FIREPRO

Health and Safety Statement 2024

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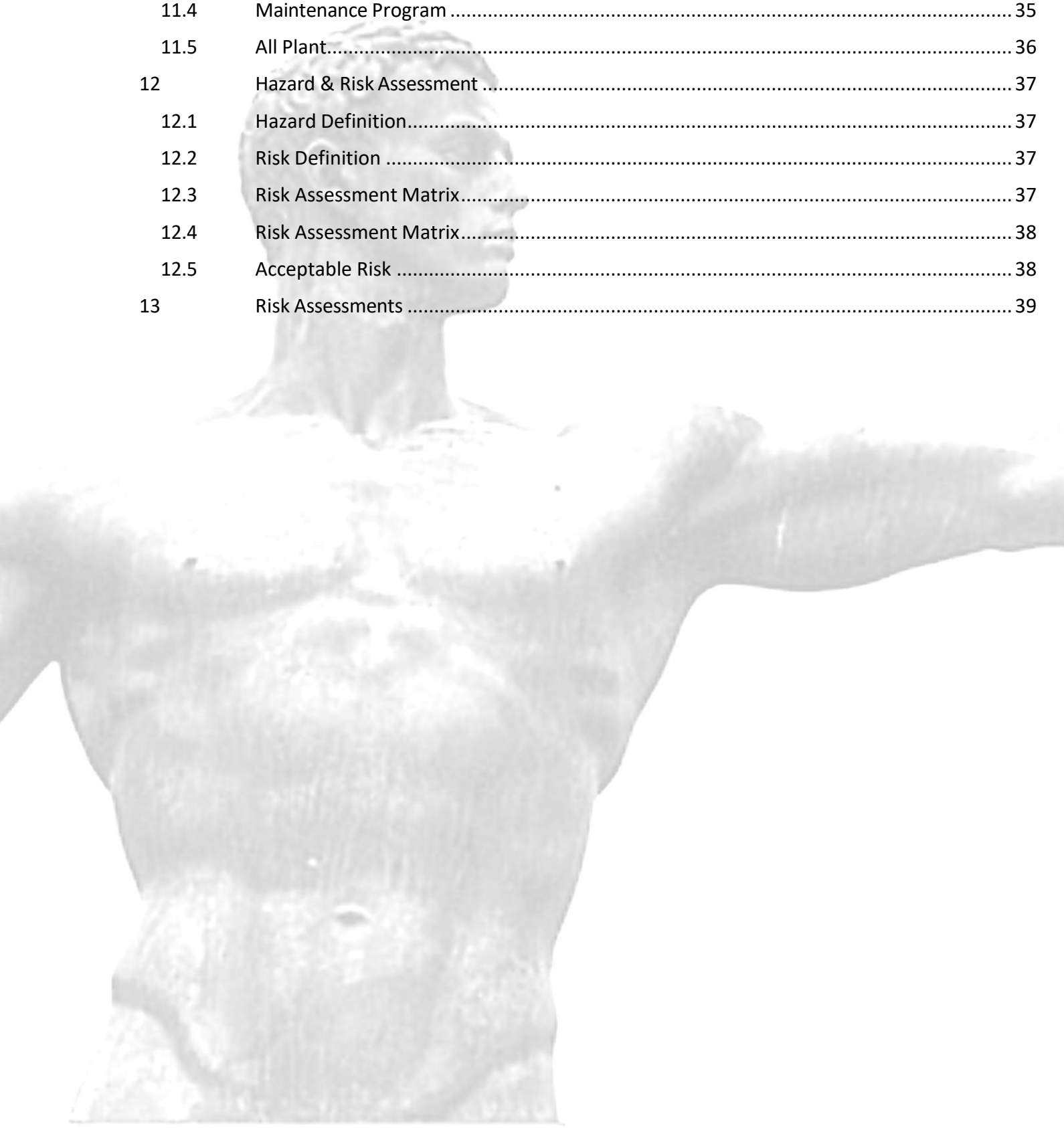
” Our Strength is your Safety”

Table of Contents

1 Company Profile 4
2 Document Control 4
3 Safety Policy Statement 5
3.1 Aims of this Statement 6
3.2 Safe People Approach 6
3.3 Safe Systems of Work 7
3.4 Safe Place Approach 7
3.5 Safe Plant Approach 7
4 Applicable Legislation 8
5 Safety Objections 10
5.1 General Duties 10
5.2 Provide Information 10
5.3 Provide Instruction, Training and Supervision 10
5.4 Emergency Evacuation 10
5.5 Non-Company Personnel 10
5.6 Employees' Duties 10
5.7 Duties related to Construction Work 11
5.8 Protective and Preventative Measures 11
6 Assignment of Responsibility's 12
6.1 General Duties and Responsibility's 12
6.2 Managing Director: 12
6.3 Management 13
6.3.1 Machinery and Equipment 14
6.3.2 Chemicals 14
6.4 Works Supervisor 15
6.5 Employees 17
1. Ensure that he/she is not under the influence of a toxicant to the extent of endangering his/or her own or any other persons safety and health; 17
7. All employees are required to discharge their work in a safe manner so as to avoid injury to themselves/other staff and avoid damage to equipment and property. 17
6.6 Pregnant Employees 18
6.7 Health and Safety Consultants 18

6.8 Drivers & mobile plant operators including anyone who drives for work 19
7 Arrangements for safety 20
7.1 Arrangements for securing safety 20
8 Safe People 21
8.1 First Aid 21
8.2 Welfare Facilities 21
8.3 Smoking 21
8.4 Safe working environment 22
8.5 Noise 22
8.6 Lone Workers 23
8.7 Personal Protective Equipment 23
8.8 Manual Handling 24
8.9 Dignity and Respect at Work 24
8.10 Policies on Grievance, Complaints and Discipline 25
8.11 Workplace Stress 26
8.12 Training and Instruction 26
8.13 Occupational Health 27
8.14 Policy on Alcohol and Misuse of Drugs 27
8.15 Personnel Protective Equipment 27
8.16 Driving for Work 27
9 Safe Systems 28
9.1 Accident/Incident reporting 28
9.2 Safety Audits 29
10 Safe Place 30
10.1 Design and Layout 30
10.2 Temperature and Ventilation 30
10.3 Floors Surfaces 30
10.4 Housekeeping 31
10.5 Removal of Trip Hazards 31
10.6 Safety Signs 31
10.7 Working at Heights 32
10.8 Scaffolds and Ladders 32
10.9 Entering Confined Spaces 32
10.10 Fire and Emergency Planning 33
11 Safe Plant and Equipment 35

11.1 Suitable Equipment and Machinery 35
11.2 Company Vehicles 35
11.3 Electricity 35
11.4 Maintenance Program 35
11.5 All Plant 36
12 Hazard & Risk Assessment 37
12.1 Hazard Definition 37
12.2 Risk Definition 37
12.3 Risk Assessment Matrix 37
12.4 Risk Assessment Matrix 38
12.5 Acceptable Risk 38
13 Risk Assessments 39



1 Company Profile

FirePRO Logistics Limited is an independent fully Irish owned company, based at Carrington House, 19-22 Bray Road, Loughlinstown, Dublin 18. FirePRO provides a range of multi-disciplinary fire protection services.

The company was established in August 2006 with a vision of being at the forefront of technology in the fire protection industry. Based in Dublin we are servicing clients throughout Ireland and abroad. FirePro is an approved installer and applicator of the industry's leading passive fire protection systems.

With a wealth of experience in specifying, installing, and maintaining fire protection systems in some of the largest building projects in the world FirePro Logistics is a proven industry leader. The fire protection industry is continually evolving new systems and technologies. Many of these are aimed at improving the performance of compartmentation in buildings. We at Firepro ensure we keep pace with the latest developments so we can best serve and advise our present and future clients.

We assist our clients in meeting legal obligations (e.g., insurance criteria) in providing a safe environment for their employees and visitors in their buildings and protecting valuable stock and assets. We fully understand the challenges created by modern buildings that include air-conditioning systems, communications networks, and high-specification electrical installations. We ensure fire compartments are maintained with the wide range of cables, pipes and air-handling ducts that need to pass through walls and floors.

For further information please see our website www.firepro.ie

2 Document Control

Rev	Issue Date	Section	Description	Author
001	Oct 2018	All	First Issue	**CR/MC**
002	Apr 2020	All	Revision Update	**CR/MC**
003	Aug 2020	All	Safety Statement – revised format & review of SS content.	**FR/JR**
004	April 2021	All	Safety Statement – Reviewed content / COVID controls	**FR/JR**
005	**Jan 2024**	**All**	**Safety Statement – Annual review & update of fire protection packages in RAMS.**	**FR/JR**

3 Safety Policy Statement

It is the policy of Fire Pro Limited to ensure the safety, health and welfare of all Company staff wherever they work, and of all other persons who make use of the facilities provided. The Managing Director is responsible for the implementation of this policy through the existing management and supervisory culture.

In so far as is reasonably practicable, management will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees. The information, instruction and supervision needed for this purpose will be provided, but the co-operation of all staff is necessary to meet this goal.

Every member of staff has an obligation to advise Management of any Company work-related circumstance that might affect the safety, health or welfare of themselves, of their colleagues, or of the public.

This Safety Statement has been prepared for the purpose of defining the Company practices and procedures required to achieve the aims of this policy.

The Statement defines the respective responsibilities of the managing director and staff in relation to safety, health and welfare at work issues. It includes safety preventative procedures and safe working practices that must be followed by all members of staff. Regular training and communications will ensure that staff are familiar with the rules and procedures they are obliged to implement.

The managing director and all relevant persons will ensure that all aspects of this policy are implemented. This policy will be kept up to date through a regular review process that will take place at least on an annual basis.

It is the policy of this Company to protect, as far as is reasonably practicable, persons not employed by the Company who may be affected by our activities. All employees and sub- contractors have the responsibility to co-operate with Management to achieve a healthy and safe workplace and to take reasonable care of themselves and others while working for the Company.

The managing director identifies the Health and Safety Policy as an important Management function. It looks to Management at all levels to ensure that best practice is followed to enable work to be carried out safely. The managing director looks to the Company's employees to follow health and safety policies and procedures, to comply with specific legislation (outlined further down this document) and other legislation referred to throughout the document.

SIGNED

Frances Rooney

Managing Director

DATE **12th June 2024**

3.1 Aims of this Statement

The aims of this Safety Statement are to:

- involve the management of FirePRO in the maintenance of safety
- stimulate the necessary action to meet statutory duties
- identify the hazards and outline the necessary actions to be taken
- identify and outline clearly health and safety responsibilities
- establish a systematic follow-through on problems
- ensure resources are assigned to health and safety
- Gain commitment from everyone in the Company to ensure safety.
-

To ensure that all regulations and legislation are adhered to, updated and acted upon promptly the management of FirePRO wishes to take the following approach:

- safe people
- Safe systems of work and procedures.
- safe place
- safe plant and equipment

3.2 Safe People Approach

The safe people approach will include

- training of employees in safe methods of work
- ensuring appropriate safety skills are available
- providing policies and procedures that govern health and safety
- providing adequate and competent supervision
- resistance to unsafe behaviour
- providing information regarding safety and welfare issues
- compliance with legislation
- Reduction or elimination of hazards as far as reasonably practicable and providing personal safety equipment as a last resort.

3.3 Safe Systems of Work

The safe systems approach will include consideration

a) Procedures to be followed in health and safety matters

b) Adherence to safe methods for all employees, visitors, contractors etc.

c) Appropriate working environment- lighting, heating, etc.

3.4 Safe Place Approach

The safe place approach will include consideration of:

a) Access and egress within the buildings, parking and the Company grounds

b) Safe construction and design of the workplace with good overall layout

c) Emergency procedures for evacuation and fire drills.

3.5 Safe Plant Approach

The safe plant approach will include ensuring:

a) Equipment and machinery are suitable for the jobs being undertaken

b) Good ergonomic detail with adherence to safety specifications

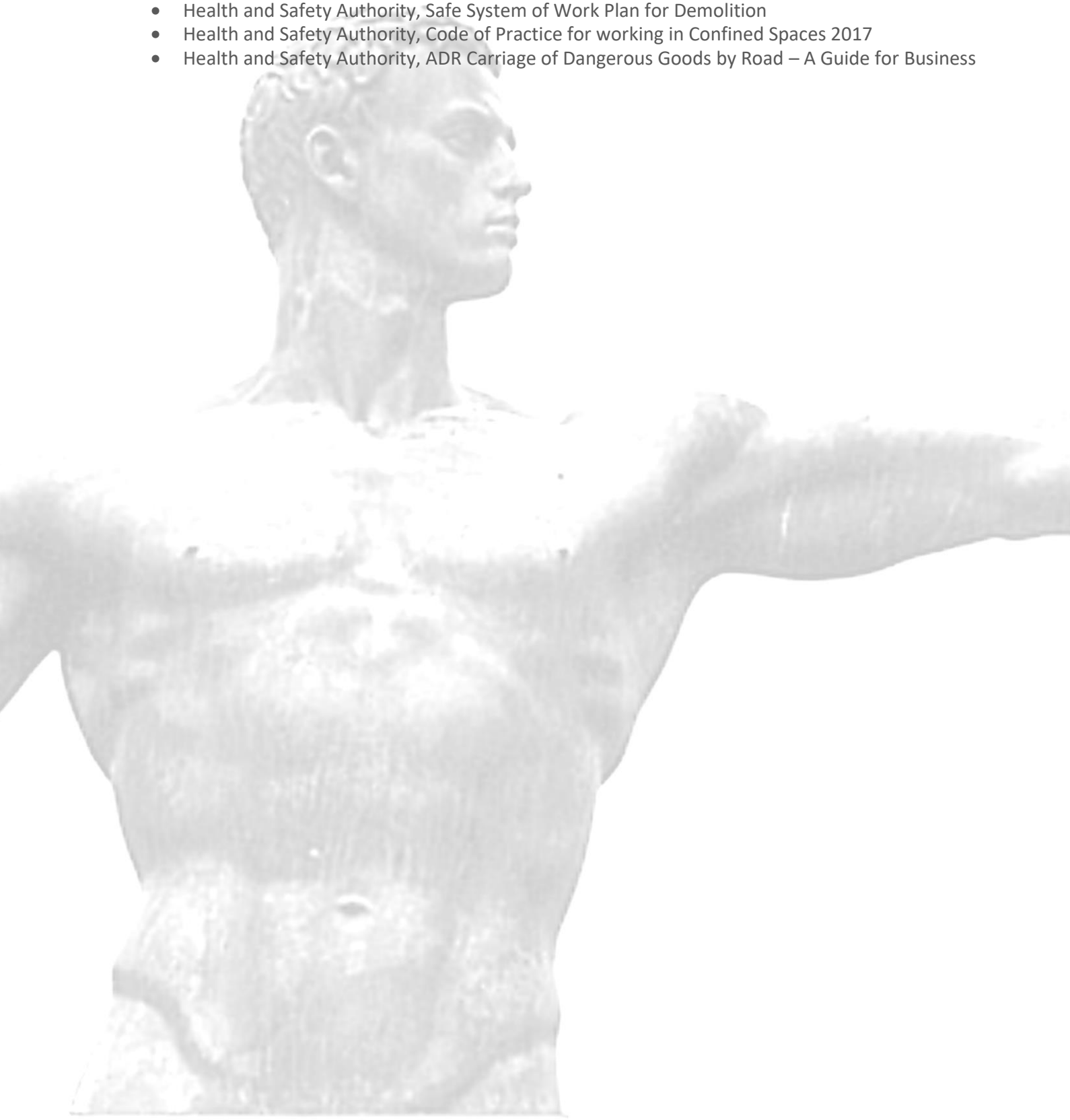
c) Maintenance procedures carried out and records kept.

When compiling this Safety Statement, the Safety, Health and Welfare at Work (General Application) Regulations 2007 & amendments 2016 were considered. These duties refer to employer duties, duty to co-operate, to provide for the financial cost of health and safety undertakings, to provide protective and preventative services, ensure emergency and evacuation duties are undertaken, carry out a risk assessment, ensure appropriate training for employees in safe methods, provide information and a consultation process for employees and provide health surveillance with the purpose of protecting the health of all employees.

4 Applicable Legislation

- Safety Health, Welfare at Work Act 2005 & Amendments
- Safety, health, welfare at work (general application) regulations 2007 & amendments 2016 Safety, health, welfare at work (general application) regulations 2007 – vibration
- Safety, health, welfare at work (general application) regulations 2007 – work at height Safety, health, welfare at work (general application) regulations 2007 – control of noise
- Safety, health, welfare at work (general application) regulations 2007 – display screen equipment Safety, health, welfare at work (general application) regulations 2007 – electricity
- Safety, health, welfare at work (general application) regulations 2007 – first aid
- Safety, health, welfare at work (general application) regulations 2007 – manual handling Safety, health, welfare at work (general application) regulations 2007 – night and shift work
- Safety, health, welfare at work (general application) regulations 2007 – personnel protective equipment Safety, health, welfare at work (general application) regulations 2007 – protection of children and young persons
- Safety, health, welfare at work (general application) regulations 2007 – protection of pregnant, Post Natal and Breast-Feeding employees
- Safety, health, welfare at work (general application) regulations 2007 – safety signs at places of work Safety, health, welfare at work (general application) regulations 2007 – work equipment
- Safety, health, welfare at work (general application) regulations 2007 – workplace Safety, health, welfare at work (construction) regulations (Amendment) 2012
- Safety, health, welfare at work (construction) regulations 2006, 2008, 2010 & 2013 Amendment Safety, health, welfare at work (exposure to asbestos) regulations 2006 & 2010 amendment Safety, health and welfare at work (chemical agents) regulations 2001
- Safety in Industry (Abrasive Wheels) Regulations, 1982 - S.I. No. 30/1982 Road traffic act 2002
- European Communities (Machinery) Regulations 2008 Code of Practice for Respiratory Protective Equipment Code of Practice for design & installation of anchors
- Code of Practice for Operators of Quarry Delivery Vehicles CoP for avoiding danger from underground services
- CoP for avoiding danger from overhead power- lines CoP Chemical Agents
- Code of Practice for Access and Working Scaffolds
- Commission Decision 2001/118/EC amending decision 2000/532/EC as regards the lists of wastes (European Waste Codes)
- Directive 2004/35/Econ Environmental Liability with Regard to the Prevention and Remedy of Environmental Damage
- Directive 2006/118/EC on the protection of groundwater against pollution and deterioration Directive 75/349/EEC on the disposal of waste oils
- Directive 80/68/EEC on the protection of groundwater against pollution caused by certain dangerous substances

- Directive 91/689/EEC on hazardous waste
- Waste Management (Collection Permit) Regulations 2001 Fire Services Act of 1981 & 2003.
- Health and Safety Authority, Practical Guidelines on Asbestos Containing Materials Management and Abatement.
- Health and Safety Authority, Safe System of Work Plan for Demolition
- Health and Safety Authority, Code of Practice for working in Confined Spaces 2017
- Health and Safety Authority, ADR Carriage of Dangerous Goods by Road – A Guide for Business



5 Safety Objections

5.1 General Duties

FirePRO will ensure that necessary measures are taken to protect the health and safety of all employees, contractors and visitors at their premises. The Company will endeavour to manage and conduct work activities in such a way as to ensure as far as is reasonably practicable the safety of everybody.]

5.2 Provide Information

Disclosure will be made of general safety and health information to employees and others on any specific risks that may arise. This information will be in a manner and language that is understood by everybody. The information will include the risk identified by the risk assessment, protective and preventive measures to be taken concerning safety and the names of designated safety personnel.

5.3 Provide Instruction, Training and Supervision

FirePRO will provide instruction and training if appropriate in health and safety matters with appropriate supervision for employees and others at their premises.

5.4 Emergency Evacuation

FirePRO will at all times carry out the appropriate emergency evacuations and fire drills and have a plan in place for such events.

5.5 Non-Company Personnel

FirePRO will always ensure that the safety and health of contractors and visitors will be protected, and all legal obligations will be fulfilled e.g. contractors will be asked to provide Safety Statements and Risk Assessments & Method Statements.

5.6 Employees' Duties

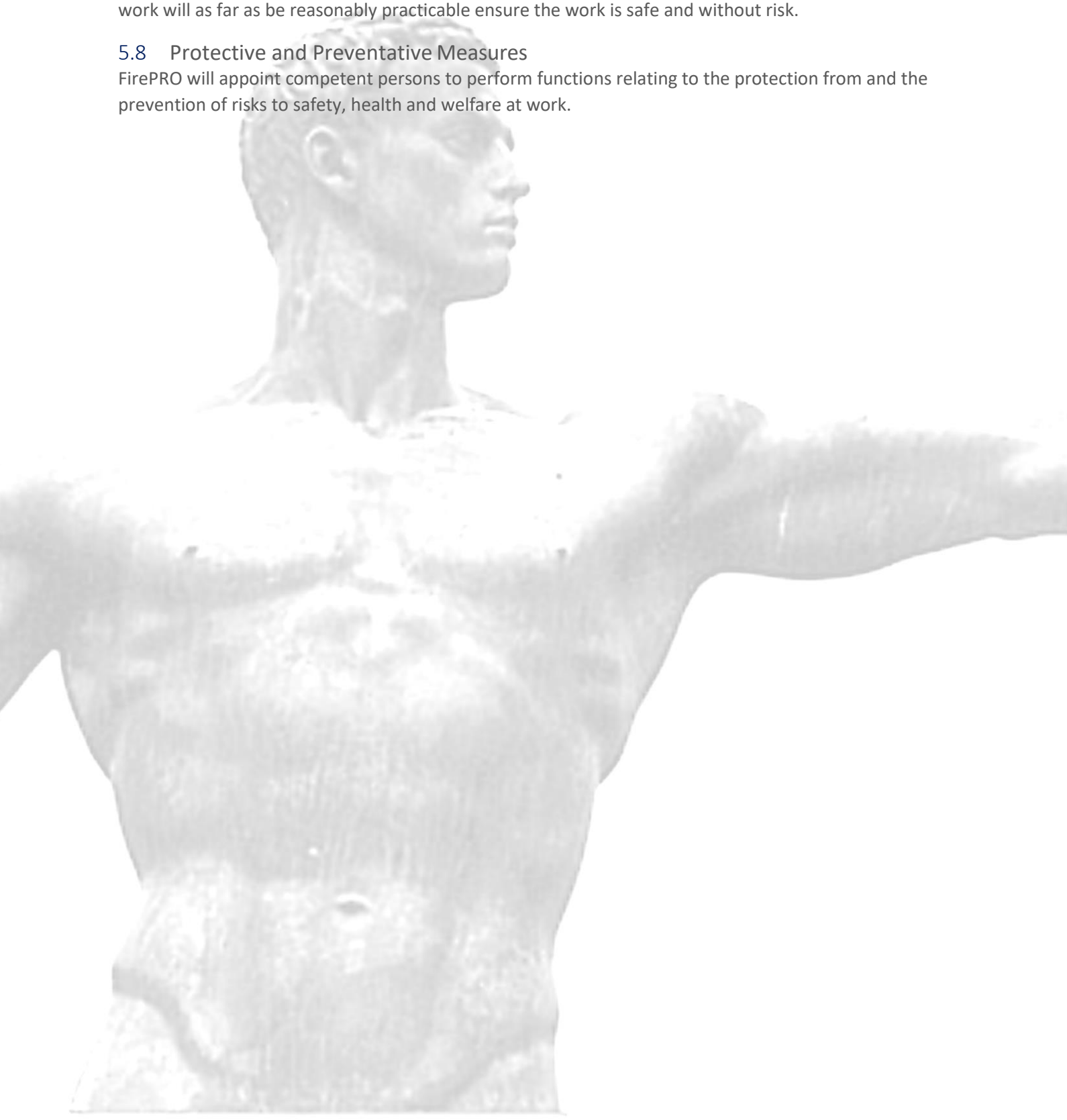
All employees will be informed of their duties regarding health and safety under the Safety, Health and welfare at Work Act 2005. FirePRO will encourage its employees to participate in health and safety issues, and to cooperate with the Company to enable it to comply with health and safety legislation.

5.7 Duties related to Construction Work

Any construction activities being undertaken by FirePRO will follow the Safety, Health and Welfare at Work (Construction) Regulations, 2013. All persons appointed to carry out design, construction and maintenance work will as far as be reasonably practicable ensure the work is safe and without risk.

5.8 Protective and Preventative Measures

FirePRO will appoint competent persons to perform functions relating to the protection from and the prevention of risks to safety, health and welfare at work.



6 Assignment of Responsibility's

6.1 General Duties and Responsibility's

Sections 8 to 23 of the Safety, Health and Welfare at Work Act 2005, set out the duties imposed upon the various parties that are likely to be involved within the workplace. FirePRO is committed to ensuring, in so far as is reasonably practicable, that the elements contained within the above sections are implemented.

6.2 Managing Director:

The Managing Director has overall responsibility for Safety, Health and Welfare within FirePRO this includes:

- Taking a direct interest in the Safety Statement and positively supporting any person whose function it is to carry it out.
- Allocating resources within the constraints of the company's budget to implement safety policies within the Safety Statement.
- Periodically reviewing their responsibilities and that of all other persons concerned with implementing policies and procedures outlined in the Safety Statement.
- Attending the Yearly Safety Management Review meeting,
- Ensuring that all employees under their control, is held accountable for their performance in relation to occupational safety and health.
- Ensuring resources are available to provide training, as required, for management, supervisors and employees.
- Ensure competent persons required at any time to advise on health and safety will be brought in, if not available within
- Ensure all personnel recruited for, or assigned to, each task is suitable for and competent to carry out the work.
- Ensure Supervisors/foreman under their control will implement this policy and comply with statutory requirements.
- Ensure training is provided for Supervisors and Foremen to enable them to effectively carry out their responsibilities regarding health and safety.

6.3 Management

The Management are responsible for managing and co-ordinating implementation of the Safety Statement and the activities of employees and contractors. These duties include:

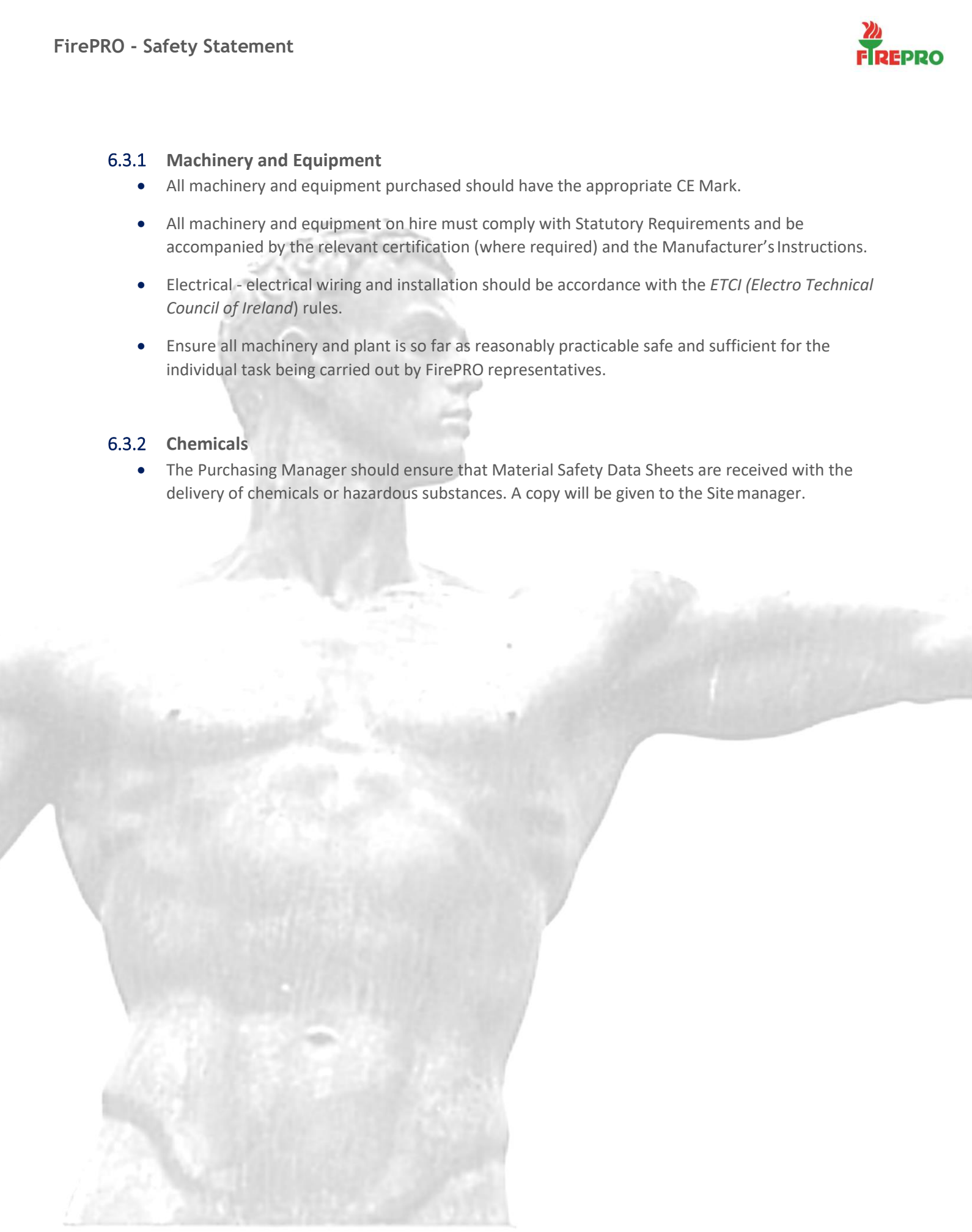
- Acting on behalf of the FirePRO as Safety Co-ordinator regards monitoring Company activities.
- Ensuring that an analysis of the hazards and assessment of the risks associated with the execution of a project has been carried out and arrangements made to ensure that all work is carried out safely.
- Ensuring adequate welfare, first aid and fire-fighting facilities and equipment are available on site.
- Ensuring that safety visual inspections are carried out twice daily.
- Ensure control measures in the EHS audits are carried out as per the agreed timelines
- Ensuring all contractors obey established safety rules and immediately corrects any violations of these rules.
- Verifying that all employees on site have received proper training to include a review of the site safety rules, the use of personal protective equipment, emergency procedures, first aid, accident reporting and any other relevant safety issues.
- Provide appropriate safety training to employees under their supervision
- Ensure that all staff under their immediate control is aware of actions to be taken in case of emergency.
- Ensure that good housekeeping standards are maintained.
- Monitor the activities of visitors and contractors on site to ensure their safety.
- Provide information to operatives regarding any work on site, which may present unusual or significant risks to health and safety.
- Ensure that all machinery and equipment on hire is checked by a competent person on receipt of delivery. All machinery and equipment must comply with Statutory Requirements and must be accompanied by the relevant certification (where required) and the Manufacturer's Instructions.
- Maintain the general site safety file to include copies of all equipment certificates, site safety inspections, training records, MSD Sheets and other relevant health and safety information.
- Obtain and file accident investigation reports in the general site safety file and, when necessary, ensure accident reports have been filed with the Authority. Ensure that an Accident Report form is completed thoroughly and promptly for all reported accidents.
- Maintain a complete and up to date copy of the site-specific safety statement & construction stage plan and ensure they are available to all contractors and inspectors of the Authority for review.
- Ensuring regular and effective communication is taking place, between the various contractors regarding health and safety issues.
- Recruit carefully;

6.3.1 Machinery and Equipment

- All machinery and equipment purchased should have the appropriate CE Mark.
- All machinery and equipment on hire must comply with Statutory Requirements and be accompanied by the relevant certification (where required) and the Manufacturer's Instructions.
- Electrical - electrical wiring and installation should be accordance with the *ETCI (Electro Technical Council of Ireland*) rules.
- Ensure all machinery and plant is so far as reasonably practicable safe and sufficient for the individual task being carried out by FirePRO representatives.

6.3.2 Chemicals

- The Purchasing Manager should ensure that Material Safety Data Sheets are received with the delivery of chemicals or hazardous substances. A copy will be given to the Site manager.



6.4 Works Supervisor

The responsibilities of the works supervisor include:

- Understanding the company health and safety policy and ensuring that it is brought to the attention of all employees, particularly new starters. Carry out all work in accordance with its requirements and bringing to the notice of the project manager any improvements.
- Knowing the requirements of the Construction Regulations and other relevant legislation and ensure that they are observed on site.
- Organising sites so that work is carried out to the required standard with minimum risk to employees, other subcontractors, the public, equipment or materials.
- Ensuring registers, records and reports are up to date and properly filled in and ensure that they are kept in a safe place. Ensure that copies of regulations are available and statutory notices are prominently displayed.
- Where necessary, issue written instructions setting out the method of work.
- Referring regularly to be prepared written assessments/procedures as required including, *The Control of Substances Hazardous to Health, Noise Regulations, Manual Handling and Lifting Regulations and The Management of Health and Safety Regulations.*
- Making them available to all employees, including sub-contractors and discussing the requirements with them fully.
- Ensuring that all hazardous materials are properly marked, used and stored, as outlined in COSHH assessments.
- Planning and maintaining a tidy site. “A safe site is a tidy site.”
- Arranging for the delivery and safe stacking of materials to avoid double handling and ensuring that off-loading and stacking is carried out in a safe manner.
- Implementing arrangements with sub-contractors and others on the site to avoid confusion about areas of responsibility for health, safety and welfare.
- Ensuring that all information available relating to underground and covered services on the site are obtained and available on site and that such services are located, marked and plotted accurately before work starts.
- Protecting all overhead services in accordance with the service authorities’ recommendations and company policy before work starts.
- Satisfying yourself that the “competent persons” appointed to make the necessary inspections of scaffolding, excavations, plant, etc. have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected. Request proof of competence where necessary.

- Ensuring that sub-contractors are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks. Stop any work if you consider that there is an imminent risk of serious injury to any person.
- Ensuring that any electrical supply is installed and maintained in a safe and proper manner.
- Ensuring all electrical equipment has been tested for safe working, tagged and a register kept, by a competent electrician. No electrical equipment will be brought on site by anyone, including sub-contractors with appropriate proof of regular testing.
- Ensuring all plant and equipment is tested at the statutory intervals and will not be brought onto site by anyone, sub-contractors without appropriate certified proof of regular testing.
- Checking that all machinery and equipment on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 100 volts.
- Ensuring that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable. Ensure that it is issued when required and keep a register off PPE issue.
- Setting a personal example by wearing the appropriate protective clothing on site.
- Ensuring first-aiders or appointed persons and adequate first-aid facilities, as required by the Safety, Health and Welfare at Work (General Application) Regulations 2007, are on site and that a;; persons on site are aware of their location and procedure for receiving treatment for injuries.
- Ensure that any accident on site which results in injury to any person (not just employees) and/or damage to plant or equipment is reported in accordance with company policy.
- Accompanying any HSA inspector on site and acting on his recommendations. In the case of the inspector issuing a notice (Prohibition or Improvement) contact that project manager immediately after complying with any requirements to stop work.
- Ensuring that adequate fire precautions are provided for site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.
- Liaising when necessary with the fire brigade on fire prevention.
- Where applicable cooperate with the company's health and safety consultants and ask for advice before commencing new methods of work or potentially hazardous operations.

6.5 Employees

In accordance with the requirements of Section 13 of the Safety, Health and Welfare at Work Act 2005, employees have the following responsibilities:

All employees are required to co-operate fully with all provisions taken by the company for ensuring the safety, health and welfare of other employees, contractors and clients.

- Ensure that he/she is not under the influence of a toxicant to the extent of endangering his/or her own or any other person's safety and health;
- Submit to any appropriate, reasonable and proportionate tests for intoxicants in accordance with Regulations under the 2005 Act.
- All employees must attend any training and undergo assessment of training required by the employer or that is required by health and safety legislation.
- All employees are required to immediately report all incidents, dangerous occurrences, unsafe conditions and unsafe acts to their immediate supervisor/foreman no matter how small or insignificant they feel it may be.
- All employees are required to adhere to all safe systems of work, wear any personal protective equipment and use any safety equipment provided.
- Employees are also responsible for reporting damage to equipment and the need for repair/replacement of items of personal protective equipment to their immediate superior.
- All employees are required to discharge their work in a safe manner so as to avoid injury to themselves/other staff and avoid damage to equipment and property.
- Any member of staff who does not adhere to Company safety rules will be subject to appropriate disciplinary action.
- Comply fully with all General Site Safety rules & signage.
- Cooperate in keeping the workplace tidy and safe;
- Do not commence work before being inducted;
- Attend safety talks,
- Take part fully in the Safe Work Plans;
- Know your safety representative and make use of him/her;
- Refuse to work in an unsafe manner or conditions.
- Know what to do in the event of an emergency.

6.6 Pregnant Employees

- FirePRO will take all necessary steps to comply with Regulation 24 and Schedule 8 of the *Safety, Health and Welfare at Work (General Applications) Regulations 2007* for pregnant, postnatal and breastfeeding employees.
- Employees should inform management if they are pregnant, as early as possible in the pregnancy.
- Management should identify those aspects of the work process that may place the mother or child at risk.
- Steps should be taken to remove exposure to this risk and if necessary, relocate the employee for the term of the pregnancy.
- Every effort in terms of privacy, flexible work arrangements, and facilities should be made to facilitate nursing mothers.

6.7 Health and Safety Consultants

FirePRO may from time to time appoints health and safety consultants with responsibility for:

- Advising senior management of any safety legislation or changes in existing legislation.
- Providing general assistance to the company in the fulfilment of its obligations and duties as set out in statues and by clients/principal contractors.
- Providing assistance in the formulation of safe systems of work and project specific method statements.
- Providing an interpretation of safety legislation so that the management fully understands the actions required in order to meet the legislation.
- Assisting, where required, with the initial implementation of the changes required by changes to safety legislation.
- Suggesting suitable training for employees, poster, reference texts, films etc. to provide awareness of safety management, accident prevention and hazards to health.
- Recommending to senior management ways to improve working conditions.
- Investigating notifiable accidents or dangerous occurrences and submit to the company a written confidential report, when required by the company.
- Carry out pre-arranged site inspections, as required by the company.

It is the responsibility of the company to ensure that the safety consultants are notified whenever assistance or support is needed.

The safety consultants should ensure that regular systematic inspections are carried out on all sites through scheduled and unscheduled visited where requested to do so. Formal inspection reports will be completed for all such inspections and issued to the company's general manager. Such reports will not only identify potential hazards and comment on the operative's compliance with the safety policy and procedures but will also recommend improvements to working methods and any training considered necessary for the site operatives and supervisory teams.

The visiting safety inspector shall, whenever possible, be accompanied by the works supervisor or other responsible person when making his inspections.

The safety inspector will keep and analyse site inspection reports and concentrate on weaknesses that may become evident from such reports. The safety inspector will stop work if, in his opinion, the place, condition or method of work is dangerous.

The contact details for any company's nominated safety consultant will be displayed on the company notice board.

6.8 Drivers & mobile plant operators including anyone who drives for work

Transport drivers and plant operators must comply with the responsibilities for all employees plus the following:

- Drive within the speed limit & adhere to all rules of the road and rules on site
- Ensure your vehicle/machine is always serviced & properly maintained.
- Visually insect plant daily before use and record the findings on the plant book. Do not use any equipment that has a defect coded yellow in the plant book.
- Inspect machinery & lifting gear weekly and record on the Ga2 form.
- Report defects in machinery & lifting gear above immediately to site management.
- Do not use unsafe equipment.
- Comply with all safety rules & procedures that were taught during approved training.
- Carry training cards at all times.
- Remove key when the machine is not in use to prevent unauthorised access/usage.
- Inform Management if training tickets are soon to be out of date.
- Always drive the machine/vehicles with due care for other employees & member of the public.
- Ensure mirrors, windscreens; beacons etc… are clean at all times.
- Wear seat belts
- Make sure tyre pressures are correct & the tyres are in good condition.
- Never allow passengers to ride on the vehicle.
- Understand the limits of your machine, both loaded and unloaded. Never exceed the maximum weight shown.
- Do not allow untrained operatives operate your machine & remove keys when you're leaving the machine.
- Report any penalty points to the safety advisor if you operate company vehicles.

  Never operate any vehicle while under the influence of alcohol or drugs

7 Arrangements for safety

7.1 Arrangements for securing safety

In compliance with legal requirements FirePRO will endeavour to secure the safety, health and welfare of employees, and visitors by the adoption of the following principles:

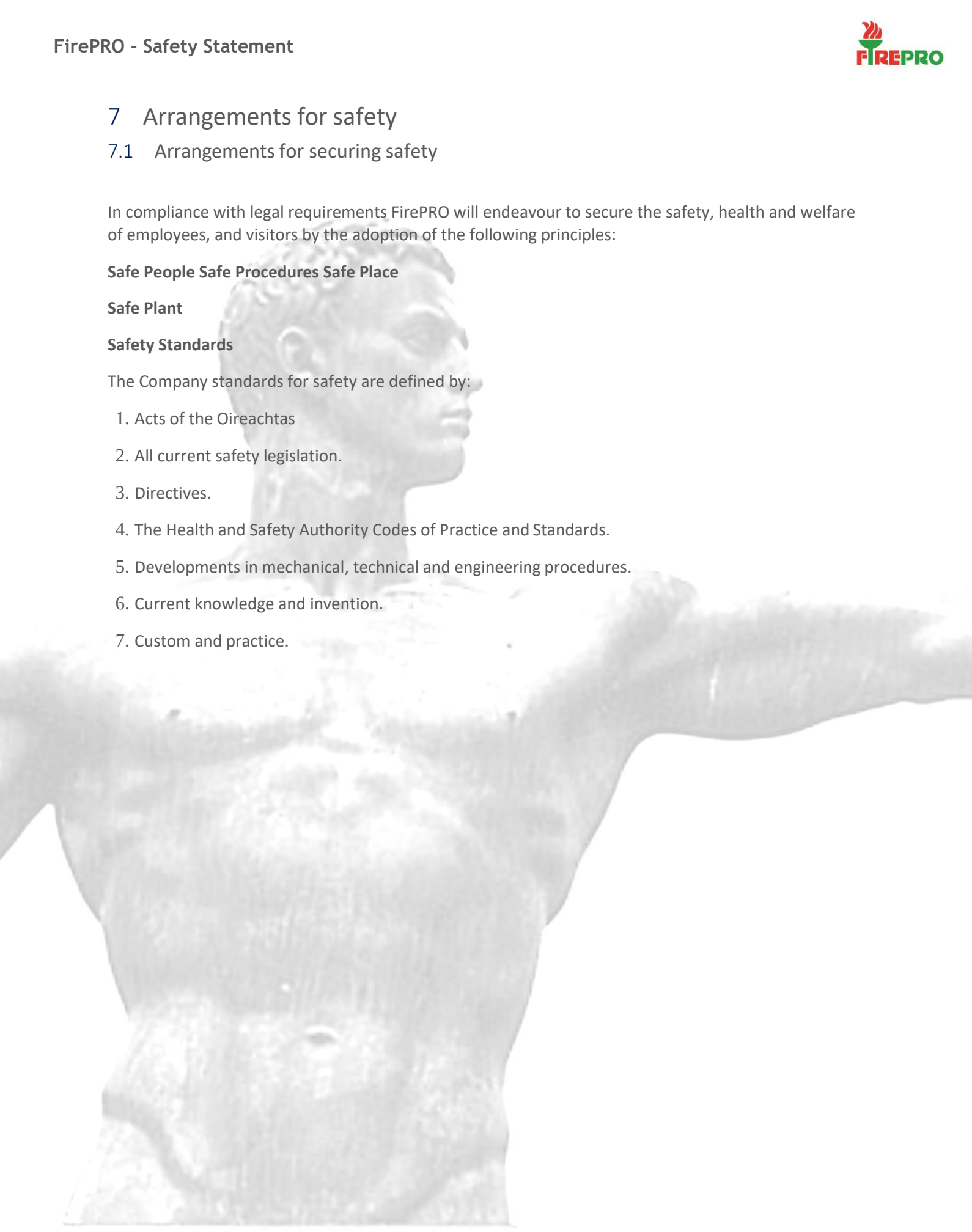
Safe People Safe Procedures Safe Place

Safe Plant

Safety Standards

The Company standards for safety are defined by:

1. Acts of the Oireachtas
2. All current safety legislation.
3. Directives.
4. The Health and Safety Authority Codes of Practice and Standards.
5. Developments in mechanical, technical and engineering procedures.
6. Current knowledge and invention.
7. Custom and practice.



8 Safe People

8.1 First Aid

The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 7, Chapter 2, regulations 163 - 166, places a duty on the Company to make adequate provision for first-aid equipment and appropriately trained occupational first aiders. A first aid kit will be located on site at all times.

8.2 Welfare Facilities

FirePRO aims to provide as many facilities as possible for the continued health and wellbeing of all employees and others.

These include:

- No smoking policy throughout the Company buildings in compliance with government legislation
- Suitable sanitary accommodation for male and female staff and others are provided at numerous and convenient locations throughout the Company. Toilet facilities and shower facilities are provided
- All these facilities are cleaned daily.
- Most buildings in the Company are served with fresh running water that is filtered and available at numerous points
- Suitable temperatures are maintained within the Company buildings
- Suitable ventilation is provided as required in all areas
- Continuous audits and review of health and safety is carried out

8.3 Smoking

The No Smoking regulations came into force with effect. Smoking is prohibited in all Company buildings; including work vehicles in the ownership or use of the Company for health and fire safety reasons. It is Company policy to comply with all legal safety, health and welfare requirements as a minimum standard and with relevant guidelines as appropriate.

FirePRO is committed to providing a clean, safe and healthy environment for all staff, visitors etc. Therefore, the Company shall take all reasonable steps to ensure that each of its operational buildings is smoke-free and that all its employees, etc. have the right to work and study in a smoke free environment.

8.4 Safe working environment

The Company commits to provide a safe and healthy working environment for all employees, visitors and contractors. The minimum acceptable temperature in this type of environment is 17.5 degrees Celsius; this temperature should be reached within one hour of the commencement of work. The most comfortable temperature is in the region of 20 to 22 degrees Celsius for most office employees.

8.5 Noise

Part 5, Chapter 1 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with noise in the workplace. Exposure to high levels of noise, either continuously or as a loud sudden 'bang' from equipment, can have a number of physiological and psychological effects on employees including stress, tinnitus and if exposed to high noise levels over long periods of time, permanent loss of hearing can occur. High noise levels can also interfere with communications in the workplace, leading to an increased risk of accidents. The risk resulting from the exposure to noise in the Company will be eliminated at source or reduced to the lowest level as far as is reasonably practicable taking account of the technical progress and the availability of measures to control noise particularly at source. Training will be provided, and health surveillance will be made available to staff where the risk assessment reveals a risk to their health. In this regard the Company will fully abide by the terms of the Noise Regulations 2013.

Noise is measured in units known as decibels dB (A). However as a rough guide, if it is difficult to hear a normal conversation at a distance of 2m from the person speaking, it is likely that the noise levels in the area are above the levels permitted under these regulations (i.e. over 80dB (A)). The noise regulations require the Company to take specific action at certain action values. These are the daily noise exposure levels or the peak sound pressure levels which, if exceeded, for an employee, action will need to be taken to reduce the risk.

Employees and others will be informed:

If the noise level is likely to exceed 85 dBA and of the potential risk of damage to hearing, about the measurements taken of the noise levels and an explanation of the significance of the results about what is being done to reduce the noise levels, hearing protection will be provided and must be worn.

Actions that will be taken at the Company when the noise exposure level is too high

When the noise exposure level exceeds the First Action Level of 80dB (A), the Company (in addition to reducing noise levels by general action) will inform each potentially affected worker of the following:

- the results of the measurements taken of the noise and the possible risk to their hearing
- Results of preventative audiometric testing
- what measures are being introduced to reduce the noise levels in the workplace
- the advisability of wearing hearing protection that's individually fitted and where and how to obtain it
- hearing checks that are available
- provide any necessary information and where relevant training

When the noise exposure level is above 85dB (A), the Second Action Level the Company will:

- Identify the reasons for the excess noise and put in place a programmer to reduce it. This could be either of a technical nature or of organization of work or both.
- Provide the services of a registered medical practitioner to carry out hearing checks and audiometric testing.
- Put up clearly visible and legible signs indicating that the noise level in the area is likely to exceed 85dB (A), in accordance with the Safety, Health and Welfare at Work General Application Regulations 2007.

8.6 Lone Workers

Lone workers are those who work by themselves without close or direct supervision. All reasonable efforts will be made to ensure there is no lone work on site. Hazards that lone workers may encounter include, accidents or emergencies in the workplace, physical violence from members of the public and/or intruders.

8.7 Personal Protective Equipment

The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 2 Chapter 3, no. 62-67, stipulate that personal protective equipment (PPE) must be provided where risks at a place of work cannot be avoided or sufficiently limited by technical means of collective protection or by measures, methods or procedures of work organization. It is necessary that the hierarchy of control measures is considered. It is the policy of the Company to eliminate all hazards where reasonably practicable and assess what PPE is required only when further risk reduction is not feasible. To this end the Company will provide personal protective equipment (PPE) where (i) it is statutory to do so and (ii) where the risk identified requires this. Personal protective equipment (PPE) will be given where it is not reasonable or practicable to eliminate or control the hazard by other means. The Company will provide and maintain personal protective equipment (PPE) in compliance with the 2007 Regulations and for the benefit of all employees.

Prior to purchasing PPE, the Company will assess the suitability of the equipment. This will reference not only the nature of the hazard, but also how it fits the wearer, how it fits with the use of other PPE and clothing and how it fits in with the work employees are involved in. PPE that is used more than once must be inspected on a regular basis to ensure that it is still suitable.

8.8 Manual Handling

As part of the SHWW (General Application Regulations, 2007) FirePRO will ensure that a risk assessment is carried out for manual handling tasks performed by employees. Where a risk of back injury is identified, the Company will put the necessary controls in place to reduce the risk to employees. Part of the controls may include training for employees at risk from manual handling duties in order that they may carry out a lifting task without causing damage to their safety and health, or to that of others and reduce the risk of back strain or injury. The aim of this training is to make employees aware of the prolonged damage to the spine that may result from not adhering to the principles of manual handling, encourage the use of machinery where possible and not take a short-cut when lifting a load.

The Company will try to prevent accidents involving manual handling injuries through risk assessments, good ergonomics and training. The Company will follow best practice in manual handling as outlined by the HSA in the document 'Guidance on the Management of Manual Handling in the Workplace'

8.9 Dignity and Respect at Work

FirePRO has a documented policy and procedures for Dignity at Work in place that clearly outlines that any form of bullying, harassment, sexual harassment or behaviour that infringes upon the right of the individual to dignity will not be accepted or tolerated at any time. All staff are required to familiarize themselves with and abide by this policy at all times and attend appropriate training sessions arranged by the Human Resources Office. The Company is committed to providing a work environment that is free from all forms of bullying and harassment; which may adversely affect the dignity of staff.

Examples of bullying behaviour and harassment that may arise include:

- Undermining of a member of staff
- Limiting communication to memo, email or a third party in lieu of speaking directly
- Changing a person's job description without consultation
- Threats of disciplinary action for minor incidents
- Targeting a person in a negative manner
- Manipulation by rumour, gossip, innuendo
- Intimidating a member of staff or Colleague, using obscene language or jokes etc.

Harassment may include any act or conduct including spoken words, gestures, or the production, display or circulation of written words, pictures or other material that may be regarded as offensive, humiliating or intimidating. The policy and procedures for Dignity at Work sets out the measures the Company has in place to reduce the risk of such incidences on the Premises.

The policy also outlines how issues of sexual harassment are to be tackled in the Company. Sexual harassment may include any act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material that a reasonable person would consider to be sexually offensive, humiliating or intimidating.

The policy and procedures for Dignity at Work outline how a member of staff can bring a complaint to the attention of the Company Authorities and the steps the Company will take to follow up a complaint. Confidentiality is always assured. The Company will provide suitable training for persons in the organization dealing with complaints and in some circumstances may get professional assistance from an external source. Part of the outcome and resolution of the complaint may include counselling for the victim and training for the bullies or the instigator of the harassment.

The policy clearly outlines that disciplinary procedures may be invoked in certain circumstances. The Company will bring the policy to the attention of all employees in the Company by Dignity at Work training sessions organized by HR, by email and/or department meetings.

8.10 Policies on Grievance, Complaints and Discipline

FirePRO has policies in place to deal with grievances that employees or visitors may have, complaints they may wish to make and the discipline that may follow from unsafe or unacceptable behaviour within the Company. The policies outline how grievances and complaints can be expressed to the Company Authorities.

The appropriate authority within the Company will investigate the grievance or complaint and will keep appropriate records of the investigation carried out. Any sanctions or discipline will be in accordance with the measures outlined in the disciplinary policies. Any grievances, complaints or allegations will be investigated thoroughly without reprisals being visited upon the complainant. Confidentiality will be maintained at all times. Following the grievance or complaints procedure any risk to the health and safety of an employee or Colleague will be assessed and precautions taken to avoid and eliminate any such risk. The Management of the area of responsibility will decide on the course of action to follow in the aftermath of a complaint, incident or disciplinary action.

8.11 Workplace Stress

The Company adheres to all aspects of the Safety, Health and Welfare at Work Act, 2005, which obliges employers to identify and safeguard against all risks to health and safety, including stress. Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them. Due to various work situations, staff members may experience stress at the Company and may need assistance to cope with some of the resulting issues. Stress may emanate from the hours worked, workload, role ambiguity, conflict, boundary roles, responsibility, job control, the position held within the Company and the advent of new technology. The effect of stress in the long term may lead to such issues as poor decision making, difficulty in concentrating, a feeling of being unable to cope and tiredness. If not tackled these issues may affect the health of the employee and contribute to long term ailments such as high blood pressure, heart attack, migraine and asthma.

The Company will develop a policy to deal with stress in the workplace and present this in draft form to the Company Authorities. The policy will focus on the well-being and safety of the employee, a consultation process for employees, staff training and providing support systems. With signs of stress at work, Heads of Departments, Managers and Supervisors shall be expected to carry out a risk assessment of an individual's work and put controls in place to deal with the issues.

8.12 Training and Instruction

The Company is committed to providing appropriate and effective health and safety training for all employees. The Company expects all employees to co-operate with all training provided. Training will be provided, as necessary, to ensure that employees have the necessary skills and knowledge to organize their work safely without risk. An annual training needs analysis is drafted at the start of the calendar year and considers at a minimum, the following training types; manual handling, first aid, Visual Display Unit (VDU), fire safety and on-site security measures. Additional training types will be provided to meet specific needs as they arise.

When the risk assessment of a procedure / process / machine is carried out, any training requirements specific to health and safety will be identified and procedures put in place to carry out such instruction.

To comply with the 2005, Act the Company is aware of the need to provide training and awareness in safety matters to employees following their recruitment or employees being transferred to tasks that are unfamiliar to them. The Company will also inform employment agencies of the skills required when recruiting temporary employees.

When the services of a Sub-contractor are used by the Company, every effort will be made to ensure workers are competent in their work and have received appropriate safety training.

This may be done by the Subcontractor through the commitment given in the

- Safety Statement
- Method Statement
- Training records provided
- Information received from training organizations

8.13 Occupational Health

FirePRO is committed to pursuing a positive policy towards occupational health matters and will where possible facilitate arrangements for health checks and vaccinations (e.g. Hepatitis, etc.) to ensure the safety and welfare of staff is protected.

Any member of staff who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the Line Manager, of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers.

8.14 Policy on Alcohol and Misuse of Drugs

As part of the rules of the Company the consumption of alcohol in the premises is restricted and the misuse of drugs forbidden. FirePRO has a policy that explains to all employees the rules governing the use of alcohol and misuse of drugs on the premises. Under no circumstances should any employees or visitors be involved in driving duties on behalf of the Company consume alcohol or misuse drugs. FirePRO will not accept any situation where an employee attends work under the influence of alcohol and disciplinary procedures may follow if the situation arises.

8.15 Personnel Protective Equipment

In accordance to Part 2, Chapter 3 of the 2007 General Application Regulations and Section 29 part 1(e) of the Construction Regulations 2013, all employees working on site must make proper use of all personal protective equipment provided at all times. Additional personal protective equipment will be required based on the nature of the work being performed. The use of this equipment will be strictly enforced. Contractors are responsible for providing all necessary personal protective clothing and equipment to their employees. Personnel protective equipment should be properly stored when not in use to prevent damage. Signs for the wearing of helmets, eye protection, ear defenders etc. Shall is placed in conspicuous areas throughout the site and site entrances. Training in the use of personal protective equipment (i.e. respirators) is to be provided if necessary.

8.16 Driving for Work

Driving for work includes any person who drives on a road as part of their work either in a vehicle owned by the Company; or in a vehicle owned by a member of staff who receives an allowance from the Company for kilometres driven on Company business. Commuting to work is not classified as driving for work, except where the person's journey starts from their home and they are travelling to a work location that is not their normal place of work.

Driving for work involves a risk not only for the driver, but also for work colleagues and members of the public, such as pedestrians and other road users. Staff may be at risk of suffering a serious injury or being killed if they are involved in a road traffic collision. Staff can also suffer musculoskeletal injuries through poor posture whilst driving for long periods of time.

Slips, trips and falls resulting in sprains and strains are also common occurrences and normally occur whilst the person is mounting or dismounting the vehicle. Safe scheduling and planning journeys in advance are recommended so that drivers have enough time to carry out the journey safely.

9 Safe Systems

9.1 Accident/Incident reporting

All accidents/incidents (near misses), whether serious or not, must be reported immediately to the Health and Safety Officer. An Accident Report form is available for this purpose in the main offices. An accident form is completed by the Manager / Supervisor that completes the form and given into the office. The appropriate details of the accident, the person involved, what work was going on, etc. are all filled in giving as much explanation as possible as to the cause of the accident. The Health and Safety Advisor will check each entry separately to analyses which system, place, etc. failed and to allow the management of the Company take the necessary steps to prevent a re-occurrence. The Health and Safety Officer will sign off on all accidents/incidents.

When a serious accident has occurred the Health and Safety Officer will be called to the scene of the accident and will investigate. In the event of a serious accident/ incident the Health and Safety Officer will carry out an investigation into the root cause of the accident/ incident and will make recommendations to management on any corrective action/s required. A prompt investigation will be carried out after every accident / incident in order to determine the immediate cause and to prevent similar accidents / incidents occurring. Corrective actions will be taken where necessary and recorded. The co-operation and assistance by all members of staff in accident / incident investigations is expected. The Safety Representative of the Company is also informed of all accidents or dangerous occurrences and may visit the scene of the accident and carry out his/her investigation. If an accident occurs on the premises involving a contractor or a visitor, personnel will ensure that this is reported in the normal way.

All work accidents where an injured employee is unable to work for more than three consecutive days which come under the Safety, Health and Welfare at Work Act 2005, shall be reported to the Health and Safety Authority on form IR1 on-line at www.hsa.ie by the Health and Safety Officer. Accident/ incident data will be periodically analysed by the Health and Safety Officer with a view to highlighting relevant trends and improving safety performance. Where appropriate, the Safety Statement will be reviewed considering any accident/incident. Section 33 of The Safety, Health and Welfare at Work Act 2005 requires that the following categories of accidents and dangerous occurrences are reported to the Health and Safety Authority.

These include the following:

- An accident resulting in the death of an employee
- An accident resulting in the absence of an employee for more than 3 working days (not including the day of the accident)
- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment (e.g. member of the public)
- Certain dangerous occurrences, which have the potential to cause serious injury, whether they did cause serious injury.

All accidents must be reported to the managing director.

9.2 Safety Audits

The Health and Safety Officer may organize a safety audit from time to time in the Company's Premises. Sometimes the audit may be of specific issues such as checking machinery, checking the premises, checking the roads and the parking spaces on the Grounds. Most audits are by walkabout and may entail a walk through the buildings and rooms and may involve some of the employees in these areas and/or senior staff members. During a general safety audit, the main areas for consideration on the checklist will be made.

- walkways, fire exit, methods of egress and housekeeping
- the use of machinery, maintenance, guarding and design
- safe systems of work being used, with safe procedures and clear tasks with concise instruction for these
- the suitability, use and supervision of safety personal equipment
- control and supervision of all electrics
- Ergonomics in offices, VDUs, manual handling etc.
- welfare facilities being maintained and kept clean
- Carpark
- the use of contractors, Safety Statements and Method Statements
- training records and the training programme in health and safety
- Actions from the previous audits, accident logbook etc.

During the audit employees may participate by explaining a hazard or an associated risk. A key feature of a good safety audit is to concentrate on a safe person approach by emphasizing good safe practices. Normally following a safety audit, a list of actions is prepared with responsibility assigned.

10 Safe Place

10.1 Design and Layout

FirePRO is aware that the design of the place of work plays an important role in the elimination of hazards. The Company is committed to a safe design policy through both a place of work and the methods of work used.

The Company will use engineering and design controls on an ongoing basis to review, to eliminate, substitute, isolate or enclose the hazard. Examples of where engineering solutions may be used:

- enclosing of a piece of machinery for safety due to the noise level
- replacing steps with ramps
- changing the layout to allow safer access for pedestrians

The Company commits to having in place buildings and facilities that are safe for all users.

10.2 Temperature and Ventilation

The Company ensures that all office buildings are heated to an acceptable and comfortable level for all employees taking account of the activity being carried out. Most offices are expected to have temperatures of around 20 degrees Celsius. All outer sheds are to be well ventilated.

10.3 Floors Surfaces

With such a high-volume use, many of the floor surfaces in the Company require regular maintenance and cleaning to reduce accidents such as slips, trips and falls. Mats are used to reduce the risk of accidents inside doors from damp conditions. If there are defects found in the floor surface or equipment used this will be brought to the attention of the Buildings Maintenance Manager who will organize the necessary repairs. To follow best practice and the safest methods of cleaning a 'Code of Practice for Floor Cleaning' is in place and all housekeeping staff are asked to abide by this code.

Code of Practice for Floor Cleaning

- Floor surfaces, skirting boards and pipes, particularly those in general circulation areas and hallways shall only be cleaned during early morning or late evenings when pedestrian traffic in these areas is light
- Hallways and floors shall be divided longitudinally to allow for a one-way system of traffic flow
- Signs/cones to be placed at the top and end of the area being cleaned
- Wires from cleaning equipment shall not be allowed to trail across floors, hallways or around corners while cleaning is in progress. If unavoidable then cable covers shall be used
- Cleaning agents and polishes, which will not leave a slippery film or build-up of wax, shall be used only
- Floors shall be given adequate time to dry before access is allowed.

- Any defects in floor surfaces or equipment which are noted during cleaning shall be reported to maintenance

10.4 Housekeeping

Many accidents occur because of slips, trips, falls and collisions. The Company recognizes the problems caused by poor housekeeping and will organize audits and campaigns to highlight the problem and to help keep workplaces tidy and safe. It is the responsibility of all employees to maintain their work area in a clean and tidy manner. Managers will ensure that all requirements for good housekeeping practices are strictly adhered to especially regarding the maintenance of clean and tidy work areas, the removal of all waste material on a daily basis, the use of correct containers for waste collection, the maintenance of clear walkways between workstations and the storage of materials in the correct locations.

10.5 Removal of Trip Hazards

Each year many of the accidents reported to the Health and Safety Authority involve persons tripping over cables, boxes and other items left in corridors, pathways and around desks and workstations. To minimize the risk of such accidents all employees and Colleague s are expected to maintain a clean and tidy work area. Where there is a risk of a tripping hazard from a cable maintenance staff can put a cable cover in place to reduce the risk of tripping. Employees using equipment will be careful with leads and ensure reasonable precautions are taken to remove the risk of trips and falls. Where there is a risk of a tripping hazard from worn carpets or other damaged flooring it will be corrected in a timely manner. No item should be left in a stairway or in offices that is likely to be a trip hazard. Boxes of books or scripts should be stored in a suitable location.

10.6 Safety Signs

Part 7, Chapter 1 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with the issue of safety signs at places of work. As part of the general risk assessments for employers under the Safety, Health and Welfare at Work Act 2005, where certain risks remain that necessitate specific instruction or warning, then employers must use safety signs in and around that place of work. These signs are set into 5 distinct categories (Prohibition, Mandatory, Warning, Emergency Escape / First Aid and Fire Equipment) and are based on a pictogram rather than wording or text.

Reference will be made to Schedule 9 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 by the Company when installing safety signs. Examples of safety signs on the premises include; emergency exits, firefighting equipment etc. FirePRO will ensure that signs will be designed and made to specific standards as per the 2007 Regulations. Consideration will also be given to circumstances where several signs are needed and the placing of the signs as too many signs can be confusing for staff, visitors and contractors.

10.7 Working at Heights

To carry out roof work, painting etc., employees or contractors need to use scaffolding or height for hire equipment. Scaffolding or tower scaffolding will only be erected by trained persons who have obtained a FÁS CSCS ticket to carry out such work. Any work that is being completed at heights must be approved by the Health and Safety Officer, must have a risk assessment carried out and must protect the contractor or employee from a fall by means of a barrier or harness. If height for hire equipment is brought onto the Premises only personnel that are trained in SOLAS CSCS can use it. A harness will be used in all height for hire work or when work needs to be completed at a dangerous location where lifting equipment will not reach. All work involving height will be in accordance with the Construction Regulations of 2013.

10.8 Scaffolds and Ladders

All scaffolding works will be carried out in accordance with the Code of Practice for Access and Working Scaffolds. Strictly only trained individuals may erect, inspect and dismantle specific scaffolding (CSCS Basic and Advanced). If needed where employees using ladders must assess the equipment on site hey must ensure they are using the correct equipment for the task. The placing of the ladder is very important – use the 4-to-1 rule i.e. for each 4 feet of distance between the ground and the upper point of contact (such as a wall or roof), move the base of the ladder out 1 foot. . The ladder must be footed or tied near the top to ensure it does not slip. The ladder should be approximately one meter beyond the landing place and employees should never lean on a ladder. The Company provides training as required for employees in the safe use of ladders. All scaffolds and ladders must be in a good state of repair before being used.

10.9 Entering Confined Spaces

The Safety, Health and Welfare at Work (Confined Spaces) Regulations 2001 apply to work in excavations, pits, tunnels, and other enclosed or confined spaces and require that ventilation be provided to ensure a safe and health atmosphere. Testing of the atmosphere must take place before entry into any confined space and suitable respiratory and rescue equipment must be available. All confined space work will be planned and carried out in accordance with all regulations and the HSA Code of Practice for Working in Confined Spaces.

Before work commences the project manager must establish is work in confined spaces is to be carried out and if so must arrange for any necessary equipment, working procedures, training etc. to have been provided, taking into account the hazards likely to be encountered.

All personnel required to carry out any testing and monitoring of atmospheres must have been suitably trained, as well as operatives required to use breathing apparatus, reviving apparatus, rescue and permit procedures etc.

Method statements must be prepared before any work in confined spaces can commence, and all such work must be carried out with a valid permit to work.

The works supervisor will ensure that all operatives have the necessary equipment available on site, in accordance with the planned procedures, including the permit to work system, and that only authorized persons are permitted to enter the confined space.

The works supervisor will ensure that operatives follow the planned procedures and permit to work system, and that only authorised people are permitted to enter the confined space.

Any changes in work methods which have not been including in the planning procedure must be referred to the project manager before work commences. All safety equipment must be regularly checked, calibrated and maintained. Any defects in equipment must be attended to immediately. Particular hazards associated with confined space work include – Lack of oxygen, poisonous substances, explosive atmospheres, fire, entrapment, electrocution, rescuing individuals, drowning, infection.

When conditions make it necessary advice should be sought on carrying out sampling and air monitoring, preparing safe systems of work, permit to work systems etc. information provided on ventilation equipment, breathing apparatus, reviving apparatus, ropes, harnesses, monitoring equipment etc. as requested.

10.10 Fire and Emergency Planning

As part of the SHWW Act 2005; Section 6, FirePRO has a fire and evacuation plan in place in case of an emergency. The aim of the plan is to ensure

- Swift evacuation of all Colleagues and personnel
- Contact the emergency services regarding fire, first aid etc.
- designate a 'team' to implement the plan
- instruct all employees, Colleague s or others on serious or imminent risk

To deal with any fire or any emergency that may arise the Company will ensure the following issues are addressed on a continuous basis.

- Clearly marked escape routes through emergency doors
- Clear routes of access always
- All combustible material removed where possible
- holding a minimum of two fire drills every year, evaluate results and repeat if required to ensure all employees, Colleague s and contractors comply
- The alarm system is connecting with a monitoring service and there is regular checking of the system to ensure it is active at all times
- Consideration for Persons with Special Needs
- give training in fire extinguishers to a core group
- ensure all fire extinguishers are filled, checked on a yearly basis
- Inspection of all equipment required regularly
- The alarm is audible in all areas.

- Smoke detectors are installed in all buildings
- get advice and information via the Fire Brigade/local Fire Officer
- keep all information clearly visible for employees, Colleague s and contractors by posting wall charts at designated points.
- Fire assembly points are located around the Premises

To comply with legislation and best practice the Company have developed a Critical Incident Policy to cope with emergency situations that may arise in the future. The types of emergency incidents included in the Level 1 (Red) category where external emergency services may assume overall control are

- A major fire
- A violent incident
- Hostage or siege situation
- Discharge of firearms
- Serious vehicle accident
- Acts of self-harm
- Industrial accident involving serious injury or fatality
- Threats of serious and/or wide spread infection/contamination
- Natural disaster affecting the premises
- Major demonstration/protest
- Unexpected death on the Premises

Level 2 (Yellow) accidents /incidents may be only require limited intervention from external agencies and include

- Minor fires
- Sudden or unexpected loss of life to an employee/Colleague off premises
- Threats of violence
- Theft or vandalism
- Physical assault
- Robbery
- Threat to person or property

11 Safe Plant and Equipment

11.1 Suitable Equipment and Machinery

The Company will ensure on all occasions that the equipment being used is suitable for the task and is being used appropriately for the intended task. All equipment being purchased or acquired by other means must be assessed and brought to CE standards (SI No. 44/1993). Equipment not reaching or accredited with the CE standard will be phased out. All equipment must meet the safety specifications and must be suitable for the job and the task. The equipment must be of good ergonomic design with ease of access, ease of viewing taken into account. At no time should equipment from a contractor or another source be used without permission from the Health and Safety Officer or management. Employees wishing to bring equipment into the Company must follow the Company guidelines and receive permission from their Department Head. The manufacturer's instruction and safety procedures will be followed during the setup, use and maintenance of any machinery or equipment.

Staff will be trained in any equipment that they would use on a day-to-day basis. For other equipment requiring set up and checks a trained technician or maintenance person will carry out the work.

11.2 Company Vehicles

Vehicles used by personnel to move items from one location to another within the Company and to locations off the premises. The use of company vehicles is restricted to employees who have a driving license. Employees will ensure that the key is removed from the vehicles when parked, never over load the van and use it for the intended purpose. Regular maintenance is carried out of the van with a DOE test on a yearly basis. The no smoking policy also applies to the Company van and any other Company vehicle.

11.3 Electricity

All electrical installations are checked regularly by qualified and competent electricians. When any electrical work is carried out in the Company a certificate is provided and filed for all the work done. All large scale installations are carried out by contractors while minor repairs and checks are carried out by maintenance employees. All electrical installations are worked and maintained so as to prevent danger. All of the maintenance equipment is 110volt in order to reduce the risk of shock in damp conditions. All of the electrical installations are fitted with RCD and are checked regularly.

11.4 Maintenance Program

The maintenance and servicing of all equipment and plant is the responsibility of the management. The form and nature of the maintenance program may vary with most equipment in the Company being on a service contract with an external agency. Normally each piece of machinery/plant will be serviced at regular intervals of between three months and one year. Planned maintenance is used to improve the safety of the equipment and also leads to better reliability and cost efficiency. Where an outside agency services and maintains any equipment the management will retain all records**.** The history and records of all maintenance and repair work will be retained for a three-year period. Recycling of as much equipment as possible takes place within the Company. Items such as lamps, microwaves, and old lockers are sent for recycling.

11.5 All Plant

Plant operators must comply with the responsibilities for all employees plus the following:

1. Drive within the speed limit & adhere to all rules of the road and rules on site
2. Ensure your vehicle/machine is serviced & properly maintained at all times.
3. Visually insect plant daily before use and record the findings on the plant book.
4. Inspect machinery & lifting gear weekly and record on the Ga2 form.
5. Report defects in machinery & lifting gear above immediately to site management.
6. Do not use unsafe equipment.
7. Comply with all safety rules & procedures that were taught during approved training.
8. Carry training cards at all times.
9. Remove key when the machine is not in use to prevent unauthorized access/usage.
10. Inform Management if training tickets are soon to be out of date.
12. Always drive the machine with due care for other employees & member of the public.
13. Ensure mirrors, windscreens; beacons etc… are clean at all times.
14. Wear seat belts where seat belts are present on machinery.
16. Make sure tire pressures are correct & the tires are in good condition.
17. Never allow passengers to ride on the vehicle.
18. Understand the limits of your machine, both loaded and unloaded. Never exceed the maximum weight shown.
19. Do not allow untrained operatives operate your machine & remove keys when you're leaving the machine.
20. Report any penalty points to the safety advisor if you operate company vehicles.
21. Never operate any vehicle while under the influence of alcohol or drugs

12 Hazard & Risk Assessment

12.1 Hazard Definition

Is anything (situation, source, process or item) that has the potential to kill, or cause injury, ill-health, harm, and damage to property, damage to equipment, damage to the environment or a combination of these?

12.2 Risk Definition

Is the combination of the likelihood and the severity of a specified hazardous event? A risk therefore always has two elements:

- The likelihood that the hazard will fulfil its potential
- The severity of the hazardous event.

12.3 Risk Assessment Matrix

In order to priorities the risk, a qualitative rating system is used to categories the risk. The standard system in use is to rate both the likelihood and the severity of an accident using high, medium and low. This will indicate the risk level and timetable required by management to eliminate or reduce the risk level. This risk matrix is utilized as follows:

- Using the matrix in Fig 1 carry out an initial assessment to determine the risk rating of hazards(s) of the work activity (note this is without any control measures).
- Using the matrix results from step 1 if the risk rating is (a) High (H) then the hazard must be eliminated and / or work activity prohibited. If the risk rating is (b) Medium (M) then additional safety control is required.
- Following the results from step 2 if the risk rating remains medium then you must provide alternatives and or additional safety controls until the risk rating enters into the low category where possible.
- The safety control measures should be numbered and recorded against the particular hazard as indicated in the box below

12.4 Risk Assessment Matrix

Probability of Occurrence "The likely hood of that accident Occurring"				
Consequence Of Occurrence " Severity of Personal Injury"		VERY UNLIKELY TO OCCUR	LIKELY TO OCCUR	VERY LIKELY TO OCCUR
	NO INJURY	L	L	M
	MINOR INJURY	M	M	M
	SERIOUS INJURY	M	H	H
	FATALITY	H	H	H

12.5 Acceptable Risk

Ideally we should aim for the total elimination of all risks from the workplace. If this cannot be achieved, then we have to reduce the risk to an acceptable level. Management does not allow activities to proceed if the risk rating is found to be high or very high. Appropriate controls must be implemented to ensure the risk rating is reduced to a level of either Medium or Low. This principle is known as the A.L.A.R.P principle. As Low As Reasonable Practicable. Management implements the hierarchy of controls when reducing risk to its lowest level. The following is always taken into account when trying to reduce the levels of risk:

- Can the risk be completely eliminated?
- Can the risk be substituted?
- Can engineering controls reduce the risk?
- Can administrative controls be implemented?
- Provide PPE

13 Risk Assessments

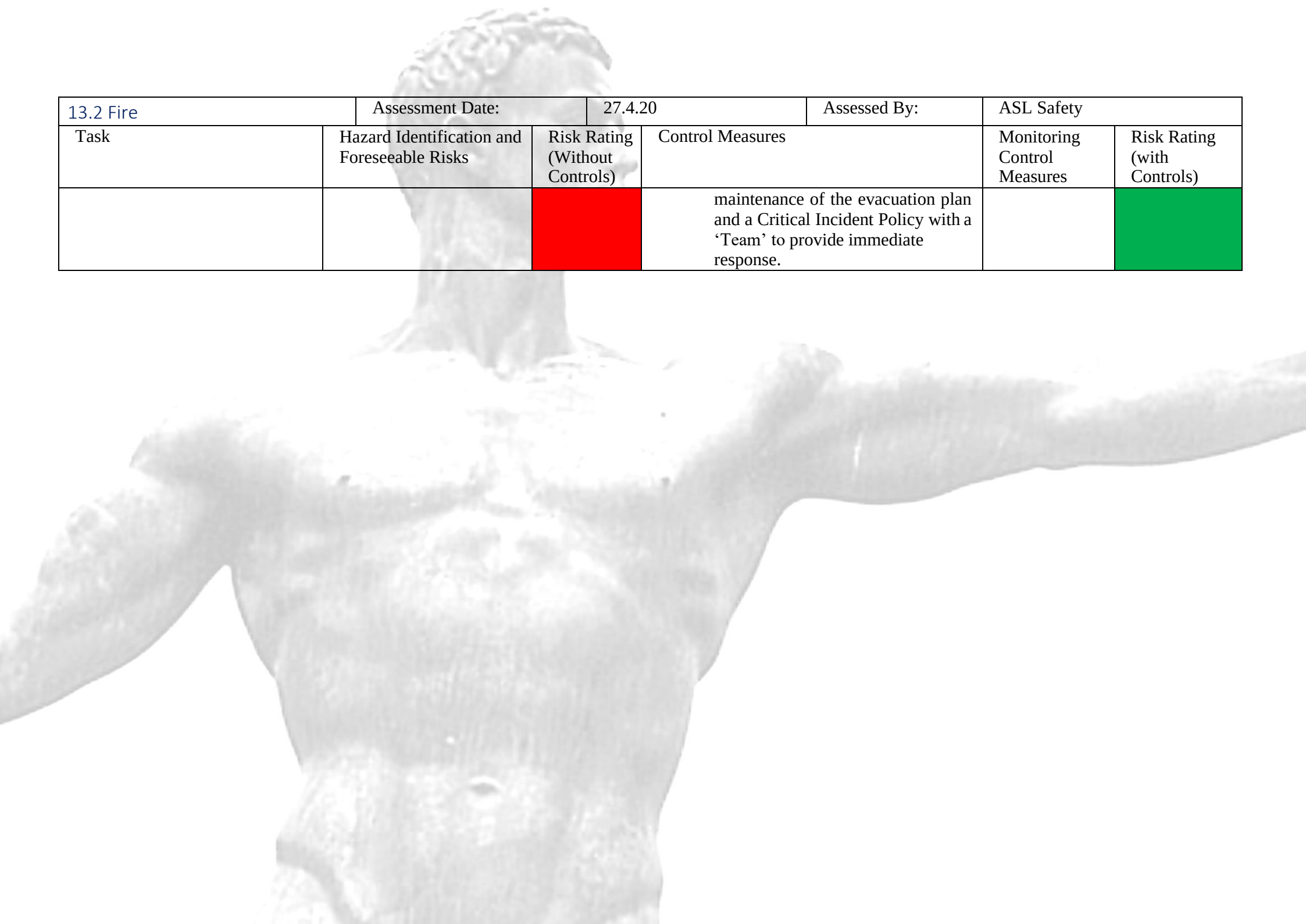
13.1 Access/Egress	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Entering and Exiting Work area General Movement Around Premises	Slips, Trips, Falls Back Injuries, Fatality.	High	• All doors and access points must be kept clear and maintained. • All emergency exit doors will be opened easily • All passageways and corridors must be kept clear of obstruction. • All floors will be kept free from slippery materials and loose objects. • All floors will be maintained in good condition • All spillages will be cleaned up immediately. • Stairways will be maintained in good condition. • Good housekeeping standards will be maintained in all areas • Adequate lighting will be provided at all entry, exit points and along corridors and passageways. • Entrances / Exits will be adequately lit and well maintained • Entrances/Exits are adequately signposted. • Adequate control will be maintained to ensure that no stacking of loose material occurs, which would impede access/egress.	Checks By Supervisor/ Employees	Low

			• Waste will be removed regularly • All manhole covers to be replaced immediately after use and barriers used to prevent access during works.		

13.2 Fire	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Persons At Risks, Staff, visitors General Works	Burns Smoke Inhalation	High	• A fire evacuation drill will be undertaken at least twice per year and the fire assembly point is clearly marked. • Training for a core number of employees in fire safety procedures including the use of radios, lift evacuation and fire extinguisher use • Access and egress in the Company maintained with clear exit routes • Signs for fire exits, directional signs, break glass • Controls in place for flammable materials, gas, oils, cardboard • False alarms checked and their cause resolved • Staff training in how to respond to issues such as (a) on discovering a fire, (b) on hearing the fire alarm (c) use of fire extinguishers • Restricted access to the boiler houses and areas of gas and	Checks By Supervisor/ Employees	Low

13.2 Fire	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
			electrical equipment. RESOURCES: • Instruction and training for key personnel in the implementation of fire and emergency procedures - switchboard, maintenance, contractors • Ensure the exits from the buildings are kept clear • Areas segregated with assembly points, fire points provided, signs etc. • Fire extinguishers are located all around the building/s and staff must familiarise themselves with the location and types of extinguishers near their respective workstation. In the event of a fire it is very important that only staff trained in the operation of fire extinguishers use same. Inspect regularly. • Records kept of all fire-fighting equipment • Maintenance program for all fire-fighting equipment • External audits, external advice and fire brigade consultation • Regular audits, supervision and		

13.2 Fire	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
			maintenance of the evacuation plan and a Critical Incident Policy with a 'Team' to provide immediate response.		



13.3 Electricity	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Working with Electrical Items Office Environment	Electric shock Electric burn Electric explosions Electric arcing Death	High	• All electrical duties must be carried out by a qualified electrician, the normal procedure is for small repairs and minor installations to be carried out by trained employees, large scale electrical work is carried out by a contractor • All electrical equipment will be maintained and worked so as to prevent danger • All electrical power boards to be locked at all times. • Follow the correct procedure when using all electrical equipment • All electrical fittings that are worn, damaged or in a dangerous condition to be fixed or replaced immediately • Control boxes will be locked with authorised entry only • Control box exits must be kept clear of obstructions at all times • Purchase of electrical equipment must be advised by the Health and Safety Officer to avoid confusion in language instruction, awareness and to ensure compatibility • Maintenance work will be carried out using low voltage equipment, of	Checks By Supervisor/ Employees	Low

13.3 Electricity	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
			110V or battery operated only. RESOURCES: • Follow the ETCI code of practice • A safe system of work in operation • Electrical maintenance programme in operation • All electrical work to be done by qualified electrical personnel • Warning signs where required. • Training and supervision of all electrical duties		

13.4 Housekeeping Issues	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Lack of attention to housekeeping or tidiness can contribute to a great number of accidents and may also result in fire.	Trips, slips and falls	High	• All access areas and exits to be kept clear at all times • Don't place obstructions on stairs or in gangways. Use handrail when ascending or descending stairs and do not run. • Rubbish and debris immediately cleared to the bins, all spillages cleaned • Warning signs of 'wet floor' in use during cleaning • Supervision required at all times • Housekeeping audits to ensure compliance • Cables are not to be left trailing on the floor and all worn carpets or damaged flooring will be repaired in a timely fashion • When cleaning use signs to warn of wet floor etc. • Cables, wiring and leads to be secured properly • Suitable equipment and cleaning agents are provided with appropriate personal protective equipment. RESOURCES: • Adequate training and instruction for employees carrying out the work	Checks By Supervisor/ Employees	Low

13.4 Housekeeping Issues	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
			• Supervision to monitor and ensure compliance • Replace worn mats, and correct uneven floor surfaces as soon as practicable • Adequate bins, skips and trolleys provided for housekeeping • Suitable lighting provided to facilitate cleaning and housekeeping duties • Use only suitable cleaning agents as there may be a risk of dermatitis etc., material data sheets can be sourced for the cleaning agents if required from the supplier • A procedure in place for all cleaners to follow • Regular housekeeping audits to take place • Provision of Manual Handling training programme for employees. • Provision of proper equipment e.g. Steps etc.		

13.5 Slips, Trips and fall	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Slippery surfaces Unsuitable floor surfaces and floor coverings Poor visibility and lighting Trailing leads and cables Poor housekeeping Poor access/egress	Back injury Sprain Limbs Torn Ligaments Head injury	High	• Footwear guidance and foot health guidance available • Slip resistant flooring fitted in Company buildings • Maintenance and replacement of damaged and worn flooring • Good housekeeping practices will be followed by Company staff • Mats will be fitted at building entrances for wet conditions • Spillages will be cordoned off and cleaned immediately, with suitable cleaning materials and equipment • Work at height; e.g. on ladders will be controlled and precautions put in place to reduce the risk of falling • Work including washing floors will be arranged at times when the buildings are quieter • Staff will be informed of the hazards, precautions and controls used to minimise the risks from slips, trips and falls. RESOURCES: • Adequate training and instruction for staff carrying out the work • Supervision to monitor and ensure compliance • Pedestrian walkways will be	Checks By Supervisor/ Employees	Low

13.5 Slips, Trips and fall	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
			inspected regularly and kept free of items that may cause obstruction • Defects in flooring or lighting will be reported to the Buildings Maintenance Manager for remedial works • All staff will keep their work area clean and tidy to avoid creating hazards		

13.6 Ladders/Steps/Scaffolding/ Mobile Tower Scaffolding	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Risk of injury while transporting and using scaffolding/ladders. Ladder/steps slipping or sliding out of position	Back injury Sprain Limbs Torn Ligaments Head injury	Medium	<u>Do</u> • Ensure the scaffolding/mobile scaffolding is erected, dismantled and inspected by a suitably trained person, adhering to all duties set out in the Code of Practice for Access and Working Scaffolds. • Inspect the ladder/steps/scaffolding/mobile scaffolding before use. • Ensure that the ground conditions are suitable and that there are no overhead power lines present. • Use the appropriate PPE. • Ensure that you use the correct slope when setting up a ladder, which is 1 metre out at the base for every 4 metres of height (1:4). • Secure the top of the ladder by lashing. • Secure the ladder to a wall at the 4th rung from the bottom with ladder ties. • Lash all ladders which are longer than 3 metres. If lashing is not possible, then ensure that there is a second person available to foot the ladder.	Checks By Supervisor/ Employees	Low

13.6 Ladders/Steps/Scaffolding/ Mobile Tower Scaffolding	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
			• Ensure you use the correct method for climbing the ladder, which is to climb by facing it and with hands free to grasp the rungs one at a time. • Erect the ladder so that it gives a steady working position. • Withdraw all defective ladders from service. • Carry out regular inspection of the ladder • Install signage to warn passers-by etc. <u>Do Not</u> • Use faulty scaffolding/mobile scaffolding • Use a faulty ladder • Overreach - move the ladder/mobile scaffold instead • Use the top three rungs when working on a ladder erected against a wall • Allow more than one person on the same ladder except on the lowest rung for footing. • Use a ladder loaned to you by someone else, unless you satisfy yourself as to its safety. • Use a ladder if it is liable to slip,		

13.6 Ladders/Steps/Scaffolding/ Mobile Tower Scaffolding	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
			unless you have somebody standing at the bottom, grasping it with their hands. • Use a ladder if it is defective or has any part missing, if it is cracked, splintered, broken or decayed. • Paint wooden ladders Points to Note • Factors which must be taken into account when determining safety include vehicular and pedestrian traffic, weather conditions (wind, rain, etc.), ground surface, presence of autumn leaves, oil spills, algae, moss, ice, snow, pebbles, sand, etc. • The user should seek assistance if he/she is of the opinion that it is not safe to use the ladder alone. In such cases, discretion must be with the user and assistance should be forthcoming. RESOURCES: • Provision of ladders in good and sound condition. • Provision of a maintenance programme. • Provision of adequate and appropriate PPE		

13.7 Bullying	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Bullying in the workplace is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Bullying is where aggression or cruelty, viciousness, intimidation, or a need to humiliate dominate the relationships. Isolated incidents of aggressive behaviour, while to be condemned, and should not be described as bullying.	1Emotional effects (severe anxiety) 2Cognitive (concentration) effects (making mistakes, having accidents) Behavioural effects (smoking, excess drinking, overeating) Physiological effects (contributing to raised blood pressure, heart disease) Reduced resistance to infection, stomach and bowel problems and skin problems	Low	• Installation of an effective and proactive Dignity at Work policy • Installation of an Employee Assistance Programme (EAP) • Provision of an adequate support mechanism • Clear communications of sanctions against bullies. RESOURCES: • Training programme for employees. • EAP for bullies and bullied	Checks By Supervisor/ Employees	Low

13.8 New Equipment	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Familiarization with new plant & equipment brought into use could cause injury to the person operating the equipment and or to others.	Amputation Cuts Grazes Injury	Medium	• When a new item of plant or equipment is brought into use, the persons authorised to use same shall be named. • Full instruction will be given, by either a competent person employed by the Company or the equipment manufacturer's representative. • A copy of the operating instructions will be given to all authorised operators. • Only authorised personnel to operate equipment. RESOURCES: • Manufacturer's Instructions. • Provision of employee training programme. • Provision of Personal Protective Equipment.	Checks By Supervisor/ Employees	Low

13.9 Manual Handling	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
General Duties Throughout the Work Zone	Back Strain/Injury	High	• Areas and employees at risk need to be identified and the appropriate controls put in place to include eliminating or reducing the loads, mechanical aids and training • Employees at risk will be trained to use mechanical means and avoid the risk • Supervisors and Managers need to monitor poor manual handling practices • All accidents involving back injury need to be reported and logged • Employees are asked to perform reasonable duties RESOURCES: • Manual handling training for employees at risk • Records kept of all training • Refresher courses for those most at risk on a three yearly basis • Where possible engineering solutions, design and mechanical equipment provided with ongoing risk assessments of the systems in place to reduce the risk • Training may be provided for office staff in good posture and methods to reduce the forces on the spine	Checks By Supervisor/ Employees	Low

			during their daily tasks • Personal safety equipment provided • Enough manpower provided		

13.10 Stress	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
General Work Duties	The main hazards associated with stress include, fatigue, accidents, musculoskeletal disorders, psychological disorders and other related illnesses.	Medium	• Staff awareness programme. • Installation of monitoring/reporting procedures. • Staff policies e.g. Bullying, harassment RESOURCES: • Provision of staff training and awareness programme. • Provision of suitable consultation process.	Checks By Supervisor/ Employees	Low

13.11 Canteen	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Cooking Making Hot drinks	Risk of burns, scalding and injury	High	• Training in fire prevention provided • Maintenance of all equipment • Staff trained and follow good hygiene practices • Check all canteen appliances regularly for Damage • Issues such as reputable suppliers of food products, pest controls measures and recycling measures in place • Signs provided to remind workers of the dangers • Safe practices need to be in place when using cutting equipment • Rest rooms with showers provided for the staff	Checks By Supervisor/ Employees	Low

13.12 Working at Heights	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Working at height means working in any place in the course of obtaining access to or egress from any place (except by a staircase in a permanent place of work), at or below ground level, from which, if measures required by the regulations were not taken, an employee could fall a distance liable to cause personal injury.	fatality, head injuries, cuts and bruises, broken bones	High	• Only competent personnel can carry out duties when working at Heights • In the case of contractors Safety/Method Statements must be provided for all work involving the use of a platform or going onto the roof of a building a barrier to stop a fall must be in place or a harness be used • Follow safe procedures • Supervision of the work and the system of work • No interference with any plant or machinery without prior permission from the Manager/Health and Safety Officer. RESOURCES: • All equipment being used is safe and well maintained • Training will be given in ladder use, height for hire equipment etc. • Warning signs provided and used where appropriate with the work area being cordoned off • Supervision of all the work being carried out • Work at height will be restricted during poor weather conditions. • Allow enough time and manpower	Checks By Supervisor/ Employees	Low

			for the tasks involved • Use correct PPE at all times.		

13.13 Noise	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Any task which makes excessive noise or working in any noisy area	Noisy plant & equipment Noise induced hearing loss Tinnitus	Medium	• Reduce workplace noise levels to a minimum • Noise assessments carried out where necessary • Warning signs will be posted in all relevant work areas, indicating noise levels and the requirements regarding the use of hearing protectors. • Hearing protectors checked on a regular basis and replaced where necessary. • If noise level is over 80Db (A). The risk of hearing loss is to be communicated to the employees and hearing protection and training must be provided. • If noise level is over 85Db (A). Ear protection is mandatory & must be worn • Risk assessments to be carried out detailing the appropriate P.P.E to be worn for the task in hand taking account of the individual user. • Substitute sound proofed machinery in lieu of noisy plant where	General checks by supervisors/ Employees Ensure Hearing protection is in good condition & worn	Low

			possible. • Work organization (e.g. using working methods that require less exposure to noise); and work equipment • Replacement or alteration of machines — including belt drives as opposed to noisier gears, or electrical rather than pneumatic tools;		

13.14 Weils Disease	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Working in areas where rats may be present	Not covering any cuts and abrasions on hands etc. Non-wearing of protective gloves Poor personal hygiene practices. Allowing food waste to build up	High	• Putting down rat poison via a specialist company where necessary– (green shoeboxes with hole in one end) generally limited to the site compound • Prior to commencing work employees should examine their hands for cuts or abrasions and cover all cuts or abrasions with waterproof plasters. • Washing tools and putting them away each night • Working clothes should be washed and changed daily. • Avoid rubbing your nose and mouth with your hands during work. Use a face mask if this is an ingrained habit.	General checks by supervisors/ employees	Low

13.14 Weils Disease	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
			• Ensure hands and faces are thoroughly washed before eating, drinking and smoking. • Employees should use gloves at all times when working near drains or underground cavities. • Always check safety boots for leaks or cracks and replace immediately if they are inadequate to prevent contact with the water. • Overalls should be worn at all times when operating in this area, and if exposure has been extensive; they should be sprayed with a disinfectant. • To prevent means of entry, pants should be tucked into socks or safety boots before the overalls are put on. When putting on gloves pull the cuff of the glove over the wrist cuff your overalls. • Employees must wash their hands after every exposure to possibly contaminated areas, before eating, smoking or using the welfare facilities, and also when finishing work. • Employees must avoid touching their face while working in this		

13.14 Weils Disease	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
			area. • When removing gloves, they must be pulled off from the cuff or wrist downwards towards the fingers, leaving the glove inside out when removed and disposed of immediately		

13.15 Dermatitis	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Any task which involves exposure to chemicals; water for over 2 hours per day; biological agents or exposure to mechanical abrasion	Contact with chemicals, Prolonged or frequent contact with water e.g. more than 2 hours per day. Exposure to concrete Biological agents e.g. plants, bacteria & fungi, Mechanical abrasion. e.g. abrasive substances such as sand & rough edged surfaces and tools)	Medium	• Any chemicals or hazardous substances to be stored in a hazardous materials store & clearly labelled. • Material safety data sheet to be store in the site office file, employees to be informed of the location & employees to work to the data sheet requirements. Control measures • All containers to be clearly labelled. • Employees to wear the appropriate PPE, Employees to make use of barrier creams, • Employees to be advised to report early to the supervisor if they have any particular problem. • Employees to be advised to regularly clean their hands or any other areas exposed. • Employees to be advised not to use white spirits or cleaning agents such as Ajax on bare skin as they may be introducing another chemical and scouring skin. • Employees to be advised to seek medical assistance quickly if they have a problem.	General checks by supervisors/ employees. Employee to report illness	Low

13.16 Vibration	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Use of vibrating hand tools, operating mobile plant that produces vibrations.	Hand Arm Vibration Carpel Tunnel Syndrome Whole Body Vibrations Temporary "Pins and Needles" Temporary loss of dexterity and feeling "White Finger"	Medium	• Control allowable exposure times for workers. 1 hour on the tools, 1 hour doing a different task. • Workers should always be wearing anti-vibration gloves. • Only trained and certified personnel may operate machinery. • The machinery/ equipment must be checked out by the operator at the start of each working day/shift • All personnel should be trained in safe manual handling techniques • Smoking slows the circulation so doesn't help the 'chilblain factor'. • Wear specially padded gloves to reduce the vibration transmitted to the hands during the works. These keep your hands warm and help maintain circulation. • Keeping the hands warm before work starts and keeping them warm especially in winter • Ensure the plant is properly maintained e.g. lubricating, tightening, etc. to reduce vibration • Sites to specify low vibration tools from suppliers. • Mild forms of WBF, VWF and HAV(numbness and tingling)	Checks by supervisors/ employees	Low

13.16 Vibration	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
			should be reported immediately to the supervisor who will check if a health check is required • Any operative suffering with extreme WBF, VWF and HAV must make this fact known to the supervisor and should not use any vibrating tools. • Regular inspections of the works area to be carried out, with vibration monitoring included in the inspection. All results to be recorded. • Equipment of Lower Vibrations to be used (e.g. an old angle grinder could have a vibration level of 8m/S2 where as a newer modern one may only be 2m/s2		

13.17 Lifting Equipment	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Use of slings, chains and lifting tackle during lifting operations	Struck by materials Skin damage. Contact with moving parts of machines	High	• Check the safe working load against the load to be lifted. • See that the sling is in good condition - splices, rings, thimbles. • Check metal strops for kinking and crushing if it has been wrapped around a sharp corner • See that there are no broken wires in wire strops or kinking of the eyes. • There must be no chafe on edges of strops or chemical damage. • NEVER stand under loads, and avoid lifting over others. • Wooden boxes must not be lifted except when the box is new and the load is bigger than the span between the strops. i.e. no wooden stillage's of small items • See the sling is properly adjusted on the load with protectors on the corners of the load. • Slings do not 'run' as easily as chains, so if choking a load check it still hangs level when lifted. • If using slings in pairs check they match, never knot a sling to adjust its length • Only certificated slingers are to use	Ga1 Checks by supervisors/ employees Weekly checks	Low

13.17 Lifting Equipment	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
			slings and must use proper signals. • Return the sling to store after use. • A register of all lifting tackle should be kept with a copy of test certificates for each item. Each item should clearly state the Safe Working Load (SWL). • The SWL is the maximum weight for which the sling should be used. • The weight which a sling can lift reduces considerably the greater the angle between the legs. • All chains and slings must be checked regularly and damaged links, shackles, hooks or missing safety clips replaced before further use. • Use the right length, width, strength and protection of sling for the job.		

13.18 General Work in Office	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Cleaning Walking around office General Duties	Contact with chemicals, Slips, trips and falls; Equipment hazards. Fire	Medium	• All cleaning products to be properly sealed and stored as per manufactures instructions. • All cleaning products to be used as per manufactures instructions. • All cleaning products to be placed back in storage when not in use • All power, phone and equipment cables are positioned so as to avoid risks of falls. All phone lines, cables and extensions are taped or fastened under the desk or along the baseboards. A cable cover is fitted where it is absolutely necessary that cables run across a passageway • All office equipment is positioned so as to avoid risks of falls or collisions when in use. • Adequate means of access to and exit from the workplace is provided including adequate means of escape in the case of fire and these pathways are clearly indicated with Emergency Exit signs. • Emergency Evacuation Plans are drawn up and posted throughout the building. • A sufficient number and type of portable fire extinguishers are	Checks by supervisor/ employees.	Low

			available and properly mounted throughout the building.		

13.19 Use and Storage of Chemicals	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Storage and use of chemicals on site including fuels; chlorine & hydrogen Sulphide	Fire Spills & Ground Contamination Occupational Dermatitis Poisoning	Medium	• All chemicals are to be stored in locked containers, with access restricted to authorised personnel only; • Flammable chemicals are stored in fire proof lock-ups, where practicable; • Warning signs are to be placed on entry doors to the chemical store; • Fire extinguishers are to be located in chemical store at all times and checked on a regular basis; • Spill containment kits are to be on hand in chemical store, for use in the event of a chemical spill or leak; • Conflicting chemicals are not stored together • Where possible, hazardous chemicals stored on bunded pallets; • A copy of the MSDS for each chemical being stored must be in the chemical store and all personnel handling chemicals must	Check by supervisors/ employees	Low

13.19 Use and Storage of Chemicals	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
			be aware of the emergency procedures; • Emergency contact details are to be posted on the wall of the store; • The store must have adequate ventilation to prevent the build-up of potentially hazardous fumes or vapours, etc. • Chemicals with dangerous hazards should only be stored and used in well ventilated places. Open doors and windows will help to create a through current of air. But you may need a blower as well, especially if in a basement. • All chemicals should be in closed containers to reduce evaporation. • Do not keep open containers of chemicals in the workplace. This is a waste and a fire hazard. • Keep a foam or powder extinguisher nearby just in case • Any clothing that may happen to get a chemical spill should be removed and dried outside. Some chemicals are highly flammable so this should be done quickly, with no smoking or other source of		

13.19 Use and Storage of Chemicals	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
			ignition allowed in the vicinity. • ADR regulations must be adhered to when transporting chemicals by road with then driver trained in Hazchem training.		

13.20 Accident Recording	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
General work activity	Employee unaware of emergency numbers Emergency vehicle access/egress unavailable	High	• All site personnel to be trained for the task which they are employed to undertake. • Emergency controls to be reflected in emergency numbers. • Emergency access and egress points kept clear at all times. • All plant and equipment will be equipped with a Fire extinguisher. • Emergency numbers displayed throughout the premises • Also all Emergency plans posted in all canteens and site office	Checks by supervisor/ employees Auditing	Low
General work activity	Accident/incident occurring Inadequate supervision of the workplace.	High	• Prevent emergency situations through safe systems of work • Adequate supervision of workplace. • Control; investigate and report as	Checks by supervisor/ employees Auditing	Low

			per company procedures	Reporting	

13.21 Hitching Trailer to Vehicle	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Hitching	Crushing between vehicles Injury to feet	High	• Designated drivers to hitch only • Driver must possess a driver's license • Employee to use the correct hitch system • Employees must never stand between or behind the vehicle and other machines, unless the vehicle is stationary and the driver is aware of your presence. • Hitching is not to take place while parked on an incline • Wheels of trailer is to be chocked • Employees must not stand with your feet under or near drawbars • Safety pin installed • Jacks, skids and other supports are used and maintained • Employees to communicate clearly when assisting with hitching • Pre-use and Weekly thorough vehicle checks to be completed. • Expect the Unexpected • Keys are removed from vehicles when not in use	Checks by supervisor/ employees Site Audits	Low

13.22 Refuelling Vehicles	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Filling plant with fuels	Fire Explosion Unintended release / spills Environmental Pollution	High	• Ensure you have a spill kit available and that you know how to use it. • Store fuels in safe locations, away from sunlight and in a secure location • Ensure all cans are marked with the contents • Keep fuel stores to a minimum • Clean up all spills immediately. • Seek advice from a member of the Environmental team if necessary. • Wear gloves when refueling. • Refueling carried out always at designated area • Eliminate all ignition sources.	Checks by supervisor/ employees Site Audits	Low

13.23 Vehicle Parking and Traffic	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Movements throughout the premises	Collision Injury Entanglement	High	• Pedestrian walkways and road crossings are provided on the premises must be obeyed at all times. • Signage is erected to communicate the speed limit is 15 mph on the Premises. • Adequate lighting will be provided externally in each location. • Roadways to be maintained free from deep potholes. • Parking outside of designated areas to be discouraged, e.g. on driveways, footpaths, in front of emergency exits, etc.	Checks By Supervisor/ Employees	Low

13.24 Confined Spaces	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Working in confined spaces	Lack of oxygen, drowning, explosive atmosphere, moving parts, heat, excessive oxygen.	High	Taking into account all duties under the HSA code of practice for working in confined spaces, • Carry out atmospheric testing by a competent person. • All workers to have a personal air monitor which detects at minimum oxygen levels (20.8% normal), hydrogen sulphide, carbon	Checks By Supervisor/ Employees	Low

13.24 Confined Spaces	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
			monoxide and methane levels. • Ensure all energies are fully isolated, turned OFF/ELMINATED and locked out and tagged out before entry. • Only trained individuals to enter confined spaces – with a buddy system in place. • Ensure there is a rescue plan in place and safe access and egress and a permit to work in place.		

13.25 Contactors Working On Site	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Risk of injury from machinery, falls etc.	Collision Danger to employees and others Entanglement Slips/trips/Falls	High	• All of the Contractors that carry out work on the Premises report to management daily • There is a prior agreement for all contractors coming on site • When some of the high risk duties are being performed a member of staff accompany the Contract Personnel • To ensure that all personnel coming on site are competent and carry out work in accordance with Company	Checks By Supervisor	Low

			rules a Safety Statement or a Method Statement will be required from Contractors. • All contractors are expected to wear the appropriate safety equipment when carrying out their duties • Directions, assistance, and equipment support will be provided by the Company • Risk assessments may need to be carried out before the work commences • Appropriate supervision will be carried out by Company personnel • Follow up on Safety Statements and Method Statements • Issues of housekeeping, cordoning off the work area and appropriate safety precautions are expected from all contractor.		

13.26 Fumes and Dust	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
General Work which may cause dust or fumes	Cancers Asphyxiation Eye Damage Lung Disease	High	• Extractor equipment will be provided where operations involving serious dust or fume hazards occur. • Adequate PPE will be issued to employees operating or in the vicinity of a dust or fume hazard.	Checks By Supervisor/ Employees	Low

			• Adequate ventilation and extraction, and will be used • Provision of an employee training programme. • MSDS (safety data sheets) will be made available and Staff and Colleagues should read and observe the recommendations for each substance		

13.27 Personal Protective Equipment	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
General Duties	Risks of Injury and Disease when PPE is not properly used when required. Where Personal Protective Equipment is provided for use, then there is a legal obligation on staff members to use it. Similarly there is an obligation on managers to ensure that Personal Protective Equipment, provided for the safety and health of the staff is worn by the staff when they are engaged on activities which requires	High	• Before beginning any work requiring PPE, check that your Personal Protective Equipment is in good condition. • Make sure you have all the Personal Protective Equipment you require to do your job safely e.g. Helmet, Gloves, Goggles, Safety Belt, Safety Footwear, Eye Shields, Ear Defenders, High Visibility Vest etc. • Defective Personal Protective Equipment must not be used in any circumstances. Replace immediately. • Make sure that your Personal Protective Equipment is a good fit and is comfortable.	Checks By Supervisor/ employees	Low

	personal protection.		• Managers/Supervisors must ensure staff has adequate information on the Personal Protective Equipment provided. • Store your Personal Protective Equipment carefully so that no damage will occur. • Managers/Supervisors must ensure that staff wears the Personal Protective Equipment provided. They should also wear their own P.P.E. when conducting site visits.		

13.28 Hand tools/Portable Power Tools	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Work which hand tools may be required	Risks of fatality, serious injuries due to misuse, malfunction, maloperation of tools or equipment The following injuries can occur by using tools and equipment in the workplace, including broken bones, cuts/bruising, muscle injury, sprains/strains and eye injuries.	High	• Employees trained and competent to use the equipment/tools • Only approved tools and equipment to be used per tools and equipment manuals • Do not use defective tools or equipment, remove from service • Comply with all procedures and instructions • Inspect all tools, equipment and leads before use • Only use power tools which operate at 110volts or less. • All power tools must be earthed and	Checks By Supervisor/ Employees	Low

			have all guards in place during usage. • Complete Schedule of maintenance for specific tools and equipment • Adhere to Operational procedures where applicable • Wear appropriate PPE • Restrict access to work area • Good Housekeeping • PAT testing carried out as necessary. • Ensure leads are kept as tidy as possible.		

13.29 Shelving and Storing Material	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
General Duties	Entrapment Collision	High	• Where Employees are involved in heavy lifting operations, suitable and appropriate safety footwear will be worn • All items will be stored / stacked in such a way as to prevent rolling or collapse • All heavy items will be stored at knuckle to shoulder height level • Approved ladders / steps will be used to access items at high levels • All racking and shelving will be suitable and capable of supporting the weight of the intended load • For all off-floor activities, where an employee may injure themselves if they fall, then suitable fall protection must be in place • Employees will not block passages, stack loose items on the top shelves, or overload shelving units	Checks By Supervisor/ Employees	Low

13.30 Knives	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Cutting material in the premises	Lacerations Blood loss Infections	Medium	• Employees will wear appropriate puncture / protective gloves when using sharp objects • Employees and contractors will never attempt to pick up sharp objects without wearing personal protective equipment • Always cut away from the body • Know where the first aid kit is	Checks By Supervisor/ Employees	Low

13.31 Legionnaires Disease	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Drinking Water	Legionnaires' Disease is a potentially fatal form of pneumonia which can affect anybody, but which principally affects those who are susceptible because of age, illness, immunosuppression, smoking etc. If conditions are favorable the bacterium may grow creating conditions in which the risk from Legionnaires' disease is increased. This virus can be found in water supplies that are stagnant such as unused showers, unused pipes and when there is rust, scale or dirt in the pipes. If any evidence of the virus is found it is treated with chemicals and records are kept of the work carried out.	High	• Identify and assess any possible sources of risk • Appropriate water treatment and cleaning regimes to eliminate possibility of legionella bacteria in water systems • Water temperatures that favor growth of legionella bacteria will be avoided. • Procedure will be followed to ensure that water cannot stagnate in water systems. • Water systems designed in a manner to avoid legionella problems will be used and will be regularly maintained	Checks By Supervisor/ Employees	Low

13.32 Fire Suppression Maintenance	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Carry out general Maintenance on Plant and Equipment	Fire & explosion Fumes Electrical equipment Mechanical equipment Slips and trips Contact with hazardous substances Lone Working Obstruction of emergency access/egress routes Variations to established access/egress points	High	• Only trained tradesmen to carry out maintenance work. • Control sources of ignition • Fire alarm maintained and tested; certified fire extinguishers compatible with the fire type risk in place. Signing in; sign out taking place. • Where possible welding and cutting work to take inside welding bay. If not possible; tanks & oil drained where possible, fire watcher in place. Any spills cleaned with fire retardant material. Welding not to take place in the last hour of work in the evening. See welding & hot works RA for additional controls. Gas cylinders stored in trollies and secured; or against a wall secured. • Compressors certified including waste oil drainers. • Access & walkways tidied up & trailing leads prevented where possible; in particular compressor leads; electrical cables etc… floor maintained in good condition & degreased weekly. • Clear Path to emergency	Checks By Supervisor/ Employees	Low

13.32 Fire Suppression Maintenance	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
			stop/buttons • All hazardous materials stored correctly, aerosols stored in designated fire proof cabinet. • Spillages dealt with as soon as they occur where possible using spill kit. • Flammables stored in well ventilated areas. • All mechanical and electrical equipment properly maintained, inspected before use and only operated by competent or trained personnel. Any defective equipment reported to management & not used. • Use mechanical aids as much as possible and all individuals trained in manual handling. • Follow all installation best practices and regulations at all times. unit for emergency exit • Flammable liquid stored away and labelled correctly • Spill kit looked at regular and refilled if needed • Fire extinguishers need to be stored in a position where have easy access to		

13.33 Pregnant Employees	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
General work around the site. Specific risk assessment upon the notification by the employee. This is used in compliance with the enclosed risk assessments.	Slips, trips & falls, back strain, fatigue etc.	High	• Upon notification by the employee, their work task will be reviewed as soon as practicable to eliminate any specific risks to pregnant employees. This review includes heavy lifting, posture, shocks to the abdomen, excessive heat and cold, chemical usage, noise etc. and the appropriate controls will be put in place.	Supervisor/ employee	Low

13.34 Compressors & Pneumatic Tools	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Using the compressor/compressed air.	Contact with compressed air. Eye injuries Cuts, bruises, abrasions. Loss of life. Slips, trips, falls	High	• STRICKLY never use compressed air to clean debris off your body. • Never check for leaks with bare hands/skin. • Always use eye protection during use. Also hearing protection as task dictates. • Ensure that a competent person regularly inspects the compressor and components for any defect in weld seams or air receivers, air lines, tools etc.	Supervisor/ employees	Low

			• Ensure all guards are in place before use and gauges are working correctly. • Always tidy all leads, airlines etc. away after use. • Ensure airlines are fully clamped into position during use and always decompress before disconnecting.		

13.35 Demolition	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Carrying out demolition work.	Amputation. Entrapment. Fatality. Slips, trips and falls. Noise. Cuts, bruises, abrasions. Dusts.	High	• A safe system of work plan (SSWP) demolition form must be fully completed by a competent person before any work commences. • All hazards identified must be controlled. • Only trained individuals may carry out any form of demolition work. • All machines/equipment/tools (hydraulic, pneumatic) must be fully inspected and fit for use with all safety devices in place before work begins. Never test for any leaks with hands or bare skin. • Wear all the PPE required – identified in SSWP i.e hard hat, steel toe capped boots, high viz vest, gloves, correct respirator, goggles etc. • Ensure all services are identified	Supervisor/ employees	Low

			and isolated by competent people as necessary i.e ESB etc. • No overloading machines carrying capacity.		

13.36 Abrasive Wheels	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Using cutting heads/abrasive wheels.	Lacerations Noise Manual handling Limb and blood loss Flying items Cuts, abrasions and bruising.	High	• Correct use of SSWP prior to commencement of works. • Only trained persons should operate the abrasive wheels. • Training should include specifics on the safe fitting and use of abrasive wheels. • The cutting disc should be stored correctly at all times in accordance with the manufacturer's instructions. • All discs should be mounted in accordance with the manufacturer's instructions and regularly inspected for defects. • Ensure that the load on the disc is uniform by regularly performing dressing and truing operations on the cutting disc. • The abrasive wheel must have the correct guarding in place at all times. • Wear suitable eye, ear, hand (gloves) and general protective	Supervisor/ employee	Low

			clothing. • Eye protection to BS EN166 is advised when working with product above head height. • Wear tight fitting clothing to reduce the danger of entanglement. • In confined spaces disposable facemasks should be used to improve comfort. • Welding precautions should include use of appropriate PPE, adequate ventilation, keeping a suitable fire extinguisher close to the welding and a fire watch for 30 minutes after completion.		

13.37 Power washers/Steam Cleaners	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Using power washer.	Slips, trips and falls. Cuts, bruises, abrasions.	Medium	• Never leave trailing cables/hoses unattended. • Use eye protections and gloves. • NEVER check water pressure with bare skin/hands. • Use oil skins as job dictates. • Once job is finished, tidy up cables and hoses and switch off power. • Follow instructions in detergent safety data sheet at all times. • Inspect equipment before use and carry out regular maintenance.	Supervisor/ employee	Low

			• Only trained individuals to carry out the task.		

13.38 MEWP's	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Using an Mobile Elevated Working Platform.	Fatality Falling items Falls from height Overturning Cuts, bruises, abrasions.	High	• The correct MEWP will always be selected for the task i.e. boom, scissor lift etc. • The MEWP will be inspected before use, weekly and thoroughly examined every six months by a competent person and the relevant GA form will be completed • The results of these inspections will be recorded and kept on file for inspection • The operator of the MEWP will be over 18, trained and competent • The hoist will be clearly marked with its safe working load • There will be a proper signalling system between operators of the MEWP, tree climbers and grounds-men • Weather and ground conditions to be taken into account at all times.	Supervisor/ employees	Low

13.39 Fork trucks	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Operating fork trucks	Fatality, Struck by truck, Entrapment, Falling items, Overturning.	High	• Always carry out a pre use inspection – fluid levels, flashing beacon, reversing beacon, clear windows, tire condition/pressure and wheel nuts, check mast, attachments and pins for any defects, front and rear lights and brake lights etc. Check for any leaks (not with bare skin/hands), mirrors and cab in good condition, check brakes and any mast attachments. Listen for any unusual sounds on start up. • DO NOT work anywhere near overhead lines. • Only trained individuals to operate fork trucks – RTIBT Trained etc. Use in line with manufacturers guidelines. • Do not exceed its lifting capacity. • When transporting a load, keep it as low to the ground of possible and no sharp turning or excessive speed. If travelling up or down a slope, the load must always face upwards. • If vision is impaired, reverse with load. • Never raise the mast on unstable ground.	Checks by Supervisor/ Employees	Low

			• Never carry anyone in the cab. • Use seat belt. • Use controls smoothly. • Sound horn at blind spots. • When parking, lower forks fully to the ground/attachment flat on ground, apply parking brake, switch off engine and remove keys. • Carry out regular maintenance and document on GA2 form.		

13.40 Rendering/Plastering	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Carrying out plastering works.	Falling items Falls from height Irritation from mixing plaster Cuts, bruises, abrasions.	High	• All individuals competent to carry out the task. • Inspect the mixer and all equipment before use to ensure that it is good working order. • Ensure there is an effective working platform in place for the task – taking into account overhead services. • Do not overload the working platform beyond its safe working limit during the task. • Ensure there is effective edge protection in place. • Suitable mechanical aids to be used to lift mortar bins into position via trained operators. • Gloves to be worn during this task and if there is a risk of splashing eye protection must be worn.	Supervisor/ employees	Low

			• Use barrier creams and wash skin and clothes thoroughly after plaster use.		

13.41 Implementing Traffic Management	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Carrying out work on public/private roads.	Collision Fatality	High	• All traffic management plans must be developed, implemented and supervised by an individual who has current CSCS Signing, Lighting and Guarding training. • Employees must follow instructions at all times. • Never put yourself or anyone around you at risk. • Keep the work area tidy at all times. • Ensure the local council and Gardaí are notified of the works. • If it is deemed that the work is unsafe, work must cease and the plan reviewed.	Management/ employees	Low

13.42 Energy, Waste & Skip Usage	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
General waste management.	Waste generation, impacts on the environment.	High	• Ensure all taps, switches and heaters or any other energy consumption device is switched of when not needed.	Management/ employees	Low

			• The company will implement the “Reduce, Reuse and Recycle” approach much as reasonably possible. • All waste will be disposed of via current regulations, best practice and use of a permitted waste contractor. • All equipment must be turned off when not in use. • Skips located in a position where they do not cause obstruction. • Skips must be clearly illuminated and positioned on suitable ground. Further guarding and signage to be used if in a public area. • Never overload a skip beyond its capacity. • Ensure there is a suitable means of loading the skips safely i.e. via skip chutes etc. • All waste to be collected via a permitted waste contractor. Asbestos and lead will be management via a specialist contractor. • Spill kits will be available on site at all times and all waste will be managed, stored and disposed of in accordance with the materials safety data sheets and local regulations. • Incompatible wastes will not be mixed and no burning of waste will take place on site.		

13.43 Power Saw	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Using the power saw.	Lacerations Limb and blood loss Flying items Cuts, abrasions and bruising.	High	• The Saw must only be used by trained and competent personnel. • The use of the Saw must be in accordance with the Normal Intended Use as outlined in the Manufacturer's Instructions. • Only authorised staff is permitted to use the Saw • Appropriate PPE must be worn at all times: Safety Boots, Safety Goggles, Ear Protection, Respiratory Protection/ Face or Dust Mask. • Loose clothing should not be worn while operating the machine. • The work area must be kept clear. The operator should be aware of other activities being carried out in the work area. • The machine must not be used in the presence of flammable gases or liquids. • Inspect the machine before use, if any defects are found report defects to the supervisor and tag the machine out of use. • Only use attachments that are approved for use by Manufacturer's	Supervisor/ employees	Low

			Instructions. • Do not force the machine past its normal speed. • Only qualified persons should carry out maintenance on the machine.		

13.44 Brick/Block & Stonework	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Carrying out the task.	Repetitive movements Handling loads Slips, trips and falls. Cuts, bruises, abrasions.	High	• All individuals associated with this task to be competent to carry out the work and trained in manual handling training. • Use mechanical aids to transport/lift bricks/mortar as much as possible. • Move the bricks/blocks/mortar with the work progression – reduce the carrying distance. • Manage all work platforms and areas so that they encourage good working posture. • Ensure all equipment/tools are in good working order before use. • Wear tight fitting gloves at all times when carrying out block laying works. • Keep the work area clean and tidy at all times. • Plan the work so that the correct amount of bricks/blocks and mortar is prepared and enough people for the task.	Supervisor/ Employees	Low

			• Do not overstretch when laying bricks. Review and adjust the working platform – to be done by a competent person. • Complete the necessary Safe System of Work Plan as appropriate for each task – for example SSWP for building house. • Monitor weather conditions at all times. • Unsure no unauthorised individuals can enter the area. • All equipment to be in good working order.		

13.45 Lone Working	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Carrying out the task alone.	Slips, trips and falls. Cuts, bruises, abrasions. Emergency situations	High	• All lone working will be avoided as much as possible. • Lone working alarms to be used during lone working works. • Continuous communication throughout the task via mobile phone, walkie talkies etc. • Strickly only carry out lone work for short periods of time.	Supervisor/ Employees	Low

13.46 Abrasive Blasting	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Carrying out the task.	Dust Noise Irritation Slips, trips and falls. Cuts, bruises, abrasions.	High	• All individuals trained to carry out the task. • Task is not carried out unless necessary. • Appropriate respiratory protection and extraction to be used during the task. • Keep the work area clear at all times. • Ensure that the material is used in accordance with its safety data sheet. • Do not leave leads, lines etc. lying around when not in use. • Ensure work area is suitable for the task and keep unwanted individuals away.	Supervisor/ Employees	Low

13.47 Company Vehicles	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Using any company vehicle.	Collision. Property damage Fatality Overturning. Cuts, bruises, abrasions.	High	• Vehicle will only be operated by licensed drivers. • Seat belt to be used at all times. • Vehicles will be kept in good repair, road worthy and tested and certified in accordance with relevant mandatory inspections. Checked	Supervisor/ employee	Low

			before use, weekly and also monthly. • Vehicles must be safely driven at all times • Vehicles must only be used for the purpose for which they were designed • Vehicles must be securely loaded at all times • The steering, handbrake, footbrake, lights, indicators, windscreen wipers and other parts will work properly. Any defects must be reported to the Site Manager/Foreman • Operators will receive proper training if not competent when recruited • Fire extinguisher(s) and First Aid Kits shall be fitted and regularly maintained • Employees under the age of 18 years will not be permitted to operate mobile plant or transport vehicles • No vehicles or trailers should be overloaded • All loads must be safely secured and must not overhang the sides of vehicles or trailers. Loads comprising loose material must be covered with a suitable sheeting		

13.48 Public, General Works.	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Carrying out general works.	Slips, trips, falls. Electrocution, eye damage, respiratory issues etc.	High	• Always survey the site for visible and underground hazards and control effectively. • Ensure the work area is fully cordoned off with a physical barrier and sign posted. • Strictly only trained employees/tradesmen to carry out any form of welding, using flame retardant gloves, overalls and face shield – use welding screen also if there is a risk to passersby. With a fire extinguisher close to hand. • Ensure all leads and equipment is in good working condition. • Correct PPE to be worn at all times. • Work place to be kept in a clean and tidy state at all times. • All on site safety procedures to be followed at all times. • Ensure good ventilation at all times and use respirator as appropriate. • Keep work area free from any unauthorised individuals. • Use hearing protection as appropriate. • Tidy up all equipment after use. • Clean up all waste.	Checks By Supervisor/ Employees	Low

13.49 Coronavirus	Assessment Date:	27.4.20	Assessed By:	ASL Safety	
Task	Hazard Identification and Foreseeable Risks	Risk Rating (Without Controls)	Control Measures	Monitoring Control Measures	Risk Rating (with Controls)
Working on site	Infection Ill health Poor personal hygiene practices.	High	• Ensure that all workers are following good hygiene practices - washing hands thoroughly on a regular basis, covering mouth and nose when coughing or sneezing with tissue or sleeve - discard used tissue. • Ensure there is social distancing (at least 2m) in place. • No hand to hand contact with others and no touching eyes, nose or mouth with unwashed hands. Clean/disinfect surfaces and tools often. • Ensure employees have underwent infection control training. • Compliance officer in place. • If any person is showing signs of the virus they must stop work immediately, self-isolate and the emergency services will be contacted. • Prior to commencing work communication will be held with the relevant management to ensure that works can proceed. • After works, tools will be cleaned and sanitized before putting them away each night.	General checks by Supervisors/ Employees	Medium

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			• Working clothes should be washed and changed daily. • Avoid rubbing your nose and mouth with your hands during work. Use a face mask if this is an ingrained habit. • Ensure hands and faces are thoroughly washed before eating, drinking and smoking. • Follow all current department of health instruction and advice at all times. • Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be kept clean Why? • Because contamination on surfaces touched by employees and customers is one of the main ways that COVID-19 spreads • We are promoting regular and thorough handwashing by employees, contractors and customers • Sanitizing hand rub dispensers are advised to be placed in prominent places around the workplace. • Display posters promoting hand-washing – these are available from		

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			www.WHO.int www.hse.ie • Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefings at meetings and information to promote handwashing • Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and water. • Breaks are to be staggered to keep minimum amount of people in the canteen at any one time • All staff are advised to bring lunch with them, flasks will also be permitted onsite to encourage staff not to go “offsite” for coffee etc. and stay on site as much as possible • Everyone is responsible for their own food supply • Toolbox talks will now be delivered by the individual foreman and emailed to the site foreman and safety officer – no more than 5 including deliverer of toolbox talk to be present during talk		

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			• Mandatory hand washing when arriving on site will be in place, this will be enforced throughout the day • Mandatory handwashing before breaks • Internal crews work in separate rooms, where trades overlap the next stage of work will only commence once the first trade has left the area and its sanitized. • If possible, travel alone to and from work, if not possible people who travel together should work together until further notice • Sign in at gates may be suspended. • Staff to work in separate offices where possible • All doors to be left open, to prevent cross contamination from door handles • Inductions will be delivered by contractor's foremen and forms forwarded to site safety officer / site manager • No more site visits unless by previous arrangement and limited to 2 people per visiting group • Canteens / Welfare facilities to be cleaned more often		

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			• Meetings to be held by videolink where possible if not possible only key people should attend • Large scale toolbox talks will no longer take place • Deliveries managed to ensure correct hygiene controls are in place • No unnecessary personnel on projects If anyone experiences symptoms at home they must; • Stay home and don't come to work • Inform your manager of the situation • Inform your local GP who will arrange for a test to be carried out at home • Self-isolate in your home • If you feel well, continue to work from home, this is important for your mental health and to keep the mind active.		