

The Lantern Centre

Safety Statement

2013

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Section 1: **SAFETY POLICY**

SAFETY POLICY

It is the policy of the Lantern Centre to promote standards of health and safety within the workforce which will lead to the avoidance or reduction in risks to health and safety, to continually improve our safety performance and to ensure that the best practicable methods of compliance with the Safety, Health and Welfare at Work Act 2005, and associated legislation are achieved.

This Safety Statement, in accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005, outlines the policy of the Lantern Centre in relation to the management of health and safety. The Lantern Centre is committed to managing and conducting their work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of their employees and others who may be affected by their business activities.

This will be achieved by the following (so far as is reasonably practicable):

- the provision of a safe place of work, including safe access and egress;
- the provision of safe plant and equipment, articles and substances;
- the provision of safe systems of work;
- the provision of welfare facilities;
- the provision of appropriate information, instruction, training and supervision;
- determining and implementing appropriate preventative and protective measures;
- having regard to the general principles of prevention;
- the provision of emergency plans and procedures;
- reporting prescribed accidents and dangerous occurrences to the Health & Safety Authority; and
- obtaining, when necessary, the services of a competent person to advise on health and safety.

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement. The Lantern Centre is also committed to managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour (including bullying/harassment) likely to put the safety, health or welfare at work of their employees at risk.

The Director has overall responsibility for health and safety within the Trust. Employees share a responsibility with management in ensuring their own safety while at work. This Safety Statement requires the co-operation of all staff, visitors, contractors and others to enable the Company to discharge its responsibilities under law.

The Lantern Centre is committed to upholding the standards outlined in this Safety Statement. Sufficient authority and resources, both financial and otherwise, will be made available to enable staff to carry out their responsibilities in a reasonable and efficient manner. All employees will be made aware of and have access to this Safety Statement. The Safety Statement will also be available to third parties where appropriate. Employees are encouraged to put forward suggestions for improvement to this document. The Safety Statement will be reviewed in light of experience and future developments within the organisation.

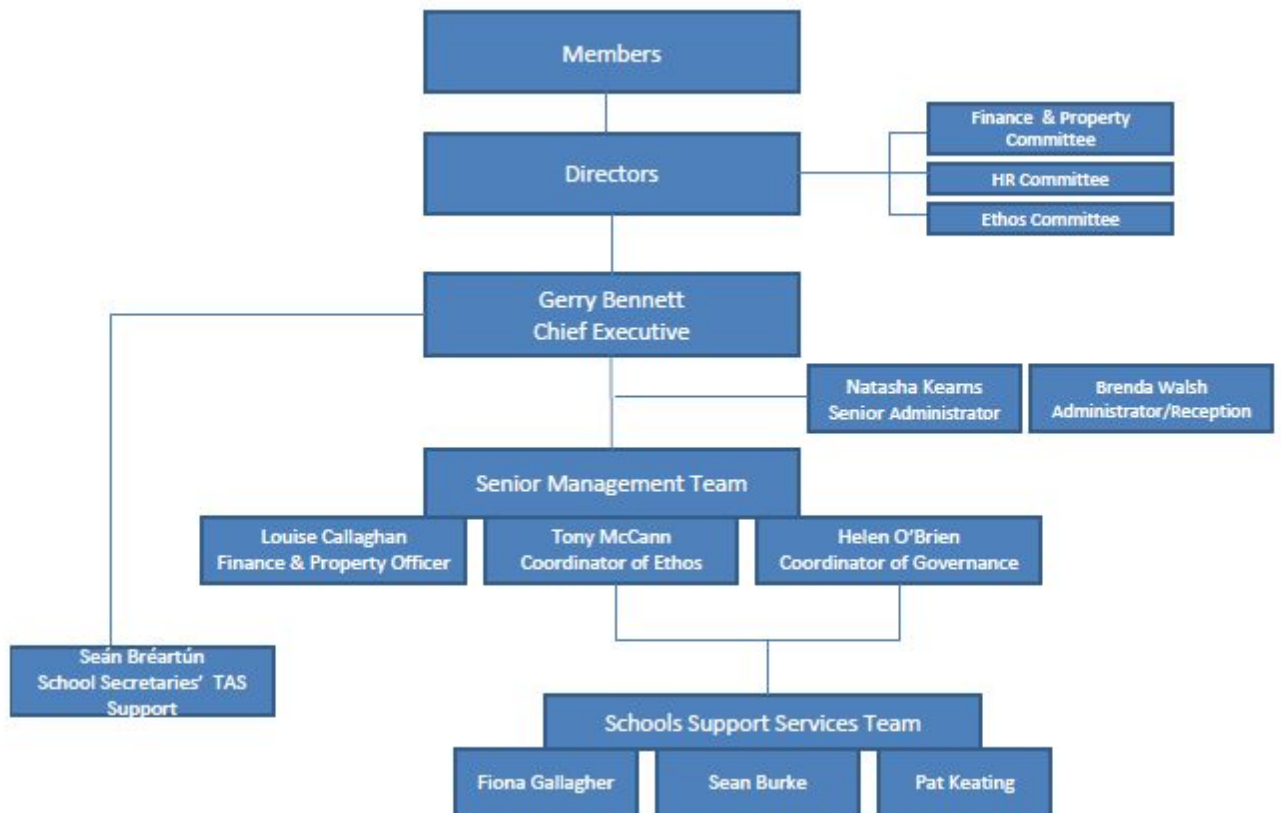
Signed
Director

Date: **April 2013**

Section 2:

2.1 Organisational Structure

The management structure of the Lantern Centre is shown in the diagram below



3.1 Director

The Director is responsible for the planned implementation of effective health and safety standards within the company according to agreed objectives and for ensuring that these are taken into account in planning, administration and maintenance activities and in organising work generally. They have ultimate responsibility for the co-ordination of health and safety management in the company.

The Director is responsible for ensuring that staff are given sufficient information and training to do their job effectively and that work targets are realistic and do not compromise health and safety requirements. He is also responsible for ensuring that staff are given adequate support to make the correct decisions on health and safety issues and that the standards described in this Safety Statement are met in a practical manner.

He will ensure that:

- an up-to-date signed Safety Statement is in place and Safety Policy is on display;
- the Safety Statement is brought to the attention of, and is understood by all employees;
- the Safety Statement is regularly reviewed and amended as necessary and any changes are brought to the attention of all employees;
- safety is a prime consideration in all planning;
- adequate funds, materials, equipment and human resources are budgeted to meet safety requirements;
- proper corrective action is taken and recorded when required;
- as far as is reasonably practicable, the representations made by employees via the staff meetings or otherwise on matters of safety, health and welfare are taken into account;
- all accidents and ill health, property damage or near miss situations arising out of work activities are reported immediately and thoroughly investigated, recorded and reported as detailed in the Accident Reporting Procedure;
- the safety of visitors and contractors is adequately protected;
- appropriate inductions are given to all new and temporary staff and contractors;
- adequate fire and emergency precautions are taken including the provision of equipment, equipment servicing and training in the use of the equipment and training in the evacuation procedure;
- all statutory registers, notices and documents are maintained and available for inspection;
- contractors are engaged in accordance with the company policy and that the contractors approval form is completed in all cases for office work;
- any new or unusual work activities are assessed for potential hazards and a risk assessment carried out where necessary;
- respond to all queries from staff in relation to health and safety;
- co-ordinate pregnant employee risk assessments as required
- maintain accident records;
- a minimum of two emergency evacuations are carried out each year;
- manual handling assessments are carried out for all relevant employees at the earliest opportunity and manual handling training is carried out where necessary;
- VDU assessments are carried out and training provided for all new staff within one month of joining.

3.2 Employees

All consultants and administration staff shall:

- read and understand the company Safety Statement;
- report any accident or damage, however minor, to management as soon as possible;
- co-operate in the investigation of accidents;
- not try to use, repair or maintain any office equipment or machinery for which they have not received full instructions or training;
- know the procedure in the event of a fire;
- clean up their area or assist in the tidying up of their area and also to maintain clear work areas and maintain high standards of housekeeping and hygiene;
- ensure that their work does not compromise safety regulations or impede emergency exit routes;
- not attempt to lift or move articles or materials so heavy as likely to cause injury;
- not attempt to reach articles on high shelves unless using steps or a properly designated hop-up: do not improvise or climb;
- suggest ways of eliminating hazards and improving working methods;
- inform management if pregnant;
- heed all caution and warning signage on site;
- take care of their own safety and not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees (It is also advised that employees do not run in the workplace);
- bring any problems regarding health and safety to the notice of the Chief Executive; and
- Adhere to all company safety rules and requirements.

3.3 Health and Safety Co-ordinator

The main responsibility of the Health and Safety Co-ordinator is to advise and assist management and staff on health and safety matters.

She shall:

- Co-ordinate the organisations health and safety management system.
- Ensure that the Safety Statement including risk assessments is periodically evaluated and revised.
- Ensure that all employees have access to the Safety Statement and have read and understood it.
- Ensure regular inspections of the premises are carried out and remedial action taken where necessary.
- Ensure that induction and safety training of all employees is carried out.
- Ensure that sufficient numbers of staff are trained and hold the positions of first aider, and fire warden.
- Ensure that an accident report form is completed for all accidents and that all accidents are investigated.
- Ensure that all relevant accidents and dangerous occurrences are reported to the H.S.A. (Health & Safety Authority).
- Monitor the systems for ensuring that fire precautions are adequate.

3.4 Visitors

It is the responsibility of visitors to the company premises to:

- Co-operate with the Lantern Centre with respect to all matters relating to health and safety;
- Obey all safety instructions given by the The Lantern Centre staff;
- Co-operate with management in the wearing of the correct safety equipment, using safety devices where appropriate and following proper safe systems of work as outlined in Section 4 of this Safety Statement;
- Take care of their own health and safety by not indulging in “horseplay”, wilful unsafe acts or playing practical jokes. It is also advised that visitors do not run on the premises;
- Take note of, and obey all safety signage, where necessary.

3.5 Contractors

Control of Contractors to the Lantern Centre is the responsibility of the Safety Co-ordinator and Director.

Contractors must ensure that:

- they comply with the provisions of Lantern Centre Safety Statement and that their own company's Safety Statement, Site Specific Safety Statement and Method Statements (where appropriate) are made available;
- all work is carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site;
- they comply with the Permit to Work system in place within the company (See Appendix 3);
- they wear any personal protective equipment as required;
- scaffolding and other access equipment used by their employees is be erected and maintained in accordance with current regulations and codes of practice;
- all plant and equipment brought onto the premises is safe and in good working order, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking;
- no power tools or electrical equipment of greater than 110 volts is brought onto the premises and that such equipment is suitable for industrial use and in good condition;
- any injury sustained by a contractor's employee is reported immediately to site management;
- they comply with any safety instructions given by site management;
- site management is notified of any material or substance brought onto the premises which has health, fire or explosive risks. Such materials must be stored and used in accordance with the Lantern Centre recommendations and management approval;

they respect the Lantern Centre right to see documentary clarification of contractors' insurance arrangements

Section 4: **SAFE WORKING ARRANGEMENTS**

4.1 Resources

Management recognises that adequate funding must be made available to implement effectively the safety procedures and policies laid down in this Safety Statement. They undertake to ensure that adequate numbers of suitably trained staff are available for all work activities carried out by the company. Health and Safety considerations are incorporated in annual estimates for running of the company. Management will provide resources for the ongoing monitoring of Health and Safety in the organisation and for the provision of health and safety information and training to all staff.

4.2 Training & Induction

4.2.1 Records

Any safety training provided will be recorded by the Safety Co-ordinator. The company will keep health & safety training records (see appendices) detailing the following:

- name of the employee being trained;
- date of training and amount of time taken;
- training details and methods used; and
- signatures of the trainer and employee(s) to ensure that the training has been carried out, documented and understood.

4.2.2 Training

The company shall provide the following training as appropriate:

- safety induction training for all new staff;
- as appropriate, VDU Assessor, manual handling and fire safety; and
- management training to ensure that senior staff are equipped to undertake their health and safety duties and responsibilities.

4.2.3 Safety Induction

It is the policy of the Lantern Centre that all new personnel receive induction training. The training is provided in our office. Employees will be provided with an induction briefing covering the following:

- showing the new employee where the Safety Statement is kept, explaining its purpose and ensuring that the employee is aware of his/her responsibilities;
- warning new employees of any prohibited actions in the work place;
- explaining the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time;
- explaining the fire and evacuation procedure and the location of assembly points;
- training the new employee in any relevant risk assessments and obtaining a signature for such training; and
- completing a VDU workstation assessment on new employees as required.

4.3 Welfare Facilities

Management shall ensure that adequate welfare facilities are provided for all personnel and maintained in good order. Toilet, washing and kitchen facilities are provided in this regard. Due to the size of the Lantern Centre, cleaning of the welfare facilities is completed internally on a rota basis. Staff cleaning the toilets should always wear suitable gloves and clean their hands afterwards.

4.4 Control of Contractors

During maintenance work, conditions are very different from those normally encountered and new hazards may be introduced. It is essential that everyone concerned is aware of the hazards and the correct precautions are adopted. All contractors must supply a copy of their Safety Statement and where the works may affect ERST employees, a method statement is also required. Method statements should be obtained from all contractors carrying out high-risk activities.

4.5 Pregnant Employees

It is the policy of the Lantern Centre to take all the necessary steps to comply with the Safety, Health and Welfare at Work (General Application) Regulations 2007.

It is the duty of the employee to inform HR and the Chief Executive, if they are pregnant as early as possible in the pregnancy.

On receiving notification that an employee is pregnant the company (HR) will assess the specific risk to that employee and take action to ensure that she is not exposed to any situation which could damage either her health or that of her developing child. If the assessment reveals that there is a risk, the employee will be informed and every effort will be made to eliminate exposure to this risk (see appendices for relevant risk assessment form).

Every effort will also be made to provide, where practicable, suitable working conditions and flexible working arrangements. The Lantern Centre subscribes to the provisions of the Maternity Protection Acts.

4.6 Monitoring & Revision

The Lantern Centre will ensure that safety performance is monitored and systems revised where necessary. This will be achieved in the following manner:

- All employees are expected to bring to the notice of the Director any areas where the policy on health, safety and welfare appears to be inadequate and request an amendment to be made to the Safety Statement;
- Such information will be communicated directly to management or through the Safety Representative (should one be elected) and this will ensure that the Safety Statement is monitored on a continuous basis;
- The Director will ensure that the Safety Statement is regularly updated (to reflect changes in legislation, staff or work practices etc.) and employees will be informed of the changes; and
- The company will undertake on a regular basis to carry out safety inspections and ascribe a risk assessment of High, Medium or Low and time scale to address same together with the person assigned to implement the necessary corrective measures.

4.7 Others Affected by Company Activities

Third parties affected by company activities include:

- visitors; and

- contractors.

The company will give at least the same level of attention to contractors and visitors as it gives to employees in the area of health, safety and welfare.

Visitors shall be directed to take notice of emergency exit routes from all levels of premises and be aware of alarm signals. All contractors working on the premises should be aware of the fire safety provisions (e.g. emergency exit routes, alarm signals, etc.). In the event of an emergency, all customers, contractors and visitors will be instructed to evacuate and/or follow staff members to a safe exit route.

4.8 Fire

There is always a danger of fire or other emergencies occurring which will necessitate the prompt evacuation of the building. Fire extinguishers are provided on the premises and are regularly checked.

The following precautions are in place:

- instruction and training of staff in fire and emergency evacuation procedures, the location of fire points and the use of fire fighting equipment;
- holding fire and evacuation drills every 6 months;
- providing and maintaining escape routes and exits which are unlocked, operational and free from obstruction;
- providing adequate fire protection equipment and systems;
- inspecting and maintaining fire protection equipment and systems;
- maintaining good housekeeping practice to ensure the removal of all combustible rubbish; and
- testing and maintaining electrical installations and ensuring that all electrical equipment is switched off and unplugged when not in use (where practicable).

4.8.1 Action in the Event of a Fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Sound the fire alarm.
3. Alert other staff in the immediate area of the fire and contact the Fire Brigade, giving them the address clearly and any other directions necessary.
4. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember that equipment will only be effective on a small fire.
5. Make sure that the premises are cleared of employees and visitors. Close doors. See that no unauthorised person enters the building.
6. Employees should not delay their departure to collect personal belongings from another part of the building and should assemble near the entrance gate ensuring that they do not obstruct emergency services.

4.8.2 Emergency Lighting and Directional Lighting

Emergency lighting is provided in the office area and on the stairs to facilitate escape from the building during any interruption of the general lighting system. Illuminated exit signs are provided above protected doorways leading from the escape route.

4.8.3 Fire Drill

A fire drill shall be undertaken at least twice per year and recorded in the fire register.

4.9 Smoking

Smoking is prohibited for all indoor activity to comply with legislation.

4.10 Places of Public Assembly

The Lantern Centre regularly holds training days and seminars. For this reason additional care is advocated, bearing in mind the public would not be familiar with the grounds and building. Hazards include fire, crowd access / egress, general tripping, falling.

In order to minimise the hazards outlined above the following measures shall be adopted for all training / seminars carried out by The Edmund Rice Schools Trust:

1. all places used for training / seminars shall have adequate means of escape, fire fighting equipment and fire detection systems;
2. the trainer shall communicate the location of fire exits to participants;
3. a plan of the premises shall be displayed prominently inside the main entrance. A floor plan shall be posted on each floor. The location of escape routes and fire fighting equipment shall be indicated;
4. the number of persons allowed on the premises shall be determined by the Chief Executive;
5. all rubbish shall be removed regularly from the premises and good housekeeping practices shall be employed at all times;
6. the premises shall be inspected by the trainers on each occasion that the public has vacated them to remove any potential fire or safety hazard;
7. all flammable liquids, gases and other potentially dangerous substances shall be limited to small quantities, suitably labelled and stored in designated suitable storage areas;
8. portable gas or liquid fuel heaters shall not be used on the premises;
9. any fire/smoke resisting doors shall be kept in the closed position;
10. members of the public shall not be admitted to areas other than those to which they are intended to have access except in a fire or emergency situation for the purposes of escape;
11. all areas where the public shall be gathered shall be laid out and maintained in a safe condition to reduce risk;
12. adequate means of access/egress shall be provided in premises where crowds may gather for entry/exit;

4.11 High Risk Activities

High risk activities by staff such as accessing roofs, attics or any work at height is strictly forbidden by The Edmund Rice Schools Trust.

Section 5: **HAZARD IDENTIFICATION AND CONTROL MEASURES**

5.1 Hazard Identification

It is the policy of the The Lantern Centre to identify hazards in the place of work, to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.

Hazard refers to any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of employees at work.

Risk refers to the potential of the hazard to cause harm in the actual circumstances of use. The risk assessment methodology employed in this Safety Statement is described below.

Risk Control measures are intended to reduce the risk to an acceptable level. The The Lantern Centre is committed to implementing the risk control hierarchy so that, in the first instance and where practicable, hazards are eliminated.

This approach takes into account normal good practice within this sector of industry and any standards and guidelines available.

5.2 List of Completed Risk Assessments

Ref. No.	Hazard	Accident/ Consequence and Location
1.0	Slips, Trips and Falls	All areas
1.1	Slips, Trips and Falls	External icy conditions
1.2	Slips, Trips and Falls	Storeroom
2.0	Lifting & Manual Handling	Use of incorrect lifting techniques, lifting heavy loads, personnel with existing injuries lifting inappropriate loads Back strain, slipped disc, hernias Lacerations, crushing of hands or fingers Bruised or broken toes or feet]
2.1	Lifting & Manual Handling	Lifting the water container leading to possible back strain.
2.2	Lifting & Manual Handling	Lifting marketing materials or demonstration model equipment into and out of vehicles. The lip on the standard car-boot increases the risk of back injuries associated with manual handling and therefore reduces the individual weights of items that should be carried in the boot of the car.
3.0	Display Screen Equipment	Improper use of VDU equipment leading to visual discomfort, poor posture or stress. Repetitive Strain Disorder, Carpel Tunnel Syndrome (CTS), Musculoskeletal Disorders (MSDs). Straining to eyes from contrast of screen and background lighting.
4.0	Entering and Exiting the Premises	Slips, Trips, and falls.
4.1	Exiting the Premises	Inadequate exiting facilities in the event of an emergency evacuation.
5.0	Lighting	Eyestrain, headaches, glare, tiredness, poor visibility causing slip/trip
6.0	Office Environment	Unsafe work systems and layouts resulting in injury or illness. Unsafe use of office equipment.
7.0	Fire	Injury or death due to inability to exit in the event of a fire.
8.0	Electricity	Death due to electrocution. Burns due to electrocution. Falls resulting in injury or death.

9.0	Ventilation	Headaches, irritability or poor concentration Fatigue
9.1	Heating Ventilation: Poor air quality, temperature extremes, increased dust levels, microbial growth	Discomfort, heat stress, flu/cold Legionnaires Disease, head aches, lethargy, allergies, lethargy
10.0	Hazardous Substances	Risk of injury or death due to ingestion of, inhalation of or contact with chemicals (toilet cleaning products).
11.0	Environmental Tobacco Smoke	A report commissioned by the Health and Safety Authority and the Office of Tobacco Control concluded that exposure to Environmental Tobacco Smoke (ETS) can cause cancer and other serious and fatal illnesses, including heart disease and respiratory problems in adults and children . Environmental Tobacco Smoke is classified as a carcinogen.
12.0	Health of Pregnant Staff	Excessive physical workload which may affect the health of the mother or foetus. Working excessively long hours which may affect the health of the mother or foetus.
12.1	Health of Pregnant Staff	Exposure to radiation, chemicals or biological substances which may affect the health of the mother, child or foetus - through demonstration of products to potential clients.
13.0	Bullying	Offensive, hostile, vindictive, cruel, malicious, inappropriate or humiliating behaviours. May result in fear, anxiety, depression as well as loss of concentration, adverse behavioural effects, raised blood pressure, heart disease, reduced resistance to infection, stomach and bowel problems or skin problems.
14.0	Stress	Workplace stress arises when the demands of the job and the working environment on a person exceeds his/her capacity to meet them. Effects include fatigue, anxiety, loss of concentration, behavioural problems, raised blood pressure, heart disease, reduced resistance to infection, digestive problems and skin problems.
15.0	Kitchen area	Burns/Fire/Electrocution/Injury from slips, trips and falls. (cabling)
16.0	Car-park	Injury to persons from vehicles using the car park
16.1	Car-park	Risk of attack or assault
17.0	Cars used on Company Business	Being involved in an accident while travelling on company business. Injury to, or death of staff and third parties
18.0	Overseas Travel	Fatigue Stress Unable to receive medical attention for injuries sustained abroad
19.0	Cleaning	Slips, Trips and Falls. Harm from use of cleaning chemicals. Needle stick Injuries.
20.0	Window Cleaning	Falls from portable ladders and steps Falls from external sills, ledges etc. Breaking of parts of buildings used as handholds
21.0	Lone Working	Walking to and from car in car-park.
21.1	Lone Working	Working alone in the office - external unauthorised entry.
21.2	Lone Working	Working alone in the office - unknown new tenant.
21.3	Lone Working	Travelling away from the office - client meetings etc.

21.4	Lone Working	Working form home
21.5	Lone Working	Responding to an emergency (illness etc)

5.3

Risk Assessment Methodology

In preparing the assessment on “Risk Level Factor” the following system has been used. This numerical representation is based upon the following empirical formula:

$$\text{Risk} = \text{LO} \times \text{FE} \times \text{DPH} \times \text{NP}$$

Where:

LO = Likelihood of occurrence, with:

- 0.033 - almost impossible
- 1 - highly unlikely
- 2 - possible
- 5 - even chance/could happen
- 8 - probable
- 10 - likely
- 15 - certain

FE = Frequency of Exposure, with:

- 0.5 - annually
- 1 - monthly
- 1.5 - weekly
- 2.4 - daily
- 4 - hourly
- 5 - constantly

DPH = Degree of Possible Harm, with

- 0.1 - scratch/bruise
- 0.5 - laceration/minor ill effect
- 2 - break minor bone/minor illness
- 4 - break major bone/major illness
- 6 - loss of one limb or eye/loss of hearing
- 10 - loss of two limbs or eyes
- 15 - fatality

NP = Number of people Exposed, with

- 1 - 1-2 persons
- 2 - 3-7 persons
- 4 - 8-15 persons
- 8 - 16-50 persons
- 12 - 50+ persons

The risk level is assessed using the scale indicated in Figure 2.



Figure 2: Risk level scale indicating risk category thresholds.

Appendix 1: **RISK ASSESSMENTS**

Appendix 2:

ACCIDENT INVESTIGATION FORM

Appendix 3: NEAR MISS FORM

NEAR MISS FORM

This is to help the Company correct any potentially hazardous actions/conditions, which might exist in the workplace – today's near miss could be tomorrow's accident.

Site name and exact location of incident

Date of incident Time

Describe how the event occurred

What caused the incident?

What should be done to prevent a recurrence?

Name (of person completing report) Date

PERMIT TO WORK FORM

Date of permit	Start time
----------------	------------

Permission granted to

Nature of work

Type of equipment to be used

Exact location

Special conditions attaching to permit

Please tick appropriate box - all boxes must read 'yes' before permit is issued		
	Yes	No
The above location has been examined	<input type="checkbox"/>	<input type="checkbox"/>
All combustible liquids, vapours, gases or dust have been removed	<input type="checkbox"/>	<input type="checkbox"/>
All combustible material has been removed or protected	<input type="checkbox"/>	<input type="checkbox"/>
A fire extinguisher/hose reel and fire blanket is available	<input type="checkbox"/>	<input type="checkbox"/>
Emergency exits have been checked and are in operation	<input type="checkbox"/>	<input type="checkbox"/>
Permit holder has been shown nearest alarm	<input type="checkbox"/>	<input type="checkbox"/>
Permit holder has been inducted on emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>

Signed (by person granting permit)	Print name	Date and time
------------------------------------	------------	---------------

Signed (by person carrying out work)	Print name	Date and time
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Cancellation of permit the work area and all affected areas were thoroughly inspected upon completion and thirty minutes later. No evidence of fire was observed, the area was clean and made safe.

Signed (by person cancelling permit)	Print name	Date and time
--------------------------------------	------------	---------------

Appendix 4:

PREGNANT EMPLOYEE RISK ASSESSMENT FORM

PREGNANT EMPLOYEE RISK ASSESSMENT FORM

Separate forms to be filled out for each hazard identified.

Area or Activity

Possible Hazard

Current Controls in Operation

Risk Assessment (see guidance note) Low Medium High

Additional Control Measures Required

Risk reassessment (see guidance note)

Action by Date of Implementation

Appendix 5:

MANUAL HANDLING GUIDELINES

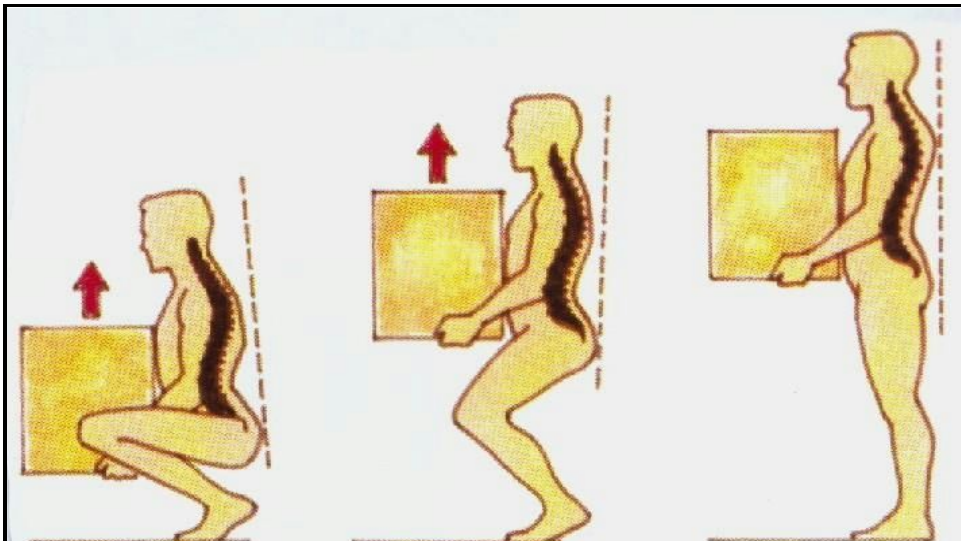
Manual Handling Guidance

All workers should be trained in Manual Handling and this training should be signed off. In addition Manual Handling Assessments should be carried out on relevant tasks and equipment in the workplace.

Lifting weights that are too heavy or just lifting weights the wrong way, can result in permanent back damage. This damage can be immediate more likely; the back pain will show up over time. It is very easy to avoid this back damage. It just takes good practice and common sense.

Remember....

- Get a good grip; keep the load close to your body.
- Keep your back straight.
- Bend your knee; lift with your leg muscles not your back.
- If it is too heavy don't struggle, get help.
- If there is a lot of manual handling involved in your job obtain mechanical aids to reduce the risk of back injury.



The correct method of manual lifting is illustrated in the figure above. Use the strong leg- and thigh-muscles and maintain the natural shape of the spine throughout the lift.

Appendix 6:

MANUAL HANDLING ASSESSMENT FORM

Appendix 7:

MANUAL HANDLING ASSESSMENT FORM

To be completed by the manual handling assessor.

Section A - General

Describe operations covered by this assessment

Describe locations of operations

Personnel involved

Q1: Do the operations involve a significant risk of injury?

yes

no

Note: If 'Yes' go to Q2. If 'No' the assessment need go no further. If in doubt answer 'Yes'

Q2: Can the operations be avoided/mechanised/automated at a reasonable cost?

yes

no

Note: If 'No' go to Q3. If 'Yes' proceed and then check that the result is satisfactory.

Q3: Are the operations clearly within the guidelines?

yes

no

Note: If 'No' go to Section B. If 'Yes' you may go straight to Section C if you wish.

Section B - Detailed Assessment (see overleaf)

Section C - Overall Assessment of Risk

What is your overall assessment of the risk injury?

high

medium

low

insignificant

If 'Insignificant' the assessment need go no further. Otherwise go to Section D.

Section D - Remedial Action

What remedial steps should be taken in order of priority using another sheet if necessary?

1

2

3

4

Section E - Summary

Overall priority for remedial action

high

medium

low

nil

Describe remedial action to be taken

Deadline for action (date)

Assessor's name (print)

Signature

Date of assessment

Date of reassessment

Page 1 of 2

Appendix 8:

Section B – Detailed Assessment

Do tasks involve:	Yes	No	Risk			Possible Remedial Action:
			high	medi	low	
Holding loads away from trunks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Twisting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stooping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reaching upwards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Large vertical movement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Long carrying distances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Strenuous pushing or pulling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unpredictable movement of loads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Repetitive handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Insufficient rest or recovery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A workrate imposed by a process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the loads:						
Heavy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bulky / unwieldy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Difficult to grasp?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unstable / unpredictable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Intrinsically harmful (eg sharp/hot)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The working environment—are there:						
Constraints on posture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Poor floors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Variations in levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hot/cold/humid conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Strong air movements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Poor lighting conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individual capability—does the job:						
Require unusual capability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard to those with a health problem?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard to those who are pregnant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Call for special information/training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other factors:						
Is movement or posture hindered by clothing or personal protective equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Appendix 9:

Appendix 10:

Appendix 11: **VDU WORKSTATION ASSESSMENT FORM**

WORKSTATION USER ASSESSMENT CHECKLIST

	Ye s	No	Action Required
Chair			
- Does the chair have a five star base with castors			
- Is the weight capacity of the chair suitable			
- Is the backrest height adjustable			
- Is the backrest angle adjustable			
- Is the chair height adjustable			
- Is the back supported by the chair backrest			
- When using the keyboard, are lower arms at a 90° angle to upper arms.			
- With feet flat on the floor, are the upper legs parallel to the floor			
- If a footrest is required, has it been provided			
- Where chair arms are fitted, is there sufficient clearance under the desk			
- Can a front facing position be maintained while using VDU			
Screen/Monitor			
- Is the top of the screen in line with eyes			
- Is the screen positioned at arms length			
- Does the screen swivel and tilt			
- Is the screen free from glare and reflection			
- Is the screen free from flicker			
- Is the brightness and contrast adjustable			
- Is the text clear and readable			
- Is the screen cleaned weekly			
- If a document holder is required, has it been provided			
Keyboard			
- Is the keyboard separate from the screen			
- Does the keyboard tilt			
- Are the characters easily readable			
- Is there sufficient space to rest hands/wrists when keyboard not in use			
- Does the keyboard have a non-reflective matt surface			
Mouse			
- Is the mouse located adjacent to the keyboard			
- Is the forearm supported when using the mouse			
- Does the device work smoothly			
- Is a mouse mat supplied			
Workstation/Desk			
- Is the work surface large enough for equipment, papers etc			
- Can user comfortably reach all equipment, papers, telephone etc			
- Are surfaces free from glare and reflection			
- Is there sufficient leg room under desk			
- Are headsets required for the telephone			
Environment			
- Is there enough room to change position and vary movement			
- Is the lighting suitable i.e. not too bright or dim			
- Does the air feel comfortable i.e. not too dry			
- Are heat levels comfortable			
- Are noise levels comfortable			
- Is cable management satisfactory			
Final Questions			

Has the checklist covered all the problems when working with the VDU?
Is there any discomfort or other symptoms, which can be attributed to working with the VDU?
Has availability of eye and eyesight testing been advised?
- Are regular breaks/changes of activity undertaken i.e. looking away from the screen every 20 minutes and taking a break/change of activity every hour.
Record any problems experienced:
Any further comments:
Workstation Location: _____ User Name: _____ Assessor Name: _____ Date of Assessment: _____ Any further action required: YES ● NO ● Date follow-up action completed: _____
<p>“Yes” answers require no further action</p> <p>“No” answers will require investigation and/or remedial action. Assessor’s decision should be recorded in the “Action Required” column. Assessors should check later that action has been taken and issues have been resolved.</p>

Appendix 8: Tips for Good Display Screen Equipment Ergonomics

Section 6:

TIPS FOR GOOD DISPLAY SCREEN EQUIPMENT (DSE) WORKSTATION ERGONOMICS

1. Set the chair height so that the elbows are at a right angle approximately when typing.
2. Have the feet on the floor or on a footrest.
3. Have the monitor and keyboard directly in front of you.
4. Position the screen approximately arm's length distance away from you.
5. Adjust the height of the screen until the top of the screen is at eye level. Tilt the screen up slightly. Use window blinds to reduce glare / reflections where necessary.
6. Ensure the lower back is supported by the backrest of the chair in all working postures.
7. The upper arms should be relaxed and close to the body.
8. The wrists should be in a good posture when typing.
9. There should be space on the desk in front of the keyboard to rest the wrists when not typing.
10. Bring the mouse close to the keyboard to reduce shoulder stretching when using the mouse. Have the forearm supported when using the mouse.
11. Use a document /book holder if data is regularly entered from hard copy documents.
12. Arrange the work equipment so that frequently used items are within easy reach e.g. mouse and phone.
13. Do not hold the phone between the head and shoulder for long periods.
14. Do not store files or other equipment under the desk as they may restrict leg clearance.
15. Take the eyes off the screen approx every 20 minutes to rest the eyes.
16. Change posture frequently in the chair and get up from the chair at least every hour to reduce muscle tension.
17. Use a docking station and desktop equipment if using a laptop for prolonged periods.
18. Ensure that equipment cables are long enough to accommodate recommended workstation set up.
19. Ensure that equipment cables are managed and do not pose a slip and trip hazard.

The guidelines should be followed whenever possible. However it is not always possible to get the ideal workstation set up due to the nature of the work tasks carried out, the type of furniture and equipment provided, or because of personal preferences of the users.

There must be some flexibility around these guidelines to allow for individual needs and preferences.

Appendix 9: Names & Titles of Responsible Person

NAMES AND TITLES OF RESPONSIBLE PERSONS	
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Director and Safety Officer	Gerry Bennett
Safety Coordinator	Natasha Kearns
Fire Marshals	Brenda Walsh and Louise Callaghan
First Aiders	Natasha Kearns
Person responsible for monitoring and re-stocking First Aid Boxes	Natasha Kearns
Person responsible for sharps disposal bins	Natasha Kearns
Person(s) responsible for conducting risk assessments	Louise Callaghan
Person(s) responsible for implementing corrective actions	Louise Callaghan
Person responsible for monitoring and control of Contractors	Louise Callaghan
Person(s) responsible for undertaking monthly inspections	Brenda Walsh
Persons responsible for informing HAS of any accidents/dangerous occurrences	Louise Callaghan
Person responsible for resetting gas safety devices	N/A
Anyone else with H&S roles	

