

**SHARKEY HILL COMMUNITY CENTRE
PAIRC NA COILLE
WESTPORT
CO MAYO**

SAFETY STATEMENT

**Master; 1
Revision;2
Date; June 2017.**

Table of contents

	Page no
1.0 Introduction	3
2.0 Scope`	4
3.0 Health and Safety Policy	5
4.0 Assignment of responsibilities in relation to Health and Safety	6
5.0 General safety rules	13
6.0 Arrangements and resources provided to secure Health and welfare	14
7.0 Identification of hazards	15
8.0 Hazard control	27
9.0 Fire instructions	29
10.0 Safety rules fro contractors	30
11.0 Safety rules for visitors	32
12.0 Maternity policy	33
13.0 Anti bullying policy	34
14.0 Contents of First aid box	35
15.0 Periodic review and revision of the Safety Statement	36
Appendix	
A – Accident Report Form	38
B. List of forms for use with; Safety, Health and Welfare at Work (VISUAL DISPLAY UNIT) Regulations (S.I. 138 OF 1995)	41

1.0 INTRODUCTION

Health and Safety in the workplace is governed by the Health and Safety at work act 1980. It is the responsibility of the Management Committee of Sharkey Hill Community Centre, Pairc na Coille Westport Co Mayo to ensure as far as reasonably practicable that the work place is safe, that the staff is properly trained and that the system of work adapted by the business ensured the Health and Safety of employees and others who may be affected by the working process.

The committee must consult with employees in matters relating to Health and Safety. Employees must co-operate with employees in adapting and maintaining safe systems of work.

The Health and Safety and Welfare at work (General Applications) Regulation 1993 set out some of the specific standards to be met by the workplace, in relation to Electricity, Manual Handling, Work equipment and Workplace design.

2.0 SCOPE

This Safety Statement relates to all the activities carried out in Sharkey Hill Community Centre, Pairc na Coille, Westport, Co Mayo.

This Safety Statement sets out the policy in relation to safety, health and welfare and describes the arrangements for implementing that policy.

This Safety Statement has been prepared in accordance with the provisions of section 12 of the Safety, Health and Welfare at Work Act 1989 and the principal Regulations relating to the use of visual display units are made under Part VII of the Safety, Health and Welfare at Work (General Application) Regulations, 1993.

3.0 Sharkey Hill Community Centre Health and Safety Policy

The Management Committee of Sharkey Hill Community Centre recognises that the Health, Safety and Welfare at work of all employees, is primarily their responsibility. They recognise that a duty of care extends to cover persons not employed by the business, but whom the work of the business may affect.

The Management Committee of Sharkey Hill Community Centre undertakes to conduct its business in such a manner as to ensure that all reasonable and practicable steps are taken to minimise risk to its employees and the general public. In addition to this management will continually review and evaluate its business methods to determine significant Health and Safety effects.

The Committee will comply with all statutory requirements under current Irish and EU direction, and any subsequent legislation that may be introduced in the future. The management will take all reasonable care to prevent injury to employees & visitors by:

1. Providing and maintaining safe and healthy working conditions including a safe place of work, safe means of access and egress, safe plant equipment and machinery, a safe system of work and adequate emergency plans.
2. Providing training and instruction, where necessary, to enable employees to perform their work safely and effectively.
3. Providing all necessary devices and protective equipment and actively supervising their use.
4. Maintaining a constant and continuing interest in health and safety matters pertinent to the Company's activities.
5. Ensuring that this Safety Statement and other safety documentation are periodically reviewed and updated where relevant.

Signed: _____ Date: _____

4.0 Assignment of Responsibilities in relation to Health and Safety

4.1 The management committee of Sharkey Hill Community Centre is responsible for the establishment, implementation and maintenance of an effective policy for Health Safety and Welfare at work in their offices. They shall:

- (a) Take a direct interest in the Safety statement and positively support its implementation.
- (b) Ensure that adequate resources are available at all times to enable the policy to be fully implemented and the requirements of Health and Safety legislation to be met.
- (c) Periodically reviews their own responsibilities and that of all other persons concerned with the implementation of the policy.
- (d) Ensure that staff is held accountable for their performance in relation to occupational health and safety.
- (e) Ensure that the current building and training centre is maintained in good condition.

Management is responsible for ensuring that the employees under it's control and others, including visitors/ contractors are made aware of and comply with the Health and Safety Policy by ensuring:

(A) Safe place of work:

1. Hazards are assessed, risks are identified and control measures are put in place to reduce risks to health and safety within the company.
2. Reported Hazards or defects are dealt with as soon as possible. On occurrence of an accident an investigation is carried out to determine the "root cause" and preventative measures are taken. Near misses are also investigated. Prompt investigations are conducted into accidents/ near misses, to establish their causes and avoid reoccurrences.
3. The management committee of Sharkey Hill Community Centre will ensure that all persons under their control are made aware of the procedures for reporting accidents.

(B) Safe Systems of work:

1. The management committee of Sharkey Hill Community Centre ensures that their Safety Policy, Safety Procedures and Safety Rules are observed and implemented at all times by all staff. This ensures all processes and work activities are carried out safely.
2. Where applicable, manuals for all equipment are available.

(C) Safe Plant & Machinery:

1. Ensure that all plant, machinery and equipment are properly maintained and safe to use. In particular ensure that all dangerous parts of machinery are guarded and that the guards provided are correctly fitted, adjusted and maintained whilst the machinery is in motion or use.
2. All new plant processes, machinery and chemicals introduced are reviewed prior to introduction, to ensure that safety requirements (legislative and good practice) are adequate, and that safe operating procedure are developed prior to its use.
3. Personal Protective Equipment (PPE) provided is adequate for the purpose intended, and is maintained and used properly at all times when it is required.
4. Ensuring that properly maintained fire-fighting equipment is available within the appropriate areas.
5. Ensuring that good housekeeping and hygiene standards are maintained.

(D) Competent Staff:

The management committee of Sharkey Hill Community Centre is responsible for ensuring that all employees under their control are trained in safe methods of working, appropriate to their tasks, and receive relevant safety training, information & instruction as may be necessary to enable them to work safely and without injury to themselves or others. No employee will be requested to conduct an activity where training is necessary, for which he/she is not trained.

4.2 Safety Representative

As the business employs a small number of persons, Rita McNally will act as the safety representative. Safety representation will always be open to change as the project develops or where personnel numbers exceed 12 persons.

The safety representative for Sharkey Hill Community Centre is **Rita McNally**.

The safety representative has the right to:

- ❖ Information from the safety statement.
- ❖ Be informed of impending Health and Safety Authority inspection
- ❖ Accompany the HAS Inspector on visits (but not on investigations of accidents)
- ❖ Consult with the HSA Inspector.
- ❖ Make representations to the *responsible person* (i.e. managers/committee).
- ❖ Investigate accidents and dangerous provided that it does not interfere with the performance of statutory obligations.
- ❖ Inspect the workplace subject to agreement.
- ❖ Time off as may be reasonable in order to acquire information on matters of safety, health and welfare.

-Information

Information in the form of fire orders, evacuation plans, warning signs, and posters should be displayed at prominent locations throughout the establishment.

Information relating to substances, materials, or equipment being used in the workplace is available through the Management.

-Availability of the Safety Statement

Each employee must be shown the contents of this safety statement and be given the opportunity to practice safe working methods. The

complete set of documents, which together make up the **Safety of the Sharkey Hill Community Centre**, are available for inspection by request, from management/committee.

4.3 – Personnel

The management of Sharkey Hill Community Centre is determined in implementing that health and safety has extended considerable time resources and safety policy intended in this statement. Use of the hazard identification and control sheet along with the notice of an accident report form and the notice of dangerous sheet are further resources towards successful implementation of the above policy. Other resources include extensive consultation with employees.

Maintenance

Most of the efforts by way of maintenance in terms of time, materials and service are directed to improving work, equipment and facilities with consequent improvements in their safety.

Training

Training is being provided at Sharkey Hill Community Centre, Westport on an ongoing basis with fire and evacuation drills, and other areas related to safety, which consumes financial resources (e.g.: time, material, equipment, etc.).

-Other resources

Other resources committed to controlling hazards are those required for:

- Safety Audits
- Hazard Controls
- Incident investigation
- Monitoring workplace practice
- Safety representative consultations

- Information
- Warning Signs
- Personal Protective Equipment

4.4 Company Employees

Employees and trainees are reminded that they have a legal duty under the Safety, Health and Welfare at Work Act, 1989 to take all-reasonable care for their own health, safety and welfare and that of other persons who may be affected by their actions or omissions at work. There is also a specific duty to report all defects in plant, equipment or system of work, Which might endanger safety, heath and welfare, and to obey Company Safety Rules. Employees at Sharkey Hill Community Centre have a responsibility to:

- (a)** Discharge their work in a safe manner so as to avoid injury to themselves, other employees, and other persons and avoid damage to company equipment and property.
- (b)** Adhere to all safe systems of work and use safety equipment, which is provided.
- (c)** Use Protective Equipment as directed. Take proper care of personal protective equipment, and store/maintain in the correct manner in accordance to manufacture instructions.
- (d)** Report immediately all accidents, dangerous occurrences, unsafe conditions and unsafe acts to Rita McNally or person in charge.
- (e)** Report immediately to Rita McNally damage to plant and equipment or equipment in need of repair. Set an example of safe working practice, particularly to new entrants and young persons.
- (f)** Partake in any safety training that they are required to do, and put all their training, knowledge & experience into practice in ensuring that they work in a safe manner to avoid causing injury to themselves and others.
- (g)** Co-operate with Rita McNally to ensure that the workplace is maintained as safe as is reasonably practical.

4.5 Site Supervisor

The appointed site supervisor is Rita McNally, it will be her responsibility to know and understand the business policy with regard to Safety and Health matters as are applicable to site to which she is engaged and shall:

- (a) Ensure that all employees/trainees use only acceptable working methods, incorporate safe instructions in all orders given by them and that a safe system of working is applied at all times.
- (b) By her conduct ensure that employees do not take unnecessary risks and restrain from doing so of their own accord whenever necessary.
- (c) By their conduct discourage horseplay and reprimand those who fail to consider the Safety and Health of themselves and others, whether employees of the company or otherwise.
- (d) Instruct all new employees, particularly apprentices or trainees, on the known hazards, any necessary precautions of which they should be aware and where appropriate ensure they are issued with protective clothing, and the like.
- (e) Consult and co-operate with the management of Sharkey Hill Community Centre at all times.
- (f) Ensure that all equipment sent to Sharkey Hill Community Centre, including hire plant, is safe, efficient, tested according to the visual display unit regulations and fitted with appropriate safety devices.
- (g) Ensure that all Contractors and self-employed persons are aware of company policy and have confirmed that they will comply.
- (h) Ensure First Aid boxes are maintained properly.
- (i) Record all accidents or near misses on site.
- (j) Organise regular site safety audits.

5.0 General Safety Rules:

- Do not put your safety or that of others at risk by your actions or omissions.
- Horseplay or disorderly conduct is not permitted.
- Alcohol consumption or drugs taking is not permitted during working hours and no person will be authorised to work if considered to be under the influence of alcohol or other substances.
- Observe all safety signs.
- Always use personal protective equipment for intended purpose.
- Report all hazards to the management.
- Report all accidents/near misses.
- Keep work area tidy.
- Adopt good manual handling techniques.
- Ensure all safety precautions are in place when working at heights, ladders, kick abouts etc.

6.0 Arrangements and Resources provided To secure Safety, Health and Welfare

6.1 The management committee of Sharkey Hill Community Centre will dedicate at all times the resources necessary to ensure as far as is reasonably practical the Safety, Health and Welfare of employees and others affected by its activities include finance, equipment and management time.

When necessary appropriate information, instruction and training and supervision will be provided for all relevant aspects of the business operation this includes matters relating to Health and Safety.

Where necessary, the advice and assistance of a competent person will be attained for the purpose of securing the Safety, Health and Welfare of employees.

6.2 Consultation

Consultation on all Health and Safety matters is the responsibility of Rita McNally. Acting as the project supervisor Rita McNally will dedicate as much time as necessary to the Safety consultation requirements of those working under her care. Employees and trainees will always be encouraged to identify hazards and make suggestions to enhance the safety process. All suggestions will be given the full consideration by the project supervisor and Sharkey Hill Community Centre management committee. The safety statement will always be available to employees and others where required. Where a request for information is made the project supervisor will make every effort to ensure that all available information is sought and brought to the employee's attention.

6.3 Disciplinary Action

All employees are required to observe company safety rules and regulations, including complying with safety systems of work. If employees wilfully disregard and refuse to co-operate with such safety rules and regulations, even after advice and counselling, the committee may resort to a disciplinary to ensure compliance.

7.0 IDENTIFICATION OF HAZARDS

Hazards to safety, health and welfare of persons to whom this Safety Statement applies are to be identified by all employees, and assessed as appropriate with the assistance of specialist help, as necessary, so that appropriate control and safety systems can be implemented.

Hazard identification is based on review of work activities, equipment, and substances used during the work activities at Sharkey Hill Community Centre.

Accidents and near miss incidents are to be reviewed and hazards identified by the incidents to be examined. Accident records will be maintained and monitored on a regular basis.

7.1. ASSESSMENT OF RISK

Assessment of risk involves consideration of the probability and degrees of the harm that may occur.

Risks are assessed as being “low”, “medium”, or “high”. Assessment is based on discussion and consultation.

Revised hazard assessments will be made when new procedures or practices are introduced and when existing procedures, practices and facilities are modified, and the Safety Statement altered accordingly. New and revised assessments will be brought to the attention of employees.

7.2 Consequences Categories: (increasing severity from 1 to 4)

Categ	Name	Description
1	No Injury	No significant occupational health or safety impact. No significant employee injury or illness expected as a result of exposure.
2	Minor Injury	Minor occupational health or safety impact. Exposure may result in minor injury or illness (scratch/bruise, minor cuts/lacerations; minor or brief illness).
3	Moderate	Moderate occupational health or safety impact. Exposure may result in injury or illness requiring significant medical intervention (major laceration: fractures; crushed finger/toe; serious or extended illness).
4	Major/Fatal	Major occupational health or health impact. Exposure may result in severe injury or illness requiring major medical intervention (amputations; crushed limbs; prolonged or permanent health debilitation; loss of significant life function).

Frequency Categories (increasing likelihood from A to D)

Category	Level	Description
Improbable	A	Potential for exposure is unlikely during employee lifetime
Possible	B	Potential for exposure to occur no more than a few more than a few times per year
Probable	C	Potential for exposure to occur several times per month
Likely	D	Potential for exposure to occur several times per week

NO.	AREA	HAZARD	RISK	ASSESSMENT	CONTROL
1	General	Work Equipment and Visual Display Screen Equipment	<p>Danger of injury resulting from contact with moving parts of equipment or other equipment related injury.</p> <p>Danger of posture or repetitive strain injury resulting from poor ergonomic design of workstations.</p> <p>Danger of eye-strain or injury from use of visual display screen equipment.</p>	M	<p>Moving equipment to be effectively guarded. Equipment inspections and ergonomic assessments to be carried out regularly. (See appendix B)</p> <p>Compliance with the 10th and 11th Schedules of the Safety, Health and Welfare at Work (General Application) Regulations, 1993 and with good ergonomic work place standards.</p> <p>Eye tests should be made available to habitual users.</p>
2	General	Manual handling of material	Back or other injury caused by unsuitable lifting or carrying techniques.	M	Provide manual-handling instruction for all staff engaged in manual lifting as per the Safety, Health and Welfare at Work (General Application)

7.3 HAZARD SCHEDULE - * OFFICE AREA

NO.	AREA	HAZARD	RISK ASSESSMENT	CONTROL
1 General	Work Equipment and Visual Display Screen Equipment	Danger of injury resulting from contact with moving parts of equipment or other equipment related injury resulting from poor ergonomic design of workstations. Danger of eye-strain or injury from use of visual display screen equipment.	M	<p>Moving equipment to be effectively guarded. Equipment inspections and ergonomic assessments to be carried out regularly. (See appendix B)</p> <p>Compliance with the 10th and 11th Schedules of the Safety, Health and Welfare at Work (General Application) Regulations, '993 and with good ergonomic work place standards.</p> <p>Eye tests should be made available to habitual users.</p>
<u>2</u> General	Manual handling of material	Back or other injury caused by unsuitable lifting or carrying techniques	M	Provide manual-handling instruction for all staff engaged in manual handling lifting as per the Safety, Health and Welfare at Work (General Application) Regulations, 1993.

3	General	Storage of files, stationary and other materials	Danger of injury caused by badly Stored or stacked materials including injury caused by collapsing storage or objects falling from storage.	M	Material storage to be confined to designated storage areas/or store rooms. Large quantities of items or stationary should not be stored on floors even on a temporary basis. Storage facility of the premises to be cleared With the introduction of safe stacking Methods.
4	General	Sharp items	Danger of cuts or lacerations from the use of sharp edged tools or handling sharp items.	L	Proper care and supervision to be exercised in relation to the use and storage of sharp tools. Where necessary staff to be provided with safety training/instruction in relation to these items.
5	General	Electricity	Electric shock resulting from contact with live electrical conductors. Fire caused by electricity.	M	Maintenance of electrical equipment and installation in accordance with the ETCI Rules. Periodic inspection and test of circuits and equipment as required by the Rules and good electrical safe practice
6	General	Fire	Risk of injury and death from fire.	M	Proper maintenance and control of fire exits, provision of fire and emergency lighting systems

7	General	Falls of persons	Injury resulting from falls due to untidiness, spilled materials, trailing wires or leads, open drawers or congestion.	L	High standards of tidiness to be maintained with work surfaces free of obstructions and clean. Compliance with good practice to be observed in relation to electrical, computer or communication leads, spill clean up, use of ladders and steps.
8	General	Hazards of the general working environment.	Danger of illness or injury arising from inadequate lighting, exposure to dust or fumes, inadequate ventilation.	L	Assessment of lighting and ventilation will be carried out regularly. Identified deficiencies to be remedied. Maintenance of high standards of housekeeping and cleanliness throughout.
9	General	Purchasing	Injury from the introduction of potentially hazardous materials, chemicals or equipment.	L	Supply specified safety requirements for equipment and materials. Copies of relevant safety data to be issued to the staff concerned.
10	General Maintenance	Maintenance of buildings and materials.	Potential for injury caused by general maintenance work	L	All general maintenance work to be carried out by a competent contractor.
11	General	Staff working off site	Potential for injury caused by motoring hazards. From time to time staff may leave the site to take a child home, to the doctor or hospital	L	Drivers should be advised that a mobile phone should only be used when the car is stationary in a safe area. All drivers are required to observe the rules under the Road Traffic Acts and relevant regulations.

7,4 HAZARD SCHEDULE - **PREMISES

NO.	AREA	HAZARD	RISK	ASSESSMENT	CONTROL
1	General	Work Equipment and Visual Display Screen Equipment	<p>Danger of injury resulting from contact with moving parts of equipment or other equipment related injury.</p> <p>Danger of posture or repetitive strain injury resulting from poor ergonomic design of workstations.</p> <p>Danger of eye-strain or injury from use of visual display screen equipment.</p>	M	<p>Moving equipment to be effectively guarded.</p> <p>A High standard of office furniture should be available including spacious desks, adjustable chairs to minimise posture problems.</p> <p>Document holders and footrests if required.</p> <p>This VDU is only used periodically.</p>
2	General	Manual handling of material.	Back or other injury caused by unsuitable lifting or carrying techniques.	M	No one is expected to lift or move anything that is too heavy. Help should be sought if required. Provide manual-handling instruction for all staff engaged in manual lifting as per the Safety, Health and Welfare at Work (General Application) Regulations, 1993.

HAZARD SCHEDULE - **PEOPLE

NO.	AREA	HAZARD	RISK	ASSESSMENT	CONTROL
1	General	<p>First Aid: First aid facilities should be made available for employees.</p> <p>First aid supplies must be provided and replaced as required. (General Regulations 1993)</p>	<p>First aid box is provided in the press beside sink in kitchen.</p> <p>Medical and Hospital services are located close-by.</p>	M	<p>Replace contents of first aid kits as required – include antiseptic wipe, disposable gloves and plasters.</p> <p>Medications should not be held in the first aid box.</p> <p>Train 2 persons in basic First Aid. Post emergency contact numbers (doctor, hospital, etc.) at all telephones.</p>
2	General	<p>Temperature: Office workplace temperature should be maintained between 19 and 23°C</p> <p>Outdoor temperature may vary.</p> <p>Risk of influenza due to exposure to cold.</p>		M	<p>Provide provisions such as heaters or fans to maintain adequate temperature.</p>
3	General	<p>Company Safety Rules: There are no safety rules displayed for employees.</p>		L	<p>List of safety rules in Safety Statement – inform all employees of the statement site rules and responsibilities.</p>

7.5 HAZARD SCHEDULE - **PEOPLE

NO.	AREA	HAZARD	RISK	ASSESSMENT	CONTROL
4	General	Female Employee: (SHWW Pregnant Employee Regulations 2001) P	Hazards include: certain chemicals may be hazardous to the unborn child etc.	L	Females are employed in the office/ homework areas, which is low risk. Provide a policy for the protection of pregnant employees- Females should be aware of the policy in particular if there are specific risks in their location. Each female should take adequate controls (e.g. by wearing PPE), as it is in the first 3 months of pregnancy, which is most important. Review in the event of particular risks.
5		Training Task/safety: Potential for poorly/untrained employees to injure themselves or others or become stressed if performing a task	Potential for poorly/untrained employees to injure themselves or others or become stressed if performing a task.	L	All new personnel are employed with the basic skills and competence to undertake their job. Once employed they are given on the job training. Document the training given and hold records on file.

7.5 HAZARD SCHEDULE - **PEOPLE

NO.	AREA	HAZARD	RISK	ASSESSMENT	CONTROL
6	General	<p>Supervision: Employers have a duty to supervise their employees to prevent injury a healthy and safe workplace.</p> <p>The nature of the work allows persons to work independently to a varying degree.</p>	<p>Rita McNally is in Charge. Failure by any employee to comply with site rules can lead to dismissal.</p> <p>Items including child Supervision and employee supervision are addressed in an ongoing manner to continuously improve safety.</p>	L	Document the training given and hold Record on file.
7	General	<p>Consultation: Safety consultation should be in a formal manner thought staff meetings and communication and involvement of the safety representative.</p>		L	

7.5 HAZARDS SCHEDULE- ** PEOPLE

NO.	AREA	HAZARD	RISK	ASSESSMENT	CONTROL
-----	------	--------	------	------------	---------

8	General	Visitors/customers: Customers, clients, members of the public- Risk causing harm to themselves or others Through work areas.	Persons report to Ann Connor on arrival. Visitors are not Permitted into the area without permission.	L	Take care of visitors in the event of Emergency. Take care of visitors in relation to Child safety.
9	General	Contractors: Risk of causing harm to themselves or Others through being unaware of dangers.	Contractors/electricians/plumbers may be employed from time to time for electrical/plumbing work. They are competent persons who have Their own insurance to undertake the work.	L	On review of contract request a copy of Insurance cover and Hold on file. Update On annual basis. Request a copy of the Safety statement. Evaluate PPE used by contractors.

7.6 HAZARD SCHEDULE- * PEOPLE AND WELFARE

NO.	AREA	HAZARD	RISK	ASSESSMENT	CONTROL
-----	------	--------	------	------------	---------

	<p>General</p> <p>Welfare/ Hygiene: Provision of washing, sitting drinking water, tea making facilities required (Misc. welfare Provision Regulations.) Smoking regulations require eating facilities to be provided with smoke free areas.</p>	<p>A tea room is provided. Food is brought on site by individuals. Toilet facilities are available for employees and visitors.</p>	<p>L</p>	
<p>2</p>	<p>General</p> <p>Welfare: Workplace stress due to poor communication, poor working relationships, Well defined work roles, excessive work load, unattainable targets.</p>	<p>Good communication and working relationships. Well defined work roles and employee has Control over work.</p>	<p>L</p>	<p>Bulling at work policy provided in Safety Statement. Ensure all persons are aware Of the bullying policy at work.</p>

8.0 HAZARD CONTROL

General

Controls to protect safety, health from the identified hazard are being put into effect. Hazard will be removed completely where practical.

Safeguards against identified hazards are based on the nature of the hazard identified, the assessment of probability and severity of harm, and on accepted good practice in offices as well as published authoritative safety guidelines.

Equipment

Machinery and equipment are to be maintained in a safe condition with appropriate guarding where necessary to prevent exposure of people to danger. Equipment shall be used in accordance with manufactures instructions.

Access and Egress

Access aisle ways and corridors are kept clear at all times. Good lighting is provided throughout the premises.

Materials

Hazard warning labels and suppliers' precautions to be strictly observed in relation to all materials used.

Work Systems

Work systems are to be reviewed on a regular basis to ensure that they are safe.

Ergonomics

Workstations are to be reviewed regularly to ensure that appropriate ergonomic standards are maintained, and to ensure compliance with Part VII (work and display screen equipment) of the Safety, Health and Welfare at Work (General Application) Regulations, 1993.

Maintenance work and Building services

All maintenance and building work is assigned to outside contractors. Building Services include heating, air conditioning systems, and building maintenance.

Provision of Personal Protective equipment.

Where a hazard exists that that cannot be eliminated the company will provide personal protective equipment.

Welfare

Welfare facilities provided include eating facilities and appropriate sanitary and hygiene arrangements. Appropriate rest facilities will be provided for pregnant employees and nursing mothers are required.

First Aid

First-aid equipment shall be available at all time. There are two first aid kits located in the playroom and one located in the Homework Club.

Accident Investigation

Accident and near-miss accident are to be reported and investigated as soon as possible, and hazard identified by such incidents are to be reviewed with a view to identifying remedial action to prevent recurrence. Accidents are recorded using the report attached report form (see Appendix A)

Employees are obliged to co-operate with accident/near miss investigations, and to provide any information that may help to establish the circumstances surrounding the incident.

IRI and IR3 forms will be completed and returned to the Health and Safety Authority As required.

9.0 FIRE INSTRUCTION

AIM

To ensure a safe and orderly response in the event of fire or other emergency, ensure that the alarm is properly raised, all areas will then be evacuated and all persons are accounted for.

DISCOVERING A FIRE

- **RAISE THE ALARM**
- **LEAVE THE BUILDING – via the nearest safe exit**
- **PREVENT THE FIRE from spreading by closing doors, only tackle the fire if safe to do so.**
- **Do not attempt to carry anything from the building that could hinder your escape or that of other personal.**
- **Do not leave the assemble point until the emergency co-ordinator or deputy gives the all clear.**

ON HEARING THE FIRE ALARM

- **LEAVE THE BUILDING – via the nearest safe exit**
- **GO TO THE FIRE ASSEMBLY POINT**

ALL STAFF MUST KNOW

- **How to reduce the risk of fire**
- **Position and safe use of fire fighting equipment**
- **Position and safe use of fire alarm equipment**
- **Their designated assembly point**

10. SAFETY RULES FOR CONTRACTORS

Working area

Contract personnel are allowed only into the areas specific to the work doing done.

Permits

Cutting, welding and other “hot work” shall not be done without a written permit issued by management. Safeguards shall be agreed with a member of management.

Gates and entrances

Entrances must be kept clear at all times: contractors must not obstruct staff, or visitors in any way. DOORWAYS MUST NOT BE OBSTRUCTED.

Working at heights

Scaffolding should be erected strictly in accordance with statutory provisions with toe boards and handrails provided in all instances. Portable scaffolding units shall not be used unless jacks are secured in the “down” position. Ladders shall not be used unless securely tied in position or footed.

Electrical safety

All portable equipment (drills, grinders, ect) shall operate on 110 volt AC. The 220 volt cable supplying transformers shall be as short as possible, armoured and secured above ground level. Any welding plant shall be protected by ELCB’s and the mains cable shall be armoured and secured above ground level.

Emergency alarms

In the case of fire all contract personnel must immediately report to the person in charge.

Safety equipment and clothing

The contractors shall supply all personal protective equipment and other safety equipment⁶ and clothing required to carry out work safely.

Safety Statement

The contractor shall submit a copy of his statutory Safety Statement to relevant management.

Safety obligations

Contractors and their staff shall take all reasonable steps to avoid the risk of injuries to persons and loss or damage on site. Statutory obligations relating to safety, health and welfare at work shall be strictly observed.

11.0 FOR VISITORS

- Visitors must report to Rita McNally to ensure their presence on the premises is noted.
- While on the premises, visitors must remain with their liaison person, or keep her informed of their whereabouts
- Visitors may be requested to adhere to safety rules and procedures.
- Visitors must comply with all safety measures in operation on site.
- Should visitors be made aware of a fire hazard, they must leave the building at once either with their liaison or via the nearest safety exit point to the assembly point. Visitors should remain at the assembly point until directed otherwise.
- Visitors must not interfere with plant or machinery.
- Visitors must not do anything that is likely to put themselves or other at risk.

12.0 MATERNITY POLICY

Maternity Employee: Any employee who has informed her employer of her condition – that she is pregnant or has recently given birth (Within the past 14 weeks) or that she is breast-feeding and has given birth within the last 26 weeks.

The management committee of Sharkey Hill Community Centre is aware of its obligation under the, Health and Welfare Pregnant employees etc., Regulations 2000 (SI 446) which applies to women who are pregnant, have recently given birth or are beast-feeding.

Some hazards in the workplace may increase the risk to the health of the women or her developing child for any of the categories mentioned above. The pregnancy regulations provide specific protection during this period.

In order to comply with the regulations, the company must carry out a risk assessment of the area where the employees works. The management committee of Sharkey Hill Community Centre is committed to ensuring there is no damage to the Health and Safety of either the mother or her developing child. In order to do this the committee need to be notified of the conditions. The main area for concern with regard to pregnant employees is manual handling.

The committee's policy is to ensure, as far as reasonably practicable, that its normal safety precautions will adequately protect the maternity employee. Where there is a risk to the health and safety of the maternity employee, it is the Committee's policy to temporarily re-assign the employee to other work, if this is available. In some cases additional Health and Safety precautions may be put in place to deduce the risk to the maternity employee.

Any Maternity employee who feels she is a risk should immediate inform her supervisor or manager. The management committee of Sharkey Hill Community Centre will then take any required additional precautions.

13.0 ANTI-BULLYING POLICY

Definition

Bullying in the workplace is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Therefore, systematic and ongoing aggressive behaviour in the workplace is regarded as bullying for the purposes of this policy.

Policy Statement

Fundamental to the concept of equality and respect for all individuals in the workplace is that the work environment should be free from activities that are likely to adversely affect the dignity of the individual.

The management committee of Sharkey Hill Community Centre are committed to ensuring that their entire staffs are free from bullying, intimidation and sexual harassment in the workplace. The management committee of Sharkey Hill Community Centre will not tolerate bullying and this policy and complaint procedure will be applied to reported incidents of bullying. Where a complaint is upheld, following a full investigation the person or persons responsible will be subject to the committee's disciplinary procedure up to and including dismissal.

Complaint Procedure

Any staff member who feels he/ she is being bullied during the course of his/her work should initially confront the individual responsible and make a request that the bullying stops. If this course of action would give rise to excessive anxiety then an approach through a supervisor or manager should be considered.

If the complaint cannot be processed in this manner, then the official company grievance should be adapted.

The management committee of Sharkey Hill Community Centre will make every effort to maintain the confidentiality of the individual making the complaint, however, it may be necessary to interview witnesses among staff members. If this course of action is deemed necessary, the importance of confidentiality will be stressed to each interviewee.

14.0 RECOMMENDED CONTENTS OF FIRST AID BOXES AND KITS

Materials	First-Aid Travel Kit Contents	First Aid Box Contents		
		1-5 Persons	6-25 Persons	26-50 Persons
Adhesive Plasters	12	12	20	40
Sterile eye pads (Bandage attachment)	-	-	2	4
Individually wrapped Triangular bandages	2	2	6	6
Safety pins	2	2	6	6
Medium Individually wrapped Sterile unmediated wound dressings (approx. 10x8cms)	-	-	6	8
Large Individually wrapped Sterile unmediated wound dressing (approx 13x9cms)	1	1	2	4
Extra Large Individually wrapped Sterile unmediated wound dressings (approx 28x 17.5cms)	-	-	3	4
Individually Wrapped Wipes	8	8	8	10
Paramedic Shears	1	1	1	1
Pair of Latex gloves	1	1	2	2
Additionally, where there is no clear running water, Sterile Eye Wash (b)	1	1	2	2

NOTES:

- a) Where more than 50 persons are employed pro rata provision should be made.
- b) Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. Eye bath/eye cups/refillable containers should not be used for eye irrigation.

15.0 REVISION OF SAFTEY STATEMENT

- ❖ The responsible persons in consultation with the safety representative will review Sharkey Hill Community Centre safety statement annually.
- ❖ Representatives made by employees through their safety representatives will be considered and if approved will be incorporated in the review.
- ❖ The safety statements may require revision between annual reviews arising from changes in legislation or at the request of the health and safety authority and such changes will be made by the appropriate responsible person or competent external personnel.
- ❖ The responsible person will review "Hazard identification" to confirm that remedial action has been implemented.
- ❖ The responsible person will audit each workplace annually prior to the review of the statement.
- ❖ The responsible person will review all relevant safety procedures following all accidents/ incidents or near accidents.
- ❖ Specific training and person in consultation with the Safety Representatives & Management.

Atlantic Health and Safety Services Ltd. have formulated this Safety statement for the management committee of Sharkey Hill Community Centre under the provisions of the Health & Safety at Work Act, 1989.

The Safety Statement is a documentation of Sharkey Hill Community Centre's commitment towards health & safety in the workplace. It lays down the safety policy of Sharkey Hill Community Centre, Pairc na Coille, Westport, Co Mayo (including hazard identification, risk assessment and control measures).

The recommendations will not completely prevent accidents occurring but will significantly reduce the likelihood of a risk arising.

To this nature, Atlantic Health and Safety Services Ltd., accept no responsibility for any accidents, which may occur.

**HEALTH & SAFETY STATEMENT
: EMPLOYEE RECORDS**

Name of Employee:	Position in the Company:	Date Employment Commenced:	Safety Statement Read: (Date)	Signature of Employee	Signature of Employer:

APPENDIX A

INCIDENT INVESTIGATION FORM

Witness statement	
--------------------------	--

Corrective actions

	Corrective action	Person responsible	Date to be completed
1			
2			
3			

Signature of investigator		Date	
Signature of employee involved			
Signature of General manager			

Notes on Accident Investigation

The incident investigation report must identify corrective actions, which will prevent a reoccurrence of the incident.

A quality investigation will help to ensure that systems and appropriate corrections are put in place to prevent a reoccurrence of the incident. All persons involved in the investigations from the Managing director to the involved employee(s) must have ownership of the process in order to achieve maximum benefit.

APPENDIX B

Sharkey Hill Community Centre SAFETY REPRESENTATIVE CHECKLIST

Department _____.

Inspection Date _____

Area or issue inspected	Checked (initial)	Corrective actions Recommendations
General areas and housekeeping		
Work areas are kept clean, dry and free of tripping hazards		
Work area floors are kept in a dry condition, or are barricaded /marked if wet due to cleaning		
Isles are kept clear and free of debris		
All spills are signed and cleared up immediately		
Stairs with more than fore steps have handrails		
Exits are clearly marked and lighted (emergency) and free from obstruction		
Hazardous materials		
All hazardous material containers are clearly labelled (identity and hazard warnings)		
Safety equipment		
Fire extinguishers are available in all areas and are appropriately selected based on the fire hazard		
Fire extinguishers are inspected and checked annually, and documentation is attached		
First aid kits are available and well stocked		
Electrical safety		
Extension cords are not used in place of permanent wiring- electrical cords are in good condition, coiled and properly stored when not in use		
Electrical cords are not run through doorways or other openings where the cord may be pinched		
One meter (three foot) clearance is maintained in front of all electrical panels		
Junction boxes and breaker boxes are properly covered and enclosed		
Machine safety		
All machinery with moving parts is adequately covered		
Ergonomics		
Work station equipment is maintained in good order (e.g. chairs , tables act)		

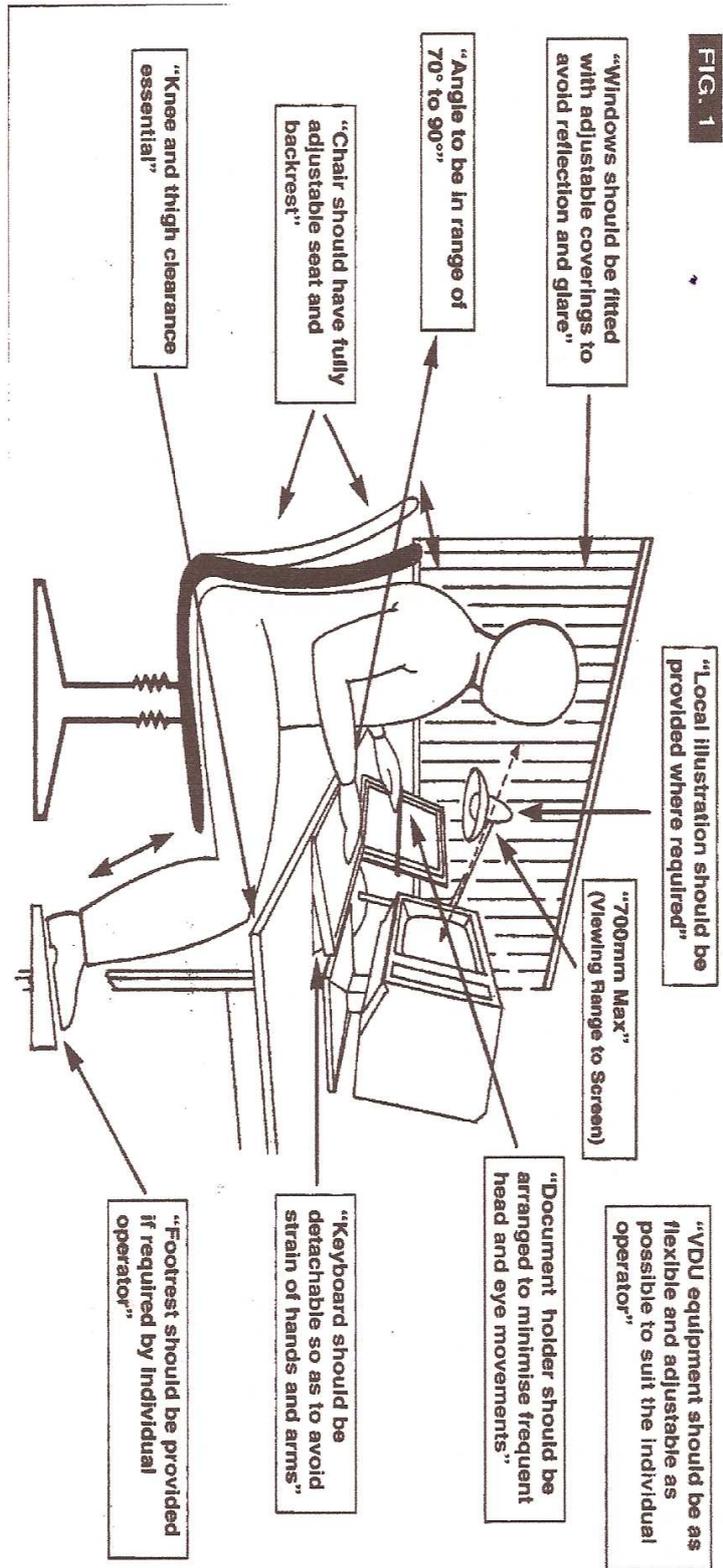


FIGURE 1: CORRECT VDU WORKSTATION ORGANISATION

Work Station Assessment

Name/ Identification:

Department:

Date:

	Preferred feature	Action Needed		Comment
		No	Yes	
	Display Screen			
1.	Sharp clear characters at all points on the screen			
2	Screen free of flicker			
3	Brightness and contrast control adjustments working correctly			
4	Screen free from reflective glare.			
5	Swivel and tilt feature on screen			
6	Adjustable height screen			
	Keyboard			
7	Matt surface on keyboard to avoid Reflective glare			
8	Keyboard suitable for the tasks performed			
9	Characters on keyboard legible			
10	Keyboard tilt able and separate from the screen			
11	Space in front of the keyboard to support hands and arms			
	Work Desk			
12	Adequate space for screen, keyboard, Documents, mouse and telephone			

13.	A stable adjustable document holder For elevating source material when typing.			
14.	Adequate space at desk for knee Clearance and a comfortable leg position.			
	CHAIR			
15.	Stable and comfortable chair			
16.	Adjustable seat height.			
17.	Backrest adjustable height and and tilt			
	Environment			
19.	Space at workstation to change position and move about freely			
20.	Satisfactory lighting			
21.	Window fitted with suitable blinds			
22.	Minimal noise distraction from equipment (e.g. printer)			
23.	Heat emissions from workstations equipment low			
24.	Comfortable body temperature and adequate air movement.			
	User / Computer Interface			
25	Software suitable for the task			
26.	Information displayed by the system in a format and at a pace that suits worker			
27.	Feedback provided for worker from the software as to progress from task			

VISUAL DISPLAY UNIT

As per the Safety, Health and Welfare at Work (General Applications)

Regulations 1993.

To secure the Health and Safety of all employees in so far as is reasonable practicable, Sharkey Hill Community Centre will, in consultation with their employer and representatives:-

- (A) Carry out an assessment of each workstation taking into account the following: the display screen equipment, the furniture, the working environment and the employees.
- (B) Take all necessary measures to remedy any risks found as a result of the assessment.
- (C) Take steps to incorporate changes of task within the working day to prevent periods of a screen activity.
- (D) Advise existing employees and all persons applying to work with V.D.U's on the risks to health and how these risks can be avoided.
- (E) Employees will be given training in all areas necessary to enable them to work without risk to health.