The Safety, Health & Welfare Statement

Rutland Youth Service

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1: Introduction & Foreword

Welcome to the Health & Safety Statement of Rutland Youth Service.

Ruland Youth Service (RYS) is fully committed to the safety, health and welfare of all employees, young persons, contractors, and visitors who interact with us. As a demonstration of our commitment, we have prepared this Safety Statement to ensure all parties are aware of our policies, procedures, and risk management approach.

RYS is required by legislation[1] to have a Safety Statement detailing how we manage health and safety in all our operations. The Safety, Health and Welfare at Work Act 2005 aims to prevent accidents and illnesses in the workplace and promote health-related working practices, so we strive to achieve and maintain the highest possible standards.

All services are safety-focused to deliver a high-quality and safe environment that places our employees and young people as our priority.

We ask you to read this document carefully to ensure that you have a safe and healthy working relationship with us and to openly address any issues or concerns.

If you have any suggestions that can improve the overall level of health and safety, please feel free to bring them forward.

Daniel Rawat

Daniel Rawat

Regional Youth Service Manager

Issue: August 2024

Version: 1.00

[1] Section 20: Safety, Health & Welfare at Work Act 2005

1.2 Document Control System

1.2.1 Document Version – History

Version	Date	Description of Revisions / Amendments	Approved by
V1	August 2024	Health & Safety Statement	Daniel Rawat

1.2.2 Document Management

RYS has developed a comprehensive Safety Management System to reflect its broad range of services. A Shared MS Team-SharePoint is operated in conjunction with our appointed Health & Safety Advisors, EMS & Associates.

1.2.3 Document Location and Access

The Safety Statement of RYS is available from our Regional Youth Service Manager, Daniel Rawat, and our Health & Safety Coordinators, Dave O'Hara and James O'Callaghan. Copies of the Safety Statement will be issued to all personnel.

Physical copies of the Safety Statement are available in the Office at 21 Summerhill Place, Dublin 1.

1.2.4 Document Approval and Issue

RYS has created a Safety Working Group to manage and maintain its health and safety requirements. The Safety Working Group (SWG) is responsible for the issue of new documentation and the retrieval and filing of obsolete documentation.

The appropriate signatory will approve new documents, i.e., the Board of Management / Regional Youth Service Manager.

1.2.5 Document Revisions

The Safety Statement will be reviewed on an annual basis by the Safety Working Group. It will be changed as the names of responsible persons change, risks change, or changes in legislation occur.

1.3 RYS -Safety Management Business Model

The Board of RYS is ultimately responsible for workplace safety and health. It will directly and positively influence our organisation's application of health and safety through our existing line management structure. We strive for a process of **Continuous Improvement** as the basis of our Safety Management System.

Following international standards[2], quality management systems[3], and best practices, we have adopted the PDCA (Plan, Do, Check and Act) Health & Safety Business Model.

The PDCA model balances the appropriate management systems and the behavioural aspects of management. It also treats health and safety management as an integral part of sound control rather than a stand-alone system.

The Plan. Do, Check, and Act System is an "Integrated Risk Management" Approach designed to obtain **Continuous Improvement** in both the Quality and Safety of Service Delivery.



The basis for the management of health and safety is a **4 Step Modular System** summarised below:

1. Planning Module

The "Planning" module stage allows for preparing health and safety strategies aligned with RYS development strategies. Our Risk Analysis approach formulates the development of Health & Safety Strategies. Our Planning Module Strategy is coordinated by the Safety Working Group, which drafts Safety Policies and Procedures. The planning phase determines the Objectives and Expected Outcomes and the Risk Analysis related to the objectives – the focus is on "**Continuous Improvement**."

[2] ISO45001:2018

[3] "Deming Cycle"

2. Do Module

The “Do” module is the day-to-day operation of health and safety in our Service. It includes the maintenance of the Safety Management System by the designated person responsible. Control Measures have been identified to reduce the risk of potential harm/injury or equipment failure affecting our operations. For example, fire drills are carried out to ensure a safe evacuation and test the efficiency of our control measures,e.g., fire alarms.

3. Check Module

The “Check” module allows for measuring and monitoring existing control measures for identified risks and hazards, e.g., Fire drills. This is carried out using a range of auditing and observational tools designed to identify non-compliance and determine gaps in safety management strategies.



4. Act Module

The “Act” Module allows for continuous improvement in safety management processes, including reviewing and revising Risk Assessments. Where deemed necessary, modifications in Risk Control Measures are made to aid in the “Continuous Improvement” Strategy.

2: Health & Safety Policy Statement

2.1 Introduction

As an employer, RYS is legally bound by Section 8 of the Safety, Health and Welfare at Work Act 2005 to provide:

- A safe place of work
- Safe systems of work
- Safe access and egress
- Information
- Instruction
- Training and supervision
- Emergency Plans
- Personal Protective Equipment
- Facilities for welfare, etc.

The following arrangements are in place to ensure that these duties are fulfilled:

2.2 Rutland Youth Service Health & Safety Policy Statement

Rutland Youth Service will ensure, as far as is reasonably practicable, the safety of all employees and young persons by maintaining safe plant, equipment, secure systems of work, safe premises, secure access and egress, and by ensuring adequate instruction, training and supervision is provided following the Safety, Health & Welfare at Work Act 2005. By Section 12 of this legislation, we are also obliged to ensure the safety of all other persons affected by our activities.

We will ensure our safety obligations are met in partnership with our employees. To do this, we implement an effective safety management system through communication and consultation with employees to enhance the sense of well-being, which is one of our key objectives.

We consider health and safety part of our proactive management process rather than reactive to situations. Our primary objective is to provide all parties with a safe and healthy working environment.

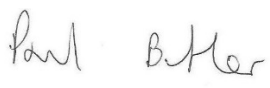
We are committed to the following:

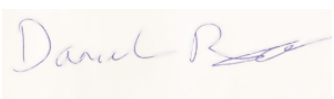
- Preventing injury or ill health to anyone affected by our work activities.
- Complying with all relevant legal responsibilities.
- Continually Improving our risk management and health & safety performance.

Our Policy Objectives are:

- To ensure the safety, health, and well-being of everyone interacting with our Service.
- To comply with all Irish and European Union safety legislation, guidance, and Codes of Practice.
- To continually strive for Continuous Improvement in our Safety Management System.
- To identify, assess, and manage risks. These risks will be evaluated and documented under Section 19 Part III of the 2005 Act.
- To promote the value of health, safety, and welfare within RYS and to develop safe work practices to protect all parties through consultation with our employees.
- To provide adequate instruction, information, training, and supervision to ensure all employees' safety, health, and well-being.
- To monitor and review the effectiveness of the Safety Management System.

As a working document, this Safety Statement will be reviewed as required under Section 20, Part III of the Safety Health and Welfare at Work Act 2005, or as needed, considering experience, legislation, and new developments within Rutland Youth Service.





Paul Butler - Chairperson
Rutland Youth Service

Daniel Rawat – Regional Youth Service Manager

Date: 01.07.2024

3: Operational Health & Safety Structures

The following section details the operational health and safety structures in place.

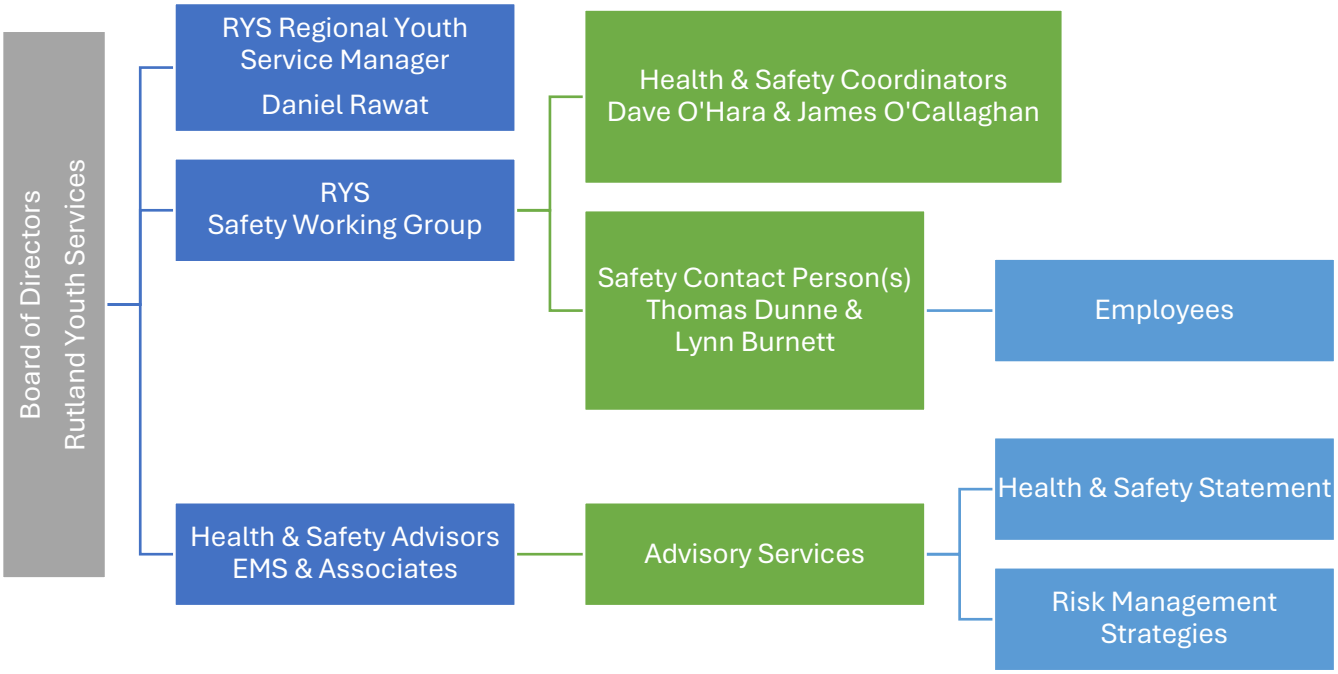
3: Safety Management Structure

3.1 Safety Working Group

The **Board of Directors** are ultimately responsible for the safety, health, and welfare of persons with direct contact with the service. Our **Regional Youth Services Manager**, **Daniel Rawat**, manages our health and safety requirements under the direction of the Board. To support the Regional Youth Service Manager, Dave O'Hara and James O'Callaghan have been appointed **Health & Safety Coordinator(s)** to coordinate health and safety matters and provide administrative support to the Manager. Two **Health & Safety Contact Persons, Thomas Dunne and Lynn Burnett**, represent employees. The Safety Working Group are responsible for ensuring all effective operations are safe as far as is reasonably practicable. All employees, contractors, and visitors must cooperate fully with our safety management systems.

To achieve our aims and objectives, we have established a **Safety Working Group** consisting of our Regional Youth Service Manager, Daniel Rawat; our Health & Safety Coordinators, Dave O'Hara and James O'Callaghan; our Nominated Safety Contact Persons - Thomas Dunne and Lynn Burnett, who act as Safety Representatives and our external Health & Safety Advisors, EMS & Associates.

RYS Operational Health & Safety Management Structure



3.2 Role of the RYS Safety Working Group

The role of the RYS Safety Working Group is to:

- Manage and implement the Safety Management System of the RYS as directed by the Board of Management, using the Plan, Do, Check, and Act Model.
- Ensure compliance with the Safety, Health & Welfare at Work Act 2005 requirements, the associated General Applications Regulations, and other relevant Health & Safety legislation such as the Fire Services Act and Organisation of Working Time Act through the existing Line Management and Safety Management Structure.
- RYS is fully committed to implementing the Children First Act 2015 and the guidance provided by the "Children First National Guidance for the Protection and Welfare of Children. "We will work to ensure compliance is part of operational policy.
- The Safety Working Group will cooperate fully with all mandatory requirements, including all Túsla and the Department of Youth & Children's Affairs requirements, as needed.
- Ensure that specific Risk Assessments are carried out and managed in line with our policies and procedures and that hazards or potentially encountered dangers in the workplace are identified and reduced to a level as low as reasonably practicable through the use of the general principles of prevention[4].
- Ensure that employees are familiar with all emergency evacuation procedures.
- Ensure that Training and Instruction Objectives are set and met so that employees receive appropriate information, training, or instruction to meet their needs.
- Provide a facilitation service to allow consultation with employees and advise them on health and safety matters as they arise. This is coordinated by our Safety Contact Person(s).
- Carry out any other tasks assigned by the Board of Management deemed necessary to meet the standards expected.
- Where applicable, provide the necessary information to the Board of Management required for notifying the Health & Safety Authority of injuries or dangerous occurrences[5].
- Ensure that all relevant documentation is maintained in good order as required.
- Ensure regularly scheduled meetings of the Safety Working Group take place as agreed.

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[4]These are detailed in Schedule 3 of the Safety, Health & Welfare at Work Act 2005. Typically measures put in place to reduce a risk, should be prioritised per the following hierarchy: elimination or substitution, engineering controls, warnings, training and procedures, and as a last resort, provision of personal protective equipment.

[5] Injuries involving employees or self-employed persons where a person is injured at a place of work or while driving or riding in the vehicle during work and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident, but including weekends or national holidays, are reportable. Injuries involving members of the public related to a place of work or a work activity where a person requires treatment from a medical practitioner are also reportable. Certain so called "dangerous occurrences" such as a collapse of scaffolding or other major structure, a serious fire, a toxic release, an explosion or an incident involving an overhead electricity line.

3.3 Legal Responsibilities of RYS

Section 8(1) of the *Safety, Health and Welfare at Work Act 2005* states the general duty of employers to employees as follows:

'Every employer shall ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees.'

Section 8(2) of the legislation lists 12 sub-headings of this general duty of employers to employees as:

'(2) without prejudice to the generality of subsection (1), the employer's duty extends to the following:

(a) Managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees.

(b) Managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk.

(c) As regards the place of work concerned, ensuring so far as is reasonably practicable-

(i) The design, provision, and maintenance of it in a condition that is safe and without risk to health,

(ii) The design, provision, and maintenance of safe means of access to and egress from it, and

(iii) The design, provision, and maintenance of plant and machinery or any other articles that are safe and without risk to health.

(d) Ensuring, so far as is reasonably practicable, the safety and prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or, ionising or other radiations or any other physical agent;

(e) P roviding systems of work that are planned, organised, performed, maintained, and revised as appropriate to be, so far as is reasonably practicable, safe and without risk to health.

(j) P roviding and maintaining facilities and arrangements for the welfare of his or her employees at work.

(g) P roviding the information, instruction, training, and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees.

(h) Determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment under section 19 or when preparing a safety statement under section 20 and ensuring that the measures take account of changing circumstances and the general principles of prevention specified in Schedule 3;

(i) Having regard to the general principles of prevention in Schedule 3, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;

(j) Prepare and revise, as appropriate, adequate plans and procedures to be followed and measures to be taken in case of an emergency or serious or imminent danger.

(k) Reporting accidents or dangerous occurrences, as may be prescribed, to the Authority or a person prescribed under section 33, as appropriate, and

(l) The obtaining, where necessary, of the services of a competent person (whether under a contract of employment or otherwise) to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.'

3.4 Role of the Regional Youth Service Manager and Health & Safety Coordinator(s)

The primary role of the Regional Youth Service Manager, Daniel Rawat, with the support of the nominated Health & Safety Coordinators, Dave O'Hara and James O'Callaghan, is to:

- Promote Health & Safety as a Core Value within the working culture of RYS through leadership, supervision and support of all parties associated with the organisation.
- Promote the concept of **Continuous Improvement** through the **Plan, Do, Check and Act** model as the Integrated Risk Management Model in our Safety and Quality Management Standards.
- Provide direction and leadership in Health & Safety Management using the skill sets of the RYS Safety Working Group.
- Proactively manage risk elements and encourage all stakeholders to integrate health and safety in all activities by considering the ramifications of failing to act in an unsafe situation.
- Ensure that systems of work are fit for purpose, allowing for the level of risk associated with activities.
- Ensure work equipment is maintained according to the manufacturer's instructions and legal requirements.
- Ensure that arrangements for emergency events are in place, recognising the risk factors that apply to our operations.
- Ensure that risk assessments are carried out and that reviews of such risk assessments are undertaken periodically and amended as necessary.
- Ensure that all statutory registers, notices, and documents are maintained and available for inspection as required.
- To investigate all Accidents and Incidents using a "No Blame" methodology.
- To apply the Principles of Prevention as detailed in Schedule 3 of the Safety, Health and Welfare at Work Act 2005[6]
- Ensure that our Safety Statement is reviewed periodically and amended as necessary in conjunction with our Health & Safety Advisors - EMS & Associates.

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1. [6]The avoidance of risks.
2. The evaluation of unavoidable risks.
3. The combating of risks at source.
4. The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
5. The adaptation of the place of work to technical progress.
6. The replacement of dangerous articles, substances, or systems of work by safe or less dangerous articles, substances, or systems of work.
7. The giving of priority to collective protective measures over individual protective measures.
8. The development of an adequate prevention policy in relation to safety, health, and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
9. The giving of appropriate training and instructions to employees.

3.5 Role of Employees

Section13 of the Safety, Health and Welfare at Work Act 2005 states the duties of employees as follows:

An employee shall, while at work, must:

(a) Comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety health and welfare of any other person who may be affected by the employee's acts or omissions at work,

(b) Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health and safety or that of any other person,

(c) If reasonably required by his or her employer, submit to any appropriate, reasonable, and proportionate tests by, or under the supervision of, a registered medical practitioner who is a competent person as may be prescribed,

(d) Co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions as appropriate,

(e) Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health, and welfare at work or that of any other person,

(f) Attend such training as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,

(g) Having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,

(h) Report to his or her employer or any other appropriate person as soon as practicable:

(1) Any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health and welfare at work of the employee or that of any other person,

(2) Any defect in the place of work, the systems of work, or any article or substance which might endanger the safety, health, or welfare at work of the employee or that of any other person or

(3) Any contravention of the relevant statutory provisions which may endanger the safety, health, and welfare at work of the employee or that of any other person of which he or she is aware.

All employees are required to acknowledge receipt and comprehension of the Health & Safety Statement. All employees must complete acknowledgement via the Bright HR System.

3.6 Health and Safety Consultation

RYS recognises that employee participation in health and safety is an integral and critical part of our safety management system. We are committed to providing adequate and appropriate consultation and welcome all employees' views on health and safety issues.

In compliance with Section 25 of the Safety, Health & Welfare at Work Act 2005, we will consult with all relevant employees:

- When new risk assessments are being carried out or revised concerning work practices and specific safety requirements.
- When there is a change, update or modification to a work process.
- When new technologies or processes are introduced.

Employees must take responsibility for their safety, health, and welfare and any other person affected by their acts or omissions at work.

Under Section 26 of the Health, Safety and Welfare at Work Act 2005, RYS must consult with and consider any representations made by the employees. We will establish an ongoing consultation process for safety, health, and welfare matters facilitated by the Safety Working Group.

Our Safety Contact Person(s)are responsible for the following:

- Providing a support role for the Health & Safety Coordinator in meeting their objectives
- Proactively promoting the values of “Health & Safety” with their colleagues and within the company.
- Representing employees on health and safety issues through the Safety Working Group forum.

Our nominated Safety Contact Person(s) are:

- Thomas Dunne
- Lynn Burnett

Issue Date: 01.08.2024

3.7 Health & Safety Advisors

This Safety Statement has been drafted in consultation with EMS & Associates. The role of our Health & Safety Advisors is to provide external support and advisory services for the management of our health and safety system.

The Safety, Health & Welfare at Work Act 2005 (Part 2:Chapter 1:Section 8(l)) states that an employer is obliged to obtain, where necessary, the services of a competent person (whether under a contract of employment or otherwise) to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees. A competent person has a combination of skill, knowledge, and experience in managing Health & Safety.

RYS has appointed EMS & Associates to fulfil the role of a "Competent Person."

Contact Details:

Health & Safety Advisors: EMS & Associates

Address: Unit 1, Block 2, Drogheda Industrial Park, Donore Road, Drogheda, Co. Louth A91 THDO

Tel: +353 41 98 22 933

E-Mail: info@emsandassociates.com

4: Health & Safety Policies & Procedures

4.1 Introduction

The following is a non-exhaustive list of current policies and procedures that have been adopted to ensure a safe system and standard of working. It is the responsibility of all personnel interacting with RYS to familiarise themselves with our policies and procedures.

4.2 Health & Safety Policy Development

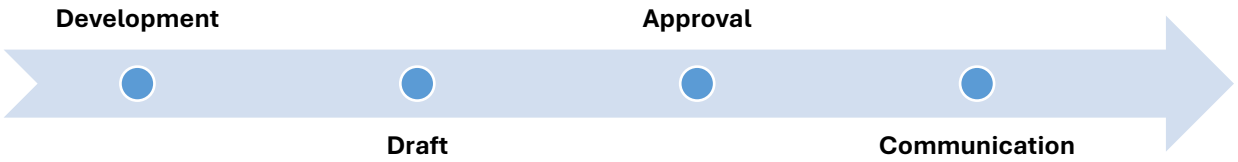
The agreed protocol for developing effective policies is a 4-Step Programme:

Step 1: Development: Policies and Procedures are devised by the Safety Working Group (SWG) to comply with current legislation and advice from external agencies, e.g. Health & Safety Authority – these are "Draft Policies / Procedures."

Step 2: Draft: Draft Policies/Procedures are then submitted to the RYS Management Team for approval.

Step 3: Approval: Policies and Procedures are called "Live Policies/Procedures" once approved. Policies and Procedures are then updated in the Safety Statement. The Safety Statement will be updated as Version 1.1,1.2 unless more than 40% of the document is changed, in which case a version renewal will occur – Version 2,3, etc.

Step 4: Communication: Various methodologies are used to communicate with employees. The Safety Working Group are responsible for disseminating information to employees.



4.3 Accident-Incident Reporting Policy

RYS has a statutory duty to record all accidents and report certain types of accidents and dangerous occurrences to the Health and Safety Authority (H.S.A.).

Terminology

- An "**accident"** is "an unexpected, unplanned event. The occurrence results in personal injury, disease or death, or property damage". Accidents usually arise not as a single event but rather as a sequence or chain of related happenings, none of which in themselves may be dangerous. However, accidents may occur when they happen together or in a particular sequence. Example: Cut Finger requires first aid treatment.
- An "**incident**" is any unexpected event that does not result in injury to a person or environmental /equipment damage. However, it could potentially do so if an event repeats itself. Example: having to avoid a moving vehicle, but there is no impact between a pedestrian and the vehicle

Therefore, all accidents, incidents or safety observations must be reported immediately, and an **Accident-Incident Report Form** must be completed.

Reporting Procedures

Please note that RYS uses Microsoft Forms™ for reporting Accidents or Incidents. An **Accident-Incident Report Form must** be completed using MS Forms at this link: RYS - Accident Incident Report Form or scan this QR Code:



Once submitted, the Regional Youth Service Manager / Health & Safety Coordinators will be notified by email.

Based on the circumstances of the accident, incident, or near-miss, a decision will be made by the regional Youth Service Manager to carry out our investigation. In consultation with the Manager, the following parameters will be applied:

- Investigate the circumstances of the incident with the injured party and any witnesses.
- Establish what corrective action (if any) should be taken and initiate the same.
- Inform the Board of Directors of any accidents and actions taken.

In compliance with the requirements of the Accident Reporting Regulations[7], records of all accidents must be held on file for 10 years.

[7]Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016)

Note on Reporting of Accidents to the Health & Safety Authority

The following types of accidents must be reported to the Health and Safety Authority:

a) The death of an employed or self-employed person, which was caused by accident during their work.
b) An injury sustained during their employment that prevents any employed or self-employed person from performing the regular duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays (e.g., if an employee who is injured on Wednesday and does not usually work on Saturdays, Sundays, and bank holidays returns to work the following Monday, the accident is reportable).
c) Death or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work but is related to either a work activity or their place of work. A road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.
d) A road traffic accident that meets criterion (c) above because of construction work on or adjacent to a public road.

The IR1 form is the only permitted form to report accidents to the Health and Safety Authority. Forms are available from the Workplace Contact Unit of the Health & Safety Authority by post or can be reported directly online at www.hsa.ie

Dangerous occurrences must also be reported to the Health and Safety Authority as per requirements of the IR3 form. The IR3 form is available from the Health and Safety Authority at www.hsa.ie.

Further information on the reporting of accidents is available directly from the Health & Safety Authority - http://www.hsa.ie/eng/Topics/Accident_and_Dangerous_Occurrence_Reporting/

4.4 Fire Safety& Evacuation Policy

Fire Safety management is a critical ingredient in our Safety Management System, as we are aware of the potential impact on our operations in the event of an emergency.

Our Fire Safety Management System consists of several components:

1. Fire Alarm System

A Fire Alarm System is operational on the premises. Our fire alarm is tested and inspected four times per annum. It will automatically set off the fire alarm if a fire is detected.

Service Agent:	DCC		
Address:			
Phone:			

2. Fire Extinguishers

Fire extinguishers are inspected and serviced to ISO 291(2015) +A1 (2022) standards annually. Records of inspection are maintained for legal compliance.

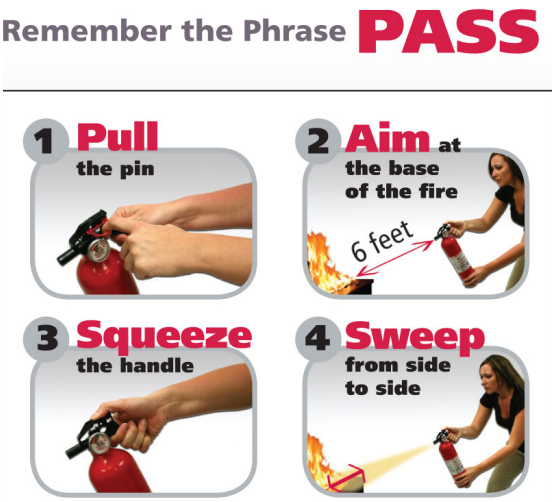
Service Agent:	SAS Fire		
Address:			
Phone:			

There are various types of extinguishers available on the premises. Personnel must be aware of the extinguisher nearest to their work location. The table below is a general guide; specialist advice may be necessary.

Class A Fires	Water, foam, multi-purpose powder extinguishers
Class B Fires	Foam, Carbon Dioxide (Co2)
Class C Fires	Multi-Purpose powder
Class D Fires	Multipurpose and Carbon Dioxide
Class E Fires	Carbon Dioxide
Class F Fires	Carbon Dioxide / Fire Blanket

Personnel must note that the use of Fire Extinguishers is totally voluntary. Never place yourself in any danger. Instead, activate the Alarm and Evacuate!

Using a Fire Extinguisher



3. Fire Drills

Fire drills are carried out periodically per Fire Safety legislation. We carry out a minimum of 4 drills per year. Our policy is that all personnel, irrespective of their status, must cooperate fully with all fire drills and evacuate the building as directed.

A continuous alarm bell will sound in the event of an emergency.

You must always leave a building on hearing an alarm bell and proceed to the Fire Assembly Point.

An Emergency Evacuation Drill Report is available at this link: RYS - Emergency Evacuation Drill Report, or please scan this QR Code:



4. Fire Prevention

Fire prevention is common sense. All employees must report any defect or situation on the premises with the potential to cause or help spread the fire or one that would impede evacuation. If practicable, you should take immediate action to remedy the situation yourself. All workplaces, toilets, and areas within the building are designated as No Smoking zones.

5. Fire Doors

Please note that all doors are fire doors designed to act as 60-minute hour fire/smoke barriers. They should remain closed. You must not prop or block any fire door in the building, as this compromises the integrity of the Fire Safety Management System.

6. Fire Safety General Instructions

RYS advises employees to be familiar with the location of their nearest fire alarm call points and the types, locations, and operation of fire extinguishers on the premises.

Our general rules for fighting a fire are:

- Always raise the alarm first.
- Only attempt to tackle a fire if you feel confident to do so.
- Ensure you select the correct type of extinguisher.
- Do not fight a fire if you are unsure what is burning or have doubts about using the equipment.
- Always tackle a fire from the furthest distance possible, and always keep a means of escape available to you.
- Never allow the fire to get between you and your means of escape.
- If the fire continues to grow despite your efforts to extinguish it, or if it is becoming too hazardous to remain, abandon your attempts.
- Irrespective of the outcome, wherever possible, close the door to the room.

Action to be taken by a person discovering a fire:

- If you discover a fire, immediately raise the alarm by breaking the panel and pressing the button at your nearest alarm point
- Warn people in the immediate vicinity and evacuate the building.
- Personnel involved in Youth Work Activities sessions must bring the Attendance Sheet for each room.
- Call the Fire Brigade on 999 or 112.
- Inform them of our location:

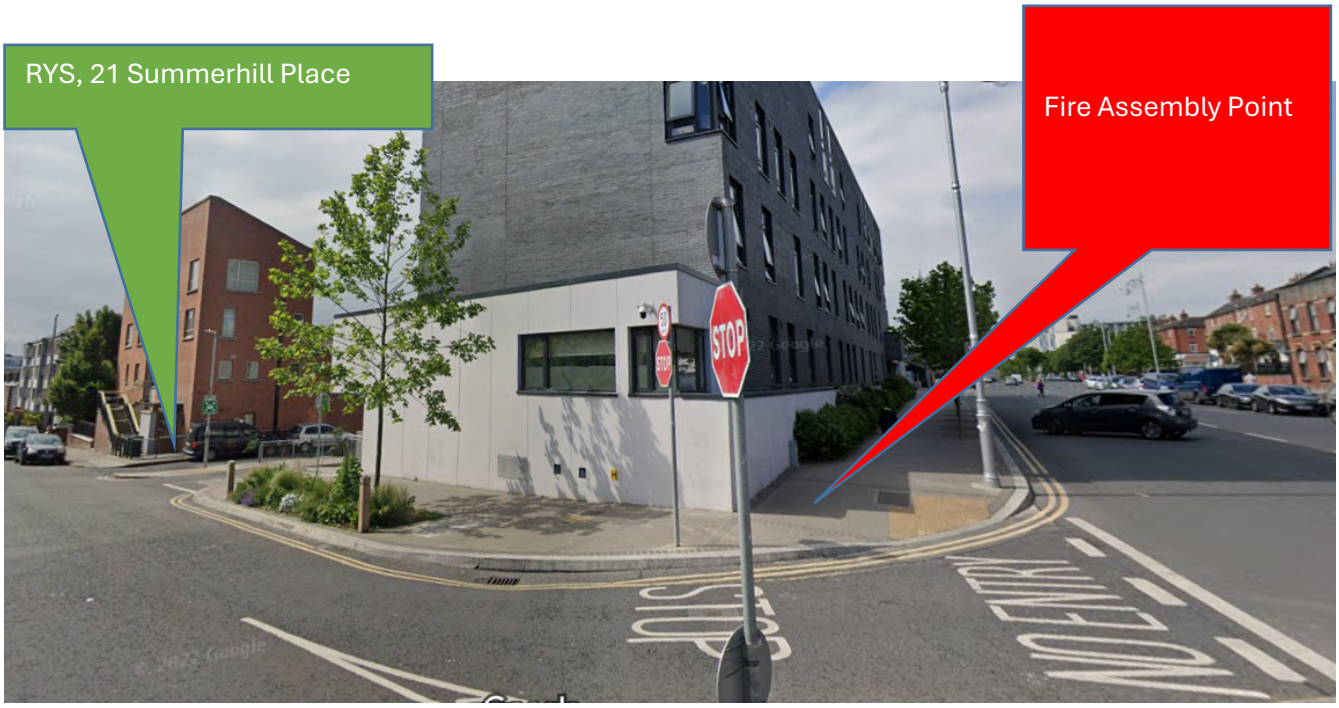
Project Title	**Address**	**Eircode**
Rutland Youth Service	21 Summerhill Place, Buckingham Street, Dublin 1	D01 X086

- Before opening doors, check to see if they are hot and, if they are, use an alternative exit route.
- Only attempt to tackle a fire if you have received training in the operation of firefighting equipment and only if it is safe.

7. Fire Assembly Points

7.1 RYS, 21 Summerhill Place, Buckingham Street, Dublin 1.

The Fire Assembly Point for 21 Summerhill Place is between Buckingham Street and Summerhill.



7.2 Sean Treacy House

The Fire Assembly Point for Sean Treacy House premises is at the gates to the complex.



8. Fire Safety for Youth Service Activities

All activities under the remit of the Youth Services are expected to cooperate fully and comply with our Fire Evacuation Policies and procedures.

The Youth Worker is responsible for keeping a record of all attendees for all activities. In an emergency, all activities should cease, and attendees should be instructed to exit the premises from the safest escape route available and proceed to the Fire Assembly Point described above.

All personnel should be lined up in an orderly way, and a roll call should be taken.

4.5 First-Aid Policy

Introduction

The General Application Regulations (SI No. 299 of 2007) require employers to "designate" (to select someone for a duty/appoint) First Aid Responders as necessary to render first aid at the place of work. It also requires the employers to "ensure that the number of first-aiders, their training and the equipment available to them is adequate," considering the size or hazards (or both) of the undertaking or establishment.

Definition of First Aid

First aid is the treatment in life-threatening situations (e.g., heart stoppage or severe bleeding) pending medical help or treatment for minor injuries (cuts, bruises, etc.).First aid does not cover the administration of drugs or medications unless suitably qualified.

First Aid Responder Training

Effective 01.06.2018, a First Aid Responder (FAR) is a person who has completed a Pre-Hospital Emergency Care Council (PHECC) First Aid Responder Course with a Recognised PHECC Institute - https://tinyurl.com/y8ekgcxt

Personnel are advised to seek assistance from the Emergency Services when in doubt about the extent of an individual's injuries or where an individual refuses aid.

Procedure in the event of an incident

1. The Manager/ Youth Worker or designated deputy will manage the situation.
2. First Aid should be administered by protocols using the first aid kits available in each location.
3. Emergency procedures will be activated if there is any doubt about the severity of an illness or injury.
4. If required, contact Emergency Services at 999 or 112.
5. An **Accident-Incident Report Form** must be completed for all events. Failure to report an accident or incident is considered a serious breach of policy.

First Aid Kits & Automated External Defibrillator Locations

Address	**First Aid Kit Location**	
21 Summerhill Place	Kitchen	
Minibus(s)	All minibuses are equipped with First Aid Kits	

First-Aid Materials

The Health & Safety Authority recommends the following contents for inclusion:

MATERIALS	TRAVEL KIT CONTENTS	FIRST-AID BOX CONTENTS		
		1-5 Persons	6-25 Persons	26-50 Persons
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (Bandage attached)	2	2	2	4
Wrapped Triangular Bandages	2	2	6	6
Safety Pins	2	2	6	6
Medium Sterile Wound Dressings (approx.10x8cms)	1	2	2	4
Large Sterile Wound Dressings (approx. 13x9cms)	1	2	6	8
XL Sterile Wound Dressings (approx. 28x17.5cms)	1	2	3	4
Crepe Bandage 7cms	1	1	2	3
Antiseptic Wipes	10	10	20	40
If there is no clear running water, Sterile Eye Wash	2 x 20mls	1 x500mls	2 x 500mls	2 x 500mls
Water-Based Burn Dressing (Small)	1	1	1	1
Water-Based Burn Dressing (Large)	1	1	1	1
Paramedic Shears	1	1	1	1
Pocket Mask for CPR	1	1	1	1
Pairs of Latex Gloves	1	1	2	2
Notes: Pro-rata provision should be made where more than 50 persons are employed.				

4.6 Display Screen Equipment Policy

Our policy is to comply with the requirements of the Display Screen Equipment (DSE) Regulations 2007. A DSE Induction will be carried out with all new employees. It is recommended that employees undergo an appropriate eye test, which is an entitlement paid for by the Department of Social Protection. We suggest that employees wearing corrective lenses inform their opticians that they are doing display screen work.

Individual corrective appliances appropriate to the needs of an employee will be provided,e.g., footrests, wrist rests, etc., following an appropriate DSE Assessment.

Our policy is to purchase and provide appropriate equipment (hardware) and processing systems (software) and a working environment suitable for display screen work according to current legislation and best practices.

Further Advice and Information on DSE Setup is contained in the Appendix of this document.

Note 1: Rights of an employee (DSE Regulations 2007)

Under the legislation, employees:

(i) Are entitled to have their workstation assessed in line with the requirements of Regulation 72.

(ii) Must be trained in the use of the workstation and be given information about health and safety factors.

(iii) Must also have periodic breaks or changes of routine away from DSE.

(iv) Be informed they are entitled to an appropriate eye or eyesight test (or may opt for either one) before working with DSE and at regular intervals.

(v) Are entitled to an appropriate eye or eyesight test (or may opt for either) before working with DSE and at regular intervals.

If individual corrective appliances (spectacles) are required **exclusively** for working at a display screen, they must be provided at no cost to the employees. Should the glasses be used for other purposes, the employer must cover the cost of the correction required for working with display screens **only**.

Note 2: Background information on eyesight and eye tests
Employees who habitually use DSE can opt for an eye or eyesight test. The employer bears the cost of this test, except where there may be a social welfare entitlement.

An eyesight test (visual ability) means analysing a person's ability to see, focus on various distances, and keep the two eyes coordinated. A doctor or optometrist typically carries out this eye test, but it may sometimes be done by a person trained to use a vision screening machine. If a person does not pass an eyesight test, further investigation of the situation will be required.

An eye test is an examination of the eye using an ophthalmoscope normally carried out by a doctor or optometrist. In the ordinary course of events, the first stage is for an eyesight test to be carried out. In the event of any unusual circumstances, the examining person will make a referral for an eye test.

Where eye tests carried out by a doctor or an optometrist reveal that lenses are required for DSE work, the employer must bear the costs of minimum requirement frames and lenses, taking account of any social welfare entitlement that might apply. When an employee already wears standard corrective lenses and a routine change of lenses arises if these glasses are adequate for DSE work, the employer is not liable for meeting the cost.

4.7 Adverse Weather Policy

It is recognised that employees may face difficulties attending their place of work and returning home during periods of adverse weather conditions such as heavy snowfalls, storms, or severe flooding. While we are committed to protecting the health and safety of all our employees, we must balance our actions to ensure minimal disruption to our services.

Background Information

The National Emergency Coordination Group (NECG) combines government groups and organisations that advise actions in adverse weather conditions. The Actions are based on information from all government agencies, including the Irish Meteorological Service and Met Eireann. They may issue 3 categories of Weather Warnings.

Status	Summary	Explanatory Notes
Yellow	Be Aware	A YELLOW level alert will notify those at risk because of their location and/or activity and take preventative action. It is implicit that YELLOW-level weather alerts do not pose an immediate threat to the general population but only to those exposed to risk by location and/or activity.
Orange	Be Prepared	ORANGE level alerts are for weather conditions that can significantly impact people in the affected areas. Therefore, an ORANGE level weather warning implies that all recipients in the affected areas should prepare themselves appropriately for the anticipated conditions.
Red	Severe Weather Warning – Act	The issue of RED-level severe weather warnings should be a comparatively rare event and implies that recipients take action to protect themselves and/or their properties; this could be by moving Personnel out of the danger zone temporarily, staying indoors, or by other specific actions aimed at mitigating the effects of the weather conditions.

Management Action in the event of an Adverse Weather Condition

Our policy is to dynamically assess the risk profile of a weather event and decide on the best course of action, subject to government information. If a Status Red Warning is in operation, employees, where possible, will be required to work from home.

It is RYS policy to adhere to guidance and information provided by the Department of Education. RYS retains the right to make decisions based on the overall safety of employees and young persons.

Travel Protocols

As the NECG issues Travel Advice, we will include this in our decision-making process. As a general rule, the following protocol will apply:

RED Weather Alert		
Your Location	**Scenario**	**Decision**
At Home	Red Alert in your home location	Do not travel during the time of the alert
	Red Alert at RYS premises	
	Red Alert in a location you need to travel to for business purposes	
At Work	Red Alert at RYS Premises*	Do not travel during the time of the alert
	Red Alert in your home location	
	Red Alert in an area you must travel through	
** We will assist as far as possible in accommodating employees who do not wish to travel during a period of Red Weather Alert to remain on-site. Accommodation will not be paid, but we may keep the facility open for employees to use.*		

Employees' Responsibilities

Employees should try to attend work during adverse weather conditions without risking their personal safety. You are expected to telephone your Line Manager as soon as possible but no later than 09.30 AM.

However, if it is unavoidable for employees to be absent from the workplace and operations remain open, then management will schedule a meeting with the individual employees concerned after the weather events.

Subject to operational needs and other relevant factors, the Manager, in discussion with the employee, may agree with one of the following options:

- Make the lost time up (usually within one month)
- Take annual leave - If you cannot attend work, you may take this time as annual leave.
- Take unpaid leave - your annual leave allowance will remain unaltered.
- Use Time in Lieu already worked.

Or apply a combination of the above options.

For managing work absences, the following factors will be taken into consideration when agreeing on the appropriate action to take:

- The employees' safety.
- The operational requirements of the company.
- Distance travelled to work.
- Prevailing weather conditions and their expected duration.

- Information and guidance about safe travel from reputable sources, e.g., Met Eireann /Garda Siochana, Road Safety Authority, Health & Safety Authority, etc.
- Modes of transport available to employees.
- The degree of effort exercised by employees and whether they have made attempts to make alternative travel arrangements.
- Working from home may be considered, depending on the nature of employment and where circumstances permit.
- The health of the employee; for example, where it is known that they have mobility or other health/medical conditions, special care should be taken to reach a decision relating to attendance and pay.

If an employee has made efforts to attend work on time and arrived late, they will not be expected to make the time up if the lateness in total is no more than half the employee's-typical working day, having regard to the severity of the conditions and the personal circumstances of individual employees.

Resumption of Work

Following the expiration of the "Status Red" warning, it is envisaged that all effective operations will resume in line with standard procedures,e.g., opening and closing. Management will review the situation and advise employees of any deviation from this,e.g., staggered starting time.

The Management Team is responsible for inspecting the premises to ensure all operational issues, e.g., heating and lighting, are functional. Management is also responsible for ensuring that all emergency procedures/systems are operating, e.g., fire alarm systems.

Where adverse weather includes snow and ice, clearing operations must be undertaken to prevent slips, trips, and falls. To ensure no blockages, attention must be paid to designated exit routes, including fire exit doors. Details of such inspections and the decision-making process should be noted, and minutes should be taken for future reference.

Web Sites

Office of Emergency Planning	www.winterready.ie
Met Eireann	www.meteireann,ie
Road Safety Authority	www.rsa.ie
Health & Safety Authority	www.hsa.ie

Phone Numbers

Emergency Services	999 or 112
Bord Gáis Emergency Service Line	1850 20 50 50
ESB Emergency Line	1850 372 999

4.8 Harassment/Bullying Policy

General Policy

RYS supports every person's right to work in an environment free from harassment and bullying. We undertake to deal seriously, expeditiously, fairly, confidentially (in so far as possible) and sensitively with allegations of harassment and bullying.

We hereby adopt the "Dignity in the Workplace Charter" launched by the Health and Safety Authority in October 2001. The Charter is one of the building blocks in establishing a harassment and bullying prevention culture. The wording of the Charter, which commits employers and employees to work together to maintain a workplace environment that encourages and supports the right to dignity at work, is as follows:

"We at RYS commit ourselves to working together to maintain a workplace environment that encourages and supports the right to dignity at work. All who work here are expected to respect each individual's right to dignity in their working life. All will be treated equally and respected for their individuality and diversity. We do not accept bullying in any form, and it will not be tolerated. Our policies and procedures will underpin the principles and objectives of this Charter. All individuals, whether directly employed or contracted by us, have a duty and a responsibility to uphold this Dignity at Work Charter. Managers and Employees /Team Representatives, where applicable in the workplace, have a specific responsibility to promote its provisions."

RYS is committed to implementing and promoting measures to protect employee dignity and encourage respect for others at work. This is done by creating a work environment free from discrimination, harassment, sexual harassment, or bullying, dealing effectively with any complaints of such conduct, welcoming diversity, and promoting employment equality.

Our policy applies to all employees, contractors, and visitors to the workplace. This policy is applicable during regular working hours in the Service and at work-related social events, business trips, and other work-related activities such as training courses or conferences.

All employees are advised to consult the RYS Employee Handbook: Section 11: Dignity at Work for further information.

4.9 Housekeeping Policy

Personal Safety

- Good housekeeping contributes to personal safety and fire prevention in the workplace.
- Always use a tidy and systematic method of working.
- Rubbish, empty containers, and wastepaper can be hazardous; please ensure they are disposed of correctly at the end of each day.
- Follow infection control procedures when dealing with first aid situations.
- Cover all cuts to prevent cross-infection
- Wear gloves when handling biological waste, e.g. blood

Clear Access

- Never block or obstruct doorways, gangways, corridors, or stairs.
- Do not tamper with door closers.
- Do not leave drawers and doors open unnecessarily
- Do not trail cables or flexes across the floor.
- Only carry out cleaning duties at low activity times.

Spillages / Breakages

- All spillages must be dealt with as they occur.
- If in doubt about what 'best practice' is, please ask.
- No dangerous chemicals or substances are allowed on the premises.
- Never put sharp objects such as broken glass into waste bins without wrapping the items carefully to protect those emptying the bins.

Storage

- Ensure that shelves are not overloaded and that heavy objects are stored at working height where they will be easier to handle.
- Never store materials where a young person can access them.
- Use steps or ladders to reach items at height. Never climb on benches, tables, or chairs.

Recycling

- RYS seeks to recover and recycle as much material as possible, including wastepaper and glass.
- Check and make use of the recycling arrangements.
- All materials must be free from contamination before being placed in recycling containers.

4.10 Electrical Safety Policy

RYS is committed to ensuring that all infrastructural systems on the premises are safe and fit for purpose. To achieve this, all electrical supplies and connections are maintained per NSAI requirements and from information provided by the Health & Safety Authority.[8]

Electricity can cause burns and may also affect the brain, heart, and lungs, causing severe injuries. Overloaded circuitry may generate heat, creating a potential fire hazard. Electrical equipment also presents the additional risk of tripping from unsecured supply cables.

Please follow these guidelines to reduce the risk of electrocution:

- No employee is permitted to carry out electrical repairs or maintenance unless authorised.
- Visually check equipment and report any faults promptly. Any faulty equipment detected must be removed from service, labelled, and, if safe to do so, unplugged from the main supply. Inform the Manager/Health & Safety Coordinator(s) or complete a **Safety Observation Report Form.**
- Use only correctly grounded equipment.
- Watch for wires and connections that are damaged, worn, or broken.
- Do not use damp or damp electrical equipment that may have been submerged in water. Do not handle any electrical equipment with wet hands with wet hands, including cords and plugs.
- When unplugging an appliance, remove the plug rather than pulling on the cord.
- If the plug casing is hot or damaged in any way, please report it or complete a Hazard Report Form.
- Do not ever use water on an electrical fire. Use only an extinguisher explicitly designed for electrical fires. Know the nearest fire extinguisher and break glass unit closest to your workstation.
- Mobile Phone chargers should always be unplugged after use – do not leave a phone charger plugged in when disconnected.
- Extension Reels must be fully unwound before use.
- If you use a multi-socket extension, please ensure it is not overloaded. The maximum power permitted through such a unit should not exceed 13 Amps.
- Appropriate doors must always protect live electrical equipment; panel covers, other devices and live equipment must never be left unattended while exposed.
- RYS's policy is to employ only competent Contractors to carry out electrical work. All contractors will be RECI-registered. All contractors must submit copies of their insurance before commencing any tasks.

[8] http://www.hsa.ie/eng/Topics/Electricity/

4.11 Safety Observation Reporting Policy

RYS recognises the part that its employees have to play in reporting hazards and safety observations in the workplace. What may appear minor may lead to an Accident or Incident, so we encourage the reporting of hazards.

Our reporting structures are informal in most situations, but a **Safety Observation Form** should be completed should a Manager be unavailable.



A **"Safety Observation Form"** is available at this link, Safety Observation Report Form - RYS or you can scan the QR Code.

Our policy is to ensure that all reported hazards are managed as soon as possible and with the input of employees to provide a safer working environment for all parties.

4.12 Driving for Work Policy

Our policy is to promote a safe driving culture through information, continuing education, and awareness of the driver's responsibilities.

To aid in the promotion of a safe driving culture, we have developed a **Code of Conduct for Safe Driving**, which states:

"While driving vehicles for work, employees should comply with traffic legislation, be conscious of other road users, and always apply safe driving techniques. We ask that all drivers remember they are brand ambassadors for RYSs and are always expected to demonstrate professionalism and courtesy."

Terminologies

Driving includes any person who drives on the road as part of their Work either in:

- A vehicle provided by their employer or
- They own their own vehicle and receive an allowance or payment from their employer for distances driven.

Commuting to work is not generally 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 regular place of work.

Legislation

Under the terms of the Road Traffic Act 1961, holding a mobile phone in your hand or supporting it with another part of your body (for example, between your head and shoulder) while driving is an offence. The only exception is if you are calling emergency services on 999 or 112.

Accessing information on your phone while driving is an offence, even if it is secured into a hands-free system. Using a hands-free system, you can legally talk on your phone, but the Road Safety Authority strongly advises against this.

The penalty for using your phone while driving is a fixed charge of €120 and 3 penalty points. This penalty increases to a fixed charge of €180 after 28 days, and 5 penalty points and a more significant fine can be imposed if it goes to court because of non-payment.

Safe Driving by Employees

Always drive with care and courtesy. The following points are made to ensure you drive professionally and with respect:

- Carry out pre-journey check.
- Switch off your mobile phone while driving, and check for messages during scheduled breaks.
- Avoid being distracted by phones, handheld devices, passengers, or satellite navigation when driving.

- Make sure you have a safe and comfortable driving position,
- Drive with seat belts fastened and ensure all passengers wear their seat belts before driving.
- Drive with lights on at all times,
- Observe and obey road safety signs, in particular road signs warning of road works,
- Observe and obey speed limits,
- Stop driving if you are feeling tired or sleepy; find somewhere safe to rest straight away,
- Report any collisions or near misses to Gardaí and your employer,
- Always park legally.

Safe Journey

Almost all road collisions involve human error, ranging from simple mistakes to deliberate, dangerous and illegal behaviour. Every year, people are killed in crashes in which someone was careless, reckless or in a hurry. Speed is the single most significant contributory factor in vehicle collisions. There are some straightforward steps drivers can take to make their journey safer:

- Allow plenty of time so you are not under pressure to drive at an unsafe speed.
- Plan and note your route before setting out.
- Plan for the safest route, avoiding urban and residential areas, particularly schools.
- Try to use dual-carriageways and motorways where possible,
- Check travel and weather information before travelling and during your journey.
- Slow down or even cancel your journey in severe weather conditions such as heavy rain, fog, high winds, ice or snow,
- Always use daytime running lights.
- Plan when and where you will take breaks. A Rule of thumb is a 15-minute break for every two hours driven,
- Always drive safely and legally.
- Be courteous and considerate of all other road users when driving for work.

Insurance Indemnification – Grey Fleet Policy

Our policy is to seek indemnification from employees driving for work activities. Employees who use their vehicles for work must inform their insurance company of their work requirements and seek an insurance indemnification. The Insurance Indemnification must be provided to us if requested.

Parking Facilities

Our policy is always to respect our neighbouring businesses and not interfere with their right to park. When parking your vehicle, please ensure it is locked and all valuables are removed from display. Rutland Youth Service cannot accept any responsibility for damage to vehicles parked at our offices or other work locations.

Reverse Parking Initiative

RYS advocates “Reverse Parking” as part of our Safety Initiatives. It is statistically safer for drivers and pedestrians.

- When you reverse into a parking space, you avoid backing out blindly into oncoming traffic or the path of pedestrians. You can see your surroundings more clearly.
- In an emergency, getting into your vehicle and driving straight out is much quicker.
- Reversing close to a wall may deter thieves from breaking into your boot as there will not be enough space for them to work.
- Driving forward into a parking space is a false economy regarding overall manoeuvring time and safety. You will spend just as long (if not longer) trying to reverse out of the space safely, so it makes sense to do it safely into the space.
- If anything should happen to your engine – for example, leaving your lights on and the battery going flat – you will have easy access to the bonnet if you have reversed parked.
- It's more fuel-efficient. According to research from the Institute of Advanced Motorists, as reported by AVIVA UK, reversing out of a parking space with a cold engine uses 20 to 25 times more fuel in the first few seconds than driving directly out. Doing that several times a week adds up fuel costs, not to mention engine wear and tear.

4.13 Slips, Trips and Falls Management Policy

It should be noted that slips, trips, and falls are common injuries, and the most common cause is poor housekeeping. Our standards are excellent, and we acknowledge employees' efforts to maintain these standards. Our policy is to prevent slipping, tripping, and falling on our premises through a combination of excellent housekeeping measures, employee awareness /education, and a proactive approach to removing hazards that could cause slips, trips, or falls.

The Health & Safety Authority statistics indicate that the estimated cost of all slipping and tripping hazards in the Irish workplace to employers is over €70 million a year when all costs are considered.

Definitions

Slips may be caused by substances such as water, grease, oil, granules, plastic wrapping, packaging, leaves, ice, etc., arising from the working conditions or, in some cases, the weather.

Trips can be caused by electric cables across walkways, curled-up or worn carpets, uneven floor surfaces and steps, or discarded work items.

Slips or trips may cause falls or when adjacent surfaces are at different levels, leading to persons losing their balance because they had not anticipated the change in level. Slips or trips on stairs are particularly dangerous.

- All walkways, corridors, and passageways must be clear and accessible.
- Floor surfaces are provided with non-slip finishes.
- Floor mats used at all doorways or in walkways will be of the non-slip variety.
- Good lighting is maintained in passageways.
- Floor cleaning operations shall be conducted at quiet times to not endanger those walking in the area.
- Cables should not be left trailing on the floor
- Damaged flooring must be reported in a timely fashion.

4.14 Contractor Management Policy

A contractor is defined as a person or organisation which signs a contract to do specific work for payment within a specified time. All contractors involved in work activity must comply with our safety, health, and welfare policy.

It is our policy that Contractors carrying out work must:

- Be competent to carry out the work.
- Have adequate resources to carry out the work.
- Provide copies of their own Safety Statement and Insurance – Public Liability & Employers Liability to us.
- Prepare method statements/risk assessments for assigned job-specific tasks.
- Submit all documentation before the commencement of work activities for work approval – failure to do so may result in job cancellation.
- Ensure that work activities do not affect the well-being of our employees or anyone connected with us.
- Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
- Cooperate with us on all work activities to ensure compliance with policies and procedures.

Approved Contractors

RYS engages with several approved contractors and suppliers as required. A list of approved Contractors and Suppliers is available from our Manager.

Responsibility of Contractors

The following duties are allocated to our contractors:

- All contractors are expected to comply with our safety, health and welfare policy and must ensure that their own Health & Safety Statement and Risk Assessments Method Statements (RAMS) are available while work is being carried out.
- All work must be carried out considering the safety of all parties.
- The Contractor must have adequate insurance coverage, which must be submitted before the commencement of work activities.
- Contractors must not commence work until all parties read, understand, and accept the relevant safety procedures.
- Contractors will take reasonable care of themselves and others who may be affected by their acts or omissions and will cooperate with us as appropriate.
- All plant and equipment brought onto our sites by Contractors must be safe and in good working order, fitted with any necessary guards and safety devices and have all the required certificates available for inspection.
- Any injury a Contractor's employee sustained must be reported immediately to their designated contact person.

Further Information

To ensure compliance with legislation, we will provide contractors with the relevant sections of our Safety Statement to ensure that they are both aware of and can take account of the hazards in our workplace.

4.15 Welfare Provision Policy

Following the Safety, Health and Welfare at Work General Application (Welfare) Regulations 2007[9], we are committed to providing welfare facilities which are available to all employees, which includes the following:

- Adequate toilet facilities are maintained in a clean and hygienic condition.
- Clean and adequate hygiene facilities.
- Areas for eating foodstuffs in the Kitchen area.
- Adequate washing facilities (including hot water where necessary).

Employees are obliged to care for these facilities and must not misuse them. All welfare provisions should be maintained in a clean and safe condition.

Regular cleaning and housekeeping measures are in place, and all personnel are expected to contribute to these measures.

We have a high standard of housekeeping, and we acknowledge everyone's effort.

[9]http://www.hsa.ie/eng/Publications_and_Forms/Publications/General_Application_Regulations/gen_apps_workplace.pdf

4.16 Manual Handling Policy

Our policy is to operate a safe working environment to reduce the risk of injuries caused by improper manual handling techniques. Manual handling varies from low to high, and particular care is required when carrying out any manoeuvres involving children. Our policy is to assess and reduce the risk of injury that can be avoided from manual handling operations.

The hazards associated with manual handling are known as T.I.L.E., which refers to the task, individual, load, and environment. Our policy is that an employee is responsible for carrying out **Specific Risk Assessments** on moving and handling operations. This means Assessing the risk before the Task is done.

The Institute of Occupational Medicine provides the following information as a guide for safe moving and handling operations:

- **A**ssess the Load and Plan the lift – always use mechanical help if possible
- **B**road stable base to increase stability and maintain a good posture
- **C**reate a firm and safe grip using handles if possible
- **D**o slightly flex your back, hips, and knees to spread the load factor
- **E**nsure the load is close to the body to keep it close to your centre of gravity
- **F**urther Flexion of your back is to be avoided
- **G**uard against twisting because of damage to the discs – turn using your feet
- **H**ead up to reduce the risk of injury in the neck and shoulders – look up!
- **I**n movement – move smoothly to ease the strain on soft tissue and joints, and be careful that you do not
- **J**erk – leave the load down smoothly

4.17 Occupational Health Policy

RYS is committed to the health and well-being of all employees and strives to ensure that occupational health hazards are eliminated from the working environment. Promoting a healthy work-life balance is a value we encourage. Employees are not generally regularly exposed to hazards such as high levels of noise or vibration, asbestos fibres, ionising radiation, hazardous chemicals, or biological agents that would require regular health surveillance.

At the discretion of RYS, employees may be required to undergo a medical assessment by a registered medical practitioner if a suspected work-related issue arises.

Any employee who is under medical supervision or on prescribed medication and who has been certified fit for work should notify us, in confidence, of any known side effects or temporary physical disabilities that could hinder their work performance and which may be a danger to either themselves, their fellow workers or any child they are interacting with. This will be considered when assigning work activities.

Management must be aware of any medical conditions affecting an employee, such as epilepsy, which may need to be considered when organising work.

In compliance with Section 22 of the Safety, Health, and Welfare at Work Act 2005[10], we are required to:

- Ensure that health surveillance is made available to all employees following the health and safety risks present in the place of work, considering any state-provided health surveillance.
- Ensure that this health surveillance is available at regular intervals.

Health surveillance means the periodic review (for protecting the health and preventing occupationally related diseases) of employees' health so that any adverse variations in their health, which may be related to working conditions, are identified as early as possible.

Mental Health Awareness

Everyone is aware of their physical health, as is evident daily. As crucial as your Mental Health!

Our policy is to provide an environment where employees proactively deal with mental health issues.

[10] **22.**—(1) Every employer shall ensure that health surveillance appropriate to the risks to safety, health and welfare that may be incurred at the place of work identified by the risk assessment under *section 19* , is made available to his or her employees.



Consider your mental health as you would your physical health – remember that it takes courage to talk about your mental health, which is why we encourage employees to speak openly about issues.

If you need help, get help – do not suffer in silence. Approach a Workmate or Supervisor and tell them how you feel – don't be afraid! Please ask us if you have any concerns, and we will direct you to the most appropriate service or provide support from within our resources.

We strongly advise that anyone who feels that their physical or mental health is an issue is asked to discuss any concerns they may have with us in the strictest confidence. We will provide the necessary guidance and assistance within the company's resources.

4.18 Smoke-Free Workplace Policy

We are committed to providing all our employees with a healthy, smoke-free environment. In accordance with legislation[11], smoking is not permitted within our premises. Smoking is only allowed outside the premises, and this area must be kept clean, tidy, and waste-free.

We have consulted with our Health & Safety Advisors on the current information on Electronic Cigarettes / Vaping Products and other similar devices. Due to the lack of concrete evidence on the health implications of such products, we have decided that using e-cigarettes or similar vaping products / nicotine-containing products is not permissible within our premises.

No Smoking or Vaping is permitted in front of young people.

No Smoking or Vaping is permitted in vehicles operated by the service.

To aid in the health and well-being of all, employees are advised that information on how to quit smoking is available from the National Smokers' Quitline on Callsave1850 201203.

[11] S.I. No. 481/2003 - Tobacco Smoking (Prohibition) Regulations 2003

4.19 Personal Protective Equipment Policy

The Safety, Health and Welfare at Work (General Application) Regulations 2007 stipulate that Personal Protective Equipment (PPE) must be provided where it is not possible to avoid or limit the risk or to protect the people through collective measures.

It is important to recognise that due to the type of work carried out on our premises, the requirement for PPE is low. This policy will be reviewed should there be any changes in circumstances.

The person leading an activity is responsible for carrying out a **dynamic risk assessment** to identify if there is a need for Personal Protective Equipment.

Any activities containing any health hazards, such as spray painting and face masks, are provided and must be used.

4.20 New and Expectant Mothers Policy

The Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations 2007 places a duty on employers to assess the risks to determine any possible effects on new/expectant mothers resulting from any activity at the place of work.

Female employees are required to advise the Manager should they become pregnant or a "new" mother (that is, a woman who has given birth within the last four (4) months and who is breastfeeding- within 26 weeks of giving birth).

On receipt of a formal notification of pregnancy, recent birth, or breastfeeding – a medical certificate must be produced, and a Pregnancy Risk Assessment will be undertaken – this is completed in confidence and filed in the employee's personnel file. Where specific issues arise, a referral will be made to an Occupational Health Provider for specialist advice if required.

Preventive or protective measures will be taken when the assessment reveals a risk. Employees must cooperate with any changes made because of risk assessment related to the employee's condition.

This risk assessment will analyse several factors:

- Physical Agents
- Chemical Agents
- Industrial Processes
- Working conditions, etc.

We will identify those tasks that present a risk to pregnant or breastfeeding employees. Following a risk assessment of those tasks, changes and controls will be introduced, where practicable, to reduce or eliminate the risks. Where suitable controls cannot be added to reduce the risk sufficiently, once an employee advises management of her condition, arrangements will be made to transfer the employee to tasks that do not present a risk.



A sample copy of the procedure for "**Pregnant Employee's Risk Assessment**" is available at the following link: Expectant Mother's Risk Assessment Form - RYS or scan this QR Code:

4.21 Stress Management Policy

We recognise workplace stress as a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. Workplace stress arises when a person's demands exceed their capacity to meet them. Stress has been defined as "*the adverse reaction people have to excessive pressure or other types of demand placed on them*".

This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health. The main hazards resulting from stress include poor working relationships, poor communication, lack of control, ill-defined work roles, dull, repetitive work, demanding tasks, violent situations, etc.

While we have no control over external factors, we are committed to identifying workplace stress sources and will act to reduce or, where possible, eliminate those causes of stress within its control.

RYS encourages employees to balance the business, social and personal aspects of their lives. Employees who feel that stress has become an issue should consult their Line Manager for advice and support.

It is the policy of the RYS to provide external support to employees to assist in managing cases of stress. Counselling may be offered to employees who need additional support beyond what is already provided by the organisation.

4.22 Lone Working Policy

RYS is cognisant of the risks that may arise when employees work alone. While we recognise that from time to time, employees may be required to work alone, we expect a high level of personal responsibility from individuals. It is important to note that the opportunity to work alone is a rare exception. Our policy promotes safe working practices and heightens employee awareness regarding safety issues when working alone.

The policy also applies when carrying out known high-risk activities, including:

- Working in isolated areas
- Working within known high-risk areas
- Lone working out of hours.
- Times when carrying high-value equipment, e.g. Laptop.
- Times travelling between sites, homes, and offices.

Employees are advised that when working alone, they must be equipped with a mobile phone.

Working with young people is detailed in our “Lone Working Policy”, which all employees must be familiar with and adhere to best practices and standards.

4.23 Intoxicants and Substance Abuse Policy

We are committed to providing a workplace free from risks to health and safety. Our policy promotes the well-being of everyone working with the organisation, including physical and mental health.

Drugs or intoxicants such as alcohol can affect concentration, coordination and performance. It is recognised that the effects of the above may spill over from one's private life into the workplace, resulting in inefficiency, accidents, and absenteeism. Abuse of the above may lead to personal and work-related problems.

Definition

Drug or intoxicant issues will be those that incorporate a variety of behaviours caused by the misuse of such substances and which may be deemed problematic to the individual, to the organisation or those associated with it. The definition of 'drugs or intoxicants' is any substance, legal or otherwise, that may affect your behaviour or ability to carry out your everyday activities.

Personal Responsibility

It is the personal responsibility of all employees to take responsibility for their own actions and adhere to our policy. Individuals who feel they may have a substance-related problem, or indeed who think that another individual has, have a responsibility to bring this to our attention in a confidential manner.

All employees are advised to be familiar with our policy, which is contained in the RYS Employee Handbook.

RYS Policy – Work Events

Our policy is that no alcohol can be consumed at work-related events when representing the organisation unless specific permission has been given by the Manager or a member of the Board of Directors.

4.24 Violence and Aggression in the Workplace Policy

Violence at work occurs when people are verbally abused, threatened, or physically assaulted in circumstances related to their work. The potential opportunity for such incidents is extremely low.

Our policy is that no form of violence, the threat of violence in any form, physical, verbal or otherwise, will be tolerated. Our policy is to act using whatever means to prevent such occurrences in our workplace. It is a policy that we operate a “Zero Tolerance Policy” for all incidents of Violence and Aggression in our workplace or any activity connected to our service.

Risk Control

The Profile of the Perpetrator

To understand violence in the workplace, we must consider some factors of the perpetrator:

- **Personality:** A history of violence or aggression or a confused mental state / psychiatric illness.
- **Alcohol and drugs:** Alcohol and drug consumption are a factor in many assaults.
- **Violent expectations:** People will sometimes approach situations prepared for confrontation.

The Profile of the Work Environment

- **Lone Workers:** Isolation from colleagues may put employees at increased risk and make them feel more vulnerable to violence.
- **Job Location:** This can affect an employee's risk of becoming a victim of assault, as certain areas may have higher rates of violent crime. Mobile employees should be aware of locations that have a history of violent incidents. Known high-risk areas should be identified to employees.

The Effects of Violence at Work

The following effects must be considered as effects of violence in the workplace:

- **Physical:** The injury may require first aid treatment or hospital referral. Costs could include absenteeism, employer's liability premiums, and work-related compensation.
- **Psychological:** loss of self-confidence, lower morale of the workforce. If untreated, it could develop into behavioural problems, anxiety, depression, or post-traumatic stress disorder.

Awareness of Risk Factors

The following is a non-exhaustive list of signs that could indicate violent intent. Employees should look out for any or a combination of these signs.

- raised voice
- rapid breathing
- fixed gaze

- clenched fists
- signs of tension
- restlessness
- eyes bulging
- sweating
- trembling
- change in colouring: becoming red on the face
- an indication of alcohol or drug use

Techniques that can be used to dissolve a potentially violent situation

- Conflict resolution and non-confrontational styles of approach, e.g. keeping the palms open, using a calm voice, tilting the head.
- Alternate means or routes of appeal should be provided to persons with a grievance. Referring a dispute to a more experienced colleague can be a helpful de-escalation technique. For example, if the employee cannot resolve the issue, they can inform the person that it will be referred to a more senior employee and assure them that their complaint is being taken seriously and will be dealt with.
- If an employee cannot dissolve the situation and feels in danger, they should terminate the meeting. A full report of the meeting should be documented and kept on file.
- Sometimes, the employee may be able to influence the occurrence of violent behaviour by being sensitive to changes in potential assailants' body language; they may be able to alter their own accordingly and avert violent confrontation.
- Previous training to deal with potentially violent situations helps employees behave confidently, reducing the chance of situations escalating to a physical, violent stage.

Procedure for Reporting Incidents

Our policy is to reduce the likelihood of workplace violence by any means possible. While this module is designed to promote employee safety, we cannot eliminate the possibility of a violent incident occurring. In the event of such an incident, an employee must:

- If necessary, report the incident to your Line Manager as soon as possible after the incident.
- The Line Manager is responsible for deciding the procedure for contacting the police and/or seeking medical treatment.
- An **Accident-Incident Report Form** in compliance with our Accident / Incident Reporting Policy must be completed immediately after the incident.

Support and counselling will be made available to any employee who requires it. This can be informal from colleagues or more formalised counselling from appropriately trained professionals.

We have included a Sample Notice for display entitled – "**Zero Tolerance on Aggression and Violence Policy**", which is available in the Appendix of this document.

4.25 Training Policy

RYS's policy ensures that adequate training is made available as required[12]. Training and induction will be provided for all new and existing employees. Training will be provided following the introduction of new equipment and materials, changes in legislation, new Codes of Practice or because of accident/incident analysis.

It is recognised that specific training may be required for certain tasks and operations. The required training will be provided in consultation with our appointed contractors or specialist training organisations in such cases. Where personnel consider their training or skill level inadequate or do not provide adequate competence to carry out a task, they should raise this issue with their line manager.

Training records will be kept for 10 years, and refresher training will be provided when necessary. Training arrangements will be reviewed, monitored, and updated as required.

Induction training is essential in communicating specific health and safety information to employees, contractors, and other relevant persons when they arrive on-site.

It is our policy that Health & Safety Induction & Orientation Training will include the following information:

- Specific hazards associated with the Service and the control measures in place
- Roles and responsibilities of personnel assigned to the worksite
- Emergency procedures where relevant and applicable
- Local arrangements for welfare facilities.

[12] Section 8 and 10 of the Safety, Health & Welfare at Work Act 2005

4.26 Hazardous Substances Policy

The general use of hazardous substances on the premises is low and should not be considered a significant risk factor. All materials used must follow the Globally Harmonised System for the Classification, Labelling and Packaging Regulations 2015[13]The following general requirements apply to all substances used or stored on site:

- The Health & Safety Coordinator(s) will maintain Safety Data Sheets (SDS)for all chemicals or substances brought into the premises. These provide detailed information on each substance used. Employees should review these to ensure that all necessary precautions are taken. All employees or those potentially affected by using substances should be consulted regarding proper handling techniques and emergency procedures.
- A small amount of chemicals can be hazardous for a young person, and a high awareness of the risk factors will help reduce the opportunity for exposure.
- Containers of dangerous substances must always be correctly labelled following GHS/CLP regulations. This label should contain information on the necessary precautions, any physical, health or environmental hazards that apply, and the appropriate hazard symbol.
- Cleaning chemicals are stored in the cleaning cupboard.
- Substances should not be transferred to an unlabelled container at any time.
- Hazard labels are present on all chemical containers. They contain all the necessary information to allow a person to use the product safely.
- Where contractors require hazardous chemicals to complete their work, they must first inform us and, where instructed, conduct a risk assessment before bringing any chemicals on site. Contractors will be held liable for any injury or damage caused by hazardous substances brought on-site without the approval of management.

The following information on Hazardous Substances is provided for information purposes only. It should not be considered a definitive interpretation of the relevant legislation.

Hazard Labels

The new format for labelling, as dictated by the GHS-CLP Regulations 2015, is detailed below:

[13]https://ec.europa.eu/growth/sectors/chemicals/classification-labelling_en

The Basic Parts of A GHS-Compliant Label



1. **Product Identifier** - Should match the product identifier on the Safety Data Sheet.
2. **Signal Word** - Either use "Danger" (severe) or "Warning" (less severe)
3. **Hazard Statements** - A phrase assigned to a hazard class that describes the nature of the product's hazards
4. **Precautionary Statements** - Describes recommended measures to minimize or prevent adverse effects resulting from exposure.
5. **Supplier Identification** - The name, address and telephone number of the manufacturer or supplier.
6. **Pictograms** - Graphical symbols intended to convey specific hazard information visually.

Sample label courtesy of Weber Packaging Solutions • www.weberpackaging.com

	**Exploding bomb** (for explosion or reactivity hazards)		**Flame** (for fire hazards)		**Flame over circle** (for oxidizing hazards)
	**Gas cylinder** (for gases under pressure)		**Corrosion** (for corrosive damage to metals, as well as skin, eyes)		**Skull and Crossbones** (can cause death or toxicity with short exposure to small amounts)
	**Health hazard** (may cause or suspected of causing serious health effects)		**Exclamation mark** (may cause less serious health effects or damage the ozone layer*)		**Environment*** (may cause damage to the aquatic environment)
	**Biohazardous Infectious Materials** (for organisms or toxins that can cause diseases in people or animals)				

Safety Data Sheet Information Brief

Safety Data Sheets (SDS) provide more detailed safety information on hazardous substances than could be put on a safety label. Each section contains specific information about the chemical for which the SDS is prepared. Chemical manufacturers and suppliers must provide comprehensive Safety Data Sheets to their customers under the UN-approved GHS System. The SDS must follow the approved format, which has 16 sections. The following serves as an aid in helping you to understand what information you should be aware of and what information you need to consider when completing the risk assessment for the chemicals you use.

Section 1:	Identification of the substance/mixture and the company - contains contact details of the person/company responsible for supplying the chemical and the emergency telephone number to contact in case of an emergency.
Section 2:	Hazards Identified - details the chemical's hazards. This will help you assess the risk and what harm it can do to your health and the environment.
Section 3:	Composition/Information on ingredients - if the chemical you are using is a preparation (mixture), this section will give you information on the hazards of each of the individual substances in the preparation.
Section 4:	First Aid Measures - details the first aid measures you must take in case of an accident while using the chemical.
Section 5:	Fire Fighting Measures – details the correct type of fire extinguisher to use when fighting a fire involving the chemical.
Section 6:	Accidental release measure - details what actions need to be taken if there is an unintentional release of the chemical, such as what protective equipment to wear and how to clean up the spill.
Section 7:	Handling and storage - details on safely handling and storing the chemical. The information in this section should be used to help you implement safe procedures for working with chemicals.
Section 8:	Exposure controls/personal protection - details the steps you need to take to reduce exposure and the personal protective equipment you need to wear when working with the chemical to protect yourself.
Section 9:	Physical and chemical properties - Provide detailed information on the physical/chemical properties of the chemical.
Section 10:	Stability and reactivity - contains details of any hazardous reactions that may occur if the chemical is used under certain conditions.
Section 11:	Toxicological information – contains information on toxicological effects.
Section 12:	Ecological information – contains information on toxicity, persistence and degradability, bioaccumulative potential, mobility in soil and other adverse effects.
Section 13:	Disposal considerations - explains how the chemical should be disposed of correctly.
Section 14:	Transport Information - contains information relating to the transportation of the chemical.
Section 15:	Regulatory information - contains the details of the chemical classification as given on the label. Cat 1-4, with 1 being the highest risk and 4 lowest.
Section 16:	Other information - gives any additional information relevant to the chemical, e.g. training advice – supplemental information.

4.27 Radon Protection Policy

Radon is a naturally occurring radioactive gas from the decay of uranium in rocks and soils. It is colourless, odourless and tasteless and can only be measured using special equipment. When radon surfaces in the open air, it is quickly diluted to harmless concentrations, but when it enters an enclosed space, such as a house or office, it can sometimes accumulate to unacceptably high concentrations.

As a known carcinogen, in the same category as tobacco smoke and asbestos, radon is a cause of lung cancer. Up to 300 cases of lung cancer in Ireland every year can be linked to radon. These lung cancer cases are principally associated with exposure to radon in the home, but exposure in the workplace is also a contributor.

Certain areas of the country are more likely to have a high number of homes with excessive levels of radon, and these areas are known as High Radon Areas. They can be found on the EPA Radon Map of Ireland[14]. The map was produced from a national survey of approximately 11,000 homes.

Based on current knowledge, it is estimated by the Environmental Protection Agency (formerly – the Radiological Protection Institute of Ireland) that in Ireland, for the population, a lifetime exposure (70 years) to radon in the home at a Level of 200 Bq/m3 carries a risk of about 1 in 50 of contracting fatal lung cancer.

Since July 1998, every new building has been required to incorporate some radon preventive measures following the Building Regulations at the time of construction. The needed protection depends on whether the site is located within a High Radon Area.

A "High Radon Area" is one in which more than 10% of houses are predicted to have more radon levels than 200 Bq/m3. The EPA and the Radiological Protection Institute of Ireland (RPII) have produced a national map of these areas. An approved radon measurement service should monitor radon levels in high-risk areas.

Having consulted the Radon Map, the premises of RYS are deemed to require testing.

Location	Radon Level – Testing Advised (Yes/No)
21 Summerhill Place	No
Sean Treacy House	No

[14] http://www.epa.ie/radiation/radonmap/

Radon Testing Services

The EPA approves the following companies for testing purposes:

Registered Radon Testing Service	Telephone Number	Email
Alpha Radon	086 847 0449	info@alpharadon.ie
Radon Aware Group	086 233 1116	info@radonawaregroup.ie
Radon Ireland	021 733 4880	info@radonireland.com
Radonova	00 46 709 368 312	info@radonova.org

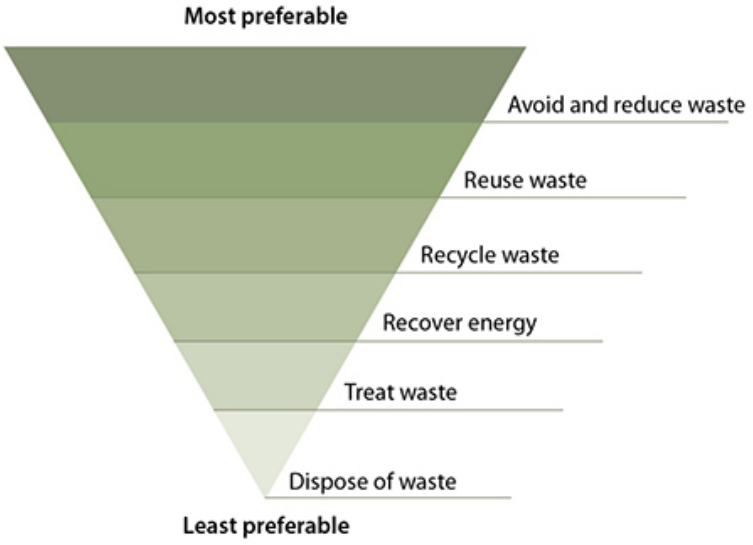
4.28 Waste Management Policy

Waste is legally defined as "*any substance or object that is discarded or is intended or required to be discarded"*. There is a statutory duty of care under the Waste Management Act 1996 and the Waste Management Act (Amendment) 2001 to deal with all waste properly.

Waste handling represents, typically, three key hazards:

- **Manual handling:** Those responsible for gathering up the waste and transporting it to central collection points are exposed to risks associated with the weight and bulk of the waste they are moving.
- **Fire:** Waste, as it accumulates, represents a fire hazard.
- **Contamination:** Some types of waste, including food debris and materials generated during first aid treatment, are potential sources of personal contamination.

The "Waste Hierarchy" is a tool used to evaluate the process of waste management from most favourable action to least favourable action. The waste hierarchy aims to extract the maximum practical benefits from products and to generate the minimum amount of waste.



The Waste Hierarchy advocates the principles of the three R's (3R's) – Reduce, Reuse and Recycle.

It is our policy to apply the principles of the 3Rs to reduce our waste production. A range of measures may be used to ensure that the 3Rs are practised, and we will apply such actions that are reasonable and practical. Various waste bins are allocated on the premises, and employees are responsible for keeping this area clean to reduce slipping and tripping hazards and rodent infestation.

Waste Management Contractor

RYS has engaged licenced waste management contractor(s) to manage our waste:

- City Bin Company for general waste management, compost and recyclable materials.

5: Measuring Safety Performance

5.1 Introduction

Our policy measures, monitors, and evaluates our safety, health, and welfare management system to ensure it is robust, compliant, and in line with best practices. This can be done in simple ways.

For example, performance can be measured against agreed standards such as:

- Legislative requirements or changes in the same.
- The Safety, Health, and Welfare Policy and the risk assessments for the Service.
- Safety, health, and welfare objectives.
- Accident / Incident Rates.
- External Agency Reports, E.g. External Audits.
- Concerns expressed by employees.

This will reveal when and where improvement is needed and how effectively the Safety Management System functions.

Health & Safety should be included at all Management and Board Meetings as a fixed agenda item, and any items discussed and noted as they arise. For example, if a fire drill is carried out, it should be noted in the Meeting Minutes.

We will ensure that the safety statement is being implemented and note any issues arising – this will be done by formal and informal auditing services conducted internally and externally. Employees ' self-monitoring ensures that operating conditions, equipment, or legislation changes are considered.

As the Safety Management System grows, the performance measurement tools become more defined. Definitive Key Performance Indicators can be agreed upon, e.g., Annual Review of the Safety Statement / Accident Statistics / Review of Risk Assessments / Employee Training Courses completed relative to safety, health, and welfare, e.g., Fire Safety Awareness Training.

6: Audit and Review – “Check” and “Do”

6.1 Purpose

Auditing and reviewing the Safety Management System is the “Checking” stage of the Safety Management Model – Plan, Do, Check, and Act.

This step enables us to maintain and develop our ability to reduce risks and ensure the system's effectiveness. It is our policy to evaluate the impact of the safety, health, and welfare plan at a pre-determined time (e.g., per 6 monthly cycles or annually), considering feedback from employees or other stakeholders, significant incidents and/or accidents, dangerous occurrences, new regulatory and legislative requirements, and other relevant developments.

Information produced by ongoing monitoring is used to review current policies and procedures and to help improve performance. This forms the “Do” of our Safety Management Model, which leads to “Continuous Improvement.”

6.2 Policy

Results from feedback and audits can be combined with information from measuring performance to improve our overall approach to safety, health, and welfare management. Considering the review and evaluation process, the safety statement is revised as necessary. All employees are informed of the full contents of the amended safety, health, and welfare statement.

6.3 Application

Our Auditing and Review Programme will be developed in consultation with employees to ensure our Safety Management System delivers on identifiable goals.

7: Health & Safety Statement Appendices

Introduction

The following appendices are prepared in support of the main body of the Health & Safety Statement.

A1: Display Screen Equipment Users Advice Note

Specific Requirements of Your Workplace

The specific requirements for the display equipment at your workstation are that the screen display contains well-defined characters, adequate line spacing, stable, non-flickering images, and user-adjustable brightness and contrast. This screen should be able to swivel, tilt, and be free of reflective glare.

The specific requirements for the keyboard are that it is tiltable, separable from the screen, comfortably positioned so that hands and arms can be supported, has a matte surface to avoid glare, and has legible symbols.

The specific requirements for your desk are that it is large enough for the flow of work, it has a low reflective surface, and you have enough space to find a comfortable position.

The specific requirement for your chair is that it is stable and adjustable in height and tilt, and a footrest will be provided where necessary.

No attempt must be made by any employee to carry out any repairs on computer equipment located on the premises.

How To Use A Workstation Effectively?

Correct posture

- Sit up straight in front of your keyboard and screen.
- Do not sit with your feet or legs crossed. Your feet should be flat on the ground, and there should be enough space under the desk/table to move your legs freely.
- Lower arms and thighs should be parallel to the ground. If possible, adjust your chair.

Using the keyboard

- Unless required, ensure the keyboard is not tilted on its back legs.
- Your wrists and fingers should align directly with your lower arms and not be bent as you type. This is important in preventing work-related upper limb disorders (WRULDs).
- Do not hammer at the keyboard when typing; do not overstretch your fingers.

Using the mouse

- Keep your mouse within easy reach. Wrists should not be bent or strained. The heel of the hand supported by an appropriate mouse mat (a combination type mouse mat) is often helpful.
- Flex your hands and fingers to prevent cramps and aches.
- Take frequent short pauses, take your hand off the mouse, and let your mouse arm hang straight down from your shoulder.
- Use alternative keyboard actions so that you are not continually using the mouse.
- Try occasionally changing your mouse from right to left-handed (or vice versa).

Avoiding eye and neck strain

- Avoid long work spells, which can lead to tired eyes and discomfort.
- Adjust your screen angle to avoid reflections, and use the blinds/curtains at the windows.
- If you notice an eyesight problem after viewing the screen, have your eyes checked. You may need a pair of glasses to work on your computer.
- Adjust the screen angle and height to prevent straining your neck. If you continually strain your neck, you will develop discomfort in your shoulders and back.

Take a break- change activity.

- We recommend that no work session be longer than 90 minutes without a change of activity of at least 5 minutes, e.g. making phone calls.
- If you have any aches and pains, these should be investigated, and the work session should be reduced to 30 minutes, followed by a 5-minute break.
- The rule for taking a break is called the 20:20:20 rule. Work for 20 minutes, and glance at an object for 20 seconds at 20 feet away.

Using Laptops and other Portable Computers

- Please do not use laptops for long periods.
- Do not work with your laptop/portable computer on your knees
- Make sure that you have the keyboard on a firm surface.
- Ensure the computer is at the right height for keying in and viewing the screen.
- Persons using laptops for more than 3 hours a day should consider purchasing a mouse, monitor, docking station, and laptop riser.

Problems

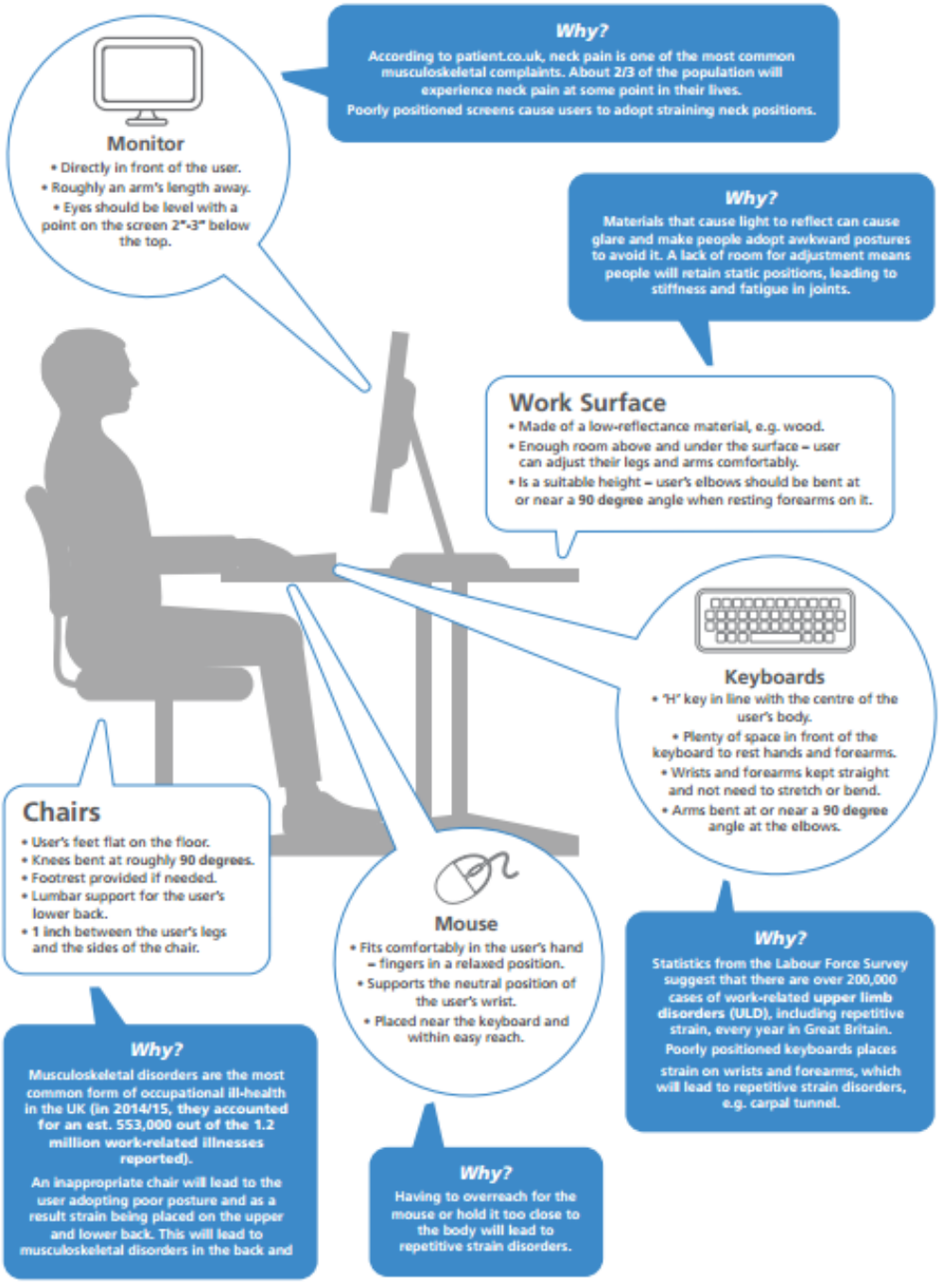
- You should see your doctor if you get aches, pains, tingling fingers, or headaches.
- If you are experiencing eye problems, you should have your eyes checked.

Please see the infographic below with further details.....

Desk Ergonomics

Preventing Musculoskeletal Disorders

Do you know what the risks are when working at a desk for prolonged periods? Do you know how display screen equipment should be arranged so users can work without experiencing strain whilst at their workstation?



Stretching and breaks

- DSE users should get up at least once an hour so to stretch and change their position.
- DSE users should carry out small exercises at or away from their desk to prevent prolonged strain.
- Users should take their designated breaks and break up long periods of DSE work with other tasks.



Why?

Regular stretching will relieve tension and strain, while breaks will give their body a chance to relax and recuperate after intense work periods.

A2: Guidelines for New and Expectant Mothers

Introduction

This guide provides an overview of the legal requirements in place to ensure the protection of those who:

- Are pregnant
- Have recently given birth
- Are breastfeeding

And to ensure the protection of the developing child.

Pregnancy is part of everyday life and is not an illness. Many women work during pregnancy, and many women return to work while they are breastfeeding. Because some workplace hazards may affect the health of the woman or her developing child, the Safety, Health and Welfare at Work (Pregnant Employees) Regulations 2007 provide specific protection during this period.

The requirements of the Pregnancy Regulations are in addition to the more general provisions of:

- The Safety, Health, and Welfare at Work Act 2005.
- The Safety, Health and Welfare at Work (General Application) Regulations 2007.

To prevent damage to the foetus during the early stages of pregnancy, it is essential that the potential risks during pregnancy are part of the routine risk assessment at each workplace and that this risk assessment is not left until pregnancy is notified and these specific regulations apply.

Specific Requirements

There are more specific requirements included in the General Application Regulations covering:

- Workplace (especially welfare arrangements)
- Work equipment
- Personal protective equipment
- Manual handling of loads
- Working with Display Screen Regulations

And in the Chemical Agents Regulations, the Carcinogen Regulations, the Biological Agents Regulations, and the Lead Regulations, which would require specific consideration during pregnancy.

Zero Tolerance Policy on Aggression and Violence

Welcome to Rutland Youth Service

The health and safety of our employees and young people are vital priorities for our management.

Please remember that employees have the right to work in a safe environment without fear of aggression or violence.

Please note that we reserve the right to ask you to leave the premises and will not provide any further service if you use any form of threatening behaviour, physical, verbal, racial abuse or discrimination of any kind towards our staff.

Your cooperation is much appreciated.

Yours sincerely

Management & Staff of Rutland Youth Service.

Instructions

Use this Notice as a Template. Print out and display at each premises.

8: Health & Safety Risk Management System

8.1 System Overview

Our policy is to identify hazards in the workplace, assess the risk to safety and health and control these risks as far as is reasonably practicable.

By the terms of the Safety, Health & Welfare at Work Act 2005-Section 19[15], all employees are legally obliged to follow the general principles of risk assessments. Accordingly, all employees are encouraged to participate in safety, health, and welfare issues by identifying potential hazards and ensuring a risk assessment where required.

Ongoing hazard inspections will be carried out periodically to ensure the information is updated, controls are adequate, and the risks are reassessed where necessary.

Definitions

A "**hazard**" is defined as "any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare of employees or another person(s)".

Hazards may be classified as:

- Physical
- Chemical
- Biological
- Environmental
- Ergonomic
- Human Factors

"**Risk**" measures the probability of the event occurring and the impact /extent of the injury, ill-health, or damage it may cause if it did happen.

8.2 Risk Matrix System

It is our policy to operate a **"5 x 5 Risk Matrix"** Scoring System based on the" **Likelihood"** of an event/accident or incident occurring and then the "**Severity"** of the event/accident/incident on our operations. The **Risk Formula** is expressed as Likelihood (L) x Severity (S) = Risk Rating. (L x S = R)

A **Risk Calculator** determines the Risk Level associated with a Task, Activity or Process.

Risks may now be classified as Unacceptable/High, Medium Risk or Low/Very Low Risk. A RAG (Red, Amber, Green) colour assignment assists in determining the risk management approach.

[15] https://www.irishstatutebook.ie/eli/2005/act/10/section/19/enacted/en/html

All RYS Risk Assessments are available in our RISK REGISTER FOLDER.

RED	The task, activity or process has inherent dangers, and risk controls are critical.
AMBER	Proceed with caution, but risk controls are mandatory.
GREEN	Proceed but adhere to the risk controls advised.

			Likelihood				
			Very likely It could happen at any time due to the factors involved.	**Likely** It could sometimes happen due to factors.	**Unlikely** It could happen, but variable factors indicate very rarely.	**Very Unlikely** It could happen, but factors indicate not.	**Extremely Unlikely** It could happen, but factors indicate it never will happen.
			5	4	3	2	1
Severity	Death / permanent disability/Closure of Operations	5	Unacceptable 25	Unacceptable 20	High 15	Medium 10	Low 5
	Severe injury / Major Disruptions to Services	4	Unacceptable 20	High 16	Medium 12	Low 8	Very Low 4
	Medical Care &>3 days absence	3	High 15	Medium 12	Medium 9	Low 6	Very Low 3
	First aid treatment required	2	Medium 10	Low 8	Low 6	Very Low 4	Very Low 2
	No First Aid Treatment is needed	1	Low 5	Very Low 4	Very Low 3	Very Low 2	Very Low 1

An Initial Assessment will indicate the "**Initial Risk Rating" with no control measures**. You must then document the appropriate Risk Control measures to reduce the risk to an acceptable level, referred to as the **"Residual Risk Rating".**

8.3 Risk Control Measures

Control measures include actions to reduce the potential of exposure to the hazard. For example, a simple control measure would be the secure guarding of moving machinery parts, eliminating the possibility of contact.

Action is required for hazards assessed as **High** or **Unacceptable** Risk. The steps required may include the following:

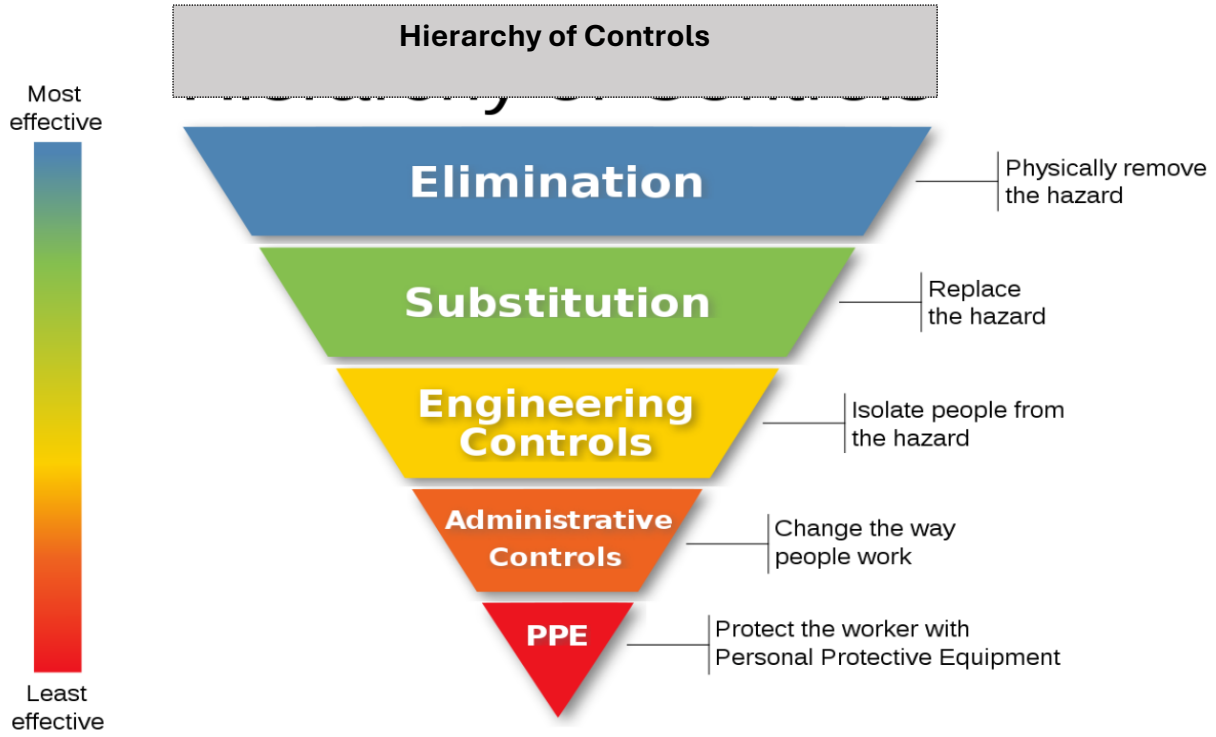
- Instructions for the immediate end of the work, process, activity, etc
- Isolation of the hazard until more permanent measures can be implemented.

Generally, the control measures will seek to eliminate any risk classified as unacceptable/high and reduce the potential of risks classified as medium or low.

When we look at control measures, we often refer to the **hierarchy of control** systems. The hierarchy of control is a system for controlling risks in the workplace. The hierarchy of control is a step-by-step approach to eliminating or reducing risks. It ranks risk controls from the highest level of protection and reliability to the lowest and least reliable protection.

8.4 Hierarchy of Control Measures

The Hierarchy of Control Systems minimises or eliminates exposure to hazards.



Elimination	Elimination of the hazard is not always achievable. However, it removes the hazard and eliminates the risk of exposure.
Substitution	Substituting the hazard may not remove all of the hazards associated with the process or activity. Instead, it may introduce different risks, but the overall harm or health effects will be lessened.
Engineering	Isolating the hazard is achieved by restricting access to plant and equipment or locking them away under strict controls in the case of substances.
Administrative	Administrative controls include adopting standard operating procedures or safe work practices or providing appropriate training, instruction or information to reduce potential harm and/or adverse health effects to person(s). Isolation and permit-to-work procedures are examples of administrative controls.
Personal Protective Equipment (PPE)	Personal protective equipment (PPE) includes gloves, glasses, ear defenders, aprons, safety footwear, and dust masks designed to reduce exposure to the hazard. PPE is usually seen as the last line of defence and is used in conjunction with one or more control measures.

8.5 RYS Risk Assessment Template

Risk Assessment Title:				**Risk Register:**	00
Assessment Date:	Click or tap to enter a date.	**Review Date:**	Click or tap to enter a date.	**Version No:**	1.0
Name of Assessor(s):		**Persons at Risk:**			
Risk Assessment Classification:	Choose an item.	**Reference(s):**			

Hazard	**Risk**	**Initial Risk Rating**			**Control Measure Applicable**	**Residual Risk Rating**		
		L	**S**	**R**		**L**	**S**	**R**
					•			
					•			
					•			
					•			