

---

Old Coolattin Country CLG  
T/a  
Carnew Training and Consultancy

---

# Health and Safety Statement



First Drafted 02/02/2007  
Revision 25<sup>th</sup> July 2025  
Reviewed 8th June 2026

## Table of Contents

|                                                                |           |
|----------------------------------------------------------------|-----------|
| HEALTH AND SAFETY STATEMENT REVISION HISTORY .....             | 3         |
| CARNEW TRAINING AND CONSULTANCY.....                           | 4         |
| IMPLEMENTATION OF GENERAL POLICY STATEMENT.....                | 5         |
| HEALTH AND SAFETY POLICY .....                                 | 6         |
| RESPONSIBILITIES OF CENTRE MANAGER .....                       | 7         |
| RESPONSIBILITIES OF APPOINTED STAFF & BOARD MEMBERS .....      | 8         |
| <i>Responsibilities of Employees and Visitors .....</i>        | <i>8</i>  |
| <i>Responsibilities of Safety Representative .....</i>         | <i>9</i>  |
| <i>Responsibilities of Caretaker Staff.....</i>                | <i>10</i> |
| <i>Responsibilities of Fire Wardens: .....</i>                 | <i>11</i> |
| RESPONSIBILITIES TOWARDS THIRD PARTIES/Contract Trainers ..... | 11        |
| <i>Delivery of Off-Site training by third parties .....</i>    | <i>11</i> |
| STAFF MEMBERS 2026.....                                        | 12        |
| INFORMATION AND TRAINING.....                                  | 13        |
| INDUCTION TRAINING.....                                        | 13        |
| WORK RELATED STRESS AND DIGNITY AT WORK.....                   | 14        |
| CONSULTATION PROCESS.....                                      | 15        |
| PREGNANCY AT WORK .....                                        | 15        |
| INTOXICATING SUBSTANCES .....                                  | 16        |
| Driving for Work.....                                          | 16        |
| LONE WORKING .....                                             | 16        |
| Staff.....                                                     | 16        |
| Tutors .....                                                   | 16        |
| HYBRID WORKING .....                                           | 17        |
| ACCIDENT REPORTING.....                                        | 18        |
| HAZARDS.....                                                   | 19        |
| <i>Specific Hazards .....</i>                                  | <i>19</i> |
| Fire Hazards.....                                              | 19        |
| Electrical Equipment.....                                      | 19        |
| Manual Handling .....                                          | 19        |
| Slips, Trips and Falls.....                                    | 19        |
| Cuts and Bruises .....                                         | 20        |
| Health and Hygiene .....                                       | 20        |
| Use of Centre Premises by Third Parties (room rental) .....    | 21        |

|                                                                      |                                     |
|----------------------------------------------------------------------|-------------------------------------|
| Procedures .....                                                     | 21                                  |
| <b>GENERAL ON-GOING HAZARDS .....</b>                                | <b>22</b>                           |
| <b>HAZARDS ASSOCIATED WITH SPECIFIC DISCIPLINES .....</b>            | <b>23</b>                           |
| <i>Grounds Care and Maintenance</i> .....                            | 23                                  |
| <i>Fixed equipment</i> .....                                         | 23                                  |
| Hand-operated Grass Mowers: .....                                    | 23                                  |
| Hedge Cutting and Strimming: .....                                   | 23                                  |
| Workstations .....                                                   | 23                                  |
| <b>FIRST AID STATIONS .....</b>                                      | <b>26</b>                           |
| <b>EMERGENCY AND GENERAL PROCEDURES .....</b>                        | <b>27</b>                           |
| <i>Fire Officers:</i> .....                                          | 27                                  |
| <b>EMERGENCY EVACUATION PROCEDURE .....</b>                          | <b>28</b>                           |
| Evacuation Procedures.....                                           | 28                                  |
| Tutors/ Persons in Charge of Visitors .....                          | 28                                  |
| Fire Wardens in Charge.....                                          | 28                                  |
| <b>FIRE PROCEDURE .....</b>                                          | <b>29</b>                           |
| <i>Fire</i> .....                                                    | 29                                  |
| <i>Fire Hazards</i> .....                                            | 29                                  |
| <b>Risk Assessments.....</b>                                         | <b>34</b>                           |
| 1. Kitchen.....                                                      | 34                                  |
| 2.Offices and Training Rooms .....                                   | 35                                  |
| 3.Hall Stairs and Landing.....                                       | 35                                  |
| 4 Offices and Training Rooms– child specific (added June 2019) ..... | 36                                  |
| 5.Forklift Training .....                                            | 37                                  |
| 6.Mewp/work at height training .....                                 | 39                                  |
| 7.Chainsaw Training .....                                            | 40                                  |
| 8.Carpark and Exterior Areas .....                                   | 42                                  |
| 9.Lone Working/Onsite Working.....                                   | 44                                  |
| 10.Driving for Work.....                                             | 45                                  |
| <b>HAZARD INFORMATION.....</b>                                       | <b>45</b>                           |
| <b>Accident or Incident Record Form .....</b>                        | <b>Error! Bookmark not defined.</b> |

## HEALTH AND SAFETY STATEMENT REVISION HISTORY

| <b>Rev No</b> | <b>Date of Review</b>                      | <b>Amendments</b>                                                                                                                                                                                                                                                       | <b>Amended by</b>                     |
|---------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>1</b>      | First Drafted:<br>2 <sup>nd</sup> Feb 2007 |                                                                                                                                                                                                                                                                         |                                       |
| <b>2</b>      | Reviewed: 5 <sup>th</sup><br>Jan 2017      | General Revision                                                                                                                                                                                                                                                        |                                       |
| <b>3</b>      | Reviewed 16 <sup>t</sup><br>Jan 2019       | General Revision                                                                                                                                                                                                                                                        |                                       |
| <b>4</b>      | Reviewed<br>11 <sup>th</sup> Dec 2019      | Revision and Update.                                                                                                                                                                                                                                                    | Tom Kelly                             |
| <b>5</b>      | Reviewed<br>08 June 2020                   | Review of Risk assessments to take account of any changes to the work activity following implementation of the public health recommendations for COVID-19.                                                                                                              | Tom Kelly                             |
| <b>6</b>      | Reviewed May<br>2023/Jan24                 | Removal of references to Covid-19<br>General review<br>Separated out Anti-bullying, Volunteer policy<br>Updated accident report form<br>Updated Lone Working<br>Hybrid Working Added<br>Workstations Added<br>Updated driving for work<br>Added Carpark risk assessment | Debbie Furlong                        |
| <b>7</b>      | Reviewed 25<br>July 2025                   | General revision and update                                                                                                                                                                                                                                             | Jacqui Mulholland /<br>Debbie Furlong |
| <b>8</b>      | Reviewed 8 <sup>th</sup><br>June 2026      | General revision and update                                                                                                                                                                                                                                             | Debbie Furlong                        |

## CARNEW TRAINING AND CONSULTANCY

Carnew Training and Consultancy facilitates a self-help culture so that people in marginalised circumstances can improve their social and economic lives by accessing training and services as a means of empowerment.

We run programmes that build human capital through needs generated training. These programmes cover a range of demographics from young people to senior citizens, with a core objective to provide skills training to the harder to reach groups such as the unemployed, older people and the disadvantaged. All our courses, if not free, are affordable to our target groups and we endeavour to ensure that affordability is maintained.

We are a not for profit Company, meaning that all our courses are kept to a minimum cost to the Learner. Carnew Training and Consultancy is associated with a range of activities and resources that address the needs of the diverse demographics in the area such as

- Pride in Carnew Community Group
- Summer Camps for Kids
- Free Counselling Services
- Carnew Newsletter

Actively involved promoting local heritage to reap local economic benefits, promote social and cultural development and foster community spirit. Carnew TDC collaborates with a number of bodies to enhance Carnew- Wicklow County Council, The Heritage Council, County Wicklow Partnership and various local groups.

# IMPLEMENTATION OF GENERAL POLICY STATEMENT

## Safety, Health and Welfare at Work Act 2005

**To each employee and visitor:**

### **Definitions:**

**Visitor** - management member, student, tenant, contractor, legitimate agent and visitor

**Employee** - any person employed by Old Coolattin Country CLG or Tomacork Community Employment Ltd. whose place of work is Carnew Training and Consultancy.

The Board of Management of Old Coolattin Country CLG. trading as Carnew Training and Consultancy, Woolgreen, Carnew, Co. Wicklow, (hereafter called Carnew TDC), and Tomacork CE Scheme acknowledge their responsibilities under the Safety, Health and Welfare at Work Act, 2005 and any Regulations made there under.

With this in mind, we have carried out Risk Assessments of all our key operations and processes in all the workplaces we control. The risk assessments formed the basis for preparing the Safety Statement which sets out the safety and health measures we are implementing to protect everyone both employees and visitors.

We are committed to ensuring that the safety and health measures set out in our Safety Statement are met.

CARNEW TDC is committed to providing, so far as is reasonably practicable, a safe and healthy work environment for all CARNEW TDC employees and to meet its duties to authorised visitors who may be affected by CARNEW TDC's operations.

In accordance with section 20 of the Act, CARNEW TDC's safety statement identifies the hazards and assesses the risks of all CARNEW TDC activities; it details the protective and preventive measures taken, personnel responsible, relevant resources, and employee co-operation required to secure the safety, health, and welfare at work of persons employed in CARNEW TDC.

CARNEW TDC will consult with staff on safety, health, and welfare at work matters, including this document, in accordance with Section 26 of the Act. Specifically, staff will be informed of any serious risk(s) to safety and how they are being addressed.

Each employee/visitor has an important contribution to make to the creation of a safe workplace.

Under the terms of the 2005 Act, it is the duty of each employee/visitor to comply with safety and health legislation.

Take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work,

You must play your part under the Safety Statement. Comply with all the safety and health rules for your area. Work safely and think of others as you do.

Know and understand the Risk Assessments for your area.

Report safety and health problems

CARNEW TDC will annually review this safety statement in the light of experience and developments within CARNEW TDC.

Signed: \_\_\_\_\_

Dermot Kenny, General Manager

Date: \_\_\_\_\_

## HEALTH AND SAFETY POLICY

The aims set out in the general policy statement will be accomplished as detailed hereunder and without prejudice to the generality of the introductory general policy statement. The administration will extend its policy to include in particular:

1. The design, provision, and maintenance of, so far as is reasonably practicable, a working environment that is safe, healthy and without risks as regards arrangements and facilities, to the welfare of all people affected by the work practices.
2. The provision and maintenance of, so far as is reasonably practicable, premises, with means of entry thereto and egress there from, which are safe and without risks.
3. The supply and maintenance, as far as is reasonably practicable, of plant, equipment and appliances, for the time being, on the premises that are safe and without risks to safety, health and welfare of people affected by their use.
4. The provision of information, instruction, training, and supervision as is necessary to ensure, as far as is reasonably practicable and is necessary in the opinion of management.
5. In circumstances where it is not practicable to control or eliminate hazards in the place of work, the provision, and maintenance of such protective clothing or equipment that is appropriate and that these are used.
6. The assurance that the use, handling, storage and transport of articles and substances are, so far as is reasonably practicable, safe and without risks to the safety, health and welfare of all.
7. The obtaining, where the foregoing obligations cannot be complied with for lack of suitable personnel, of the services of a competent person as per section 6, (2j) of the Safety; Health and Welfare at Work Act 2005.

This statement will be retained in the workplace and its provisions will be brought to the notice of all employees.

The statement will be available for inspection by the Health and Safety Authority.

The person charged with the responsibility for the implementation and upkeep of these policies is Dermot Kenny, General Manager.

CARNEW TDC as the employer are legally obliged to ensure that persons are nominated and made responsible to ensure that all the areas identified in this safety statement will be carried out fully. Where it is required, we will ensure that any training required to fulfil these roles will be provided. We will review and follow up on a regular basis to ensure that assigned tasks are being carried out effectively.

Signed: \_\_\_\_\_

Dermot Kenny, General Manager

Date: \_\_\_\_\_

## RESPONSIBILITIES OF CENTRE MANAGER

**Name: Mr. Dermot Kenny**

- To initiate the Safety Policies of the centre
- To administer these policies and delegate to staff as appropriate
- To arrange, through the Management, that adequate funds and facilities to implement these policies are made available.
- To maintain the safe upkeep of the premises
- To implement and initiate evacuation procedures
- To ensure that First Aid facilities and Controls are implemented.
- To arrange to have this policy statement revised periodically
- To maintain relevant records and documents pertaining to statutory requirements
- To provide full executive support for all staff who have been given responsibility under this statement of policy.
- To ensure that the Centre's annual report is received and that it contains, in addition to the normal information, an evaluation of the extent to which this policy has been put into effect.
- To reprimand any member of staff failing in their responsibilities
- To set a personal example
- To release staff for training where necessary
- To be familiar with fire drills and evacuation procedures
- To maintain a list of emergency telephone numbers and addresses
- To report any defects in office equipment as soon as possible
- To work in a manner that is safe to themselves and to others.
- To avoid enacting hazards in the office e.g. leaving filing cabinet drawers open, trailing cables, build-up of papers etc.
- To be familiar with the use of firefighting equipment

## RESPONSIBILITIES OF APPOINTED STAFF & BOARD MEMBERS

**Names: Martina Travers, Pat Leacy**

- To know the statute requirements and ensure that they are observed
- To insist that sound and safe working practices are observed at all times
- To ensure that safety precautions are accounted for when employing outside contractors
- To institute proper reporting, recording, investigation and costing procedures
- To insist that the protective clothing and equipment is provided and is used
- To ensure that high standards of hygiene are observed throughout the centre
- To be familiar with fire drills and evacuation procedures
- To assume the responsibilities of the Manager in Safety and Health matters in the absence, for any reason, of the Manager

### **Responsibilities of Employees and Visitors**

- To ensure that all visitors carry out all their routines in a safe manner and do not create danger for themselves or others
- To be familiar with evacuation procedures
- To be familiar with the firefighting equipment and its uses
- To notify the Manager of any accidents, or incidents that could result in accidents, and keep records of them
- To insist that all visitors wear protective clothing and use protective equipment where necessary
- To identify hazards intrinsic to their own disciplines and to ensure that they eliminate or take protective action and that their visitors do likewise
- Use notices liberally to highlight problem areas
- To set an example for their visitors
- To keep abreast of all Safety and Health Legislation
- To encourage safe working practices in their designated work areas

## **Responsibilities of Safety Representative**

**Name: Pat Leacy**

CARNEW TDC recognises that under Section 25 of the Health and Safety 2005 Act, all employees are entitled to select a safety representative to represent them on safety and health matters with their employer

Section 26 of this Act requires the employer to consult with employees to ensure cooperation with preventing accidents and ill health and in turn the workers can consult with their employer.

Section 26 sets out the arrangements for this consultation on a range of safety and health issues.

- Safety representatives, after giving reasonable notice to the employer, have the right to inspect the whole or part of a workplace that they represent at a frequency or on a schedule agreed between them and the employer.
- A safety representative may investigate accidents and dangerous occurrences in the workplace to find out the causes and help identify any necessary remedial or preventive measures.
- Accompany a Health and Safety Authority inspector carrying out an inspection under Section 64 of the 2005 Act, other than the investigation of an accident or dangerous occurrence, although this may be allowed at the discretion of the inspector;
- At the discretion of the inspector, and when the employee concerned so requests, be present when the inspector interviews the employee about an accident or dangerous occurrence at the workplace;
- Make representations to the employer on safety, health and welfare at the workplace;
- Make verbal or written representations to inspectors, including about the investigation of accidents or dangerous occurrences;
- Receive advice and information from inspectors in relation to safety, health and welfare at the workplace; and
- Consult and liaise with other safety representatives appointed in the same workplace, whether or not they work in the same place or in different places under the control of the employer or at different times at the workplace (for example, safety representatives on different shifts).

A 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.

## **Responsibilities of Caretaker Staff**

- To work in a manner this is safe to him/her and others
- To use the proper tools and equipment for each task
- To report any hazard that is encountered
- To use proper protective clothing and equipment where necessary
- To ensure that no people have access to areas which are hazardous or whilst work is in progress
- To be familiar with fire drills and evacuation procedures
- To be familiar with the use of firefighting equipment
- To prevent the build-up of rubbish and especially of combustible material
- To maintain heating in proper working order
- To repair light fittings as soon as they become faulty
- To repair broken windows and doors at all times
- To remove broken furniture from use and to have these repaired.
- To ensure that all exits, entrances, firefighting equipment and fire alarm points are not obstructed.
- To be able to identify and use the correct fire extinguishers
- To report immediately any injury, no matter how minor
- To attend to spillages immediately
- To barricade area of spillages until they are completely dry
- To report any defect in machinery or equipment
- To avoid leaving trailing cables if this is necessary, use notice to the effect that cleaning is in progress
- To observe high standards of cleanliness and hygiene
- To ensure that all mats and carpets are properly laid and un crumpled.

Please Note: Please report to either the Centre Manager (Dermot Kenny) or one of the Board Members

## **Responsibilities of Fire Wardens:**

The duties and responsibilities of all employees acting as Fire Wardens are outlined as follows are to reduce the risk of fire within the centre and ensure that emergency routes and equipment are appropriately maintained. This includes:

- Identifying and removing fire hazards on centre premises;
- Ensuring escape routes are kept clear of obstruction;
- Checking fire doors are clear, both inside and out and are never locked;
- Ensuring appropriate maintenance and servicing of firefighting equipment;
- Maintaining accurate information on fire hazards within their designated area to present to fire fighters in the event of a fire;

Reporting any problems with the above to the Centre Manager and ensuring action is taken.

## **RESPONSIBILITIES TOWARDS THIRD PARTIES/Contract Trainers**

Carnew TDC would use contractors to carry out work on the premises as well as using Contractors to deliver Training on our behalf to students

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

### **FURTHER INFORMATION**

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

### **Delivery of Off-Site training by third parties**

Responsibility of the Training contractor to carry out a relevant risk assessment for all offsite training in conjunction with Carnew TDC Risk Assessment.

Contract trainers to provide copy of their Health & Safety Statement, Method Statement annually.

## STAFF MEMBERS 2026

### ***Centre Manager***

Dermot Kenny Community Services Programme (CSP)

### ***Education and Training Manager***

Martina Travers CSP

## Accounts

Jacqui Mulholland CSP

### ***Administrative/Reception Assistants***

Brendan Walsh Tomacork Community Employment Project (CE)

Sheila Kelly CSP

## Marketing

Lisa Mooney CSP

Danny Kelly CSP

Joan Teehan Tomacork Community Employment Project (CE)

Michelle Kavanagh Tomacork Community Employment Project (CE)

## Training

Martina Travers CSP

Lisa Mooney CSP

Dermot Kenny CSP

***Maintenance / Caretaker***

Pauline Levingstone Tomacork Community Employment Project (CE)

## CE Employment

Pat Leacy Supervisor

Tom Kelly Assistant Supervisor

Pauline Levingstone CE Participant

Michelle Kavanagh CE Participant

Brendan Walsh CE Participant

Joan Teehan CE Participant

Joe Sweeney CE Participant

John Hempenstall CE Participant

Phillip House CE Participant

Kevin Mulholland CE Participant

Pat Gillbert CE Participant

Ned Nolan CE Participant

## **INFORMATION AND TRAINING**

The Management will, from time to time, issue information on Safety, Health, and Welfare in order to keep all employees abreast with up-to-date legislation, hazards, and any risks involved in its activities. These may be by means of e-mails, memos, notices, videos, films, talks, or seminars as deemed necessary.

Information on hazards and risks and the necessary measures to deal with them will be made available.

Training will be arranged for staff involved in specific tasks requiring additional skills if deemed necessary. Records of all training given will be recorded.

### **INDUCTION TRAINING**

A short period of induction will take place for new employees joining the staff.

- A tour of the premises for familiarisation purposes
- Fire emergency procedures, location of exits, assembly points, and training on firefighting apparatus
- A discussion of the hazards in the work place and the preventative measures in force
- An explanation on the consultative processes in force
- A detail of the new employee's safety responsibilities
- Details of any further training

# WORK RELATED STRESS AND DIGNITY AT WORK

## STRESS

Work Related Stress (WRS) is stress caused or made worse by work. It simply refers to when a person perceives the work environment in such a way that his or her reaction involves feelings of an inability to cope. It may be caused by perceived/real pressures/deadlines/threats/anxieties within the working environment. 'Stress occurs when an individual perceives an imbalance between the demands placed on them on the one hand, and their ability to cope on the other. It often occurs in situations characterised by low levels of control and support.' (Professor Tom Cox, I-WHO, University of Nottingham, UK)

All employers are legally required to assess the working environment for systems and practices which lead to health and safety hazards, including stress, and to put in place preventive measures. Policies and practices which benefit employee health can improve productivity. The perception that levels of stress are low is associated with low staff turnover, low levels of absenteeism and low rates of illness and injury. Companies that are perceived to be healthy tend to have clear policies and active methods of dealing with people which encourage:

- Respect for the dignity of each employee;
- Regular feedback and recognition of performance;
- Clear goals for employees in line with Company goals;
- Employee input into decision making and career progression;
- Consistent and fair management actions.

Carnew Training and Consultancy is committed to protecting the dignity of people at work, and to providing all of our employees with an environment free from stress.

Workplace Bullying, Harassment and Sexual Harassment.

See Anti Bullying and Harassment Policy and statement

CARNEW TDC deems workplace bullying unacceptable and will not tolerate it under any circumstances.

Should any employee experience or observe unwanted conduct in respect of bullying, harassment or sexual harassment, he or she is encouraged to raise the matter so that it can be processed. The CARNEW TDC will not tolerate such conduct by an employee or other individual in connection with work or the workplace.

## BULLYING

Bullying at work has been defined as "repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and / or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour in this definition may be an affront to dignity but as a once-off incident is not considered to be bullying".

## HARASSMENT / SEXUAL HARASSMENT

Harassment is defined in section 14A (7) of the Employment Equality Act, 1998 as any form of unwanted conduct related to any of the discriminatory grounds which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. Sexual harassment is defined in section 14A (7) of S14A (7) the Employment Equality Act as any form of unwanted verbal, non-verbal or physical conduct of a sexual nature which has the purpose or

effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

Procedure for dealing with complaints of Bullying / Harassment / Sexual Harassment.

The complaint procedures for Bullying, Harassment and Sexual Harassment, including the formal and informal procedures, are outlined in detail in the relevant policy. Information is also available to staff from the Centre manager, Tomacork CE Supervisor or Training Manager

Any individual who experiences bullying, harassment or sexual harassment will be supported by the CARNEW TDC in bringing such behaviour to an end. Breach of this policy can be subject to disciplinary action up to and including dismissal;

## CONSULTATION PROCESS

CARNEW TDC encourages the local, informal resolution of issues wherever possible. Please also note that mediation is provided for in each of these procedures. CARNEW TDC advocates the use of mediation as an effective method to resolve matters of conflict which is both impartial and confidential in its dealings. Mediation is a voluntary and confidential process for resolving disputes wherein the parties agree to attempt to resolve the issues of the dispute with the aid of an accredited professional external mediator.

Management at all times wish to encourage co-operation in Safety, Health, and Welfare matters with all parties who may be affected by their work practices.

1. The law requires that staff must report defects of which they become aware immediately so that remedial action can be taken.
2. The person to whom these defects are reported will record the information and, if within their power rectify the defects or ensure that they are rectified.
3. Suggestions for improvements in Safety and Health matters should be conveyed to the Manager and Safety Officer.

**The appointed Safety Officer is Pat Leacy**

## PREGNANCY AT WORK

### **(Protection of Pregnant, Post Natal and Breastfeeding Employees)**

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.

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.
- Eliminate or reduce the risk when possible.
- If it is not possible to eliminate or reduce the risk to an acceptable level, then:
  - Adjust the working conditions or hours of work, (or both)
  - Provide alternative work.

## INTOXICATING SUBSTANCES

Under the *Safety Health and Welfare at Work Act 2005 (Section 13)*, staff members or students must not be under the influence of alcohol or drugs or a combination of alcohol or drugs whilst at work.

Staff members are not allowed to attend the premises to carry out duties whilst under the influence of illicit and / or non-prescription drugs or alcohol.

It is the centres policy to manage the issue of misuse of alcohol and drugs in the same way that they manage all other risks to the safety, health and welfare of staff in the workplace.

*SEE Substance Misuse Policy*

### **Driving for Work**

It is the policy of Carnew Training and Consultancy (CARNEW TDC) to reduce, so far as is reasonably practicable, the risks associated with driving for work. In this regard CARNEW TDC is committed to complying with its legal obligations under the Safety, Health and Welfare at Work Act, 2005 by ensuring that work related road safety is a priority, and recognizes that safe driving for work makes good sense as this protects employees and other road users.

Driving for work includes any person who drives on a road as part of their own work (not including driving to and from work unless in receipt of travel expenses) either in:

- A company vehicle, or
- Their private vehicle, receiving travel expenses from CARNEW TDC.

*See Driving for Work Policy & Risk Assessment*

## **LONE WORKING**

### **Staff**

Certain staff members may be required as part of their normal duties or in exceptional circumstances, to work alone outside of normal office hours. Where this is an exceptional circumstance, they should confirm arrangements with Centre Management in advance. Section 19 of the Safety, Health and Welfare at Work Act 2005 requires a risk assessment to be carried out for lone working, and so this shall determine whether or not staff may work alone. Where deemed necessary, the following procedures apply:

The lone worker should communicate with someone that they are working alone, leave their mobile on so they are contactable and follow the school/centre procedure identified through the risk assessment

The lone worker should communicate with the appropriate person when they have finished their work

In the event of an emergency, the lone worker will be responsible for ensuring all safety and evacuation procedures are followed.

### **Tutors**

Before entering into any Onsite training agreement, the employee and manager, will evaluate the suitability of such an arrangement, reviewing the following areas:

Transport arrangements- see Driving for Work Policy

Safety of Onsite Premises- see Checklist to be completed before commencing course

*Lone working arrangements- see Lone Working Policy & Procedure*

## HYBRID WORKING

Before entering into any Hybrid Working agreement, the employee and manager, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a Hybrid Working arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.

*See Hybrid Working Policy & Procedure*

## Grievance Procedures

A grievance is a complaint you have about your employment, working environment or professional working relationships. A grievance is not a complaint about bullying and harassment or nationally agreed pay and conditions.

It is the policy of CARNEW TDC to:

- Encourage management at all levels to develop channels of communications and working relationships that will prevent or minimise the incidence of grievances;
- Endeavour to foster a working environment and working relationships in which the informal resolution of differences is the norm;
- Provide effective and fair facilities by which staff can seek redress of grievances;
- Resolve grievances fairly within the timeframes specified in the stages and at the earliest stage when a grievance/s arises.

Where employees believe they have a grievance, it is recommended that they read the Grievance Procedure for all Staff in the Staff Handbook

## ACCIDENT REPORTING

- 1)** All accidents will be reported regardless of the severity. The term accident in this context refers to all accidents including “near misses” and property damage
- (2)** All accidents will be reported to the person in charge
- (3)** The injured person, first aider or member of staff will complete an accident report form
- (4)** In the event of a serious injury, the area in question must be left undisturbed, after treatment to the injured party, until clearance has been given

Detail of all accidents will be recorded on the Accident Report form and copies retained.

Whenever any of the items listed below occur, the event will be reported in writing to the Health and Safety Authority and a record of the report will be retained.

- (a) The death of a person, irrespective of whether or not they are at work, as a result of an accident arising out of or in connection with work
- (b) The death of an employee, as a result a reportable injury, unless the death occurs more than a year after the accident
- (c) A person at work (including a self-employed person) being disabled from performing his normal work for more than 3 days because of work
- (d) A person who is not at work but who because of a work activity sustains injury requiring medical treatment
- (e) One of a list of specific dangerous occurrences arising out of or in connection with work

The management carried out a survey of its premises and activities.

From the report, it is evident that the following major hazards are those where the risk to employees and third parties are most applicable:

- Fire Hazards
- Electrical Equipment
- Handling Disciplines
- Slips, Trips and Falls
- Cuts and Bruises
- Health and Hygiene

To reduce the risks, the following hazards are highlighted together with the suggested means of eliminating or mitigating the risk and in all cases, resources required have already been made available as outlined in this safety policy statement.

## HAZARDS

### Specific Hazards

#### Fire Hazards

- Formal evacuation procedures will be carried out a minimum of twice yearly and evidence of this will be logged.
- Portable firefighting equipment will be checked on a regular basis and evidence of these checks will be recorded.
- All fire points will be kept clear at all times and will be highlighted.
- Exits and entrances will be kept un-locked during normal operating hours. They will be kept clear at all times and will be adequately signposted.

#### Electrical Equipment

Carnew Training and Consultancy has respect for electricity and its inherent hazards as applied to their particular premises. The Centre make provisions for the safety of all employees from any association with the generation, transformation, conversion, switching, controlling, regulation storage, transmission, distribution and use of electrical energy in their workplace in compliance with Electricity Acts 1927-1988. The following precautions will apply:

- All electrical equipment will be suitably identified.
- All live parts will be adequately covered.
- Precautions will be taken by earthing or automatic disconnection, to prevent danger from any exposed conductive part that may become live.
- Due practices will be complied with in choosing and using electrical portable tools.
- Over-current protective devices will be fitted.

Note: Carnew training and Consultancy is committed to having all electrical appliances, cables and sockets checked by a suitably experienced person on a regular basis.

#### Manual Handling

The Management place special emphasis on manual handling as follows: appropriate Company measure(s) will be taken or the appropriate mechanical means to avoid the need for manual handling of loads.

#### Slips, Trips and Falls

All pedestrian surfaces must be kept clean, they should be fixed, stable and without dangerous bumps, holes or slopes.

All spills should be cleaned up immediately to prevent slippery surfaces.

There must be no obstacles placed on pedestrian areas.

Cables must be placed beneath desks or running beside a wall. They should never be left trailing across the floor.

When using the stairs:

- ❖ No running on the stairs
- ❖ Always hold the handrail.
- ❖ Adequate lighting will be provided, faulty lighting should immediately be reported to management
- ❖ Hazardous steps must be immediately reported to management.

## **Cuts and Bruises**

First Aid Stations are located

### *Downstairs*

- KITCHEN
- RECEPTION

### *Upstairs*

- OUTSIDE C.E. OFFICE
- OUTSIDE MULTIMEDIA ROOM

The reception personnel have the responsibility for maintaining the stock of First Aid.

'First Aiders' charged with the responsibility for administering First Aid are:

- *Dermot Kenny*
- *Lisa Mooney*

## **Health and Hygiene**

Work areas should be kept clean and tidy at all times.

Toilets are provided with hand soap, toilet paper and hand drying towels or equipment.

Please practice personal hygiene after using the facilities.

## **Do and Don'ts of Personal Hygiene in the Workplace**

Do clean up after yourself

Do regularly wipe down your workstation

Do wash your cups and mugs daily or use dishwasher

Do use hygiene facilities provided for you

Do adhere to the company's hygiene policy

Don't sneeze or cough without covering your nose and mouth

Don't leave the toilet without washing your hands

## **Use of Centre Premises by Third Parties (room rental)**

All activities carried out on Centre property by a third party in the centre must be carried out safely and any hazards must be identified and managed.

### **Procedures**

It is the responsibility of the Centre Manager to ensure that each activity is conducted in a safe manner and complies with appropriate safety statutory provisions.

The Contractors Health and Safety Statement should be made available if requested

The Contractors Method Statement should be made available if requested

## GENERAL ON-GOING HAZARDS

In addition to the foregoing, the following will be maintained at all times.

- Adequate lighting both internally and externally will be provided at all times.
- Pertinent notices on safety disciplines will be liberally displayed.
- No flammable material will be left near sources of heat.
- Continuous care will be given to un even walking surfaces.
- Broken panes of glass will be attended to immediately.
- Broken or chipped crockery, pottery or glassware will be disposed of immediately. Care will be taken to dispose of these separately from the normal waste.
- Emergency stopping procedures for any power equipment will be tested on a regular basis.
- Spillages of all liquids, in particular all kinds of hazardous chemicals, will be cleared up immediately. Hazardous chemicals will be neutralised prior to disposal.
- Canteen/Kitchen areas, washrooms, and toilets will be maintained in a safe and hygienic condition at all times.
- Broken furniture will be taken out of commission immediately for repair or replacement. Table tops and work tops will be constantly monitored for any signs of splitting or fraying.
- Full first aid facilities will be provided at all times.
- No smoking will be allowed in the building.
- Overcrowding in all areas will be monitored.
- Strict attention will be paid to traffic control and parking in the grounds and on access laneway safe speeds will be adhered to at all times.
- Floor surfaces will be constantly inspected and tripping hazards such as crumpled mats and carpets, missing floor tiles, etc. will be corrected.
- Containers of chemicals, flammable liquids or other dangerous liquid will be labelled as to contents, hazard, and information on action to take in the event of contact with the hazardous liquid.
- Equipment in all rooms will be isolated when not in use, as will all services to these rooms.
- Notices will be posted in training rooms indicating equipment, which visitors are not allowed to operate unsupervised.
- Dangerous behaviour, horseplay, or similar activity, which could result injury, will not be practised or tolerated.
- Drain covers must be in position at all times and must be properly fitted.

## HAZARDS ASSOCIATED WITH SPECIFIC DISCIPLINES

It is the policy of Carnew Training and Consultancy to draw attention to intrinsic hazards in their specific areas. This enables constant attention to be paid to them by staff and visitors. These areas and some of the associated points of importance are listed hereunder.

### **Grounds Care and Maintenance**

Proper care and maintenance will be given to tools and equipment used in this area. Faulty goods will not be used and will immediately be taken out of commission. There are certain physical hazards that may possibly be associated with specific equipment and should be given particular attention:

#### **Fixed equipment**

- Fully repaired and maintained
- Fully guarded and fenced
- No close bystanders

#### **Hand-operated Grass Mowers:**

- Make sure area is clear of stones and other loose debris.
- Do not mow with people in close proximity.
- Do not leave mower with power on.
- Do not mow with light footwear.
- Do not lift mower while powered.
- Always keep mower flat on the grass.
- Do not pull mower towards your feet.
- Switch off mower before moving it across roads and pathways.

#### **Hedge Cutting and Strimming:**

- Check safety switch off mechanism regularly.
- Wear eye and face protection.
- Check guarding systems
- Do not use in proximity of bystanders.

### **Workstations**

Carnew TDC require all staff using a workstation to complete the assessment **on Display Screen Equipment Assessment.**

Make full use of the equipment provided and adjust it to get the best from it and to avoid potential health problems. Here are some practical tips:

#### ***Getting comfortable***

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need.

- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

### **Keying in**

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

### **Using a mouse**

- Position the mouse within easy reach so it can be used with the wrist straight. Sit upright and close to the desk so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

### **Reading the screen**

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

### **Posture and breaks**

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation)
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.

For further information or for a VDU assessment please contact the Centre manager or Training Department.

*See Display Screen Equipment Policy and assessment*

## EMERGENCY CONTACTS

1. **Emergency Services** 999 or 112

2. **Health and Safety Authority**

**Head Office:**

Workplace Contact Unit  
Health and Safety Authority  
The Metropolitan Building  
James Joyce Street  
Dublin 1  
D01 K0Y8

LoCall: 1890 289 389

+(Monday to Friday, 9:00am to 12:30pm)

(01) 6147000

Fax: 01 614 7125

Email: [wcu@hsa.ie](mailto:wcu@hsa.ie)

*An emergency service outside of standard office hours is operated. In case of a serious injury/fatality outside of standard business (9:00am to 12:30pm), please phone 1890 289 389 where you will be offered a transfer to the Gardaí who will in turn notify a HSA senior inspector.*

3. **Fire Brigade:**

999 112

Carnew 053 94 26168

**In an emergency you will be asked**

- What is the address of the emergency?
- What is the phone number you are calling from?
- What exactly has happened?
- Are you safe and out of danger? (Whenever appropriate)
- Is everyone else safe and out of danger? (Whenever appropriate)

**Do not end the call until advised by the operator.**

|     |                        |                           |                          |
|-----|------------------------|---------------------------|--------------------------|
| 6.  | <b>Gardaí:</b>         | Gorey                     | 053 9430690              |
|     |                        | Carnew                    | 053 9426102              |
| 7.  | <b>Doctor:</b>         | Dr Cristina Sales Navarro | 053 9426411              |
|     |                        | CareDoc                   | 1 850 334999             |
| 8.  | <b>Hospital:</b>       | Wexford General           | 053 9442233              |
| 9.  | <b>Roman Catholic:</b> | Fr. Martin Casey          | 053 94 26888/086 8371766 |
| 10. | <b>Nurse:</b>          | Carnew Health Centre      | 053 9426411              |
| 11. | <b>Rector :</b>        | Rev. David Bayne          | 086 2036082              |

## FIRST AID STATIONS

### *Downstairs*

- KITCHEN
- RECEPTION

### *Upstairs*

- LEVEL 1 HALLWAY
- LEVEL 2 HALLWAY

The reception personnel have the responsibility for maintaining the stock of First Aid Boxes.

'First Aiders' charged with the responsibility for administering First Aid are:

- *Dermot Kenny*
- *Lisa Mooney*

## EMERGENCY AND GENERAL PROCEDURES

All employees and visitors must sign the Register in reception upon arrival in the premises and place a tick to show they are present. When leaving the building they should place an X beside their name.

Trial emergency evacuations carried out twice yearly and evidence of this is so recorded.

All firefighting equipment will be inspected annually and the equipment is labelled accordingly.

Dermot Kenny shall be the Fire Officer in charge, in the event of an emergency evacuation or fire drill should Dermot Kenny be absent from the Centre building, the next fire officer on list below, that is present in the building, shall take charge.

### Fire Officers:

1. Dermot Kenny-Fire Officer in Charge
2. Martina Travers
3. Pat Leacy
4. Lisa Mooney

**Procedures – In the event of an evacuation one fire officer will evacuate the following areas from designated list.**

| <b>Zone 1</b>                                                                                                   | <b>Zone 2</b>                                           |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Centre Managers Office<br>Training Office<br>Multimedia (sublimation) Office<br>Training Room 2<br>Lecture Room | CE Managers Office<br>Accounts Office<br>Ladies Toilets |
| <b>Fire Officers</b>                                                                                            | <b>Fire Officers</b>                                    |
| 1. Martina Travers                                                                                              | 1. Pat Leacy                                            |

| <b>Zone 3</b>                                           | <b>Zone 4</b>                     |
|---------------------------------------------------------|-----------------------------------|
| Reception<br>Training Room 3<br>Men's/Accessible toilet | Training Room 1<br>Kitchen        |
| <b>Fire Officers</b>                                    | <b>Fire Officers</b>              |
| 1. Dermot Kenny<br>2. Lisa Mooney                       | 1. Dermot Kenny<br>2. Lisa Mooney |

## EMERGENCY EVACUATION PROCEDURE

**In the event of fire or emergency, a fire officer must alert the Fire brigade or appropriate emergency service.**

### **Evacuation Procedures**

1. In the event of an emergency evacuation of the building, all employees and visitors must adhere to the instructions of designated Fire Officers:
2. All employees and visitors shall leave the building in an orderly manner
3. All belongings should be left behind.
4. Consideration should be given to those with impaired mobility.
5. Leave the building by the nearest exit door; this is the front door unless you are located in the kitchen.
6. Go immediately to assembly point in car park; **do not** leave grounds of building.
7. Report to Fire Officer in charge who should be known by you in advance, at appropriate training & signage
8. Fire Officers from Zone 3, Zone 4 report to Manager, return to front & back doors to prevent accidental re-entry.

### **Tutors/ Persons in Charge of Visitors**

**Tutors/Persons in charge of groups or visitors it is very important that you always have a list of those present in your class. Persons in charge of groups please be aware of those that are present in the building with you.**

1. Evacuate students and visitors in orderly manner and proceed to assembly point in car park.
2. Bring student or visitor list with you.
3. On arrival at assembly point, take role call or check list of those present in your group.
4. Report immediately to Fire Officer in charge that your group are present.
5. If a member of your group is missing it is imperative that you alert Fire Officer in charge and that you do not re-enter building under any circumstances.

### **Fire Wardens in Charge**

It is the responsibility of the Fire Wardens in charge to liaise with emergency services on their arrival. Persons not accounted for at assembly point should be notified to emergency services immediately.

# FIRE PROCEDURE

## **Fire**

Points to remember:

- Keep all exits clear
- Never hold fire doors open
- Fire extinguishers are not doorstops!
- Never panic
- Tutors ensure students exit the building
- Always evacuate on hearing the continuous ringing of the fire alarms
- Never re-enter the building, for whatsoever reason, until you are told to do so
- Follow the instructions of the Fire Team once outside
- Never speculate as to the cause of the alarms being raised – always treat as serious

The Fire Assembly Point is at the back car park – know where it is!

## **Fire Hazards**

- Formal evacuation procedures will be carried out a minimum of twice yearly and evidence of this will be logged.
- Portable firefighting equipment will be checked on a regular basis and evidence of these checks will be recorded.
- All fire points will be kept clear at all times and will be highlighted.
- Exits and entrances will be kept un-locked during normal operating hours. They will be kept clear at all times and will be adequately signposted.

## **WHAT TO DO IF YOU DISCOVER A FIRE IN THE BUILDING**

**In the event of discovering a fire, however serious carry out the following steps.**

- Quickly assess the fire – Large or small.
- Leave the room.
- Close the fire door behind you on the way out making sure no one is left in the room. Closing the fire door will contain the fire in that room.
- If fire is on the first floor, the fire alarm is situated at the main reception entrance.
- If fire is on the second floor, then set off the fire alarm on that floor. This can be found on the second floor at the top of the stairs see the diagram below.
- On setting the fire alarm off. Leave the building – in the event of a serious fire alert the fire services.
- When out of the building make your way to the back of the building to the car park to the assembly point.



# FIRE ACTION



## ON DISCOVERING A FIRE



1. Sound the alarm immediately by pressing the nearest Manual Call Point



2. Ensure the Fire Services are contacted by dialling **999** or **112**



3. Fight the fire, only if you are trained to use Fire Extinguishers, and it is safe to do so.



4. Leave the building by the nearest available exit



5. Report to the assembly point in the **Car Park**

## ON HEARING THE FIRE ALARM



1. Leave the building by the nearest available exit



2. Close all doors behind you



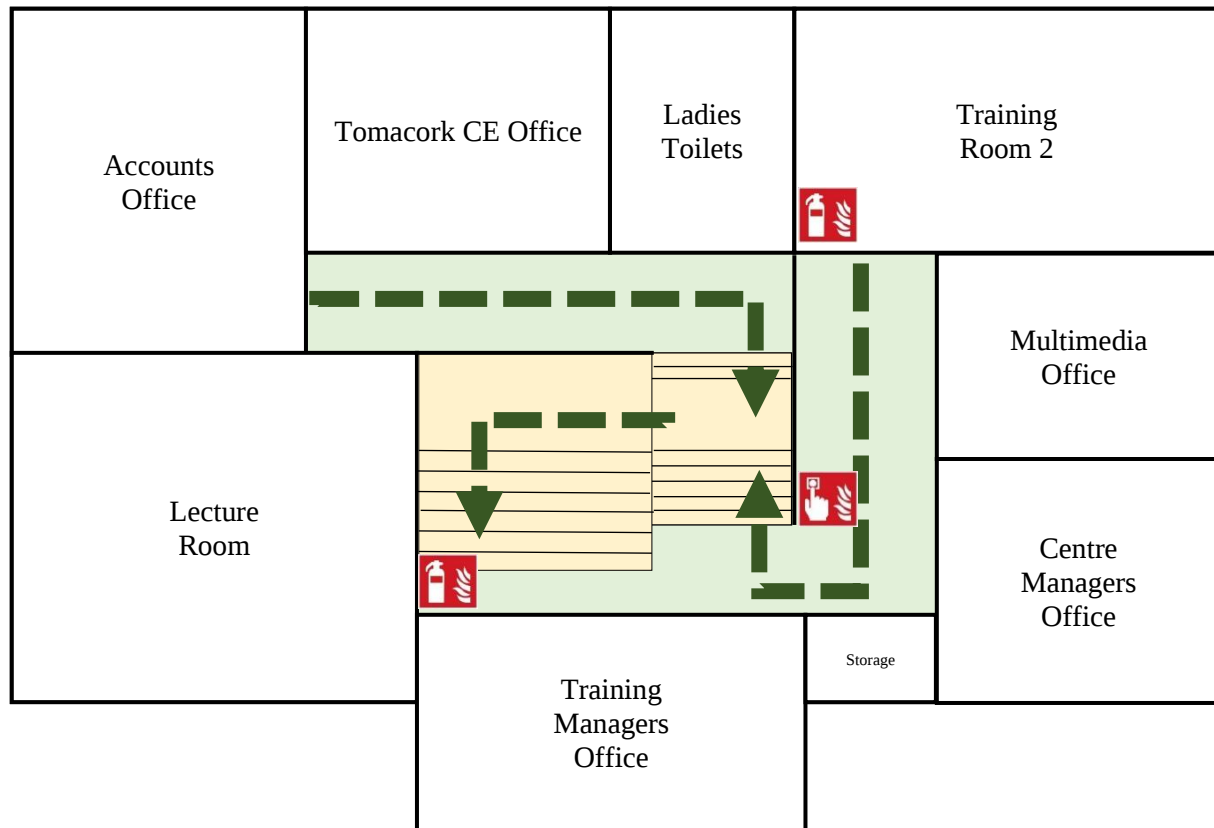
3. Report to the assembly point in the **Car Park**



**DO NOT stop to collect personal belongings**  
**DO NOT re-enter until told it is safe to do so**

# EMERGENCY ESCAPE PLAN

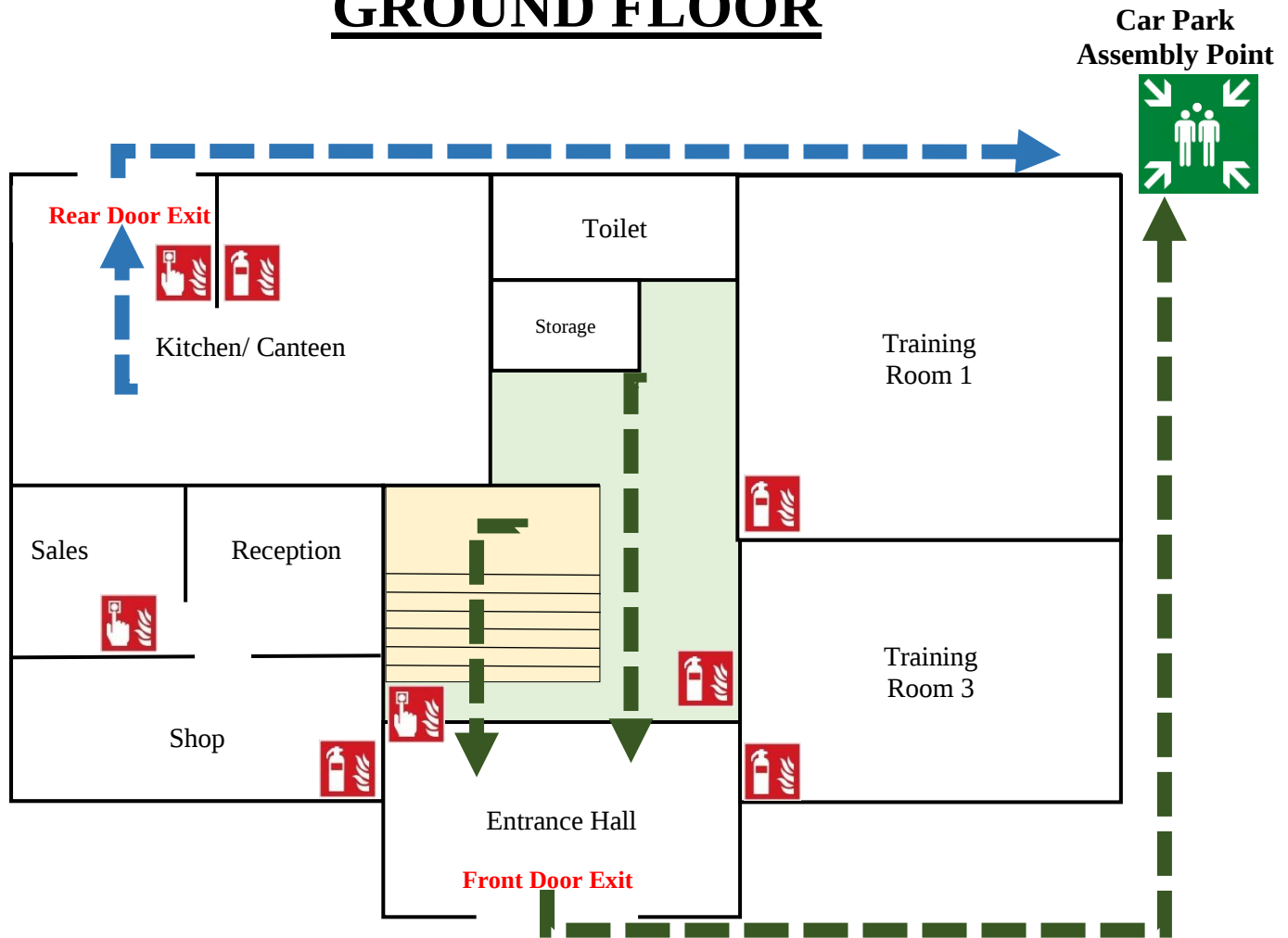
## FIRST FLOOR



 **Escape Route**
 **Alternate Escape Route**
 **Fire Extinguisher**
 **Manual Call Point**

|                           |                                                                            |
|---------------------------|----------------------------------------------------------------------------|
| Accounts Office           | Upstairs, turn left, left again then straight ahead                        |
| CE Supervisor             | Upstairs, turn left, left again then first door on the right.              |
| Ladies Toilets:           | Upstairs, turn left, toilet straight ahead                                 |
| Training Managers Office: | Upstairs, turn right, office straight ahead                                |
| Lecture Room:             | Upstairs, turn right, on top landing turn right - straight ahead.          |
| Centre Managers Office:   | Upstairs, turn right, on landing turn left around corner, first on right.  |
| Multimedia Office:        | Upstairs, turn right, on landing turn left around corner, second on right. |
| Training Room 2:          | Upstairs, turn right, on landing turn left around corner, straight ahead.  |

# GROUND FLOOR



 **Escape Route**
 **Alternate Escape Route**
 **Fire Extinguisher**
 **Manual Call Point**

|                          |                                                                                                      |
|--------------------------|------------------------------------------------------------------------------------------------------|
| Kitchen:                 | Through entrance hall, through inner door, straight through hallway, turn left, door straight ahead. |
| Men's/Accessible Toilet: | Through entrance hall, through inner door, straight through hallway, door straight ahead.            |
| Training Room 1:         | Through entrance hall, through inner door, straight through hallway, first door on right.            |
| Reception/Sales/Shop:    | Through entrance hall, through inner door, first door on left.                                       |
| Training Room 3:         | Through entrance hall, first door on right.                                                          |

## Risk Assessments

### Section Department 1. Kitchen

| HAZARD INFORMATION | RISK ASSESSMENT<br>HIGH/MED/LOW | CONTROLS (IN PLACE)                                                                                       | PERSON<br>RESPONSIBLE                    | JOB TITLE       |
|--------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------|
| Housekeeping       | Low                             | Regular Tidy-up                                                                                           | Dermot Kenny:<br>Everyone:<br>Caretaker: | General Manager |
| Boiling Water      | Low                             |                                                                                                           | Dermot Kenny:                            | General Manager |
| Wet floors         | Medium                          | Wet floor signs in place when<br>cleaning<br>Floors only to washed at times of<br>low activity in kitchen | Dermot Kenny:<br>Everyone:<br>Caretaker: | General Manager |
| Spillages          | High                            | All spillages to be mopped up<br>immediately<br>Wet floor sign to be used where<br>necessary              | Dermot Kenny:<br>Everyone:<br>Caretaker: | General Manager |
| Equipment storage  | Medium                          | All equipment stored from time to<br>time in kitchen to be placed in safe<br>manner.                      | Pat Leacy:                               | CE supervisor   |
|                    |                                 |                                                                                                           |                                          |                 |

| Section / Department         |                                 |                                                                                                      |                                          |                 |
|------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------|
| 2.Offices and Training Rooms |                                 |                                                                                                      |                                          |                 |
| HAZARD INFORMATION           | RISK ASSESSMENT<br>HIGH/MED/LOW | <u>CONTROLS (IN PLACE)</u>                                                                           | <u>PERSON RESPONSIBLE</u>                | JOB TITLE       |
| Housekeeping                 | Low                             | Regular Tidy-up                                                                                      | Dermot Kenny:<br>Everyone:<br>Caretaker: | General Manager |
| Electric Cables              | Low                             | Keep cables close to wall<br>No Trailing Cables across floor<br>Regular Check of condition of Cables | Dermot Kenny:<br>Everyone:<br>Caretaker: | General Manager |
| Equipment storage            | Medium                          | All equipment stored from time to time to be placed in safe manner.                                  | Dermot Kenny:<br>Tutors:                 | General Manger  |
| Section /Department          |                                 |                                                                                                      |                                          |                 |
| 3.Hall Stairs and Landing    |                                 |                                                                                                      |                                          |                 |
| House keeping                | Low                             | Regular Tidy -up<br>No stacking or storing in hallways or stairways                                  | Dermot Kenny:<br>Everyone:<br>Caretaker: | General Manager |
| Floor Covering               | Low                             | Regular inspection<br>Watch for wear and tear                                                        | Dermot Kenny:<br>Everyone:<br>Caretaker: | General Manager |

**Section / Department****4 Offices and Training Rooms– child specific (added June 2019)**

| <b>HAZARD INFORMATION</b> | <b>RISK ASSESSMENT<br/>HIGH/MED/LOW</b> | <b>CONTROLS (IN PLACE)</b>                             | <b>PERSON<br/>RESPONSIBLE</b> | <b>JOB TITLE</b> |
|---------------------------|-----------------------------------------|--------------------------------------------------------|-------------------------------|------------------|
| Stairs                    | High                                    | Tutor Supervision<br>Child gate where necessary        | Dermot Kenny:<br>Tutors:      | General Manager  |
| Carpark                   | Medium                                  | Notices of children at play when<br>necessary          | Dermot Kenny                  | General Manager  |
| Lights                    | Medium                                  | Outside lights at rear of building                     | Dermot Kenny                  | General Manger   |
| Exits                     | Medium                                  | All children to leave premises at<br>rear of buildings | Dermot Kenny                  | General Manger   |
| Garden                    | medium                                  | Garden cordoned off when training<br>taking place      | Dermot Kenny                  | General Manger   |

|                                                                                                   |                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                |                                                             |                  |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------|
| <b>Section / Department</b><br><b>5.Forklift Training</b>                                         | <b>Before carrying out any training a site specific risk assessment should be carried out by a competent person. This should clearly identify all risks involved and measures needed to eliminate or control those risks. Ensure the risk assessment is communicated effectively to all relevant persons</b> |                                                                                                                                                                |                                                             |                  |
| <b>HAZARD INFORMATION</b>                                                                         | <b>RISK ASSESSMENT<br/>HIGH/MED/LOW</b>                                                                                                                                                                                                                                                                      | <b>CONTROLS (IN PLACE)</b>                                                                                                                                     | <b>PERSON RESPONSIBLE</b>                                   | <b>JOB TITLE</b> |
| Injury to Lift Truck operator, Staff, students, public due to inappropriate Lift Truck operations | High                                                                                                                                                                                                                                                                                                         | Appointment of a suitably qualified and experienced tutor to coordinate Lift Truck training.                                                                   | Dermot Kenny.<br>Course Tutor<br>appointed for training     | Manager          |
| Pedestrian crush injury to Staff, students, public in vicinity of Lift Truck operations           | High                                                                                                                                                                                                                                                                                                         | Pedestrians are securely prohibited from entering training area by use of barriers, marking of routes or warning devices.                                      | Dermot Kenny.<br>Course Tutor<br>appointed for training     | Manager          |
| Vehicle / vehicle impact Lift Truck operator, other vehicle operators, vehicles                   | High                                                                                                                                                                                                                                                                                                         | Vehicles are securely prohibited from entering Lift Truck operating area by use of barriers, marking of routes or warning devices.                             | Dermot Kenny.<br><br>Course Tutor<br>appointed for training | Manager          |
| Impact injury from falling objects                                                                | High                                                                                                                                                                                                                                                                                                         | Lift Truck forks are not overloaded, loads are transported at low speeds with forks in lowered position. Operation of Lift Trucks on uneven ground is avoided. | Course Tutor<br>appointed for training                      |                  |
| Entrapment injury caused my Lift Truck mechanical failure                                         | High                                                                                                                                                                                                                                                                                                         | Lift Trucks used for training must be routinely serviced. Operator checks are carried out prior to training.                                                   | Dermot Kenny.<br>Course Tutor<br>appointed for training     | Manager          |
| Manual Handling                                                                                   | Medium                                                                                                                                                                                                                                                                                                       | Correct manual handling techniques should be followed                                                                                                          | Dermot Kenny.<br>Course Tutor.                              | Manager          |
| Refuelling of Truck                                                                               | Medium                                                                                                                                                                                                                                                                                                       | Only personnel correctly trained in the process should refuel                                                                                                  | Dermot Kenny                                                | General Manager  |

|                            |        |                                                                                     |                                                         |                 |
|----------------------------|--------|-------------------------------------------------------------------------------------|---------------------------------------------------------|-----------------|
| Noise induced hearing loss | Medium | Hearing protection should be worn by anyone in the vicinity of the Fork Lift truck. | Dermot Kenny.<br>Course Tutor<br>appointed for training | General Manager |
|                            |        |                                                                                     |                                                         |                 |

| Section / Department<br>6.Mewp/work at height training                                            |                                 | <p>Before carrying out any training a site specific risk assessment should be carried out by a competent person.<br/>This should clearly identify all risks involved and measures needed to eliminate or control those risks.<br/>Ensure the risk assessment is communicated effectively to all relevant persons</p>                                                                                                                   |                                                          |                 |
|---------------------------------------------------------------------------------------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------|
| HAZARD INFORMATION                                                                                | RISK ASSESSMENT<br>HIGH/MED/LOW | CONTROLS (IN PLACE)                                                                                                                                                                                                                                                                                                                                                                                                                    | PERSON RESPONSIBLE                                       | JOB TITLE       |
| Access and egress                                                                                 | Low                             | Access and egress to the basket will only be at ground level. The basket is not to be used for access and egress at height.                                                                                                                                                                                                                                                                                                            | Course Tutor                                             |                 |
| Falling from height.<br>Injury to person falling from the equipment or others present at the time | High                            | Personal protective equipment should be worn by MEWP operators.<br>PPE: <ul style="list-style-type: none"> <li>• A</li> <li>• hard hat with a chin strap.</li> <li>• Suitable safety footwear.</li> <li>• Suitable high visibility vest or jacket</li> <li>• Body harness with a short restraint type lanyard which can be connected to designated anchor points in the basket to prevent a fall from the working platform.</li> </ul> | Dermot Kenny.<br><br>Course Tutor appointed for training | Manager         |
| Injury from any failure of the equipment. Person using the equipment / Others present at the time | High                            | All equipment should be fully checked and maintained as per the manufacturer's guidelines.<br>A visual inspection should be performed before every use of the equipment.<br>Equipment is quarantined out of use as soon as any issue is identified.                                                                                                                                                                                    | Dermot Kenny.<br><br>Course Tutor appointed for training | I Manager       |
| Falls of materials from height causing<br>Injuries to persons and damage to property              | Medium                          | An exclusion zone must be set up around the MEWP prior to commencing.<br>All equipment taken up a MEWP are tethered so as not to fall.<br>The MEWP must have all stabilisers, handrails, toeboards and electronic guards in place and fully functional before works will be allowed to commence.                                                                                                                                       | Dermot Kenny.<br><br>Course Tutor appointed for training | General Manager |
| Tower struck by vehicle                                                                           | Medium                          | Where the MEWP is to be used in an area with vehicle and/or pedestrian movements, the MEWP must be set up within an exclusion zone/protected work area to stop vehicles striking it.                                                                                                                                                                                                                                                   | Dermot Kenny.<br>Course Tutor.                           | Manager         |
| Working platform overturning due to Uneven surface                                                | High                            | Tutors/Operators must ensure ground conditions are sound and firm prior to commencing training.                                                                                                                                                                                                                                                                                                                                        | Dermot Kenny.<br>Course Tutor                            | Manager         |

|                                                                                                                                |                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                      |                  |
|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|------------------|
| <b>Section / Department</b><br><b>7.Chainsaw Training.</b>                                                                     | <b>Before carrying out any training, a site-specific risk assessment will be carried out by a competent person.</b><br><b>This should clearly identify all risks involved and measures needed to eliminate or control those risks.</b><br><b>Ensure the risk assessment is communicated effectively to all relevant persons</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                      |                  |
| <b>HAZARD INFORMATION</b>                                                                                                      | <b>RISK ASSESSMENT<br/>HIGH/MED/LOW</b>                                                                                                                                                                                                                                                                                         | <b>CONTROLS (IN PLACE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>PERSON<br/>RESPONSIBLE</b>                        | <b>JOB TITLE</b> |
| Fuelling, (petrol two stroke oil).<br>Fire/explosion: burns/blast injuries.<br>Skin contact: irritation / dermatitis           | Medium                                                                                                                                                                                                                                                                                                                          | No smoking. Safe fuelling site which is a safe distance from any ignition source.<br>Fuel/Oil must be stored in correct sealed containers.<br>Saw fuel caps replaced securely.<br>PPE - gloves                                                                                                                                                                                                                                                                                                                           | Dermot Kenny.<br>Course Tutor appointed for training | General Manager  |
| Cuts from chain / bar / hand tools.<br>Contact with moving chain / 'kickback.<br>Cut injuries / lacerations / severed arteries | High                                                                                                                                                                                                                                                                                                                            | Saw safety features fitted and working.<br>Correct bar and chain maintenance.<br>PPE – Gloves,<br>Safety helmet (complying with EN 397).<br>Eye protection (mesh visor complying with EN 1731 or safety glasses to EN 166).<br>Leg protection incorporating chain-clogging material (complying with EN 381-5).<br>Protective boots with good grip and protective guarding at front vamp and instep (complying with EN 381-345).<br>Non-snag outer clothing. The use of high-visibility clothing may also be appropriate. | Dermot Kenny.<br>Course Tutor appointed for training | General Manager  |
| Hearing damage due to noise                                                                                                    | Medium                                                                                                                                                                                                                                                                                                                          | Correct saw maintenance (exhaust baffles, chain and bar).<br>PPE - Suitable hearing protectors. (complying with EN 352).                                                                                                                                                                                                                                                                                                                                                                                                 | Dermot Kenny.<br>Course Tutor appointed for training | General Manager  |

|                                                                                                                    |        |                                                                                                                                                                           |                                                         |                 |
|--------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-----------------|
| Vibration :<br>(Hand Arm Vibration Syndrome (HAVS).<br>Vibration, White Finger (VWF all<br>accumulative over time) | Low    | Correct maintenance for A/V systems, chain<br>and bar.<br>PPE - gloves.                                                                                                   | Dermot Kenny.<br>Course Tutor appointed<br>for training | General Manager |
| Inhalation of exhaust emissions.<br>Contact with hot exhaust                                                       | Medium | Correct saw and exhaust maintenance /<br>engine tuning. Use only in well ventilated<br>areas.<br>Correct use and positioning. Correct<br>carrying / transport techniques. | Dermot Kenny.<br>Course Tutor appointed<br>for training | General Manager |

| Section / Department<br>8.Carpark and Exterior Areas                                 |                                 | Before carrying out any training a site specific risk assessment should be carried out by a competent person. This should clearly identify all risks involved and measures needed to eliminate or control those risks. Ensure the risk assessment is communicated effectively to all relevant persons   |                    |           |
|--------------------------------------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------|
| HAZARDS NFORMATION                                                                   | RISK ASSESSMENT<br>HIGH/MED/LOW | CONTROLS (IN PLACE                                                                                                                                                                                                                                                                                      | PERSON RESPONSIBLE | JOB TITLE |
| Poor lighting<br>Slips trips or falls                                                | H                               | External lighting is adequate and is switched on when evening events are planned such as concerts, parent/teacher meetings, adult education classes, hall used by clubs or societies                                                                                                                    |                    |           |
| Holes/<br>damaged surfaces<br>Slips trips or falls                                   | H                               | Car park surface and other external areas are checked on a weekly basis for broken glass, hazardous conditions and pot holes                                                                                                                                                                            |                    |           |
| Contact with broken glass<br>Cuts                                                    | M                               | Broken glass is removed<br><br>Replacement glass is installed in buildings at the earliest opportunity                                                                                                                                                                                                  |                    |           |
| Slippery walkways due to adverse weather conditions, e.g. ice<br>Slips, trips, falls | M                               | weather plan is in place addressing <ul style="list-style-type: none"> <li>what requires to be done, e.g. grit or salt available for walkways which are prone to ice</li> <li>who is going to do it, e.g. caretaker applies salt or grit in icy weather</li> <li>signage</li> <li>monitoring</li> </ul> |                    |           |

|                                                                                |   |                                                                                                                                                |  |  |  |
|--------------------------------------------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| Person being struck by vehicle<br>Injury due to person being struck by vehicle | H | A traffic management system is in place<br><br>Controls are in place around appropriate times for visiting vehicles deliveries and collections |  |  |  |
|                                                                                | H | Pedestrian routes/parking areas are clearly marked and appropriate signs in place                                                              |  |  |  |
|                                                                                | M | Assembly points for emergency evacuations are clearly marked and are not located in an area likely to be required by the emergency services    |  |  |  |

| <b>Section / Department</b><br><b>9.Lone Working/Onsite Working</b>                                                                                                                   | <b>Before carrying out any training a site specific risk assessment should be carried out by a competent person.</b><br><b>This should clearly identify all risks involved and measures needed to eliminate or control those risks.</b><br><b>Ensure the risk assessment is communicated effectively to all relevant persons</b> |                                                                                                          |                        |                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------|---------------------------------------|
| HAZARD INFORMATION                                                                                                                                                                    | RISK ASSESSMENT<br>HIGH/MED/LOW                                                                                                                                                                                                                                                                                                  | CONTROLS (IN PLACE)                                                                                      | PERSON<br>RESPONSIBLE  | JOB TITLE                             |
| <b>Working Alone in building</b><br>Slips trips falls<br>Emergencies/Fire<br>Building Security<br>Burns Scalds<br>Use of Computers/equipment                                          | Med                                                                                                                                                                                                                                                                                                                              | See Sections 1,2 & 3 – Kitchen, Offices &<br>training Rooms, Hall and Landing<br>See Lone Working Policy | Dermot Kenny           | Manager<br>Tutors<br>Caretaking Staff |
| <b>Working alone Tutor</b><br><i>On-Site safety</i><br>-Accident<br>-Slip trip falls<br>-Emergencies/Fire<br>-Personal Security<br><i>Driving for work</i><br>-Accident<br>-Breakdown | Med                                                                                                                                                                                                                                                                                                                              | See Onsite Training Checklist<br>See Driving for Work Risk Assessment and<br>Policy& Procedure           | Dermot Kenny<br>Tutors | Manager<br>Tutors                     |
|                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                  |                                                                                                          |                        |                                       |
|                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                  |                                                                                                          |                        |                                       |

| <b>Section / Department</b><br><b>10.Driving for Work.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                       |                              |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|------------------------------|----------------|
| HAZARD INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | RISK<br>ASSESSMENT<br>HIGH/MED/LOW | CONTROLS (IN PLACE)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | ADDITIONAL<br>CONTROLS REQUIRED                                                                                       | PERSON<br>RESPONSIBLE        | JOB TITLE      |
| <p><b>The Driver(s):</b><br/>Inexperience</p> <ul style="list-style-type: none"> <li>• Unqualified inappropriate driving techniques</li> <li>• Decreased driving ability due to distractions – e.g. talking on the phone</li> <li>• Driving ability impaired due to alcohol/drugs</li> <li>• Health/Fitness issues – fitness to drive affected by medical conditions or ill health.</li> </ul> <p>Collisions caused by speeding resulting in injury to Driver, Pedestrians, other motorists or property.</p> | High                               | <p>The person organising driving for work activities must ensure that only competent, experienced drivers should be allowed to drive on company business.</p> <p>All drivers must be aware of the speed limits and adhere to them at all times, taking in to account road conditions, traffic and weather.</p> <p>Driving while under the influence of alcohol and drugs is strictly forbidden.</p> <p>Drivers must report to the manager if they may still have alcohol or drugs still present in their system from the previous night.</p> | Ensure all people assigned to drive for work are made aware of and understand the CARNEW TDC driving for work policy. | Dermot Kenny.<br><br>Driver. | Centre Manager |



|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |  |
|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|  |  | <p>Schedules and routes are rearranged where necessary. Employees are never pressurized to complete journeys where weather conditions are exceptionally difficult.</p> <p>All drivers must comply with the minimum eyesight standard for driving</p> <p>Drivers to ensure that any journeys are noted to the Centre Manager or delegated person so in the case of a breakdown assistance can be put in place</p> <p>In the case of an accident follow the guidelines in so much of reporting the incident to the guards, have insurance and driving documentation in place</p> |  |  |  |
|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |                            |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------|----------------|
| Breakdown/Accident                                                                                                                                                                                                                                                                                                                                                                                                                                     | Medium |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |                            |                |
| <b>The Vehicle:</b> <ul style="list-style-type: none"> <li>• Vehicle in poor condition</li> <li>• Mechanical failure of vehicle</li> <li>• Driver unfamiliar with vehicle</li> <li>• Vehicle not suitable for the activity.</li> <li>• Driver/Passenger being struck by movement of unsecured loads being carried in the vehicle.</li> <li>• Driver may suffer musculoskeletal injuries from incorrect driving position or driving posture.</li> </ul> | High   | <ul style="list-style-type: none"> <li>• All vehicles that employees are asked to drive as part of their work activities are maintained in a safe and fit condition. They have a valid NCT. Tax and valid insurance.</li> <li>• If employees use their own vehicles for work purposes, the drivers will be insured for business use and the vehicle will have a valid NCT certificate.</li> <li>• Employees will also ensure that their vehicle is regularly serviced and maintained.</li> <li>• Drivers should carry out basic vehicle safety</li> </ul> | Ongoing Monitoring | Dermot Kenny<br><br>Driver | Centre Manager |

|                                        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |
|----------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <p><b>The Vehicle... continued</b></p> |  | <p>checks before they begin their journey.</p> <ul style="list-style-type: none"> <li>• Drivers are given time to familiarise themselves with new vehicles.</li> <li>• Any goods and equipment carried in the vehicle is properly secured so that it doesn't cause injury in the event of an accident, and drivers aren't distracted by loose objects moving around the car while driving.</li> <li>• Vehicles supplied for work purposes are provided with a first aid kit and a fire extinguisher. Staff who use their own vehicles, are encouraged to do the same.</li> <li>• Vehicle ergonomics are considered when procuring or hiring vehicles for staff.</li> </ul> |  |  |  |
|----------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|

|  |  |                                                                                                                                                  |  |  |  |
|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|  |  | Vehicles have easily adjustable seats and head restraints etc., they are checked and maintained regularly to ensure they remain fit for purpose. |  |  |  |
|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|



# Carnew Training and Consultancy

## INCIDENT / ACCIDENT / NEAR MISS REPORT FORM

|                                                                               |                                                                                                                                                                                                  |                        |  |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--|
| Date:                                                                         |                                                                                                                                                                                                  | Time:                  |  |
| Location:                                                                     |                                                                                                                                                                                                  |                        |  |
| Person Involved:                                                              | <input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Visitor<br><input type="checkbox"/> Other (please specify) _____                                     |                        |  |
| Full Name:                                                                    |                                                                                                                                                                                                  |                        |  |
| Address:                                                                      |                                                                                                                                                                                                  |                        |  |
| Email:                                                                        |                                                                                                                                                                                                  | Phone:                 |  |
| <b>DETAILS OF INCIDENT / ACCIDENT / NEAR MISS</b>                             |                                                                                                                                                                                                  |                        |  |
|                                                                               |                                                                                                                                                                                                  |                        |  |
|                                                                               |                                                                                                                                                                                                  |                        |  |
|                                                                               |                                                                                                                                                                                                  |                        |  |
|                                                                               |                                                                                                                                                                                                  |                        |  |
|                                                                               |                                                                                                                                                                                                  |                        |  |
| Continue over page if necessary                                               |                                                                                                                                                                                                  |                        |  |
| <b>NATURE AND EXTENT OF INJURIES</b>                                          |                                                                                                                                                                                                  |                        |  |
|                                                                               |                                                                                                                                                                                                  |                        |  |
|                                                                               |                                                                                                                                                                                                  |                        |  |
|                                                                               |                                                                                                                                                                                                  |                        |  |
| What action was taken?                                                        | <input type="checkbox"/> First Aid <input type="checkbox"/> Ambulance Called <input type="checkbox"/> Hospital <input type="checkbox"/> Gardaí<br><input type="checkbox"/> Other (Specify) _____ |                        |  |
|                                                                               |                                                                                                                                                                                                  |                        |  |
|                                                                               |                                                                                                                                                                                                  |                        |  |
| <b>WITNESS(ES)</b>                                                            |                                                                                                                                                                                                  |                        |  |
| <b>Full Name</b>                                                              |                                                                                                                                                                                                  | <b>Contact Details</b> |  |
|                                                                               |                                                                                                                                                                                                  |                        |  |
|                                                                               |                                                                                                                                                                                                  |                        |  |
| <b>ACTIONS WHICH COULD HAVE PREVENTED THE INCIDENT / ACCIDENT / NEAR MISS</b> |                                                                                                                                                                                                  |                        |  |
|                                                                               |                                                                                                                                                                                                  |                        |  |
|                                                                               |                                                                                                                                                                                                  |                        |  |
|                                                                               |                                                                                                                                                                                                  |                        |  |
|                                                                               |                                                                                                                                                                                                  |                        |  |
| Form Completed by:                                                            |                                                                                                                                                                                                  | Date:                  |  |
| Approved by:                                                                  |                                                                                                                                                                                                  | Position:              |  |
| Signed:                                                                       |                                                                                                                                                                                                  | Date:                  |  |

