequate nutrition is essential to the wellbeing of children and adults and to full participation in an active programme.

Precious Children Daycare aim to ensure that the childcare service is operated in a hygienic way.

Precious Children Daycare will provide the following minimum facilities:

- Adequate storage for food, utensils and cleaning agents.
- Refrigerated and freezer storage
- Sufficient and adequate food preparation surfaces
- Cooking facilities with extraction

Principles of safely handling food:

- All foods must be checked to ensure that they are of the quality, substance and temperature required and that they are within their use-by-dates.

- All foods must be stored under conditions that will prevent their deterioration. Instructions on the label, if present, should be followed.
- Food and food only, must be stored in areas designated specifically for that purpose (refrigerators, cupboards etc).
 - Saucepan handles should not overhang stove or worktop edges.
 - Any food or liquid spillage must be cleaned up immediately.
 - When cooking food, recipes or packet instructions must always be followed.
 - Food not eaten at the meal for which it was prepared/issued must not be kept or offered for service later.
- Signs of any type of pest infection must be reported immediately

All staff, paid or voluntary, who handle food, have a responsibility to:

- maintain a high standard of personal hygiene
- refrain from handling food when they or anyone at home are suffering from an infectious disease or have boils, ulcers, cuts or rashes, diarrhoea, eye, ear or throat infection or any untoward discharge
- adhere to Precious Children Daycare' Health and Safety Policy
- report shortcomings to the appropriate person, e.g., faulty or damaged storage, preparation and service equipment.

Principles of safely using equipment in catering areas:

- All electrical equipment must be switched off and the plug removed from the power source when it is being cleaned or not in use.
- Refrigerators, freezers and other types of temperature control equipment must be routinely checked to ensure their effectiveness.
- All equipment must be used according to manufacturer's instructions.
- Doors and lids of equipment in use should fit securely. Hob burners, grills, ovens etc., must always be turned off when not in use.
- All cooking equipment should be checked when in use to ensure that it is functioning correctly. Any slight electrical shocks received from the equipment must be reported immediately.
- All equipment and working surfaces must be kept in a clean and hygienic condition.
- Cleaning chemicals should be used at the prescribed dilution rate.

To all foods are served appropriately Precious Children Daycare has implemented a detailed HACCP food management system, this focuses on the purchasing, storage and preparation of food in our centres.

11.0 Child Protection

Precious Children Daycare policy with child protection is to promote overall welfare and development of the child, contributing to the growth of his or her self-esteem and personal autonomy. Precious Children Daycare aim to achieve this by creating an environment where trust, respect, equity and a real willingness to listen to children is established and where a focus on what is in the interests of the child is the guiding principle.

All team members in Precious Children Daycare are aware of the Children first: National Guidelines for the Protection and Welfare of Children intended to assist people in identifying and reporting child abuse/ neglect and to improve professional practice in all services where children are cared for.

Each of our centres have a detailed child protection Policy and procedures in place.

12.0 Hazard Identification, Risk Assessment & Controlling Risks

12.1 A comprehensive review and assessment of hazards, risks and controls within the Precious Children Daycare has been undertaken. This exercise has been carried out in accordance with the definitions and procedures noted below.

The following Risk Assessment Appendix contains details of the current Risk Assessments & Control Measures in place in our Centre. All new and amended equipment, procedures and processes will be similarly assessed as they arise, and the results similarly recorded.

All team members are encouraged to review the hazards listed Risk Assessment Appendix, to identify any issues that are not currently assessed and to feedback to the Safety Officer.

A copy of risk assessments can be found in our risk assessment file for review and recording purposes.

12.2 Definitions Hazard

A Hazard is any substance, article, material or practice within a workplace which has the potential to cause harm to employees at work or visitors to that workplace. Hazards are categorised as Physical, Chemical, Biological, Organisational, Environmental or Human.

Risk is the potential of the hazard to cause harm in the actual circumstances of use Risk Assessment is the evaluation of the likelihood that harm could arise from the hazard and the likely severity and extent of the harm.

The outcome of qualitative risk assessment requires that the identified hazards be given a risk rating of 'high', 'medium', or 'low'. Control measures are prioritized based on the risk rating and are commensurate with the level of risk.

12.2 Risk Control In selecting controls the following hierarchy is adopted.

1. Elimination
2. Substitution Precious Children Daycare Safety Statement.
3. Enclosure
4. Guarding
5. Safe systems of work.
6. Supervision
7. Training/Information
8. Personal protective equipment (ppe)

All final decisions on risk control must consider the relevant legal requirements and industry codes of practice.

Risk assessments are particularly important in the all work areas. Activities including the use of hazardous chemicals or machinery, maintenance of hazardous machinery, and the manufacture of new hazardous substances or equipment etc, require rigorous risk assessments with carefully documented and implemented controls.

Where possible, controls and other safety measures identified in the risk assessment process must be put in place immediately. In other cases where the scale or cost prohibits immediate action, a programme of action must be planned by the relevant head of department/section and put into effect and the relevant deadline listed in the Safety Statement.

Depending on the risks involved, appropriate interim action must be taken i.e. if high, discontinuing the operation in the interim must be considered. The implementation of these arrangements must be reviewed at regular intervals.

12.3 Unacceptable Risk

Where the risk cannot be reduced to acceptable levels and finance is not available to implement appropriate controls, it is the policy of Precious Children Daycare to require that the activity cease or the area close.

13.0 Management of Contractors

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

KEY ACTION REQUIRED:

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

Precious Children Daycare operates a mandatory Permit to Work system for all contractors. All work undertaken by outside contractors on behalf of the Precious Children Daycare must be carried out under issued Permit to Work and outside of sessional times.

Contractors carrying out work must:

- Be competent to carry out the work
- Garda Vetted
- Have adequate resources to carry out the work
- Provide copies of their own:
 - Safety statement
 - Insurance
 - 2 References
 - Check of Reference form
 - Garda vetting

Ensure that work activities do not affect the well-being of our employees, visitors or customers. Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.

Report to the designated person on arrival at my / our workplace.

FURTHER INFORMATION

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

14.0 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, 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.

14.0 Bullying and Harassment

Precious Children Daycare Policy to Promote Respect and Protect Dignity outlines the procedures which should be followed by any member of the Childcare Community who may experience sexual harassment, harassment or bullying.

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:

Always conduct themselves in a safe manner

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.

15.0 Stress at Work

KEY ACTION REQUIRED:

As an employer I 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.

16.0 Pregnant Employees

16.1 Precious Children Daycare is committed to protecting the reproductive health of all employees and minimising risks to the unborn. In accordance with the Safety, Health & Welfare (Pregnant Employees) Regulations (Regulation 3) a pregnant employee of Precious Children Daycare must notify her immediate supervisor of her condition 'as soon as is practicable after it occurs and, at the time of the notification, given to her employer or produce for her employer's inspection a medical or other appropriate certificate confirming her condition'.

16.2 Pregnant employee must complete the Pregnant Employees Risk Assessment Form for submission to their manager and the Health and Safety Officer. Where the preliminary assessment highlights areas of concern, the Health and Safety Officer will complete a more in-depth assessment in Precious Children Daycare.

16.3 Precious Children Daycare Safety Statement in conjunction with the employee and Precious Children Daycare to establish appropriate controls.

16.4 Pregnant Team members are also encouraged to inform management of their condition such that appropriate risk assessment may be carried out.

17.0 Control of substances hazardous to health regulations (COSHH)

17.1 Chemicals are widely used for a variety of processes in our work and cleaning, and some are extremely hazardous. To comply with these regulations a list will be kept by the Health and Safety Officer of any hazardous or potentially hazardous substances that are used at Precious Children Daycare. A copy of this list will be kept at each of our facilities. In addition to chemicals, all body fluids are to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of.

17.2 The Health and Safety Officer is to be informed of any hazardous substances which it is proposed to bring onto the premises for use by staff. Any person(s) using such chemicals must observe the following guidelines:

- all substances, which are included on the COSHH list, including bleach and general household chemicals, are to be stored in a safe place preferably under lock and key.
- all hazardous substances e.g. bleach, solvents, glues containing solvents are to be used with care
- always read the label before use and follow the manufacturer's instructions
- avoid inhalation, ingestion and skin contact of all chemical substances
- always wear the appropriate protective clothing e.g., gloves etc
- products must never be mixed as this could give rise to hazardous by-products e.g. bleach will give off chlorine gas if mixed with an acidic cleanser such as Harpic
- those using the substance must be familiar with the First Aid procedures to be used in the event of an accident.

In the interests of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.

Please note to look at Hazardous Spills and Utilities Management.

17.0 Electrical safety

17.1 It is the responsibility of all users to inspect appliances for loose wiring, faulty plugs etc, BEFORE using them. Electrical faults must be reported immediately. Faulty equipment must be removed from usage and clearly labelled as such. No-one should attempt to repair the equipment themselves. The following list shows examples of electrical faults:

- equipment not working
- loose wiring
- broken casing around wires or applications
- electrical arcing (sparks)
- plugs becoming warm...etc. All staff, whether paid or voluntary, have a responsibility to observe basic principles of electrical safety as well as inspecting appliances before use, ie:
 - ensure that hands are dry before using an electrical appliance
 - ensure that adequate instructions are obtained before using unfamiliar electrical equipment and comply with the manufacturer's instructions;
 - leads should never be pulled to remove a plug or to lift or move an appliance;
 - switch off at the mains, unplug and put away all electrical equipment (where appropriate) when not in use;
 - sockets must not be overloaded by the use of adaptors (when in doubt err on the side of safety/seek qualified advice);
 - if extension cables are used then these must be placed in such a way so not to cause a hazard to anybody else. All electrical equipment must be maintained on a routine basis.

18.0 Lifting and Manual handling

18.1 Precious Children Daycare has a moral and legal responsibility to its staff, paid or voluntary, to reduce the risk of work associated back problems and other lifting and carrying injuries. It is important to note that the handling of loads applies to lifting, lowering, carrying, pushing, pulling, holding or moving by bodily force any discreet moveable object including a person.

For general guidance, all employees may from time to time have to lift or handle some objects. Firstly, consider whether it is necessary to lift the object, consider if there are any alternatives and if you are at all unsure do not attempt to lift.

18.2 You are responsible for your own safety and for the safety of those you work with. If you decide to proceed with the lifting activity the correct way to lift is as follows:

- keep the back straight
- place the feet slightly apart
- bend the knees
- grip firmly (with palms not fingertips), then lift slowly holding the object as close to your body as possible
- do not twist the body during the lifting procedure.

19.0 Personal Protective Equipment

KEY ACTIONS

Appropriate personal protective equipment (PPE), as identified in our risk assessments, is provided and must be worn by our employees.

19.1 Where required, typical PPE could include:

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

19.2 We will ensure that:

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

19.3 We expect our employees to:

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

FURTHER INFORMATION

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

20.0 Accident Reporting and Investigate

KEY ACTIONS

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

Reporting Accidents and Incidents:

All accidents/incidents even minor ones, are recorded in an accident record sheet, with details on how they are dealt with or treated.

Promptly investigate the accident or dangerous occurrence 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.

Any of the following incidents must be notified to TUSLA:

- (a) The death of a preschool child while attending the service. This includes the death of a child in hospital following transfer to hospital from the service.
- (b) Diagnosis of a preschool child attending the service, an employee, unpaid worker, contractor or other person working in the service as suffering from an infectious disease within the meaning of the Infectious Disease Regulations 1981(SI No 390 of 1981) and amendments.

<http://www.hpsc.ie/NotifiableDiseases/ListofNotifiableDiseases/>

- (c) Any incident which results in the service being closed for a length of time.
- (d) A serious injury to a preschool child while attending the service that requires immediate medical treatment by a registered medical practitioner whether in a hospital or otherwise.
- (e) An incident which results in a child going missing from the service. A registered provider must notify the:

Early Years Registration Office First Floor,
South East Wing, St Joseph's Campus,
Mulgrave Street
Limerick

Or ey.registration@TUSLA.ie of any of the incidents listed here in the Notification of Incidents Form.

http://www.TUSLA.ie/uploads/content/EYI_Notification_of_Incidents_Form.pdf

- A copy of the completed Accident & Incident Form must always be placed on the child's file.
- Parents/guardians will always be contacted and informed immediately of any injury.

- Parents/guardians will be asked to sign off on the accident /incident report.
- Records are accessible to all relevant staff in case of an emergency.
- All serious accidents will be reported to the Insurance Company.
- Records are kept on file for each child for minimum period of two years or up to 21 years if necessary and will be available for inspection Note: “a serious injury” is defined by TUSLA as an injury that requires immediate medical treatment by a registered medical practitioner whether in hospital or otherwise.

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.

Accident and Incident Record:

The accident and incident form should be fully completed with as much detail as possible. It is important that full names are used when referring to staff members and that the form is signed both by the person in charge and the parent/guardian.

21.0 Working Young Person

KEY ACTIONS REQUIRED

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

We will undertake the following:

Carry out a risk assessment before employment of a young person (over 16 but less than 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity

Put in place all required control measures identified by the risk assessment, taking account of:

- Their lack of experience, maturity or awareness of risk

- Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents

- The physical and psychological capacity of the young person

Make sure the recommended working hours are not exceeded for young persons

22. Medical Emergency Procedure Plans:

22.1 Child Level Emergency Procedure Plan:

The Manager must ensure that the parents/guardians and child (where appropriate), are provided with an opportunity to meet with designated staff, prior to the beginning of each year or as soon as possible to develop/update an individual Child Emergency Procedure Plan.

The Child Emergency Procedure Plan must be signed by the child's parents/guardians and the child's GP.

A copy of the plan will be placed in readily accessible, designated areas such as the playroom and office.

The Child Emergency Procedure Plan will include at minimum:

- The diagnosis.
- The current treatment regime.
- Who within the service is to be informed about the plan – e.g. Early Years Practitioners, volunteers, playmates.;
- Current emergency contact information for the child's parents/guardians.;
- A requirement for those exposed to the plan to maintain the confidentiality of the child's personal health information.



- Information regarding the child, is parent's responsibility to advise the service about any change/s in the child's condition.
- It is the service's responsibility for updating the child's records.

Precious Children Daycare Policies & Procedures Emergency Plans:

Management will consult with parent's staff and the insurance company to decide on an appropriate emergency plan on a case by case basis to ensure that an appropriate course of action is taken for the child.

The following two plans A and B will be used in consultation with parents/guardians and then an individual plan will be written up. Parents/guardians will be required to sign a declaration that they are happy for the staff to follow the decided emergency plan.

In the event of an emergency designated staff will follow the plans as decided by parents/guardians and management.

Emergency Procedure Plan A:

The service will use the following emergency procedure:

1. FIRST Call emergency medical care 999.
2. Follow the instructions from the emergency services and only administer the child's auto-injector or inhaler under their instruction. Note time of administration.
3. Contact the child's parent/guardian.
4. Under the instruction of the emergency services only a second auto-injector or inhaler may be administered within 10 to 15 minutes or sooner, after the first dose is given IF symptoms have not improved (i.e. the reaction is continuing, getting worse, or has recurred).
5. If an auto-injector has been administered, the child must be transported to a hospital (the effects of the auto-injector may not last, and the child may have another anaphylactic reaction).
6. One person always stays with the child.
7. One person goes for help or calls for help. The person in charge, or designated staff, must ensure that emergency plan measures are in place.

Emergency Procedure Plan B:

We will use the following emergency procedure:

1. Administer the child's auto-injector (single dose) at the first sign of a reaction. The use of epinephrine for a potentially life-threatening allergic reaction will not harm a normally healthy child, if epinephrine was not required. Note time of administration.
2. Call emergency medical care 999.

Precious Children Daycare Policies & Procedures

3. Contact the child's parent/guardian.
4. A second auto-injector may be administered within 10 to 15 minutes or sooner, after the first dose is given IF symptoms have not improved (i.e. the reaction is continuing, getting worse, or has recurred).
5. If an auto-injector has been administered, the child must be transported to a hospital (the effects of the auto-injector may not last, and the child may have another anaphylactic reaction).
6. One person always stays with the child.
7. One person goes for help or calls for help. The person in charge, or designated staff, must ensure that emergency plan measures are in place.

Appendix 1

Organisation Chain of Safety Responsibility

Owner



Manager



Health and Safety Officer/ Health and Safety Representative - Committee



Team members

Appendix 2

Emergency Contact Details

EMERGENCY CONTACT INFORMATION				
BUSINESS/COMPANY NAME	Precious Children Daycare			
ADDRESS	8 St Marys Road, Walkinstown, Dublin 12. 37 Ravensdale Park, Kimmage, Dublin 6W			
PREMISES CO-ORDINATES	YES	N		W
CONTACT DETAILS				
NAME	ROLE		PHONE NUMBER	

Caroline Cummins	Owner	0858715137
Deborah Mahar	Afterschool Main Organiser	
Kathryn Cummins	HR/ Manager	0861619381

EMERGENCY SERVICES CONTACT DETAILS

SERVICE	ADDRESS	PHONE NUMBER
DOCTOR		
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	Front Green / Or Back Yard	
EMERGENCY CO-ORDINATOR(S)	NAME Caroline Cummins	PHONE 0858715137

Appendix 3 – TYPICAL INDUCTION TOPICS

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: Safety glasses Safety footwear High-visibility clothing Ear protection Other.....			

4.	Emergency procedures and location of: Assembly point and evacuation route Closest medical facility Contact details of emergency services Provisions for emergency communications			
5.	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 7 – Sample ACCIDENT/INCIDENT INVESTIGATION FORM

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
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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 8 - SAFETY DATA SHEETS/REPORTS FOR HAZARDOUS SUBSTANCES

SAFETY DATA SHEETS OR REPORTS FOR HAZARDOUS SUBSTANCES

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. We have SDS for each hazardous chemical that we receive from a supplier.

Please review our Safety Sheets attached from our supplier.

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. Work at Height
7. Workplace Transport
8. Display Screen Equipment
9. Maintenance
10. Driving for Work
11. Access to Drugs and Medicines
12. Contaminated Waste Disposal
13. Dishwasher / Glass Washer
14. General Equipment
15. Handling Raw Meat
16. Heating Ventilation and Air Conditioning Systems
17. Hot Objects
18. Knives and Sharp Objects
19. Microwave
20. Mixer
21. Oven / Hob
22. Bullying and Harassment
23. Drugs, Alcohol abuse.
24. First Aid
25. Manual Handling
26. Fire
27. Mobile Phone / GPS

Hazard: Electricity	
Current Controls	Actioned
All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician	Yes
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 to NSAI standards)	Yes
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
Electrical cable reels are uncoiled during prolonged use and when using high-power items (e.g. power-hose, large lighting circuit etc) <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>	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>	Yes

<i>Emergency procedures must take account, where necessary, of persons who have 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
Stairs and steps are clearly visible, handrails are suitable, and distractions are avoided	Yes

<p><i>Adequate lighting, visually clear step edges and handrails, handrails that permit a power grip, no distractions such as posters on walls, mobile phones not used</i></p>	
<p>Problem stairs and steps (e.g. slippery, short or irregular steps) are identified and extra precautions are in place</p> <p><i>Examples of extra precautions include slip-resistant step edges and highlighting surprise or irregular steps</i></p>	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

<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>	
<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	

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	Yes

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>	
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: Work at Height	
Current Controls	Actioned
Work at height is avoided where possible	Yes
Appropriate barriers or work equipment (e.g. fixed railings, podium steps, mobile elevated working platforms, scaffolding) are used to prevent falls where work at height cannot be avoided	Yes

<i>Risk assessments on podium steps, ladders, scaffolding etc are available within the browse hazard function of BeSMART.ie</i>	
Where falls cannot be prevented, work equipment (e.g. soft landing systems, safety nets, bean bags, airbags) which minimises the risk of injury is used	Yes
Equipment that protects all employees who work at height is used instead of equipment that only protects one employee at a time (e.g. safety nets or soft landing systems instead of safety harnesses)	Yes
Work at height activities are planned and supervised	Yes
Work areas / platforms at height are stable, strong and have a 1m high parapet or double handrails	Yes
Safe access to work at height area is provided	Yes
<i>Avoid any gaps that employees have to step across and could fall through</i>	
The use of ladders is avoided or they are used only for light work of short duration	Yes
<i>Ladders must be in good condition, used on a firm level surface and tied at the top or stabilised at the bottom. The work must be light and should not take longer than 30 minutes</i>	
Work equipment is inspected regularly and any defects found are repaired	Yes
<i>All equipment for work at height has to be examined either every 6 or 12 months by a competent person</i>	
Materials are not stored at height or they are secured (e.g. by shrink wrapping)	Yes
<i>Consider where materials are stored and how to safely retrieve them. Make sure you complete the 'Racking and Storage' risk assessment where relevant</i>	
Work areas at height are kept clear of loose materials and materials are prevented from falling (e.g. by using a toeboard or barrier at the edge)	Yes
Training is provided to employees on using equipment for work at height	Yes
Personal Protective Equipment (e.g. safety harness) is provided and employees are trained in its use	Yes

Additional Controls or Information	
Hazard: Workplace Transport	
Current Controls	Actioned
Entry to the workplace is directed and controlled	Yes
<i>Traffic can be directed using signs and ground markings, and can be controlled using barriers or gates</i>	
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

<p>People and vehicles are kept apart</p> <p><i>Separate vehicle and pedestrian entrances, footpaths and / or marked walkways can be used</i></p>	Yes
<p>Vehicle reversing is eliminated, where possible</p> <p><i>A one way system can be used. See 'Workplace Transport Safety - Reversing Vehicles' in 'Learn More' for more information</i></p>	Yes
<p>All work areas are well lit</p>	Yes
<p>Loading and unloading is carried out in a designated area away from overhead obstructions (e.g. overhead power lines)</p> <p><i>Contact with overhead electricity lines can kill. Don't allow high reach vehicles to load or unload near them</i></p>	Yes
<p>High visibility vests / jackets are provided and worn by people who work near vehicles</p>	Yes
<p>Visitors are accompanied and a safe area is provided for visiting drivers during loading and unloading</p>	Yes
<p>Speed limits and speed ramps / rumble strips etc. are used to control speed, as needed</p>	Yes
<p>A person is appointed to supervise vehicle activities on site</p>	Yes
<p>Vehicles are maintained in good condition by a competent person as per the manufacturer's instructions</p> <p><i>Manufacturer's and operator's manuals supplied with every vehicle should 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></p>	Yes
<p>All works vehicles have working amber beacons / hazard lights and reversing alarms</p>	Yes
<p>Dangerous parts of vehicles are guarded</p> <p><i>An unguarded power take off (PTO) is very dangerous as clothing or limbs can get caught in it as it turns</i></p>	Not Applicable

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 (for vehicles and work at height) is provided and maintained where required	Yes
Stop blocks or chocks are used when tipping materials (to prevent the vehicle from rolling backwards)	Yes
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
An assessment of individual workstations is carried out <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>	Yes
Work tasks are varied to ensure that employees are not working at their computers for long periods of time <i>Plan work activities so that people do not spend long periods of time doing computer work. Try to ensure that other work activities are used to break up computer time, including attendance at meetings, phone calls or paperwork</i>	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: Maintenance	
Current Controls	Actioned
<p>Only trained and authorised employees carry out maintenance work</p> <p><i>Maintenance employees must have adequate training, knowledge and experience for the maintenance tasks. It should not be assumed that all specially skilled maintenance employees have full knowledge of all your machinery and equipment</i></p>	Yes
<p>Maintenance employees are trained in the use of work at height equipment, fire extinguishers, hot work permits and confined space entry as appropriate</p> <p><i>Maintenance which involves welding, work at height or a confined space requires special precautions. Make sure you complete the Work at Height risk assessment as needed. See Code of Practice 'Working in a Confined Space' in Learn More for more information</i></p>	Yes

<p>Where maintenance work may involve disturbing asbestos, all possible types and locations of asbestos are identified by a competent person and suitable control measures put in place before work commences</p> <p><i>Most asbestos-containing materials were installed in buildings between the 1960s and the mid 1980s with asbestos cement in use until 2000. See 'Safety with Asbestos' Information sheet in Learn More for more information</i></p>	Yes
<p>Maintenance employees are aware of all external gas, water and electricity cut off points</p> <p><i>Isolation of electricity, compressed air, gas, water etc. is crucial to safe maintenance work. Suitable labels should be placed at isolation points</i></p>	Yes
<p>Machines are isolated from electric, hydraulic and pneumatic power supplies before maintenance work starts</p> <p><i>Isolation may be by removing the plug from the socket but more steps may be required to prevent accidental / unintended start-up of a machine e.g. isolator locked in the off position and tested. Emergency stop must not be relied on as a means of isolation</i></p>	Yes
<p>Guards are only removed to the extent that work requires and are replaced as soon as maintenance is complete</p> <p><i>Machinery must not to be returned to use until all guards are in place</i></p>	Yes
<p>Machine adjustments, when parts are moving, are only carried out by maintenance employees and only when machine is at slow speed or under hold-to-run control</p> <p><i>Care should be taken when testing equipment after repairs or maintenance</i></p>	Yes
<p>Work areas are cordoned off to exclude unauthorised access where necessary</p>	Yes
<p>Workshop or storage areas used by maintenance employees are adequately lit, free from trip hazards and items are stored properly</p>	Yes
<p>Hazardous areas (e.g. high voltage switch room) are locked when not in use</p>	Yes
<p>Appropriate PPE (Personal Protective Equipment) is worn by maintenance employees and they have received training in its use</p>	Yes
<p>External maintenance workers report to a designated person</p>	Yes

Tools used for maintenance are in good working order and properly guarded where necessary	Yes
<i>Badly maintained tools are a potential source of accidents</i>	
Additional Controls or Information	
Hazard: Driving for Work	
Current Controls	Actioned
Employees have a full drivers licence, are competent, authorised and experienced and are familiar with the vehicle	Yes
<i>Valid driving license is carried and is appropriate to the vehicle being driven and any equipment being towed. Refer to the Road Safety Authority, www.rsa.ie, for information on licencing and other requirements for vehicles and towed machinery on the road</i>	
Vehicles are maintained in accordance with the manufacturer's instructions, in a roadworthy condition and fit for use	Yes
<i>Vehicle should be fully serviced and insured for business use. Servicing it as per the manual will help keep it in safe working order and prevent breakdowns. Keep the manual in the vehicle and consult it for information on use, checks and maintenance</i>	

<p>A driving for work policy is in place and is communicated to all employees who drive for work</p> <p><i>For more information on a driving for work policy see driver's handbook and guidelines in 'Learn More'. The policy should cover all vehicle types driven for work purposes. Vehicles must never be operated by persons under the influence of alcohol or drugs</i></p>	Yes
<p>The use of hand held equipment (e.g. hand held phone or electronic device) is not allowed while driving</p> <p><i>Holding a mobile phone while driving, sending SMS/MMS messages or emails even if the phone or device is held in a cradle, are not allowed</i></p>	Yes
<p>Employees are trained in safe driving practices (e.g wearing of safety belts, speed, breaks and rest periods, use of dipped headlights during daylight hours, use of daily vehicle check list, actions in event of a collision)</p> <p><i>Drivers should do a quick walk around of the vehicle prior to driving e.g. check fuel level, tyres, wipers, washers, lights, indicators, warning devices, load security. See Walk-Around Check Sheets, posters and information in 'Learn More'</i></p>	Yes
<p>Safe practices and suitable aids (e.g. where it is safe to reverse, well positioned mirrors, use of reversing alarms etc) are used for reversing and aids are kept in good working order</p> <p><i>Improve the driver's ability to see around the vehicle / load where required by providing extra aids such as convex mirrors or CCTV. Refer to the Workplace Transport Safety Reversing Vehicles guidance in 'Learn More' for more information</i></p>	Yes
<p>Adequate rest breaks are planned and taken, and adequate time is allowed for journeys, taking account of road, traffic and weather conditions</p> <p><i>During daylight hours it is recommended to take a 15 minute break after 2 hours of driving. In the hours of darkness it is recommended to take rest breaks more frequently, about every 1.5 hours</i></p>	Yes
<p>Records are kept of drivers' licences, authorisation, training, collisions, incidents, vehicle checks, maintenance, NCT / DOE and insurance</p>	Yes
<p>Vehicles are parked safely and legally</p> <p><i>Vehicles should not be parked in such a way that they are liable to cause an obstruction to traffic or others e.g. vulnerable road users, pedestrians, cyclists or motorcyclists</i></p>	Yes
<p>Work equipment carried in the vehicle is secured for travel (e.g. using bulkheads, roof racks, boot)</p>	Yes

<p>Plans are in place for dealing with vehicle breakdown and collisions, and employees are trained</p> <p><i>Make sure employees know how to deal with incidents and to whom and how they must be reported. Breakdown cover and a breakdown kit, containing warning triangle, torch, high visibility clothing, fire extinguisher and first aid kit, should be provided</i></p>	Yes
<p>In the event of breakdown the vehicle is safely stopped, hazard warning lights are activated and warning triangle is used where appropriate (Try to park in as safe a place as possible. Avoid stopping on bends, narrow road sections or where there is reduced visibility)</p> <p><i>On motorways and high speed roads employees should exit the vehicle by the non-traffic side, remain clear of the vehicle and not attempt repairs. Warning triangle should not be used on motorways</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
<p>Product labels and Data sheets are available for each medicine and the associated hazards of handling each medicine have been identified</p> <p><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></p>	Yes
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	Yes
<i>Containers should be secure, leak proof and contents identified</i>	
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
Employees are trained in good hygiene practices	Yes
<i>Hands are washed and work surfaces are thoroughly cleaned after handling raw meat to prevent the spread of germs</i>	
Washing and welfare facilities are provided	Yes
<i>One sink should be designated solely for hand washing</i>	
Raw meat waste is stored in closed containers	Yes
<i>Waste buckets should be cleaned and disinfected every time they are emptied</i>	
Cuts are thoroughly cleaned and covered with a food-grade plaster or dressing	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	

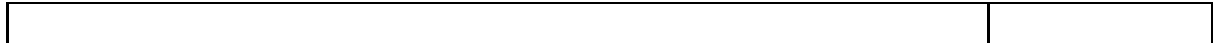
Hazard: Hot Objects	
Current Controls	Actioned
Ovens, radiators and piping are insulated, guards are provided or temperature is controlled	Yes
Warning signs are in place	Yes
Care is taken when moving hot objects or liquids around the workplace	Yes
<i>Organise work to minimise the amount and distances hot items are carried</i>	
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
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 <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>	Yes
Employees are trained in the use of the mixer <i>Have the operators manual available</i>	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	





Safety Statement

Risk Assessments & Controls

Precious Children Day-care Risk Assessment.

Risk : Bullying & Harassment.

Activity: Normal Work Hazard.

Risk to: Employees.

Associated Hazard: Bullying/Harassment

Risk of: Emotional Illness/fear/anxiety/depression.
Bodily harm/stress.

Safety Coordinator: Health & Safety Officer / Manager

Control Measures	Risk Rating
The company will not tolerate bullying or harassment under any circumstances.	Low
The company Policy Statement on Bullying will be adhered to.	Low
The company Grievance Policy/Procedure will be used to deal with all complaints.	Low
All incidents of such behaviour will be reported and investigated immediately, and necessary corrective action taken.	Low

Review 6 monthly

Review By	Action Required	Date



Safety Statement

Risk : Drugs & Alcohol
 Activity: Work, Driving and Operating Equipment
 Risk To: Employees/Sub – contractors/clients/public.
 Associated Hazard: Loss of Control.
 Risk Of: Injury/loss of limb/life.

Control Measures	Risk Rating
The consumption of alcohol while on duty is forbidden.	Low
Arriving on duty after partaking of alcohol will not be tolerated.	Low
The use and possession of illegal substances is strictly forbidden and will result in instant dismissal.	Low

Review 6 monthly

Review By	Action Required	Date



Safety Statement

First Aid & Accidents Risk Assessment

Activity: All work activities.
 Risk to: Employees/Sub – contractors/clients/public.
 Associated Hazards: Insufficient/inadequate treatment.
 Risk of: Injury

Control Measures	Risk Rating
Trained Occupational First Aiders are provided. All incidents will be recorded in the First Aid Book. All Reportable Accidents and/or Dangerous Occurrence will be reported to the HSA on IR1 or IR3, as required by statutory provisions. The consumption of alcohol while on duty is forbidden.	Medium
All Certification is current and authorized by a recognized First Aid Instructor.	Medium
Adequate and appropriate First Aid equipment is provided and maintained on each site and vehicle.	Medium
Rest facility will be provided to assist recovery.	Medium
All incidents will be recorded in the First Aid Book.	Medium
All Reportable Accidents and/or Dangerous Occurrence will be reported to the HSA on IR1 or IR3, as required by statutory provisions. The consumption of alcohol while on duty is forbidden.	Medium
All incidents will be recorded in the First Aid Book.	Medium

Review 6 monthly

Review By	Action Required	Date
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Safety Statement

Fire Risk Assessment

Activity: All Tasks.



Safety Statement

Risk to: Employees/Public.
 Associated Hazard: Flammable materials/liquids. Toxic fumes.
 Risk of: Burns/Scalds – Death.

Control Measures	Risk Rating
<p>All areas will be maintained free from hazards, as far as reasonably practical. Areas –inside & outside- will be kept clear of any accumulation of rubbish and combustible materials. Solvents/cleaners will be at a minimum, stored correctly and in their correct containers.</p> <p>All contract work/repairs will be with authorized contractors and subject to a Permit to Work system.</p> <p>All staff will receive induction training to their place of work.</p> <p>All staff will be trained in the recognition of the causes of fire, the correct type of fire extinguisher to be used and how to raise the fire alarm. All staff will be familiar with at least two escape routes from their work area and with the fire extinguishers in their area.</p> <p>All passage ways/escape routes will be kept clear.</p> <p>Staff will familiarize themselves with the Emergency Evacuation Plan and know their Assembly Point.</p> <p>Fire points must never be obstructed. Extinguishers and fire systems will be maintained yearly or as necessary.</p>	<p>Medium</p>

Review By	Action Required	Date

Manual Handling Risk Assessment

Activity: Stacking/Loading/Delivering/Sorting Supplies.
 Pushing/pulling/supporting loads.



Safety Statement

Physical handling of Clients.
Driving journeys.

Risk To: Employees & Clients.

Associated Hazards: Hurting self or others.

Risk Of: Back injury/hand injury/hernia/muscle tear/cramp/crush
injuries/fatigue

Control Measures	Risk Rating
<p>As part of induction training all employees will be trained in manual handling and client handling by a Qualified Manual Handling Instructor.</p> <p>Mechanical lifting devices will be supplied and used where possible.</p> <p>Stores/storage areas will be organized and proper housekeeping techniques adopted.</p> <p>Work will be arranged to avoid over-reaching or twisting when handling clients or goods.</p> <p>Employees will not carry anything that obscures their vision.</p> <p>Suitable trained staff will carry out two person lifts.</p> <p>No person who has a history of back trouble will undertake any manual handling tasks.</p> <p>Clear communication is necessary when physically handling clients.</p> <p>Driving long journeys leads to fatigue – drivers must have their seat set correctly- head rest set correctly- take regular road-breaks – remain alert</p>	High

Review By	Action Required	Date



Safety Statement

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Mobile Phones/Mobile GPS Risk Assessment

Activity: Using/operating mobile phones/microphones whilst driving.
Observing GPS whilst mobile.

Risk to: Employees/visitors/ other road users/pedestrians/
cyclists/your car passengers.

Associated Hazard: Loss of concentration/distraction.

Risk of: Injury/ill-health/death.



Safety Statement

Control Measures	Risk Rating
<p>The overall use of mobile phones should be kept to a minimum.</p> <ul style="list-style-type: none"> • Mobile phones for use in car must by law have a fitted handsfree kit. • Mobile phones must be switched OFF before performing any hazardous task. • Mobile phone must not be used whilst fueling your vehicle. • Speed-dial numbers must be programmed to reduce distraction when contacting Office. • Walkmans/personal radios are not permitted for use within the building or compound. 	<p>low</p>

Review By	Action Required	Date

Housekeeping, Include Sharps Risk Assessment

Activity: Slips Trips Falls Cuts/Infection/Dermatitis.
 Risk to: Employees/Clients/Visitors/Contractors.
 Associated Hazards. Hurt. Infection



Safety Statement

Risk of: Infection, broken bones, cuts/infection.
 Blood loss.

Control Measures	Risk Rating
<p>Each employee must follow policy –“a place for everything and everything in its place.” There must be no trailing cables on floor or overloading of sockets. Food / hot drinks must be confined to welfare facility only and not at work desk. Smoking: Only in designated areas and all butts must be extinguished and disposed of correctly into waste container. Contractor Cleaners are employed to maintain all facilities to the highest hygiene standards. Chemicals used in cleaning may cause some persons dermatitis or health problems – this must be reported as soon as possible and a replacement cleanser will be used. A “Clean Desk” policy operates and all lockers/desks/cabinets must not be overloaded, must be clean and must be secured closed. Frayed carpet or mats to be replaced to avoid slips/ trips/falls. Spillages: Clean as you go. Avoid accident. Sharps: Wear correct gloves – dispose safely.</p>	<p>Medium</p>

Review By	Action Required	Date



Safety Statement

Contractors Risk Assessment

Activity: Maintenance/Cleaning/Repairs/Service Equipment/Emergency Repairs.
Risk to: Employees/Clients/ Visitors/ Contractor Staff.
Associated Hazards: Not familiar with the building.
Risk of: Injury/Death.

Control Measures	Risk Rating
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Safety Statement

<p>Policy to engage contractors who complete a Risk Assessment of the contract and submit their own Safety Statement complete with Employee SafePass details.</p> <p>Approved work to be followed in line with a Safe System of Work document and "Work Permit" documents.</p> <p>Office machinery repaired by Authorised Agents only.</p> <p>Couriers/An Post/Delivery persons to deliver to Reception only.</p> <p>Visitors: Confined to Reception Area unless escorted by authorised employee.</p> <p>Contractor staff to sign in/out of the building and on induction to site to be given the Safety Policy of the Company. Sign policy as understood.</p> <p>All contractors to operate a site- clean policy and safely remove all waste/packaging/debris.</p> <p>Safety File: new installation/new fittings/new drawings to be supplied by contractor for addition to the Site Safety File and updated.</p>	<p>Low</p>
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Review By	Action Required	Date

Personal Protective Equipment Risk Assessment

Activity: Office Work/Handling Clients.
 Risk to: Employees/Clients/Visitors
 Associated Hazard: Stress
 Risk of: Cuts/Bruises/falls/stress.

Control Measures	Risk Rating
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Safety Statement

<p>All employees must follow the company policy on dealing with fellow employees and clients/visitors/contractor staff. All Contract employees have to follow their training in Childcare. Where Uniforms are required – they must be clean and worn correctly. Staff should avoid wearing rings/chains/jewellery which could cause cuts to clients and injury to the wearer. When safety shoes are supplied by the employer, they must be used, when on duty. Gloves, suitable to the task, must be worn to prevent infection/contamination/illness.</p>	<p>Low</p>
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Review By	Action Required	Date

Young- Non National Workers Risk Assessment

Activity: General Activity/work
 Risk to: Employees
 Associated Hazards: Young/Inexperienced.
 Non-National Communications.

Risk of: Injury

Control Measures	Risk Rating
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Safety Statement

<p>No person under 18 years will be employed. All new employees will receive induction training and will be assigned to an experienced employee until considered safe at work. The Safety Statement will be part of this training induction process. Records will be kept of all training – Fire – Manual Handling – First Aid. Only when management is satisfied that the new employee is competent will he/she be permitted to work. All young/inexperienced workers will be under the direct supervision of a competent person for the duration of their training. All new employees must be briefed on C Company Policy – Equal Status – Equality – Data Protection</p>	<p>Low</p>
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Review By	Action Required	Date

Welfare Facilities Risk Assessment

Activity: General Work Activities.
 Risk to: Employees/Clients/Visitors.

Associated Hazards. Lack of Welfare Facility/Neglect.
 Risk of: Poor hygiene/wet/cold/ill-health.

Control Measures	Risk Rating
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Safety Statement

<p>Suitable facilities will be supplied in line with the requirements versus the number of persons in the building.</p> <p>There will be at all times hot and cold running water. Separate drinking water supplied. All areas inspected on a regular basis and areas maintained to the highest hygiene standards. Hand dispenser for soap. Hygiene hand cleaner/dryer.</p> <p>All areas well lighted and ventilated. All supplies of paper towel stored off floor and suitable holders /disposal bins fitted.</p> <p>In order to protect non-smokers, smoking is prohibited in all areas/company vehicles and enclosed areas.</p> <p>Canteen facility must be maintained to the highest standard. Suitable tables and individual chairs fitted.</p> <p>All Office/Canteen/Welfare waste must be removed on a daily basis.</p> <p>Rento -kill contractor engaged to eliminate the risk of pest/vermin.</p> <p>Contractor engaged to take care of Sanitary Services</p>	<p>Low</p>
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Review By	Action Required	Date

Noise Risk Assessment

Activity: Office machinery/fans/printers.
 Risk to: Employees.
 Associated Hazard: Tiredness/fatigue.
 Risk of: Reduced hearing.
 Noise induced hearing loss



Safety Statement

Control Measures	Risk Rating
All office equipment will be fitted to the highest standard and printers will be isolated to a noise proofed locker. Employees will keep telephone control volumes low to avoid distraction to other employees. Broadcast/Music Radios are Not Permitted. (Inc. license and IMRO fees). All machinery will receive regular maintenance	Low

Review By	Action Required	Date

Lone Workers Risk Assessment

Activity: Travelling to attend meetings.
 Visiting childcare centres.
 Visiting clients in remote locations.

Risk to: Employees.

Associated Hazard: Isolation

Risk of: Isolation/Harm/Threat



Safety Statement

Alone/Weather/ dogs.

Control Measures	Risk Rating
<p>All internal and company meetings will be pre planned and agenda circulated.</p> <p>All Employees travelling to other centres must brief their Senior Management and diary their movement in the interest of safety.</p> <p>When any employee is working alone and visiting a client during night or day in isolated areas their Childcare Training and Policy must be followed: 1. Car must be fully fueled/ tyres pumped including spare –check oil/water/kits. 2. Mobile phone must be fully charged and working. 3. Your Office contact must be briefed of your schedule and planned estimated time of arrival at client. 4. Confirm safe arrival, situation brief, estimated time of departure. 5. Confirm departure and current situation. 6. Confirm home arrival and closedown.</p> <p>Prior to arrival at Client – make telephone contact and request dogs or other hazards to be removed. Always be aware that the family pet may react inappropriately to a stranger/visitor.</p> <p>Be aware of your route and its facilities when preplanning.</p> <p>Programme your phone to speed-dial your emergency contacts/breakdown service/nearest Garda Station.</p> <p>112 Emergencies.</p>	<p>Low</p>
Review By	Action Required



Safety Statement

Visual Display Units Risk Assessment

Activity: Working at Desk/Computer
Risk to: Employees or Client
Associated Hazards: Upper Limb Disorders/Pain.
Risk of: Pain in body joints/back pain/wrist pain/Eye Strain.

Control Measures	Risk Rating
Under the Health, Safety and Welfare at Work Act 2005 & General Applications 2007, it is a requirement that all employees	Low



Safety Statement

<p>using VDU in excess of one hour per day are trained in their correct use and posture.</p> <ul style="list-style-type: none"> • The individual is effected by the temperature/humidity/lighting/ noise at the office. <p>Temperature of 17.5 degrees. Humidity approx. 45%. Lighting (non flicker) 300-600 lux. Noise 55db.</p> <p>The chair must be suitable to the individual and the individual must be able to make any necessary adjustments. A foot rest should be supplied on request.</p> <p>The individual must be given the facility of an eye sight test each year and paid for by the employer. Should glasses be required, the employer will provide payment for same. The screen should be 18 to 24 inches, square in front of the employee.</p> <p>The desk must be free from clutter and be of a non reflective surface. There should be no glare onto the screen. To stop eye strain the individual should look off 20 meters to a focus point (ie calendar with large numbers) every twenty minutes for 20 seconds. Adjustable window blind essential. Regular breaks must be taken – suggested 10 minutes every hour. Vary the task on a regular basis and mix with filing and other office tasks.</p> <p>Take regular exercise for neck and shoulders.</p>		
Review By	Action Required	Date



Safety Statement

Working at Height Risk Assessment

Activity: Storage of goods.
Risk to: Employees/Clients/Visitor
Associated Hazard: Falls/injury/damage.
Collapse.

Risk of: Injury/ bleeding/broken bones

Control Measures	Risk Rating
Under regulations working at heights is now considered a hazard above ground zero level.	Low

Safety Statement

<ul style="list-style-type: none"> • A suitable unit with platform and handles will be provided, when required, to take units down from a height. This action will be done with a second person on standby at the platform unit. • Under no circumstances may any employee take a risk of climbing, using a swivel chair or stand on a box to take any item from a height. • All storage will be on shelving at a suitable level to avoid climbing and to avoid overreaching and therefore causing manual handling injuries. • Changing of lighting will be completed on request by a competent trained employee, using the correct platform steps and with a team assistant. 	
Review By	Action Required
	Date

Emergency Procedures—Breakdowns – Vehicle Risk Assessment.

Activity: Driving Risk to Employee /Other road users.
 Associated Hazard: Puncture/Burst tyre/ Brake failure.
 Running out of fuel
 Risk of: Accidents/injuries

Control Measures	Risk Rating
<p>The individual must be aware that they check their transport on a regular basis for oil and water.</p> <p>The fuel gauge should be maintained above the minimum of at least one quarter tank.</p> <p>The individual must carry in their possession their valid driving license.</p>	<p>Low</p>



Safety Statement

<p>The individual must make certain that Tax/Insurance is in order.</p> <p>The individual must be alert to the service record/requirements of the vehicle.</p> <p>In the event of a break down, bring the car to a halt gradually and into a safe location.</p> <p>Put out the required warning triangle, summon assistance as required.</p> <p>Use the hazard warning lights.</p> <p>If you are unable to change a tyre, do not attempt to do so, call for assistance.</p> <p>Do not leave laptop/Company-Client information in any unattended vehicle.</p>		
Review By	Action Required	Date

Sample Emergency Preparedness Risk Assessment

INSTRUCTIONS:

When conducting this risk assessment, you need to evaluate every potential event in each of the three categories of likelihood, risk, and preparedness.

Add or remove events as appropriate to your facility.

Likelihood:

Consider the following:

- 1) Known risks
- 2) Past events
- 3) Manufacturer statistics



Safety Statement

Risk:

Consider the following:

- 1) Threat to life and/or Health & Safety
- 2) Disruption of services
- 3) Possibility of failures
- 4) Loss of community trust
- 5) Financial impact
- 6) Legal issues

Preparedness:

Consider the following:

- 1) What plans are in place
- 2) How many staff are trained
- 3) Insurance cover
- 4) Availability of back-up systems
- 5) Community resources

For each category assign the value that you believe accurately reflects the present situation.

Multiply the ratings for each event in the area of likelihood, risk and preparedness. The total values, in descending order, will represent the events most in need of focus and resources for emergency planning.

Determine a value below which no action is necessary. Acceptance of risk is at the discretion of the organization.

Critical Incident Plan Toolkit for Childcare Providers Emergency Preparedness Risk Assessment

EVENT LIKELIHOOD RISK

PREPAREDNESS TOTAL:

HIGH
MOD
LOW

LIFE HEALTH/ HIGH MOD
LOW POOR FAIR GOOD

THREAT SAFETY
Business Impact SCORE



Safety Statement

3 2 1 5 4 3 2 1 3 2 1

Electrical TECHNICAL Failure Fire, Internal Generator Failure Hazmat Exposure HVAC Failure
Gas Leak/explosion Lightning Epidemic NATURAL occurrence Severe storm/flooding Severe
cold conditions Water contamination Bomb HUMAN threat C