



RIVERSIDE CHILDCARE LIMITED

23rd of July 2022

Safety Statement

Including Risk Assessment

SAFETY STATEMENT

INCLUDING RISK ASSESSMENTS

<u>PART A – SAFETY STATEMENT AND APPENDICES</u>	4
<u>SECTION 1 – HEALTH AND SAFETY POLICY</u>	5
1.0 – HEALTH AND SAFETY POLICY	6
1.1 – BUSINESS / COMPANY INFORMATION	7
<u>SECTION 2 – SAFETY ARRANGEMENTS</u>	8
2.0 – ROLES AND RESPONSIBILITIES	9
2.0.1 – PERSONS RESPONSIBLE FOR PERFORMING TASKS	10
2.1 – COMPETENCE AND TRAINING REQUIREMENTS	10
2.2 – CONSULTATION AND PARTICIPATION	11
2.3 – THE SAFETY REPRESENTATIVE	12
2.4 – CONTRACTORS’ RESPONSIBILITIES	13
2.5 – VISITORS	13
2.6 – ACCIDENT REPORTING AND INVESTIGATION	14
2.7 – EMERGENCY PROCEDURES	15
2.8 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS	17
2.9 – PERSONAL PROTECTIVE EQUIPMENT	18
2.10 – PREGNANCY AT WORK	19
2.11 – YOUNG PERSONS	20
2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK	20
<u>APPENDICES</u>	21
APPENDIX 1 – FORMS AND RECORDS	22
APPENDIX 2 – EMERGENCY INFORMATION	28
APPENDIX 3 – ACCIDENT / INCIDENT INVESTIGATION FORM	30
APPENDIX 4 - SAFETY DATA SHEETS / REPORTS FOR HAZARDOUS SUBSTANCES	33
<u>PART B – RISK ASSESSMENT AND ACTION LIST</u>	34

SECTION 1 – HEALTH AND SAFETY POLICY

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

This safety statement (including the risk assessments) must be brought to the attention of all employees, parents, guardians and others in the service that may be exposed to any risks. This should be done at least once a year, and whenever it is changed or updated. New employees should also be made aware of this safety statement, especially the sections that may affect them directly.

23rd of July 2022

Michael Dunster

1.0 – HEALTH AND SAFETY POLICY

KEY ACTIONS

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

HEALTH AND SAFETY POLICY

We of **Riverside Childcare LTD** are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. We are committed to fulfilling our statutory obligations to manage and coordinate workplace safety and health and ensuring, so as far as is reasonably practicable, that:

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

Signed: 

Date: 23rd of July 2022

Position: Managing Director/Owner

1.1 – BUSINESS / COMPANY INFORMATION

BUSINESS / COMPANY INFORMATION	
Business / Company Name	Riverside Childcare Limited
Business / Company Address	Andy Allen Park, Rednagh Road, Aughrim Lower, Aughrim, Co. Wicklow, Y14 F868
CRO Number	702524
Managing Director / Owner	Michael Dunster
Phone Number	083 0935391
Email	riversideaughrim@gmail.com
Website	N/A
Other Contact / Social Media	https://www.facebook.com/RiversideChildcareAughrim

SECTION 2 – SAFETY ARRANGEMENTS

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

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

2.0 – ROLES AND RESPONSIBILITIES

KEY ACTIONS

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

EMPLOYER'S RESPONSIBILITIES INCLUDE:

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

EMPLOYEE'S RESPONSIBILITIES INCLUDE:

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

2.0.1 – PERSONS RESPONSIBLE FOR PERFORMING TASKS

KEY ACTIONS

I, as the employer, am 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 in **Form 1.5 – Responsible Persons Task Register** in **Appendix 1**.

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

2.1 – COMPETENCE AND TRAINING REQUIREMENTS

KEY ACTIONS

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

Competence is determined by knowledge, training and experience and, as an employer I 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 employees will be capable of completing a job safely, efficiently and to a high standard. For example, typical training which can be carried out could include:

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

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

2.1.1 – INDUCTION TRAINING

KEY ACTIONS

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

Induction training will include the following information:

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

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

2.2 – CONSULTATION AND PARTICIPATION

KEY ACTIONS

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.

TOP TIPS

We will consult with all relevant employees:

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

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

2.3 – THE SAFETY REPRESENTATIVE

KEY ACTIONS

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

I shall consider these representations and act on them if necessary. The purpose of these consultations is to prevent accidents and ill health, to highlight problems, and to identify means of overcoming them.

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

The functions of my safety representative include:

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

Note: The safety representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a safety representative.

My safety representative is:

Noelia Hernández González

2.4 – CONTRACTORS’ RESPONSIBILITIES

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

KEY ACTIONS

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

Contractors carrying out work must:

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

FURTHER INFORMATION

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

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

2.5 – VISITORS

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

KEY ACTIONS

Visitors may not be aware of the potential hazards associated with 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.

2.6 – ACCIDENT REPORTING AND INVESTIGATION

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, we will:

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

FURTHER INFORMATION

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

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

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

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

2.7 – EMERGENCY PROCEDURES

KEY ACTIONS

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
- Completing **Form 2.1 Emergency Contact Information in Appendix 2.**

FIRE AND EVACUATION

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

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

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

- GO IMMEDIATELY TO THE NEAREST EXIT
- DO NOT WAIT TO FIND OUT WHAT IS HAPPENING
- DO NOT STOP TO COLLECT PERSONAL ITEMS
- GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION

- DO NOT RE-ENTER THE BUILDING/PREMISES UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.

FIRST AID

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

- At least one adequately stocked and accessible first-aid kit will be provided
- We will ensure first-aid equipment is prominently placed, that employees are aware of its location and that it is accessible to all employees
- We will appoint a person to take charge of first-aid equipment, keeping it stocked and in date (where there is a first aider, they will be given this responsibility)
- Contact details and directions to the nearest doctor or hospital will be available / displayed
- We will appoint an occupational first aider should the workplace assessment identify that a trained occupational first aider is required (considering the specific hazards arising in the workplace, size of the workplace, the numbers employed, access to medical services, etc.).

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

VIOLENCE / ROBBERY

Where there is a risk of robbery or violence in the workplace, 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.

2.8 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS

KEY ACTIONS

Where required, I will provide and maintain adequate welfare facilities and a suitable and safe workplace environment for use by my 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.

2.9 – PERSONAL PROTECTIVE EQUIPMENT

KEY ACTIONS

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

- Eye protection
- Gloves
- High-visibility clothing
- Plastic Aprons
- Respiratory protection, e.g. mask.

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 using **Form 1.4 PPE Register** in **Appendix 1**.

We expect our employees to:

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

FURTHER INFORMATION

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

2.10 – PREGNANCY AT WORK

KEY ACTIONS

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

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

FURTHER INFORMATION

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

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

2.11 – YOUNG PERSONS

KEY ACTIONS

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
- **Form 1.5 Responsible Persons Register in Appendix 1** can be used to identify the person responsible for carrying out young persons at work risk assessments.

FURTHER INFORMATION

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

2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK

KEY ACTIONS

As an employer I 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 Policy is in place that outlines procedures with regard to addressing bullying and harassment at work.

FURTHER INFORMATION

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

APPENDICES

APPENDIX 1 – FORMS AND RECORDS

APPENDIX 2 - EMERGENCY INFORMATION

APPENDIX 3 – ACCIDENT REPORTING AND INVESTIGATION

APPENDIX 4 – SAFETY DATA SHEETS

APPENDIX 1 – FORMS AND RECORDS

FORM 1.1 – INDUCTION REGISTER

INDUCTION REGISTER			
NO.	NAME	DATE INDUCTED	SIGNATURE

FORM 1.2 – 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: <ul style="list-style-type: none"> ● Safety glasses ● Safety footwear ● High-visibility clothing ● Ear protection ● Other..... 			
4.	Emergency procedures and location of: <ul style="list-style-type: none"> ● Assembly point and evacuation route ● Closest medical facility ● Contact details of emergency services ● Provisions for emergency communications 			
5.	<ul style="list-style-type: none"> ● The location of the first-aid facilities/kits ● Names of the first aiders and where to obtain treatment 			
6.	Location of firefighting equipment, e.g. fire extinguishers and hose reels			
7.	Names and contact details of the Health and Safety representative(s)			
8.	Location of welfare facilities (including toilets and drinking water)			
9.	Accident reporting procedures			
10.	Question and answer session			
NOTE: ENSURE TRAINING IS PROVIDED IN A FORM, MANNER AND LANGUAGE THAT IS REASONABLY LIKELY TO BE UNDERSTOOD BY THE EMPLOYEE				
PERSON RESPONSIBLE FOR CARRYING OUT INDUCTION TRAINING:				

TRAINING REGISTER					
NO.	NAME	TRAINING TYPE	TRAINER	SIGNATURE	DATE

FORM 1.4 – PERSONAL PROTECTIVE EQUIPMENT REGISTER

PERSONAL PROTECTIVE EQUIPMENT REGISTER					
NAME	COMPANY	TYPE OF PPE RECEIVED	TRAINING RECEIVED	SIGNATURE	DATE

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

APPENDIX 2 – EMERGENCY INFORMATION

FORM 2.1 – EMERGENCY CONTACT INFORMATION

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

APPENDIX 3 – ACCIDENT/INCIDENT INVESTIGATION FORM

FORM 3.1 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM

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

PART D – WITNESS DETAILS (WHO WITNESSED THE ACCIDENT/INCIDENT?)			
NAME		PHONE	

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

APPENDIX 4 - SAFETY DATA SHEETS/REPORTS FOR HAZARDOUS SUBSTANCES

INSERT SAFETY DATA SHEETS OR REPORTS FOR HAZARDOUS SUBSTANCES

SAMPLE SAFETY DATA SHEET INFORMATION BRIEF

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PART B – RISK ASSESSMENT AND ACTION LIST

RISK ASSESSMENT

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

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

ACTION LIST

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

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

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. Driving for Work
8. Access to Drugs and Medicines
9. Contaminated Waste Disposal
10. General Equipment
11. Heating Ventilation and Air Conditioning Systems
12. Hot Objects
13. Knives and Sharp Objects
14. Microwave

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 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 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	Yes

<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>	
Fire extinguishers that are suitable for fighting electrical fires are provided	Yes
All circuits supplying socket outlets are protected by an RCD <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	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 <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
Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed daily <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>	Yes

<p>Fire alarm, manual call points and smoke / heat detectors are in place where necessary, kept in good working order and checked regularly</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</p> <p><i>Emergency lights must have a back-up power source. They may be lit all the time or only light in the event of a power outage. Full standby lighting must be provided in swimming pools and high risk areas such as commercial kitchens</i></p>	Yes
<p>Fire extinguishers are accessible, kept in good working order and inspected regularly</p> <p><i>Firefighting equipment is for use in the early stages of a fire without exposing anyone to danger. It should be checked weekly and serviced annually by a competent person and records must be kept. Refer to the fire safety checklist in Learn More</i></p>	Yes
<p>Employees are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers</p>	Yes
<p>Emergency evacuation procedures are in place</p> <p><i>Emergency procedures must take account, where necessary, of persons who have reduced mobility and / or understanding and may require help</i></p>	Yes
<p>Fire drills are held regularly</p>	Yes
<p>Appropriate signs are in place</p> <p><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></p>	Yes
<p>Additional Controls or Information</p>	

Hazard: Slips, Trips and Falls	
Current Controls	Actioned
Stairs and steps are clearly visible, handrails are suitable, and distractions are avoided <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>	Yes
Problem stairs and steps are identified and extra precautions are in place <i>Examples of extra precautions include slip-resistant step edges and highlighting surprise or irregular steps</i>	Yes
Pedestrian routes are slip resistant, kept clear and clean and are properly maintained <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>	Yes
Slippery surfaces have been identified and have been replaced, treated or improved <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>	Yes
Floors around entrances are slip resistant when wet <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>	Yes
Floors are wet cleaned when the workplace is closed or quiet and wet areas are cordoned off until dry <i>Remove wet floor signs when floors are dry</i>	Yes
Suitable slip resistant footwear is provided and worn where necessary <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>	Not Applicable
Adequate lighting is provided and is appropriate for the work being carried out <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>	Yes
Spills are cleaned up immediately and absorbent materials and warning signs are available <i>Use absorbent material to soak up spills. Have these materials near areas where spills are likely</i>	Yes
Trailing cables and leads are re-routed, removed or secured and other good-housekeeping practices are in place to avoid trip hazards	Yes

Additional Controls or Information	

Hazard: Manual Handling	
Current Controls	Actioned
<p>Each manual handling task is assessed and measures put in place where needed to avoid or reduce the risks</p> <p><i>Risk Factors: Load is too heavy / large / awkward or carried with arms outstretched. Load is lifted above shoulder height, lowered to floor level or carried too far. Moving the load involves bending /twisting of body or is done more than 30 times per hour</i></p>	Yes
<p>Task is organised to allow the use of mechanical aids 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>	Yes

<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>	
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 and Safety Data Sheets are available for each chemical and the associated hazards of each chemical has been identified <i>A Safety Data Sheet (SDS) is a document to be provided with all hazardous chemicals. It gives information on the chemical hazards, advice on safe handling/use/storage & emergency measures in case of an accident/spillage. Cosmetics do not require an SDS</i>	Yes
Employees are trained in the safe use of chemicals	Yes
The number of employees and the exposure to chemicals is assessed and minimised	Yes
Less hazardous chemicals are used where possible	Yes
Adequate ventilation is provided	Yes
A wash hand basin, soap and disposable towels/hand dryer are available	Yes
All chemicals are used, stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations <i>Consider the risk of spillage or leakage during storage and if an outer container or bund should be in place to contain the chemical</i>	Yes
Eye, skin and respiratory protection 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 are used to prevent falls where work at height cannot be avoided <i>Risk assessments on podium steps, ladders, scaffolding etc are available within the browse hazard function of BeSMART.ie</i>	Yes
Where falls cannot be prevented, work equipment 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	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 <i>Avoid any gaps that employees have to step across and could fall through</i>	Yes
The use of ladders is avoided or they are used only for light work of short duration <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>	Yes
Work equipment is inspected regularly and any defects found are repaired <i>All equipment for work at height has to be examined either every 6 or 12 months by a competent person</i>	Yes
Materials are not stored at height or they are secured <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>	Yes
Work areas at height are kept clear of loose materials and materials are prevented from falling	Yes
Training is provided to employees on using equipment for work at height	Yes

Personal Protective Equipment is provided and employees are trained in its use	Yes
Additional Controls or Information	

Hazard: Driving for Work	
Current Controls	Actioned
<p>Employees have a full drivers licence, are competent, authorised and experienced and are familiar with the vehicle</p> <p><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></p>	Yes
<p>Vehicles are maintained in accordance with the manufacturer's instructions, in a roadworthy condition and fit for use</p> <p><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>	Yes
<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 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</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 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</i></p>	Yes

<i>Transport Safety Reversing Vehicles guidance in 'Learn More' for more information</i>	
Adequate rest breaks are planned and taken, and adequate time is allowed for journeys, taking account of road, traffic and weather conditions <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>	Yes
Records are kept of drivers' licences, authorisation, training, collisions, incidents, vehicle checks, maintenance, NCT / DOE and insurance	Yes
Vehicles are parked safely and legally <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>	Yes
Work equipment carried in the vehicle is secured for travel	Yes
Plans are in place for dealing with vehicle breakdown and collisions, and employees are trained <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>	Yes
In the event of breakdown the vehicle is safely stopped, hazard warning lights are activated and warning triangle is used where appropriate <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>	Yes
Additional Controls or Information	

Hazard: Access to Drugs and Medicines	
Current Controls	Actioned
An inventory of medicines in the workplace has been prepared and is kept up to date	Yes
A policy on misuse of drugs is available and implemented	Yes
Product labels and Data sheets are available for each medicine and the associated hazards of handling each medicine have been identified	Yes

<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>	
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 and materials for clean-up are readily available	Yes
Additional Controls or Information	

Hazard: Contaminated Waste Disposal	
Current Controls	Actioned
All materials used for cleaning potentially contaminated areas, are confined for use to that area	Yes
Bins with foot pedals are used and disposable gloves are provided and worn	Yes
All containers of contaminated waste are appropriately labelled <i>Containers should be secure, leak proof and contents identified</i>	Yes
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: 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: Heating Ventilation and Air Conditioning Systems	
Current Controls	Actioned
All ventilation, heating and air conditioning systems are used and maintained in accordance with the manufacturer's instructions <i>Equipment should be serviced regularly by a competent person and records kept</i>	Yes
Only trained employees operate heating, ventilation and air conditioning systems and operators manuals are available	Yes
Ventilation filter units are cleaned as part of general maintenance in accordance with the manufacturer's instructions	Yes
Accessible hot pipework is lagged as required	Yes
Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>Consider the use of a carbon monoxide alarm where relevant and maintain it in good working order</i>	Yes
Additional Controls or Information	

--	--

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

Hazard: Knives and Sharp Objects	
Current Controls	Actioned
Use of knives and sharp objects is minimised and they are stored safely	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 before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Knives or sharp object used are suitable 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 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	

PART B2 – ACTION LIST

Hazard	Control Required	Assigned To	Action By	Complete & Date Completed
--------	------------------	-------------	-----------	---------------------------------