Connect Install Ltd

Safety Statement

Supported by:

PENINSULA

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Introduction

Connect Install Ltd is an installation services company. Our skilled team of signage installers, with years of experience, ensures that every installation is carried out to the highest standards. Whether you need indoor or outdoor signs, large-scale digital displays, or bespoke signage solutions, we have the expertise and resources to meet your installation requirements. Our team of experienced installation experts is dedicated to delivering outstanding results and ensuring your signage leaves a lasting impression on your target audience.

The Managing Director has ultimate responsibility for health and safety. Day to day management responsibilities are delegated to the HR Manager & the Operations Manager.

The Managing Director has determined that we should operate without putting the health, safety or welfare of any employee, contractor, child, or any other person at risk. To meet this objective, we have prepared a health and safety policy and made arrangements as set out in this document aimed at ensuring the continued health safety and welfare of those people whilst at work.

Accepting that we cannot transfer our responsibility for managing health, safety and welfare in the workplace to others we have retained Peninsula to help us meet this objective. They provide information and guidance on the effective management of health and safety, conduct routine audits and act as a source of advice and information.

We are aware of our statutory duties under the construction health and safety legislation which vary according to our role in the project. Our responsibilities for each of the roles we undertake are set out here.

Project Supervisor Construction Stage

As a PSCS we must plan, manage, monitor and coordinate health and safety in the construction stages of a project. This will include:

- Liaison with the client and principal designer (PSDP).
- Preparing the construction phase plan.
- Organising cooperation between contractors and coordination of their work.
- Ensuring that suitable site inductions are provided.
- Taking reasonable steps to prevent unauthorised access.
- Consulting and engaging with workers to secure their health and safety.
- Maintaining suitable and adequate welfare facilities.
- Notifying the Health & Safety Authority (HSA) about a project. if required.

Contractor

Where we work as a contractor we must plan, manage and monitor construction work under our control so that it is carried out without risks to health and safety. We must coordinate our work with the other contractors and comply with directions from the principal contractor (PSCS) and principal designer (PSDP). If we are working as the sole contractor we need to prepare a construction stage plan.

Contents

This document contains our-

Safety Policy

Our declaration of intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees in achieving these goals.

Bullying Prevention and Resolution Policy

Our Policy for preventing bullying. It defines bullying and the action we will take if it becomes necessary to deal with any incident of bullying at work.

Organisation and Responsibilities

The allocation of specific health and safety responsibilities to key personnel.

Safety Arrangements

The systems and procedures for controlling hazards at work that form the basis of our health and safety management system.

We also keep detailed safety records demonstrating that we actively manage health and safety within our business. The records which may be paper based or kept in our online systems include-

- An Annual Review of our Health and Safety System and Procedures.
- Construction Site Audits created specifically for individual roles and responsibilities.
- Construction Phase Health & Safety Plan (CPHSP).
- Notifications for each specific project, where required.
- A comprehensive source of records relating to occupational health, statutory examination, and the periodic inspection and testing of work equipment and installations.
- Records for Fire Safety Management.
- A system for keeping health and safety training records.
- Accident and incident records, reporting, and investigation.

Health & Safety General Policy Statement

Connect Install Ltd recognises that it has responsibilities under the Safety, Health and Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Applications) Regulations 2007 to 2023 (as amended) for the health, safety and welfare of our direct employees, contractors when at work and for the health and safety of other people who could be affected by our work activity. We will assess the hazards and risks they face and take action to minimise hazards and control risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

This business will meet its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by:

- Providing leadership and control of identifiable health and safety risks on our premises and at every worksite.
- Consulting with our employees and workers on matters affecting their health and safety.
- Considering pre-construction information and close liaison with clients, designers and other contractors.
- Providing and maintaining safe plant and equipment.
- Ensuring the safe handling and use of substances.
- Providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language.
- Ensuring that all employees and contractors are competent to do their work, and where appropriate giving them suitable training.
- Preventing accidents and cases of work-related ill health.
- Actively managing and supervising health and safety at work.
- Having access to competent advice.
- Aiming for continuous improvement in health and safety performance and management by regular review and revision of this policy.
- The provision of the resource, financial and other, required to make this policy and our health and safety arrangements effective.

We also recognise:

- Our duty to co-operate and work with clients, designers, contractors and other employers, when they come onto worksites in our control, to ensure the health and safety of everyone at work; and
- The same duty of co-operation when we are working on sites under the control of others.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation, we will also remind them of their duty to take reasonable care for themselves and for others. These duties are explained on first employment at site inductions and also set out in a Safety Handbook. This is given to each worker; it sets out their duties and our specific health and safety rules.

This policy, our procedures and arrangements will be reviewed annually.

Signature .... Date ....

Position ....

Bullying Prevention & Resolution Policy

PURPOSE

We are dedicated to ensuring an atmosphere of respect, collaboration, openness, safety and equality in the workplace. As part of our commitment to the fairness, dignity and respect of each employee, any form of bullying will not be tolerated by this Company. The aim of this Policy is to indicate what constitutes bullying and what action the Company will take if it becomes necessary to deal with an offence of this nature.

SCOPE

This Policy is applicable to all employees (temporary and permanent) irrespective of length of service and the protection extends to;

- Bullying at work by management, fellow employees, subordinates, clients, customers and other business contacts; and
- Beyond the place of work to off-site and to work-related social events.

POLICY

The Company acknowledges the right of all employees to a workplace and environment free from any form of bullying. Every member of staff has an obligation to be aware of the effects of their own behaviour on others. All complaints of bullying will be taken seriously and will be followed through to resolution and employees who make a complaint will not be penalised. Any complaints of bullying will be dealt with in an effective and efficient manner.

In cases where the behaviour is established on the balance of probabilities to be repeated and consistent, causing unnecessary stress and anxiety, this may be considered gross misconduct. The Company reserves the right to use the disciplinary procedure up to and including summary dismissal. Equally, if it is found that there are facts which evidence a vexatious complaint, this may also be dealt with through the disciplinary procedure.

As part of this Company's code of conduct, it is imperative that all staff and suppliers respect the dignity of every colleague. Please consider your colleagues regarding your code of conduct, with particular reference to remarks, dress code, posters, e-mails and anything which may cause offence.

DEFINITION

The Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work defines bullying as:

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

The following are examples of the types of behaviour that may be considered as bullying and are prohibited:

1. Exclusion with negative consequences
2. Verbal abuse and insults
3. Being treated less favourably than colleagues in similar roles
4. Belittling a person’s opinion
5. Disseminating malicious rumours, gossip or innuendo
6. Socially excluding or isolating a person within the work sphere
7. Intrusion - pestering, spying or stalking

8. Intimidation and aggressive interactions
9. Excessive monitoring of work
10. Withholding information necessary for proper performance of a person's job
11. Repeatedly manipulating a person's job content and targets
12. Blaming a person for things beyond their control
13. Use of aggressive and obscene language
14. Other menacing behaviour

The above list is not exhaustive and only serves as a guideline to employees. Each case will be taken in isolation and dealt with in the appropriate manner. For behaviour to be considered to be bullying, it must be behaviour which can be described as outrageous, unacceptable, and exceeding all bounds tolerated by decent society.

From time to time, disciplinary and corrective action may be taken against an employee and, where such action is taken in respect of an employee in good faith, this will not be considered to be bullying behaviour. Furthermore, where actions are taken which can be justified on the basis of protecting the safety, health and welfare of employees then such actions will not be considered to be bullying behaviour.

PROCEDURES FOR DEALING WITH BULLYING

Informal Procedure

An informal approach can often resolve difficult situations with the minimum of conflict and stress for the individuals involved and may effectively address the unwanted behaviour without recourse to any other action. This in no way diminishes the issue of the effects on the individual.

If you feel you have been subjected to behaviour that may be deemed bullying, you should attempt to explain to the alleged perpetrator(s) that their behaviour is unacceptable. If you find it difficult to approach the alleged perpetrator(s) alone then you may seek help and advice from an appropriate person (e.g. a fellow employee, a manager, etc.). Such a person may be able to assist you with raising the issue with the alleged perpetrator(s) in a confidential, non-confrontational discussion to try to resolve the matter in a low-key manner.

Secondary Informal Procedure

If the above informal procedure is unsuccessful or if it is deemed inappropriate for the seriousness of the issues, this extended, yet still informal procedure can be put in place. Complaints at this stage of the procedure may be verbal or written. However, if verbal, a written note of what is complained of will be taken by a nominated person and a copy given to you.

If the complaint concerns alleged bullying as defined above, and includes concrete examples of inappropriate behaviour, the person complained against will be presented with the complaint and their response established.

Thereafter, a method will be agreed to progress the issue to resolution so that both parties can return to a harmonious working environment without bullying being a factor.

Formal Procedure

It is good practice that all informal resolution avenues (as set out above) are contemplated and where appropriate, exhausted before a formal process is invoked.

A formal written complaint must be given to the Owner, Managing Director or the nominated person in your management structure. The complaint should contain precise details of actual incidents of bullying, including the dates, and names of witnesses, where possible.

A letter will be sent to the person complained against as notification that a formal complaint has been made against them. A copy of the complaint will be given, and the individual will be given the opportunity to respond to the allegations.

Statements from all parties, including witnesses, will be obtained and recorded in writing. All parties to the process have a responsibility to participate without undue delay in any investigation initiated in response to an allegation of bullying. Confidentiality of the process will be emphasised to all concerned.

An investigation will be carried out by a designated member of the Management team or, if necessary, in the case of any possible conflict of interest, an impartial third party. In either case, the person nominated will have had appropriate training and be familiar with the procedures involved. The investigation will be conducted thoroughly, objectively, with sensitivity, utmost confidentiality, and with due respect for the rights of both the complainant and the person complained of.

The objective of an investigation is to ascertain whether the alleged behaviours come within the description of workplace bullying. The designated investigator will meet with the complainant, the person the allegations are against, and any witnesses or other relevant persons individually..

The person investigating the complaints will make every effort to carry out and complete the investigation as quickly as possible. The investigation will consider all material and evidence before it and a decision will be made on balance of probabilities, as to whether the complaint is valid.

If the investigator concludes that the accused employee has a case to answer on the balance of probability, then the investigator may recommend an appropriate course of action, to include whether or not the employer should invoke the disciplinary procedure. Management will inform the complainant and the alleged perpetrator, in writing, about the findings of the investigation.

APPEALS

If either the complainant or the person complained against wish to appeal the outcome, they should apply, in writing, to a member of the Management team, within 5 days, or nominated person if deemed more appropriate. Should it be deemed necessary to engage an external person to hear an appeal, all such hearings carried out will be in accordance with our company procedures. You agree to permit us to share any relevant special categories of data where it is necessary for the purposes of that hearing.

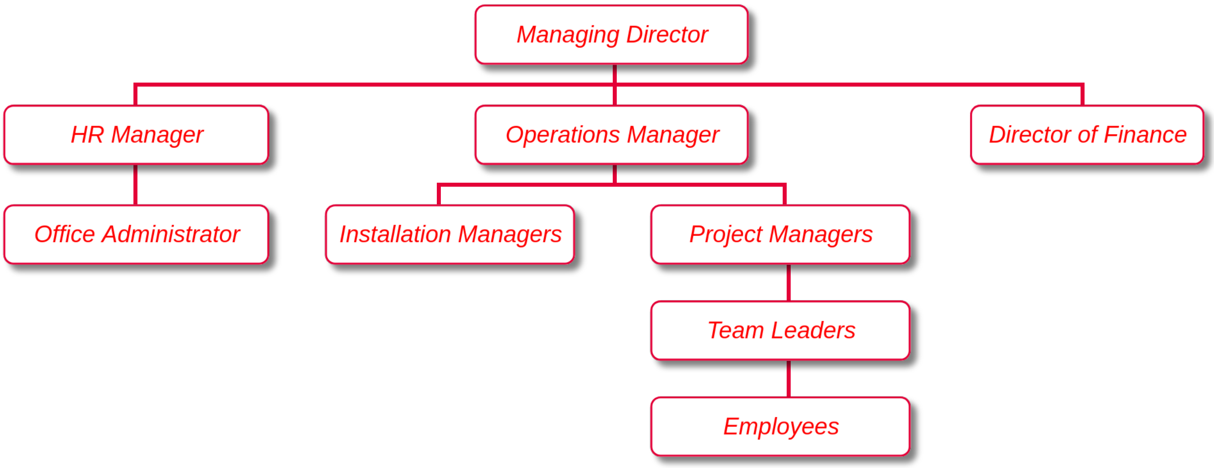
The outcome of the appeal shall be final.

Organisation

Health and Safety Management Structure

Although the Managing Director has has overall responsibility for the implementation of this policy day to day responsibility for specific issues has been delegated to key personnel.

The health and safety management structure for our business is shown here and the allocation of day to day responsibility for specific health and safety issues is shown later in a Responsibility Chart.



Health and Safety Management Responsibilities

The Managing Director has recognised that they always have the overall responsibility for health and safety matters. They also recognise that the business needs to take action in respect of the key points listed here. In managing these matters emphasis is placed on managers and supervisors for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

General

- Provide and resource an effective health and safety management system.
- Make arrangements to consult with employees and on-site contractors on health and safety matters.
- Arrange and maintain appropriate Employers' Liability Insurance cover.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees and contractors receive appropriate health and safety and skills training.
- Provide measures to protect the health and safety of employees and anyone working alone.
- Provide site workers with site inductions, training and guidance on health and safety issues that will affect them, particularly fire safety procedures and requirements.
- Monitor our health and safety performance.

Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- Proved occupational health surveillance where it is required.
- Implement measures to reduce stress within the workplace.

Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

Fire and Emergency Arrangements

Ensure that:

- Adequate arrangements are in place to deal with fire safety at our premises or on site including site fire plans.
- Workers are aware of the fire and evacuation arrangements and other emergency procedures where they are working.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.

Risk Assessment

Ensure that:

- Risk Assessments and Method Statements are completed, and safe systems of work are produced for all activities that pose a significant risk of harm.
- Risk Assessments and Method Statements are site specific and completed after an onsite assessment of hazard and risk.
- Risk assessments and safe systems of work are written, recorded and kept for at least 3 years from completion of the project for which they were prepared.
- The outcomes of Risk Assessments, the requirements of Method Statements and associated safe systems of work are carefully explained to the workforce.

Premises , Site

- Provide a suitable and safe working environment for employees and contractors with adequate welfare facilities.
- Ensure that the fixed electrical installation is properly installed and maintained.
- Ensure good housekeeping standards are maintained. Designated waste areas and site waste management plans are adopted.
- Ensure that vehicle movements do not pose a risk to pedestrian movements.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.
- Ensure that the premises or sites where we are working are secured against unauthorised access.

Equipment

Ensure that:

- All of the furniture and equipment that we provide is suitable and properly used.
- All plant work equipment is adequately maintained and safe.
- Portable electrical appliances are maintained, inspected and tested.
- Appropriate tools and work equipment are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

Substances

Ensure that:

- All hazardous and dangerous substances are used safely.
- All hazardous and dangerous substances are appropriately stored.

Managers and supervisors

In addition to their general responsibilities for health and safety the Responsibility Table, shown later, delegates specific health and safety responsibilities to identified managers and supervisors. They should refer to the associated Safety Arrangements, set out later, for further detail about those responsibilities.

Employees and workers' responsibilities.

Our policy takes account of the specific statutory duties placed on people to take care for their own health and safety whilst at work and for that of others. Specifically, we expect employees to:

- Ensure that company policies and procedures are read, understood and followed at all times.
- Follow booking on and off site procedures at all sites.

- Take reasonable care for their health and safety and the safety of others whilst at work.
- Not intentionally or recklessly interfere with or misuse anything required by law or provided by the company in the interests of health and safety.
- Visually inspect tools, PPE and equipment prior to use.
- Ensure that PPE, tools and equipment are maintained, used and stored in accordance with manufacturer documentation.
- Follow all safety instructions and guidance when using equipment.
- Report any near misses, incidents, accidents and non-conformances to the H&S manager.
- Contribute to the promotion of health and safety in the workplace.
- Follow all written safe systems of work (ssow) including method statements, risk assessments, safety data sheets, permits to work etc. and their requirements.
- Follow the safety instructions of senior management.
- Ensure that they do not use tools and equipment unless they have been formally trained and are competent to do so.
- Comply with legislation, Approved Codes of Practice and guidance notes.
- Ensure all vehicles are driven in a safe and suitable manner, and that the vehicle is left safe and secure when not in use.
- Consult on health and safety matters and investigations to ensure a safe working environment is established.
- Seek advice from management on any issues relating to health and safety at work.
- Obey all site safety signs, general site rules and arrangements.
- Follow all site rules and complete site specific inductions.

Monitoring

The operation of this policy and arrangements is actively monitored through the periodic review of our completed safety record forms and also by using periodic workplace checklists. The Managing Director has overall responsibility for this, but some of the routine tasks may be delegated.

We also use an Annual Health and Safety Review form to determine whether our existing health and safety procedures and arrangements are adequate.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be taken into account during the annual review.

Specific site audits will take place at regular intervals on all construction sites which will be completed by the site manager and may include independent audits.

Monitoring and review help us to check the effectiveness of our Safety Management System.

People Who Have Been Allocated Responsibilities for Health and Safety

We have a duty to name managers and supervisors with responsibility for specific workplace functions. Those details are shown here. The table will be updated whenever functions are reassigned or transferred.

Responsibility Table

Location	Unit 2 , Goldenbridge Industrial Estate , Inchicore , D08 YY38
Date Completed	16th February 2026

Individual Responsibilities

Safety Statements	HR manager
Finance and Purchasing	Director of Finance
Management of Contractors	Operations Manager & HR Manager
Anti-Bullying Policy Contact	HR manager
Management of Health and Safety	Operations Manager & HR Manager
Operational Procedures (Writing and Preparation)	Operations Manager & HR Manager
Appointed Competent Person(s) for Occupational Safety, Maintenance and Chemical Agents	Operations Manager
All Risk Assessments	Operations Manager & HR Manager
Emergencies (Fire, Flood, First Aid), Plans and Procedures	Operations Manager & HR Manager
Utilities (Electric, Water)	Operations Manager
Personal Protective Equipment	Operations Manager
Training	Operations Manager & HR Manager
Maintenance	Operations Manager
Equipment and Machinery (Guarding, Maintenance and Statutory Tests)	Operations Manager
Welfare Facilities	All Staff

Responsibility Table

This table shows how we have allocated responsibility for the management of particular health and safety issues to named people or positions.

Key

OPM - Operations Manager
HR - HR Manager

Safety arrangements	OPM	HR
Managing Safety And Health At Work	✓	✓
Accident, Incident, Dangerous Occurrence Reporting And Investigation	✓	✓
Workplace Health And Safety Consultation	✓	✓
Risk Assessment And Hazard Reporting	✓	✓
Substance And Alcohol Abuse	✓	✓
Purchasing	✓	✓
Protection Of Pregnant, Post-Natal And Brestfeeding Employees	✓	✓
Lone Working	✓	
Health And Safety Training	✓	✓
Health And Safety Of Visitors	✓	✓
Personal Protective Equipment	✓	✓
Home Working	✓	✓
Safe Systems Of Work	✓	
Action On Enforcing Authority Reports	✓	✓
Equality And Disability Discrimination Compliance	✓	✓
Health And Safety Information For Employees	✓	✓
Fire Safety - Arrangements And Procedures	✓	✓
First Aid	✓	✓
Welfare, Staff Amenities, Rest Rooms And The Working Environment	✓	✓
Indoor Air Quality	✓	✓
Housekeeping And Cleaning	✓	✓
Building Services	✓	
Control Of Hazardous And Non-Hazardous Waste	✓	✓
Access, Egress, Stairs And Floors	✓	
Windows, Glass And Glazing In The Workplace	✓	
Workplace Signs	✓	
Working In The Open Air, Working In The Sun	✓	✓

Site Work	✓	✓
Premises	✓	✓
Electrical Safety	✓	✓
The Provision, Use And Maintenance Of Work Equipment	✓	
Hand Tools	✓	
Office Equipment		✓
Storage Of Chemical Substances And Agents	✓	✓
Control Of Flammable Liquids	✓	
Slips, Trips And Falls	✓	✓
The Provision And Use Of Machinery	✓	✓
The Safe Use Of Machinery	✓	
Abrasive Wheels	✓	
Lifting Equipment And Lifting Operations	✓	
Lifts And Hoists	✓	
Work At Height	✓	✓
Access Equipment	✓	
Permits To Work	✓	
Hot Work	✓	
Work In Confined Spaces	✓	
Occupational Road Safety	✓	✓
Safety Harnesses And Lanyards	✓	✓
Hand Arm Vibration	✓	
Whole Body Vibration	✓	
Working Time, Night Work And Shift Working	✓	✓
Manual Handling	✓	✓
Display Screen Equipment		✓
Asbestos At Work - No Survey & Off-Site Risk	✓	✓
Control Of Noise At Work	✓	✓
Stress In The Workplace	✓	✓
Aggression And Violence	✓	✓
Dust In The Workplace Including Silica Dust	✓	
Contractor Control And Management	✓	✓
Roof Work	✓	
Construction Design And Management Project Supervisor Construction Stage (Pscs)	✓	✓
Construction Design And Management Sub-Contractor	✓	✓
Excavations	✓	

Overhead Services	✓	
Protection Of The Public	✓	
Site Security And Visitors	✓	
Working On A New Construction Project	✓	
Construction Work On Existing Buildings	✓	
Protection From Falling Objects	✓	
Outdoor Workstations	✓	

Note: People with delegated responsibilities for health and safety issues need to ensure that any necessary risk assessments and safety records are completed, and that the required control measures are in place and used.

Where more than one person has been assigned responsibility for a particular subject, each must fulfil their responsibilities in the areas under their control and complete the relevant records. Working together they need to check that between they have covered all aspects of safety management for the subject.

Emergency Contact Details

Garda Number	999 or 112
Garda Station	See local action notice
Fire & Ambulance Number	999 or 112
Location Of Fire Assembly Points	See local action notice
First Aiders & Location Of First Aid Kits	In each of the vans See local action notice
Nearest Hospital	See local action notice
Electricity Board	For emergencies, supply failure or damage to networks - ESB Networks Ltd: 1850 372 999 (24 hour service).
Gas Board	National Gas Emergency number: 0800 111 999 Or 1850 205 050
Health & Safety Authority	0818 289 389

Relevant Legislation

This short document lists for the record, details of the main statutes and regulations affecting health and safety at work that are currently in force.

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved.

This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this policy was prepared.

Not every piece of the legislation will apply to our operation on a day to day basis, but we need to be aware of them should circumstances change.

Further detail and access to the specific wording of each of these legal requirements is available from the Peninsula 24 Hour Advice Service on 01 855 5050 (option 1).

- Chemicals Acts 2008 and 2010
- Carriage of Dangerous Goods by Road Act, 1998
- Carriage of Dangerous Goods by Road Regulations 2007
- Chemicals Act (CLP Regulation) Regulations 2011.
- Dangerous Substances Act 1972
- Employment Equality Act 1998
- Display Screen Equipment Regulations 2007
- European Communities (Classification, Packaging, Labelling and Notification of Dangerous Substances) (Amendment) Regulations 2008
- Chemicals Act (Control of Major Accident Hazards Involving Dangerous Substances) Regulations 2015
- European Communities (Lifts) (Amendment) Regulations 2008
- European Communities (Export And Import Of Certain Dangerous Chemicals) (Pesticides) (Enforcement) Regulations 1995 as amended
- European Union (Prevention Of Sharps Injuries In The Healthcare Sector) Regulations 2014
- Factories Act 1955
- Fire Services Act 1981 & 2003
- Organisation of Working Time Act 1997
- Regulation (EU) 2016/425 on Personal Protection Equipment
- Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 and 2015
- Safety, Health and Welfare at Work (Carcinogens) Regulations 2001 and 2015.
- Safety, Health and Welfare at Work (Confined Spaces) Regulations 2001
- Safety, Health and Welfare at Work Act 2005 (Commencement) Order 2005
- Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006 and 2010
- Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023 (as amended)
- Safety Health and Welfare at Work (General Application) (Amendment) Regulations 2010 – Optical Radiations
- Safety Health and Welfare at Work (General Application) (Amendment) Regulations 2012 – Optical Radiations and Pressure Systems
- Safety Health and Welfare at Work (Biological Agents) Regulations 2013 and 2020.
- Safety, Health and Welfare at Work (Construction) Regulations 2013.
- Safety Health and Welfare at Work (Electromagnetic Fields) Regulations 2016

Safety Arrangements Table

Ref. number	Title
SA1-1	Managing Safety And Health At Work
SA1-3	Accident, Incident, Dangerous Occurrence Reporting And Investigation
SA1-5	Workplace Health And Safety Consultation
SA1-6	Risk Assessment And Hazard Reporting
SA1-8	Substance And Alcohol Abuse
SA1-9	Purchasing
SA1-11	Protection Of Pregnant, Post-Natal And Brestfeeding Employees
SA1-13	Lone Working
SA1-14	Health And Safety Training
SA1-15	Health And Safety Of Visitors
SA1-17	Personal Protective Equipment
SA1-18	Home Working
SA1-20	Safe Systems Of Work
SA1-21	Action On Enforcing Authority Reports
SA1-22	Equality And Disability Discrimination Compliance
SA1-23	Health And Safety Information For Employees
SA2-1	Fire Safety - Arrangements And Procedures
SA3-1	First Aid
SA3-2	Welfare, Staff Amenities, Rest Rooms And The Working Environment
SA3-2A	Indoor Air Quality
SA3-3	Housekeeping And Cleaning
SA3-5	Building Services
SA3-6	Control Of Hazardous And Non-Hazardous Waste
SA3-9	Access, Egress, Stairs And Floors
SA3-10	Windows, Glass And Glazing In The Workplace
SA3-11	Workplace Signs
SA3-13	Working In The Open Air, Working In The Sun
SA3-13A	Site Work
SA3-15	Premises
SA4-1	Electrical Safety
SA4-2	The Provision, Use And Maintenance Of Work Equipment
SA4-3	Hand Tools
SA4-4	Office Equipment
SA4-5	Storage Of Chemical Substances And Agents
SA4-6	Control Of Flammable Liquids
SA4-8	Slips, Trips And Falls
SA4-10	The Provision And Use Of Machinery
SA4-11	The Safe Use Of Machinery
SA4-13	Abrasive Wheels
SA4-17	Lifting Equipment And Lifting Operations
SA4-19	Lifts And Hoists
SA4-20	Work At Height
SA4-21	Access Equipment
SA4-22	Permits To Work
SA4-23	Hot Work
SA4-24	Work In Confined Spaces

SA4-31	Occupational Road Safety
SA4-37	Safety Harnesses And Lanyards
SA5-1	Hand Arm Vibration
SA5-2	Whole Body Vibration
SA5-5	Working Time, Night Work And Shift Working
SA5-9	Manual Handling
SA5-11	Display Screen Equipment
SA5-16G	Asbestos At Work - No Survey & Off-Site Risk
SA5-17	Control Of Noise At Work
SA5-18	Stress In The Workplace
SA5-19	Aggression And Violence
SA5-34	Dust In The Workplace Including Silica Dust
SA7-2	Contractor Control And Management
SA7-3	Roof Work
SA7-4C	Construction Design And Management Project Supervisor Construction Stage (Pscs)
SA7-4E	Construction Design And Management Sub-Contractor
SA7-6	Excavations
SA7-14	Overhead Services
SA7-15	Protection Of The Public
SA7-16	Site Security And Visitors
SA7-26	Working On A New Construction Project
SA7-27	Construction Work On Existing Buildings
SA8-4	Protection From Falling Objects
SA8-5	Outdoor Workstations

Safety Arrangement 1-1

MANAGING SAFETY AND HEALTH AT WORK

We recognise the business benefits that can accrue from the effective management of safety and health at work and when on site. To obtain these benefits for our company we have recognised the need for an effective management system and have taken steps to put such a system in place.

We have done this by;

- Nominating an individual member of senior management to take responsibility for managing safety and health at work.
- Providing adequate resources
- Providing such health and safety information, instruction and training for all workers as is necessary for them to be able to work without risk to their health or safety so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near-miss incidents and dangerous occurrences.
- Reporting reportable accidents within the statutory timescales
- Providing and recording relevant training.
- Routinely reviewing the operation of our reporting system.
- Having access to 24/7 competent health and safety advice.
- Use of our Health & Safety portal with access to information, risk assessments, forms, online training and work scheduler.

The person nominated with responsibility for overseeing this organisation's arrangements for managing safety and health at work is identified within the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-1

MANAGING SAFETY AND HEALTH AT WORK

Action Plan

To meet our legal obligations to manage safety and health at work we have;

1. Identified managers to take responsibility for managing health and safety in our business activities on site.
2. Ensured that they understand their duties and responsibilities.
3. Provided them with adequate training.
4. Given them the authority required and the resource necessary for them to fulfil their role.
5. Planned our management of health and safety at work, set up and maintain systems that will deliver a satisfactory health and safety performance.
6. Explained to our workers, supervisors and managers the nature of our arrangements for managing health and safety at work.
7. Ensured that all our workers are aware of the need to make concerns about health and safety at work known and report accidents, incidents and cases of work-related ill health to their managers.
8. Provided for review of our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on the management of health and safety is in our safety management system at Guidance Note 1-1 - Managing Safety and Health at Work.

Safety Arrangement 1-3

ACCIDENT, INCIDENT, DANGEROUS OCCURRENCE REPORTING AND INVESTIGATION

We encourage our employees to report all personal injury accidents, near miss incidents and dangerous occurrences that happen in the course of their work so that we can investigate the causes, learn from experience and improve our management of health and safety. We also use the information to help us meet our obligations under the legislation requiring accidents to be reported to the Enforcing Authority.

We do this by:

- Nominating an individual member of staff to manage the investigation, recording and reporting accidents, incidents and dangerous occurrences.
- Having accident, incident and dangerous occurrence reporting procedures.
- Recording and analysing all reportable accidents, minor accidents, near-miss incidents and dangerous occurrences.
- Reporting reportable accidents and dangerous occurrences within the statutory timescales (see Guidance Note 1-3).
- Developing and implementing investigation protocols and policies.
- Providing and recording relevant training.
- Ensuring that those carrying out investigations are competent.
- Routinely reviewing the outcome of investigations and the operation of our reporting system.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy

Safety Arrangement 1-3

ACCIDENT, INCIDENT, DANGEROUS OCCURRENCE REPORTING AND INVESTIGATION

Action Plan

To meet our legal obligations to manage effectively the health and safety of our workforce and report accidents, incidents and dangerous occurrences to the Enforcing Authority we need to;

1. Identify people to be responsible for investigating the cause of injuries, incidents and dangerous occurrences and to manage our reporting arrangements.
2. Ensure that the people nominated with responsibility for these arrangements have the knowledge and experience to carry out investigations and operate the system effectively.
3. Provide suitable training for those who don't.
4. Create the systems and make sure all members of our workforce, including managers and supervisors are aware of and understand them.
5. Provide an accident book, implement the procedures, and ensure that they are followed in practice.
6. When investigating consider-
    1. The time and date of the event, the prevailing weather conditions and local lighting.
    2. What was happening or what the injured person and any witnesses were doing.
    3. Risk assessments or safe systems of work for the task being carried out and details of relevant training given to the injured party and others involved.
    4. Obtaining witness statements, where possible.
    5. Making a sketch of the accident area, include accurate measurements, if appropriate. Taking photographs of the site; record any unusual or causal features present. Making observational notes on the potential causation, noting features, equipment defects or work practice that may have contributed to the eventual outcome.
    6. The underlying, as well as the immediate, causes of the event.
7. Keep a written record of investigations.
8. Review the causes of the events that have occurred to consider whether similar events could be prevented by the introduction of reasonably practicable control measures.
9. Monitor and review the operation of this procedure from time to time to check that the investigation and reporting procedures are understood, are being followed in practice and that lessons learned are being put into practice.

For information and advice see Guidance Notes 1-3 Accident, Incident and Dangerous Occurrence Reporting and 1-4 Accident Investigation.

Safety Arrangement 1-5

WORKPLACE HEALTH AND SAFETY CONSULTATION

We have a duty to consult with our workforce on matters affecting their health, safety and welfare whilst at work. We have, therefore, set up a process for managers to consult with employees or their elected safety representatives about work-related health, safety and welfare issues. This system is also used to deliver simple safety messages and rules at short toolbox talks.

We do this by:

- Nominating a manager to organise and make arrangements for consultation meetings and toolbox talks.
- Recognising any representatives elected by the work force or appointed by trade union members and their statutory role.
- Arranging scheduled formal consultation meetings or toolbox talks between managers, elected representatives and employees as appropriate.
- Developing and implementing consultation procedures.
- Providing or allocating time for employees, employee elected safety representatives and trade union appointed safety representatives to undertake safety-related training.
- Taking and keeping minutes of consultation meetings and making them available to all staff.
- Being seen to listen and act on issues and concerns raised during consultation meetings.

The personnel responsible for implementing and operating this consultation process are set out in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-5

WORKPLACE HEALTH AND SAFETY CONSULTATION

Action Plan

To have effective consultation with our workforce on health and safety at work matters we need to-

1. Ensure that the people nominated with responsibility for these arrangements have the knowledge and experience to operate the system effectively.
2. Provide suitable training for those who don't.
3. Create a formal system and make sure it is known to all members of our workforce.
4. Consider as part of the system-
    1. Recognising and involving representatives of the workforce from all levels.
    2. Recognising trade union safety representatives and those elected by non-union workers.
    3. Where there are no nominated representatives, appointing a worker(s) to act as spokesman for the others.
    4. Permitting employee representatives to have time off to attend relevant health and safety training.
    5. Providing training for employee representatives if necessary or beneficial to the process.
    6. Scheduling health and safety as an agenda item for staff meetings.
    7. Arranging to discuss safety concerns with Trade Union Safety Representatives where they have been appointed.
    8. Formally recording the outcomes of all consultation meetings and keeping these records.
    9. Making the outcomes of consultation meetings available to all those employees affected by them.
5. Explain these arrangements to our workforce. Ensure they are understood.
6. Implement the procedure and ensure that it is followed in practice.
7. Review the operation of this procedure from time to time to check that our workforce is consulted about health and safety matters that affect them whilst at work.

Advice and guidance on consultation arrangements and procedures can be found in Guidance Note 1-5 Workplace Health and Safety Consultation.

Safety Arrangement 1-6

RISK ASSESSMENT AND HAZARD REPORTING

We have a duty to assess the significant risks arising out of our business activities whilst on and off site. We have a duty to implement the findings of these risk assessments to ensure the safety, health and welfare of our employees and others who may be affected when on site.

To support this process and our management of health and safety we encourage our employees and contractors to report all hazards observed in the course of their work, so that potential risks can be identified and the appropriate action taken.

We will do this by:

- Nominating senior managers to oversee our risk assessment process and hazard reporting procedure.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Developing risk assessments, safe systems of work, method statements and measures to effectively control those risks.
- Explaining the results of risk assessments to our workforce.
- Implementing the findings of the risk assessments, procedures, strategies, safe systems of work and control measures.
- Implementing hazard reporting procedures and explaining them to our workforce.
- Recording and analysing hazards when they occur and investigating corrective and preventive measures.
- Employees and others following our procedures, control measures and safe systems of work.
- Regular review of existing risk assessments and identifying the need for additional assessments.
- Providing and recording relevant training.
- Routinely reviewing the operation of our systems.
- Using experience to improve our safety, health and welfare management system.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-6

RISK ASSESSMENT AND HAZARD REPORTING

Action Plan

For our risk assessment process to be sufficiently robust to protect the health, safety and welfare of our employees and anyone else affected by our work activity we need to;

1. Assess our activities to identify where and when workers or others may be exposed to significant levels of risk.
2. Involve site managers and employees in identifying hazards and managing and co-ordinating risk assessment.
3. Appoint and train sufficient numbers of staff carry out risk assessments.
4. Systematically identify the hazards to which our workforce and others are exposed.
5. Provide a means for the workforce to identify and report hazards or potential hazards to their managers.
6. Consider the risks from those hazards, however recognised, identifying people at risk.
7. Evaluate the risks and decide if further precautions are required, record our findings and implement those findings.
8. Involve all persons involved in the activity in identifying hazards and carrying out risk assessments.
9. Explain the results of risk assessments to any affected staff and detail any new precautions or systems of work they need to follow.
10. Review risk assessments on a regular basis, at intervals appropriate to the risk.
11. Review our arrangements from time to time to ensure that they are fully understood and operating correctly.

For information and advice see Guidance Notes 1-6 Hazard Reporting and 1-10 Risk Assessment.

Safety Arrangement 1-8

SUBSTANCE AND ALCOHOL ABUSE

We have a duty to protect the safety, health and welfare of our employees and others from the hazards that may arise because of workers abusing alcohol and other substances.

We do this by:

- Nominating senior staff members to coordinate and manage our substance and alcohol abuse policy and provision.
- Implementing strategies, policies and procedures.
- Explaining our policies and procedures to employees.
- Employees and others following our procedures and policies.
- Providing and recording relevant information and training.
- Providing competent accredited trained personnel to provide support and counselling services.
- Ensuring managers and supervisors know what to look for when employees or contractors arrive on site.
- Monitoring and reviewing our systems; using experience to improve the way we manage the risks from substance abuse.

The personnel responsible for these measures are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-8

SUBSTANCE AND ALCOHOL ABUSE

Action Plan

To protect workers and others from the risks of working with people who abuse substances and alcohol we will-

1. Use this policy for dealing with workers whose abuse of substances and alcohol put other people at work at risk.
2. Consider-
   1. The problem should be treated as an illness.
   2. The problem can be successfully treated.
   3. Disciplinary action is a last resort.
   4. Sufferers may find it difficult to admit to a problem.
   5. It is easier to take action in the early stages of the condition.
   6. Staff should be able to identify early signs of problems.
   7. Advice is available from many organisations
3. Review this procedure based on these considerations.
4. Explain these arrangements to our workforce. Ensure they are understood.
5. Provide training and information, where required, for staff nominated with responsibility so that they are able to identify workers with substance abuse problems.
6. Implement the procedure, identify who is to provide support and counselling services and ensure that it is followed in practice.
7. Ensure that staff, particularly managers and supervisors, remains aware of our procedure although we hope and expect it will not be required in practice.
8. Monitor and review the operation of this procedure whenever it has been used, making changes identified as necessary or beneficial.

Information and advice on this subject can be found in Guidance Note 1-8 Substance and Alcohol Abuse.

Safety Arrangement 1-9

PURCHASING

We have a duty to ensure the safety, health and welfare of our workers, contractors and others who come onto our premises.

We have systems in place to protect these people from hazards and risks created by new plant, equipment, supplies and substances that we purchase for use in our business.

Our systems consist of:

- Nominating senior managers to identify and oversee the safe purchase of equipment and machinery.
- Implementing our purchasing policy and identifying the safest available options.
- Ensuring that this policy is managed by trained and competent staff.
- Ensuring that the equipment purchased is safe, adequate, suitable for its purpose, and that safety devices and other control measures are fitted.
- Providing adequate and sufficient personal protective equipment to workers.
- Providing relevant training for use of equipment and machinery.
- Ensure relevant qualifications are up to date and suitable.
- Monitoring and reviewing our systems; using experience to improve our purchasing policy.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-9

PURCHASING

Action Plan

To ensure that we purchase work equipment and substances that will be safe, so far as is reasonably practicable, when used by our workers and others we will:

1. Identify the people authorised to purchase equipment, supplies and substances and consider whether they need specific training to specify health and safety requirements.
2. Consider where we buy equipment and substances.
3. Obtain the manufacturer's Safety Data Sheets for the substances we purchase and consider the hazard and risk data provided.
4. When buying equipment specify in purchase orders that it complies with relevant European or National Standards.
5. On receipt of new equipment check that where relevant it bears compliance markings.
6. Involve workers in using this procedure based on these considerations.
7. Explain these arrangements to our workers. Ensure they are understood.
8. Provide training where required and information for workers nominated with responsibility.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time, making changes identified as necessary or beneficial.

Information and advice about health and safety on this subject can be found in Guidance Note 1-9 Purchasing.

Safety Arrangement 1-11

PROTECTION OF PREGNANT, POST-NATAL AND BRESTFEEDING EMPLOYEES

We have a duty to protect the health of new and expectant mothers from hazards that might be present in the workplace. We also have a duty to assess the risks to women of child bearing age from our activities and inform them of any potential risks that might affect a pregnancy.

We do this by:

- Nominating senior staff members to identify and assess the hazards which pose risk to new and expectant mothers.
- Developing and implementing systems and procedures that will protect all women of child bearing age from risks to unborn children.
- Developing and implementing systems and procedures that will protect new and expectant mothers and their children from hazards and risks in our workplace or risks from the work activity.
- Considering the personal needs of each new and expectant mother.
- Ensuring that the assessments are sensitively carried out by competent, trained personnel.
- Implementing the findings of each assessment.
- New and expectant mothers and other workers following agreed procedures and control measures.
- Recording our assessments and agreed plans.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage potential risks to new and expectant mothers.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-11

PROTECTION OF PREGNANT, POST-NATAL AND BRESTFEEDING EMPLOYEES

Action Plan

To protect the health of pregnant employees and women of child-bearing age we should;

1. Assess the risks that our business activities may have on women of childbearing age and any potential foetus.
2. Inform the workforce of those risks.
3. Reduce those risks so far as is reasonably practicable.
4. Assess the risks to any worker who notifies us that they are pregnant or are returning to work after having given birth.
5. Consider factors such as:
    1. Substances to which they might be exposed.
    2. The size and shape of their workstation.
    3. Posture.
    4. Vibration.
    5. Environmental factors.
    6. Ability to stand or sit for long periods.
    7. Night working.
    8. Lifting and carrying.
    9. Noise levels.
    10. Welfare arrangements.
6. Discuss the results of the risk assessment with the worker.
7. Consider how to reduce risks.
8. Find alternative work for the worker if it is not possible to reduce risks in her current job to an acceptable level. Alternatively give her paid absence from work.
9. Implement our decisions.
10. Make sure supervisors and other employees are aware and understand the measures to be taken.
11. Review the risk assessment as pregnancy develops or as the pregnant worker makes any concerns or problems known.

For further information see Guidance Note 1-11 New and Expectant Mothers.

Safety Arrangement 1-13

LONE WORKING

Our company has a duty to ensure the safety, health and welfare of our workforce whilst at work. That duty extends to employees who work by themselves without close or direct supervision.

We do this by:

- Nominating senior staff members to consider the health, safety and welfare of lone workers.
- Identifying situations where lone working is required which affect our employees.
- Making an assessment of the risks to members of our workforce who are or may become lone workers, including remote areas of site.
- Developing and implementing control measures and procedures to ensure their health and safety whilst at work.
- Providing sufficient funding support to enable the development and implementation of procedures, risk assessments and control measures.
- Ensuring that procedures and control measures are in place for lone working situations.
- Ensuring that identified equipment needs are met and training on their use is given.
- Ensuring that the content of the procedures and risk assessments are made available to all staff.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from lone working.

The personnel responsible for the above measures are identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-13

LONE WORKING

Action Plan

To protect the health, safety and welfare of our workers who work alone, whether it is because they are a mobile worker, because they work away from our core operating site or for other reasons, we will;

1. Identify who among our workforce is or is potentially a lone worker.
2. Assess the risks to those identified as lone workers.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider, as part of our assessment, issues such as;
   1. Where they work. Are they aware of site hazards?
   2. Are they at risk because they are work at a remote and hazardous installation?
   3. Are they at greater risk in the winter months?
   4. Are they likely to cut corners because they are not under direct supervision?
   5. Are they at risk because of health issues?
   6. Are they at risk because they work exceptional hours?
   7. Are they at risk because they do not have access to welfare or first aid facilities?
   8. Mobile phone signals.
5. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
6. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.

Advice on managing the risks from lone working can be found in Guidance Note 1-13.

Safety Arrangement 1-14

HEALTH AND SAFETY TRAINING

We have a duty to protect the health, safety and welfare of our employees whilst at work and others who might be affected by our work activities. Among other specific arrangements we need to be sure that our workforce is trained to recognise hazards and risks and what they need to do to eliminate, reduce and avoid those risks.

We do this by:

- Nominating a senior manager to oversee Health and Safety training.
- Assessing the risks to our workforce and others from an inadequately trained workforce.
- Developing and implementing training policies, programmes and arrangements.
- Ensuring that the policy, programmes and arrangements are managed by competent, trained personnel.
- Managing our activities to ensure that employees are adequately trained for the variety of tasks which they may asked to do.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage our Health and Safety training programmes.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-14

HEALTH AND SAFETY TRAINING

Action Plan

In developing and implementing training policies, programmes and arrangements we need to-

1. Assess our work activity to identify where and when workers or the public may be exposed to hazards and risks.
2. Where we identify hazards we need to consider the associated risks and the ability of staff to control them and then to identify whether their knowledge of and training about control measures is adequate.
3. Identify any jobs that require workers to have received specific health and safety training.
4. Identify the systems already in place to provide training and any additional measures that may be required.
5. Consider procedures and practices including-
    1. Infection Control
    2. Chemicals used to clean and disinfect.
    3. Works transport.
    4. Working at height.
    5. Access equipment.
    6. Lifting equipment
    7. Scaffolding.
    8. Temporary works.
    9. Use of plant and equipment.
    10. Manual handling.
    11. Electrical safety.
    12. Mundane work.
    13. Occasional work activities.
    14. Training needs analyses for individuals.
6. Involve our workforce in making these assessments of our needs.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Explain these arrangements to the workforce, their managers and supervisors. Ensure they are understood and provide further training where necessary.
9. Implement the procedures and ensure that they are followed in practice.
10. Monitor and review this procedure from time to time making changes identified as necessary or beneficial.

Information, advice and guidance on the provision of Health and Safety Training can be found in Guidance Note 1-14.

Safety Arrangement 1-15

HEALTH AND SAFETY OF VISITORS

We have a duty to ensure the health and safety of visitors who come onto our premises.

We do this by:

- Nominating senior staff members to identify and manage the workplace hazards of risk to
- Assessing the risks to visitors.
  - Providing a visitors' book or electronic alternative to track visitors present in our premises.
- Developing and implementing visitor and client procedures and control measures.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Ensuring all site visitors are accompanied unless they have received a formal site induction.
- Regularly inspecting the premises to identify any new processes, personnel or changes to the building's structure that could be an additional hazard to visitors and clients.
- Ensuring employees and others adhere to the contents of procedures, control measures and safe systems of work.
- Providing relevant information and training.
- Monitoring and reviewing our systems; using experience to improve the way we manage the risks to visitors and clients.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-15

HEALTH AND SAFETY OF VISITORS

Action Plan

To protect visitors to our workplace we will:;

1. Assess our work activity to identify where and when the public may be exposed to hazard and risk.

2. Identify risks that visitors might face when at our workplace.

3. Where risks to the health and safety of visitors is identified or reported, assess those risks to identify where control measures are required.

4. Identify any control measures already in place and any additional measures that may be required.

5. Consider among other issues;

a. Where visitors go, when they go there, why they go there and what they do when they get there.

b. Floor coverings

c. Slippery floors / uneven surfaces

d. Chemical hazards

e. Electrical hazards

f. Machinery hazards.

g. Workplace transport.

6. Involve the workforce in making these assessments; use their experience.

7. Develop procedures, programmes and practices for ensuring visitor safety that are tailored to our workplaces.

8. Explain these arrangements to the workforce, their supervisors and managers. Ensure they are understood and provide further training where necessary.

9. Implement the procedure and ensure that it is followed in practice.

10. Monitor and review the operation of this procedure from time to time and whenever a visitor suffers a work related injury, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on the Health and Safety of visitors is in Guidance Note 1-15.

Safety Arrangement 1-17

PERSONAL PROTECTIVE EQUIPMENT

Where the protection of the health, safety and welfare of our workforce and others who may be affected by our business activity can only be achieved by the issue of personal protective equipment we have a duty to provide such equipment as is necessary without charge.

We do this by:

- Nominating senior managers to manage work-related health and safety issues.
- Reviewing our arrangements and procedures for managing hazards and risks to identify where existing controls are not sufficient to protect workers or others from the risk of ill health.
- Identifying where personal protective equipment (PPE) are required to reduce risk to an acceptable level or provide further protection.
- Assessing the suitability and adequacy of the PPE supplied for use.
- Explaining the need for and the correct use of PPE to our workforce.
- Making sure that managers and supervisors know why and when PPE is required.
- Managers and supervisors ensuring employees and others wear PPE in designated areas.
- Providing facilities for storage, cleaning, maintenance and replacement of PPE.
- Providing and recording relevant training.
- Monitoring and reviewing the policy and procedures; using experience we aim to continuously improve and reduce the incidence of work-related ill health.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-17

PERSONAL PROTECTIVE EQUIPMENT

Action Plan

To protect the health, safety and welfare of our workforce and others who may need to use personal protective equipment we will-

1. Assess our activities to identify where and they may be exposed to risks to health that are not adequately controlled at source.
2. Where such risks are identified - carry out a comprehensive risk of the risks to their health.
3. Involve our workforce in these assessments.
4. Identify the control measures already in place and any additional measures that may be required before the use of PPE is adopted. Refer to official guidance, manufacturer and trade guidance and Irish Standards.
5. Remember that the issue of PPE should only be considered when we are unable to control the hazard and risk by other reasonably practicable means.
6. Consider among other issues-
   1. Elimination of the hazard.
   2. Control of the hazard, extraction, dilution, dampening etc.
   3. Adequacy of PPE.
   4. Fitting of PPE to the individual user.
   5. Face fit testing where Respiratory Protective Equipment is used.
   6. Storage facilities.
   7. Arrangements for cleaning, repair and replacement.
   8. Training supervisors and users for correct use, cleaning etc.
   9. Supervising use.
   10. Signs for areas where the use of PPE is required.
   11. Records of training, issue and replacement.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health caused by inadequate or failure to use PPE, making changes to the procedure identified as necessary or beneficial.

Information and advice on the issue and use of PPE can be found in Guidance Note 1-17.

Safety Arrangement 1-18

HOME WORKING

We have a duty to protect our employees from the hazards and risks which may arise when employees work from home.

We do this by:

- Nominating senior managers to manage and reduce the risks posed from home working.
- Assessing the risks arising to individual workers and others from home working.
- Developing and implementing control measures, policies and safe systems of work.
- Ensuring that the policy, procedures, safe systems of work and control measures relating to home working are managed by competent, trained personnel.
- Managing our business to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will make improvements to the way we manage the risks posed from home working.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-18

HOME WORKING

Action Plan

To protect workers from the risks associated with home working we will:

1. Assess the suitability of their work and home environment for ‘home working’ using ‘Form HWVC’ whenever home working is being considered.
2. We will consider-
    1. Is the designated home working area clear from obstructions and tripping hazards.
    2. Is the equipment (chair, desk, keyboard) suitable for the user while they are at work.
    3. In each case, is the equipment ergonomically sound.
    4. Are sufficient storage facilities available.
    5. Is lighting of the working area adequate.
    6. Is the temperature in the work area comfortable?
    7. Is the area well ventilated?
    8. Are all cables and plugs in use in good repair and visually acceptable?
    9. Are all items of electrical equipment in good repair and working correctly?
    10. Has the home worker had basic manual handling and ergonomics training?
    11. Fire safety.
    12. First Aid arrangements.
3. Ensure workers have an area in the home designated strictly to their work to help them separate their working area from their leisure activities and home life.
4. Provide suitable IT equipment. Some laptop and portable computers may not be suitable for home use.
5. Make sure homeworkers are properly managed.
6. Encourage home workers to report all accidents and incidents whilst working from home to their supervisor as soon as practicable. Supervisors should ensure that the accident and incident report form is completed.

Information and advice on the health and safety of home workers is in Guidance Note 1-18.

Safety Arrangement 1-20

SAFE SYSTEMS OF WORK

We have a duty to ensure our workforce are provided with clear instructions and training when undertaking potentially hazardous tasks that pose significant risks.

We do this by:

- Nominating senior staff members to oversee and implement safe systems of work.
- Identifying where safe systems of work are required.
- Developing safe systems of work to effectively control the work activities within our work premises or on site.
- Explaining the safe systems of work to applicable employees.
- Ensuring that safe systems of work are created by competent, trained personnel.
- Providing training on the safe system to managers, supervisors and the workforce.
- Regular checks to ensure that the systems are being followed.
- Reviewing our systems.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

We use operational experience to make improvements to our safety, health and welfare management system.

Safety Arrangement 1-20

SAFE SYSTEMS OF WORK

Action Plan

To ensure that adequate safe systems of work are in place for employees to follow we will;

1. Appoint and train sufficient numbers of staff in the creation of the Safe System of Work.
2. Systematically identify the areas where a Safe System of Work may be required.
3. Assess the task and identify the hazards.
4. Define the safe method of undertaking the task.
5. Document the safe system of work and ideally display it at the work site where the work takes place.
6. Implement the system and ensure employees understand it. Provide training where necessary.
7. When developing and implementing safe systems of work we should involve managers and workers in the task being assessed.
8. Review safe systems of work on a regular basis or when situations change.

Advice and guidance on safe systems of work can be found in our Guidance Note 1-20 Safe Systems of Work.

Safety Arrangement 1-21

ACTION ON ENFORCING AUTHORITY REPORTS

We recognise that we will need to take early action on receipt of reports from the Enforcement Authority and plan to deal with them as a high priority.

We have done this by-

- Nominating our most senior manager to coordinate the actions required.
- Providing adequate resources, financial and human, to meet these requirements.
- Routinely reviewing progress.
- Having access to competent health and safety advice.
- Using to guide and support us in meeting enforcing authority requirements.

The person responsible is shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-21

ACTION ON ENFORCING AUTHORITY REPORTS

Action Plan

To meet our legal obligations and act on enforcing authority reports we will-

1. Identify a responsible manager to coordinate the action required.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority and resource necessary for them to fulfil their role.
5. Ensure that our workers are aware of the need to make concerns about health and safety known and report accidents, incidents and cases of work-related ill health to their managers.
6. Review our arrangements from time to time to ensure that they are fully understood and are working correctly.

Advice and guidance on this subject can be found in Guidance Note 1-21 Action on Enforcement Authority Reports.

Safety Arrangement 1-22

EQUALITY AND DISABILITY DISCRIMINATION COMPLIANCE

We recognise the benefits that accrue from planned and carefully considered arrangements for the equal treatment of all people with regard to health, safety and welfare issues. To obtain these benefits we have taken steps that will help to avoid discrimination within our business.

We have done this by:

- Nominating an individual member of senior management to coordinate action to meet the needs of disadvantaged and vulnerable persons.
- Providing adequate resources, financial and human, to make reasonable adjustments to our workplace(s).
- Allowing employees to nominate safety representatives who will represent their colleagues in respect of health, safety and welfare matters.
- Providing such health and safety information, instruction, and training for all workers as is necessary for them to be able to work without risk to their health or safety or welfare so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.
- Providing and recording relevant training.
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person responsible is shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-22

EQUALITY AND DISABILITY DISCRIMINATION COMPLIANCE

Action Plan

To meet our legal obligations to avoid discrimination to employees we need to:

1. Have a manager to coordinate the actions required and enable us to treat all people equally.
2. Ensure that they understand their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority and the resource necessary to fulfil their role.
5. Review our arrangements from time to time to ensure that they are fully understood and operating correctly.

Advice and guidance on this subject can be found in Guidance Note 1–22 Equality, Disability Discrimination and Compliance.

Safety Arrangement 1-23

HEALTH AND SAFETY INFORMATION FOR EMPLOYEES

We recognise the benefits that accrue from the provision of effective information about health, safety and welfare activities to our employees. To obtain these benefits we need an effective management system and have taken steps to provide adequate information to employees and others.

We have done this by;

- Allowing employees to nominate safety representatives who will coordinate issues arising from their colleagues in respect of health, safety and welfare.
- Providing adequate resources.
- Providing health and safety information, instruction, training and supervision for all workers as necessary for them to be able to work without risk to their health or safety or welfare so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.
- Providing and recording relevant training.
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing this organisation's arrangements for provision of information to employees is identified within the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-23

HEALTH AND SAFETY INFORMATION FOR EMPLOYEES

Action Plan

To meet our legal obligations to provide adequate health and safety information to employees we need to

1. Identify a person to take responsibility for ensuring that adequate information is provided to employees.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Identify the most effective methods for providing information to employees.
6. Provide information to our employees about their responsibilities and essential safety rules.
7. Explain to our workers, managers and supervisors the nature of our arrangements for managing health, safety and welfare.
8. Ensure that our workers are aware of the need to make concerns about health and safety known and report accidents, incidents and cases of work-related ill health to their managers.
9. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on this subject can be found in our Guidance Note 1-23 Health and Safety Information for Employees.

Safety Arrangement 2-1

FIRE SAFETY - ARRANGEMENTS AND PROCEDURES

We must implement and maintain a fire safety programme, to control the risk of fire, and to provide fire warning systems, firefighting equipment, emergency lighting, emergency signs, adequate means of escape and evacuation procedures. We have made arrangements to meet these responsibilities and to identify and reduce the risks associated with fire and emergency situations.

Our arrangements are:

- Nominating a ‘responsible person’ to coordinate fire and emergency arrangements and take responsibility for maintaining an up-to-date Fire Risk Assessment.
- Identifying fire risks on our premises, potential emergency situations and who may be affected.
- Assessing the level of risk and recording the information in the Fire Risk Assessment and emergency plan.
- Implementing procedures and control measures to mitigate the risks.
- Liaising with the emergency services, informing them of any workplace or process hazards that have the potential to create fire or emergency situations.
- Developing safe systems of work to reduce the potential for fire and emergency situations.
- Adequate provision of tested and inspected firefighting and warning equipment.
- Practicing and recording fire evacuation procedures.
- Delivering training on the emergency plan, the fire risk assessment and on the use of firefighting equipment.
- Reviewing our system. We use experience to improve our fire safety management arrangements.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 2-1

FIRE SAFETY - ARRANGEMENTS AND PROCEDURES

Action Plan

To protect workers and others from the risk of fire we need to-

1. Nominate and train a senior manager to be our competent and responsible person for fire safety matters.
2. Prepare and maintain an up-to-date fire risk assessment. If we have hazards which make our premises high risk we will need to get assistance from experts.
3. Provide and maintain (keep records) suitable fire alarm systems, means of escape, firefighting equipment, emergency lighting and emergency signs.
4. Develop procedures for the safe and speedy evacuation to a place of relative safety of workers and others in a fire or other emergency.
5. Where appropriate consult with the Fire Service in making these provisions and in developing our site-specific arrangements and procedures.
6. Consider-
    1. Fire prevention. Storage of flammables, waste disposal, open flames etc.
    2. Potential sources of ignition including use of flammable substances and process related fire hazards.
    3. Maintenance of fire alarms, smoke detectors, automatic door closers.
    4. Maintenance of fire doors and escape routes.
    5. Emergency procedures – fire wardens, fire and evacuation drills and safe assembly points.
    6. Maintenance of fire extinguishers and firefighting equipment.
    7. Liaison with fire service and assisting the fire service in the event of a fire.
    8. Providing and maintaining fire safety signs and notices.
    9. Record keeping.
    10. Safe means of shutting down electric, gas and fuel supplies
    11. Always purchase robust equipment suitable for our intended use
7. Explain the fire safety programme, arrangements and procedures to our managers, supervisors, workforce and any other people who need to know, including; landowners, neighbours, visitors, residents etc. Ensure they are understood. Provide training where required and information for staff nominated with responsibilities.
8. Implement the Programme and ensure that it is followed in practice.
9. Carry out fire alarm and evacuation drills to check that the Programme works in practice.
10. Monitor and review the operation of all aspects of the Fire Safety Programme at least twice a year and whenever a fire related incident happens, making changes to the fire risk assessment, arrangements and procedures identified as necessary or beneficial.

Advice and guidance on the development of a Fire Safety Programme can be found in Guidance Note 2-1 Fire Safety - Arrangements and Procedures.

Safety Arrangement 3-1

FIRST AID

We have a duty to provide suitable first aid arrangements for our staff, sub-contractors visitors and others who may be affected by our activities. We have taken steps to provide first aid arrangements that meet this requirement.

We do this by:

- Nominating a senior manager to identify our needs and ensure continuing arrangements for first aid provision.
- Assessing the reasonable level of first aid provision required for our business at our workplace and for travelling staff.
- Recruiting sufficient members of staff to undertake first aid training as a first aider or appointed person, as appropriate.
- Arranging approved training for those people and keeping records of their training.
- Providing adequate numbers of trained personnel to be always available during business hours.
- Providing and maintaining enough first aid equipment and consumables.
- Displaying names and locations of first aid trained personnel or appointed persons in prominent positions throughout the premises.
- Routinely reviewing our first aid arrangements for suitability and ensuring that where we have trained first aiders qualifications are up to date.

The personnel responsible for these measures are identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-1

FIRST AID

Action Plan

To ensure that we meet our obligations to provide suitable first aid arrangements for our staff, patients and others who may be affected by our activities we need to take the following action-

1. Assess our business activity to identify the level of first aid provision that will be necessary.
2. Consider issues including-
    1. The likely severity of foreseeable work-related accidents.
    2. The number of people likely to be in the workplace.
    3. The nature of health and safety risks at the workplace.
    4. The location and accessibility of the workplace.
    5. Whether the need is for trained first aiders or appointed persons.
    6. The provision of first aid kits on site, in vehicles and at our home base.
    7. The ability to summon assistance.
    8. Keeping first aid kits stocked.
3. Keep a written record of our assessment and conclusions.
4. Explain our assessment and conclusions to our workforce and service users.
5. Identify workers to be trained and take responsibility for administering first aid.
6. Provide approved training for appointed first aiders.
7. Keep records of this training and ensure qualifications are kept up to date.
8. Make sure our arrangements are understood and the responsible people known to all employees, site managers.
9. Provide suitable facilities and consumables for delivering first aid at our workplace.

Information and advice on First Aid provision can be found in Guidance Note 3-1 First Aid.

Safety Arrangement 3-2

WELFARE, STAFF AMENITIES, REST ROOMS AND THE WORKING ENVIRONMENT

We have to make and maintain arrangements for welfare and the provision of a safe and healthy working environment. This includes a duty to provide restrooms for the welfare of new and expectant mothers, where work is arduous or conducted in a hostile environment and portable facilities where there is a need.

We do this by-;

- Nominating senior managers to oversee our provision and maintenance of welfare facilities and a safe working environment.
- Maintaining our workplace including buildings, sheds and fixtures in good order and according to required standards.
- Providing welfare facilities that are fit for purpose and include adequate hot, cold and drinking water, sanitary conveniences, hand washing facilities, facilities for meal breaks, sufficient light, heat and ventilation.
- Implementing housekeeping, cleaning and maintenance regimes.
- Providing and recording relevant instruction and training.
- Regular monitoring and review of our arrangements and facilities to ensure that they remain sufficient and are adequately maintained.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-2

WELFARE, STAFF AMENITIES, REST ROOMS AND THE WORKING ENVIRONMENT

Action Plan

To ensure that we make the proper and necessary arrangements for welfare and to provide a safe working environment we will-;

1. Consider the arrangements we have in place to provide for the welfare of our workforce whilst at work and to provide a safe working environment.
2. Assess the specific welfare arrangements, including rest rooms and catering areas that we have provided against both minimum legal requirements and what might reasonably be expected by law; particularly where work may be arduous or in a hostile environment.
3. Consider among other relevant issues-
    1. Our worksite, the condition of the buildings.
    2. Temperature, ventilation and lighting in the workplace.
    3. The use of chemical and biological and substances.
    4. The condition of floors, walls and ceilings.
    5. Traffic routes.
    6. Sanitary and washing facilities.
    7. Clothing accommodation, changing rooms and rest rooms.
    8. Drinking water and the means for making hot drinks and heating food.
    9. Arrangements to support workers away from fixed facilities, e.g. during in field pick and pack working.
    10. The needs of nursing mothers.
    11. The heating and cleaning of rest rooms and welfare facilities.
4. Involve workers in these considerations and in the development and maintenance of facilities and arrangements based on these considerations.
5. Keep a written record of significant assessments, actions identified and taken.
6. Provide information and any necessary training to employees, managers and any staff nominated with responsibility to ensure that our arrangements and provisions are understood.
7. Monitor welfare arrangements and facilities to ensure that they remain sufficient, are maintained in a good clean condition and are fit for purpose.

For further information and advice see Guidance Notes 3-2 Welfare and the Working Environment and 3-8 Staff Amenities and Rest Rooms.

Safety Arrangement 3-2A

INDOOR AIR QUALITY

We have a duty to ensure the safety health and welfare of our employees and others who enter our premises by protecting them from excessive exposure to poor quality indoor air in the workplace.

We do this by-;

- Nominating senior managers to identify where we need to take action and to manage the action we need to take.
- Commissioning a competent person to assist in completing an indoor air, quality risk assessment.
- Assessing the risks to employees and others from poor indoor air quality.
- Developing and implementing an action plan identifying further actions and control measures.
- Recording the completion of arrangements for checking and testing procedures to evidence that it is being done.
- Regularly inspecting the premises to identify any new processes, personnel or changes to the building structure, which would trigger the need for re-assessment.
- Ensuring that testing is completed by competent trained personnel.
- Supervising employees and others to ensure that they follow our procedures and use the appropriate control measures.
- Providing information and instruction on this matter to employees.
- Monitoring and reviewing our arrangements. Using our experience of operating these arrangements, we aim to make improvements to the way we manage the risks from poor indoor air quality.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-2A

INDOOR AIR QUALITY

Action Plan

To protect our workforce and others from the ill health effects of poor indoor air quality, we need to :

1. Assess the risks to our workforce from poor quality, indoor air air. This includes work activities, in adequate ventilation, temperature, and humidity, extremes, combustion by products, volatile, organic, compounds, radon, dust, asbestos, micro organisms and similar contaminants.
2. Identify a senior manager to ensure that we take the correct action to meet our responsibilities.
3. Complete a visual inspection of the premises and, if necessary, engage a competent person to assist the completion of an indoor air quality risk assessment.
4. Consider in your risk assessment-
5. 1. Room or site layout, particularly areas with no natural or mechanical ventilation.
   2. Temperature between 18 and 23° C (optimal) and relative humidity 40 to 70%.
   3. Average CO_2 readings consistently below 1000 ppm.
   4. Mechanical ventilation maintained and optimised to maximise the number of fresh air changes.
   5. Products, materials, equipment, and water systems, which can release gases and volatile organic compounds.
   6. Photo copiers and printers that can generate ozone.
   7. Processes involving the use of chemicals and processes that release dust or chemicals into the atmosphere.
   8. external air quality.
   9. Occupancy levels in offices and work rules.
6. Identify and control measures already in place and any additional measures that may be required to eliminate or reduce the risk.
7. Record details of assessments, including measurements and the results of tests and any controls subsequently introduced.
8. Inform instruct and train workers about the hazard of poor, indoor air, quality, the risks, exposure levels in the workplace, and the way in which these are controlled. Keep records of this instruction.
9. Make sure that managers responsible for operating and maintaining control systems are competent and trained.
10. Monitor and check that control measures are in place and working, and that indoor air quality is satisfactory.

Safety Arrangement 3-3

HOUSEKEEPING AND CLEANING

We have a duty to ensure the safety, health and welfare of our employees, contractors and others who enter our premises by keeping it in a clean, tidy and sanitary condition.

We do this by:

- Nominating a senior manager to oversee the provision and management of housekeeping facilities and arrangements.
- Assessing the risks to our workforce and others from housekeeping activities.
- Developing and implementing cleaning procedures and associated safe systems of work where required.
- Ensuring that competent, trained personnel manage cleaning regimes and control measures.
- Carrying out regular housekeeping audits.
- Providing and using personal protective equipment where necessary.
- Managing our workforce to ensure that they use the control measures provided and follow policies and procedures.
- Designating waste areas around site.
- Providing instruction and where necessary training which is recorded.
- Regular monitoring and review of arrangements; to ensure that the workplace is kept clean and our cleaning arrangements are adequate.
- Employees and others following procedures and safe systems of work.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-3

HOUSEKEEPING AND CLEANING

Action Plan

To ensure that we keep our workplace and worksites tidy and in a clean, sanitary condition we need to-

1. Assess all areas of the workplace and work activities to determine the cleaning requirements for each area.
2. Devise and implement cleaning plans and schedules for each area, specifying and recording them.
3. In devising these plans consider issues including-
    1. Floors, stairs, toilets, rest and catering areas, outside paths, roadways and storage areas, etc.
    2. The contaminant and the most appropriate method for cleaning. Vacuum cleaning is always better than sweeping.
    3. Dry cleaning or wet cleaning. Wet cleaning may leave slippery floors.
    4. The source of the contaminant - can it be contained other than by cleaning?
    5. The frequency of and best time of day for cleaning.
    6. Waste handling and disposal – offensive, unhygienic, infected, chemical, process etc.
    7. Warning signs.
    8. Hazards associated with chemical cleaners.
    9. Cleaning around potentially hazardous equipment.
    10. Procedures for cleaning hazardous equipment.
4. Involve the workforce in making these assessments of our needs.
5. Explain these arrangements to the cleaning team, the workforce and their supervisors and managers. Ensure they are understood. Provide and record training where necessary.
6. Make sure managers understand the requirements.
7. Monitor the implementation and effectiveness of our procedures to ensure that the workplace is being cleaned properly and adequately.
8. Amend systems and procedures as necessary in the light of operational experience.

For advice and information on Housekeeping refer to Guidance Notes 3-3 Cleaning and 3-12 Housekeeping.

Safety Arrangement 3-5

BUILDING SERVICES

We have a duty to protect our employees and others from the risks of injury if adequate controls are not in place and maintained for basic building services such as gas, electricity, oil, telecommunications, clean and wastewater.

We do this by:

- Nominating a senior manager to minimise the risks posed by the services.
- Assessing the risks from the services to our workforce and others.
- Developing and implementing sufficient control measures to identify all the major services in the workplace e.g., gas, electricity, water etc
- Ensuring that the management of the control measures relating to services are undertaken by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from building services.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-5

BUILDING SERVICES

Action Plan

To protect building users from risks created by building services we should have-

1. Identified where and when workers, service users or the public may be exposed to the risks from building services.
2. Identified the control measures already in place and any additional measures that may be required.
3. Consider issues including-
    1. The identification of all major services.
    2. A suitable and sufficient safe system of isolation.
    3. The presentation of this information (a simple plan located alongside any emergency alarm evacuation control zone panel etc.).
    4. Ensuring the emergency services can be made aware of this information.
    5. Is all gas equipment routinely maintained and serviced by a RGII registered engineer?
    6. Is all electrical equipment and the fixed electrical system routinely condition checked, serviced and maintained by a competent person, with membership of a recognised electrical trades association?
    7. Do all fittings comply with local Water Supply Regulations and Byelaws?
4. Develop systems to manage these services and ensure their safety.
5. Made sure managers and supervisors understand the procedures and arrangements.
6. Considered whether they need any training.
7. Explained our system and arrangements to the workforce. Ensured they are understood and provide further training where necessary.
8. Implemented the procedure and ensure that it is followed in practice.
9. Monitored and reviewed the operation of this procedure from time to time and made changes to the procedure identified as necessary or beneficial.

Information and advice on the control of building services can be found in Guidance Note 3-5 Building Services.

Safety Arrangement 3-6

CONTROL OF HAZARDOUS AND NON-HAZARDOUS WASTE

We have a duty to ensure that we effectively and safely dispose of waste materials and products and control the methods of disposal used so that our workforce, service users and any others who might be affected are not at risk to their health, safety or welfare

We do this by:

- Nominating senior managers to control the disposal of waste, both hazardous and non-hazardous wastes, from our premises and to minimise risk.
- Assessing the risks to our workers from the handling and disposal of waste.
- Developing and implementing policies, procedures, safe systems of work and control measures relevant to the control of waste including any necessary to comply with environmental legislation.
- Ensuring that waste disposal is by competent, approved personnel, using the correct personal protective equipment.
- Ensuring that the safest means of disposal is used to protect the environment.
- Employees and others adhering to procedures, control measures and safe systems of work.
- Providing and recording relevant training.
- Regular monitoring and review of our arrangements and facilities to ensure that we continue to manage and dispose of waste, hazardous and non-hazardous, without risks to health or safety.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-6

CONTROL OF HAZARDOUS AND NON-HAZARDOUS WASTE

Action Plan

To ensure our workforce and any other people who might be affected are not at risk to their health, safety or welfare from the way we dispose of hazardous and non-hazardous waste materials and products we will-

1. Identify where we create waste and rubbish.
2. Assess the hazards from the waste materials and the risks create.
3. Identify hazardous and controlled wastes.
4. Consider issues relevant to our workplace including-
    1. Is the waste particularly hazardous because it is a classified chemical substance?
    2. Is the waste hazardous because it is or contains biological agents?
    3. Whether the waste is hazardous because it is sharp, heavy or flammable.
    4. How is it stored on our premises or land?
    5. How is it moved around?
    6. If stored outside, is it secure? Can the public gain access?
    7. Is the way we store waste an invitation to an arsonist?
    8. How can we make the process easier and safer for our workers?
    9. Consider how environmental legislation and requirements might impact on procedures and the way waste is disposed of.
5. Involve workers in developing a procedure based on these considerations.
6. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.

Advice and guidance on the control of hazardous and non-hazardous waste can be found in Guidance Note 3-6.

Safety Arrangement 3-9

ACCESS, EGRESS, STAIRS AND FLOORS

We have a duty to protect the health, safety and welfare of our workforce and others who come onto our premises or sites from the risk of injury due to badly maintained access and exit routes, stairs and floors.

Safety Arrangement 3-9

ACCESS, EGRESS, STAIRS AND FLOORS

Action Plan

To protect the health, safety and welfare of our workforce while at work and others who come onto our premises from the risk of injury due to slips, trips and falls we will;

1. Consider the nature of our premisesand sites and the way we work.
2. Identify areas where badly designed or maintained access and exit routes, stairs and floors could create access and egress problems or otherwise obstruct movement leading to employees and others slipping, tripping or falling.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider issues including-
   1. Steep stairs, handrails, ladders..
   2. Ramps.
   3. Changes in floor levels.
   4. Potholes in floors and yard areas.
   5. Blind corners.
   6. Lighting and visibility.
   7. Wet and slippery floors.
   8. Highly polished floors.
   9. Trailing cables.
   10. Rubbish.
5. Keep a written record of significant risk assessments, control measures and systems of work adopted.
6. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure from time to time and after any incident involving access, egress, stairs or floors, making changes to the procedure identified as necessary or beneficial.

Advice and guidance about access, egress, stairs and floors can be found in Guidance Note 3-9.

Safety Arrangement 3-10

WINDOWS, GLASS AND GLAZING IN THE WORKPLACE

We have a duty to ensure the safety, health and welfare of our workers and others who enter our premises from the risks posed by glass and glazing.

We do this by:

- Nominating senior managers to reduce the risks from glass and glazing systems.
- Assessing the risks from glass and glazing systems to our workforce and others.
- Developing and implementing control measures, policies and safe systems of work.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to glass and glazing systems are undertaken by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we make improvements to the way we manage the risks from glass and glazing systems.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-10

WINDOWS, GLASS AND GLAZING IN THE WORKPLACE

Action Plan

To ensure the safety, health and welfare of our workforce and others who enter our premises from the risks to their safety from inappropriate glass or glazing systems we need to-

1. Identify glass and glazing which, because of its use and position, could present a risk to the safety of building users.
2. Assess the risks to our workforce and others from the glass or glazing systems at our workplace.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider-
    1. What type of glazing is installed?
    2. Is there a risk of contact with the glazing?
    3. Does the glass or glazing material meet current standards for that application?
    4. Is all the glazing obvious – will glass walls or doors always be noticed by a passer-by?
5. Explain these arrangements to the workforce, their supervisors and managers.
6. Ensure they are understood and provide further training where necessary.
7. Implement the procedure and ensure that it is followed in practice.
8. Monitor and review the operation of this procedure from time to time and whenever there is an incident involving glass and glazing systems, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on the control of windows, glass and glazing systems can be found in Guidance Note 3-10.

Safety Arrangement 3-11

WORKPLACE SIGNS

Where appropriate we have a legal duty to display safety signs to warn workers and others of hazards that may be present in our workplace.

We do this by:

- Nominating a senior manager to identify where safety signs are needed.
- Creating a procedure for the purchase and installation of signs.
- Ensuring that signs are adequate for their purpose and maintained.
- Ensuring that assessments are made by competent, trained personnel.
- Ensuring that workplace signs are observed.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will improve the way we manage and use of safety signs.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-11

WORKPLACE SIGNS

Action Plan

To protect the health, safety and welfare of our workers and others we need to use safety signs as a way of warning people where there are hazards. We need to-

1. Identify where there are hazards that need to be marked with warning signs.
2. Identify signs already in place and any additional signs that may be required.
3. Consider, as part of our assessment, issues such as-
   1. Where prohibition signs should be used.
   2. Where cautionary signs should be used.
   3. Where signs requiring positive action should be used.
   4. Where signs are required to indicate a mandatory action.
   5. Whether signs are made, coloured and displayed according to legal requirements.
   6. Replacement of damaged signs – now and in the future.
4. Involve our workforce in developing these arrangements and systems.
5. Keep a written record of assessments and decisions made.
6. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain decisions to the workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure and the provision of signs from time to time.

Advice on safety signs can be found in Guidance Note 3-11.

Safety Arrangement 3-13

WORKING IN THE OPEN AIR, WORKING IN THE SUN

We have a duty to protect our workers from the health hazard and risks of working in the open air and in the sun.

We do this by:

- Nominating senior managers to manage the risks from working in the open air and in the sun.
- Assessing the risks to our workers from working outside
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the policy, procedures, Safe Systems of Work and control measures for working outside are overseen by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing activities to ensure that employees use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will improve the way we manage the risks facing our workforce.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-13

WORKING IN THE OPEN AIR, WORKING IN THE SUN

Action Plan

To protect workers from the risks of working in the open air and in the sun we need to-:

1. Assess our work to identify where and when workers may be exposed to harm from working in the open air and in the sun.
2. Identify any workers with health issues that make them particularly susceptible to injury from working outdoors.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider-
   1. Excessive exposure to sunlight – provide sunscreen, sun block, water supply, regular breaks, covering exposed parts of the body.
   2. Watercourse hazards – fall arrest equipment, inflatable life jackets, two-man working.
   3. Lack of available light to work safely (e.g. during the winter months or at night) – provide appropriate artificial lighting and spare bulbs.
   4. Exposure to dust and micro-organisms (resulting in sensitization or asthma) – is health surveillance or respiratory protective equipment required?
   5. Life-threatening reactions from bites and stings - availability of antidotes, first aid provision, medical assistance, individual specific risk assessments.
   6. Adverse weather conditions (hypothermia, heat exhaustion) - length of time of exposure, appropriate clothing, periodic rest breaks.
5. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
6. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain our system and arrangements to the workers. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Report any incidence of a reportable injury or disease to the Enforcing Authorities.
10. Monitor and review the operation of this procedure from time to time and whenever a worker is harmed as a result of working in the open air, making changes to the procedure identified as necessary or beneficial.

Information and advice on health and safety whilst working out of doors can be found in Guidance Note 3-13.

Safety Arrangement 3-13A

SITE WORK

We have a duty to protect our employees from the risks posed from working on site.

We do this by:

- Nominating senior managers to reduce the risks arising from working on site.
- Assessing the risks to our workforce from site works.
- Developing and implementing control measures, policies and safe systems of w ork.
- Appointing competent trained project managers and site supervisors.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to open air working are made by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will improve the way we manage the risks from working on site.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-13A

SITE WORK

Action Plan

To protect workers from the risks posed from working on site we need to:

1. Assess our work activity to identify where and when workers may be exposed to harm from working on site.
2. Identify the requirements for site supervision and appoint trained competent project managers and supervisors.
3. Identify any workers with health issues that make them particularly susceptible to injury from working on site.
4. Identify the control measures already in place and any additional measures that may be required.
5. Consider;
    1. Excessive exposure to sunlight – provide sunscreen/sun block, water supply, regular breaks, covering exposed parts of the body.
    2. Water hazards – fall arrest equipment, inflatable life jackets, two-man working.
    3. Lack of available light to work safely (e.g. during the winter months or at night) – provide appropriate artificial lighting and spare bulbs.
    4. Exposure to dust and micro-organisms (resulting in sensitization or asthma) – is health surveillance or respiratory protective equipment required?
    5. Life-threatening reactions from bites and stings - availability of antidotes, first aid provision, medical assistance, individual specific risk assessments.
    6. Adverse weather conditions (hypothermia, heat exhaustion) - length of time of exposure, appropriate clothing, periodic rest breaks.
6. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Report any incidence of a reportable injury or disease to the Enforcing Authorities.
11. Monitor and review the operation of this procedure from time to time and whenever an employee is harmed as a result of working on site, making changes to the procedure identified as necessary or beneficial.

Information and advice on the control of site work can be found in our Guidance Notes 3-13 and 7-4.

Safety Arrangement 3-15

PREMISES

We have a duty to protect our workers and everyone else from risks present in our premises and to ensure that they are maintained.

We do this by:

- Nominating a senior manager to reduce the risks posed by work in or by use of our facilities.
- Assessing the risks arising from working on our premises to our workforce and others.
- Developing and implementing control measures, policies and safe systems of work.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to our premises are completed by competent, trained personnel.
- Managing our activities to ensure that workers and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks posed.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-15

PREMISES

Action Plan

To protect workers and everyone else from the risks associated with our premises we must-

1. Complete a general risk assessment of the premises, identifying any hazards that are present
2. Consider-
    1. Workspace –can people go about their tasks without obstruction?
    2. Sanitary conveniences and washing facilities – must be available and determined by the number of employees.
    3. Windows and doors – ensuring these do not create an obstruction or vision problem.
    4. Rest areas - provision for employees to be able to eat and drink away from working areas.
    5. The need for a fire risk assessment.
    6. Routine testing of the fire alarm system and emergency lighting; ensuring that this is recorded.
    7. Identification of any asbestos present in the premises. Maintain an asbestos register; seek remediation treatment where necessary.
    8. Whether all our insurance liability policies are current and suitable for the premises.
    9. Glazing in high-risk areas is of a safety material or protected against breakage.
    10. Pedestrian segregation from vehicles, with clearly identified walkways to ensure pedestrian safety.
    11. A suitable housekeeping regime that reduces the likelihood of slip, trip and fall hazards occurring on our premises.

Advice and guidance on the control of premises hazards can be found in Guidance Note 3-15.

Safety Arrangement 4-1

ELECTRICAL SAFETY

We have a duty to protect our employees and other people who use our premises from the risk of electrical injury caused by our electrical installations, our use of fixed equipment, 110v equipment and our use of portable electrical appliances.

We do this by:

- Nominating senior staff members to ensure the safety of our electrical installation equipment, 110v and portable appliances.
- Making an assessment of the risks from electrical installations, fixed equipment and portable appliances.
- Developing and implementing procedures, control measures, policies and Safe Systems of Work.
- Ensuring that any work carried out on our electrical installation, equipment and appliances is carried out by competent, accredited electrical engineers and certified to current requirments.
- Providing and using personal protective equipment where appropriate.
- Regular inspection by competent accredited electrical engineers.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage electrical safety.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-1

ELECTRICAL SAFETY

Action Plan

To protect workers and others from the risks from using fixed, 110v and portable electrical equipment we will:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from fixed or portable electrical equipment.
2. Assess the risks from that exposure to fixed and portable electrical equipment, identifying control measures in place and any additional measure that may be required to avoid risk.
3. Consider relevant issues including:
    1. The competence of employees or contractors who install or maintain electrical equipment.
    2. Inspection of fixed electrical installations as prescribed by Regulation 89 of the 2007 Safety, Health and Welfare at Work (General Application) Regulations as amended.
    3. The maintenance of electrical installations between inspections.
    4. The maintenance and inspection of portable electrical equipment.
    5. Using battery powered hand tools.
    6. Whether hydraulic or pneumatic tools might be safer.
    7. Reducing the operating voltage to 110v, where required.
    8. Residual current devices.
    9. Use in flammable or explosive areas; use in wet and adverse conditions.
    10. Equipment used on site and conditions on site.
    11. The use of trailing cables.
4. Purchase robust equipment suitable for the environment in which it is to be used.
5. Arrange for the routine testing and inspection of portable electrical equipment.
6. Develop a procedure based on these considerations.
7. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
8. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and after any electrical incident, making changes identified as beneficial or necessary.

Information and advice on the use of fixed and portable electrical equipment can be found in Guidance Note 4-1 Electrical Safety.

Safety Arrangement 4-2

THE PROVISION, USE AND MAINTENANCE OF WORK EQUIPMENT

We have a duty to protect our employees and other people who use our premises from the health and safety risks associated with the provision and use of work equipment.

We do this by:

- Nominating senior staff members to consider the health and safety issues surrounding any new equipment that we obtain and the equipment that we use in the course of our business.
- Making an assessment of the risks from work equipment when in use and during its maintenance.
- Developing and implementing procedures, control measures, policies and Safe Systems of Work.
- Ensuring that any work carried out on work equipment is carried out by competent workers or competent contractors.
- Providing and using personal protective equipment where appropriate.
- Regular maintenance and servicing.
- Statutory inspections by competent accredited engineers and surveyors where required.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the provision and use of work equipment.

The personnel responsible for the above measures are identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-2

THE PROVISION, USE AND MAINTENANCE OF WORK EQUIPMENT

Action Plan

To protect workers and others from the risks from work equipment we will:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from our use of existing equipment.
2. Assess the risks from any such exposure to work equipment, identifying control measures in place and any additional measure that may be required to avoid risk.
3. Consider relevant issues including:
    1. What risks to health and safety might be created?
    2. Do any parts look dangerous?
    3. Do the guards adequately protect against the risk? Do they conform to the current Irish, European or standards?
    4. Is it designed for use on site?
    5. Do fumes or dust escape from the equipment?
    6. Is it used in flammable or explosive areas or in wet and adverse conditions? Is it designed and protected for such use?
    7. Can you understand the controls? Are they in English?
    8. Is it excessively noisy or is there excessive vibration?
    9. Are there any special maintenance requirements?
    10. Are parts that need maintenance easily accessible?
    11. Does any part get very hot or cold?
    12. Are there any live electrical parts exposed?
    13. Are there clear and comprehensive manufacturer’s instructions?
4. Arrange for work equipment to be routinely serviced and maintained and for statutory inspections where required.
5. Keep a written record of significant risk assessments and the control measures and any systems of work or procedures adopted.
6. Implement the procedures and arrangements making sure that managers and supervisors understand them. Consider whether they need any training.
7. Explain our procedures and arrangements to our workforce. Ensure they are understood and followed in practice. Provide training where necessary.
8. Monitor and review the operation of this procedure from time to time and after any incident, making changes identified as beneficial or necessary.

Further information and advice can be found in Guidance Note 4-2 The Provision, Use and Maintenance of Work Equipment.

Safety Arrangement 4-3

HAND TOOLS

We have a duty to protect our employees and other people from the risks associated with the use of hand tools.

We do this by:

- Nominating senior managers to consider the safety implications of our use of hand tools.
- Assessing the risks from our use of hand tools.
- Developing and implementing procedures, control measures, policies and safe systems of work.
- Ensuring that hand tools are maintained.
- Providing and using personal protective equipment where appropriate.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the safety of hand tool use.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-3

HAND TOOLS

Action Plan

To protect workers and others from the risks of using hand tools we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health
2. Assess the risks from that use of hand tools, identifying control measures already in place and any additional measure required to avoid risk.
3. Consider relevant issues including:
    1. The competence and training of workers who use hand tools.
    2. The maintenance of hand tools particularly powered hand tools.
    3. Use of hand tools in wet and adverse conditions.
4. Purchase robust equipment suitable for the work and environment in which it will be used.
5. Develop a procedure based on these considerations.
6. Keep a written record of any significant risk assessments and the control measures and systems of work adopted.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and after any accident or incident, making changes identified as beneficial or necessary.

Information and advice on the safe use of hand tools is in Guidance Note 4-3 Hand Tools.

Safety Arrangement 4-4

OFFICE EQUIPMENT

We have a duty to protect our staff and other people who use our premises from the risks associated with the use of office equipment.

We do this by:

- Nominating a senior manager to consider safety implications in the use of office equipment.
- Assessing the risks from using office equipment.
- Developing and implementing procedures, control measures, policies and safe systems of work.
- Ensuring that office equipment is properly maintained.
- Managing employees and others to ensure that they follow procedures and safe systems of work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using experience we will improve the way we manage the safety of office equipment.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-4

OFFICE EQUIPMENT

Action Plan

To protect workers and others from the risks of using office equipment we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety by using office equipment.
2. Assess the risks from the use of office equipment, identifying control measures already in place and any additional measures required to avoid risk.
3. Consider relevant issues including:
   1. The competence and training of workers who use office equipment.
   2. Who does what when the equipment goes wrong?
   3. Are any young workers likely to use office equipment? Are any special precautions needed?
   4. Are manufacturers' instructions followed?
   5. The maintenance of office equipment.
   6. The location of office equipment.
4. Purchase robust equipment suitable for the work and environment in which it will be used.
5. Develop a procedure based on these considerations.
6. Keep a written record of any significant risk assessments and the control measures and systems of work adopted.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and after any accident or incident, making changes identified as beneficial or necessary.

Information and advice can be found in Guidance Note 4-4 Office Equipment.

Safety Arrangement 4-5

STORAGE OF CHEMICAL SUBSTANCES AND AGENTS

We have a duty to protect our workers and others from the potential hazards and risks from the storage of chemical agents at our workplace.

We do this by:

- Nominating senior staff members to identify the chemical agents used and their storage requirements.
- Developing and implementing risk assessments, procedures, safe systems of work and control measures to minimise risk within our work premises.
- Implementing the procedures, safe systems of work and control measures.
- Ensuring that the storage, containment and exhaust ventilation arrangements are adequate for their purpose, as defined in prescribed legislation.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to chemical agents are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from stored chemical agents.

The personnel responsible for the above measures are identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-5

STORAGE OF CHEMICAL SUBSTANCES AND AGENTS

Action Plan

To protect our workforce and others from the potential hazards and risks present as a result of the storage of chemical agents at our workplace we need to;

1. Make an inventory of every chemical substance, including its location and the maximum quantities expected, stored on our premises.
2. Assess the potential risks from the storage of each of those agents and identify those which are hazardous and those which are not.
3. Assess the hazardous chemical agents for the risks that they pose to health and safety because of the quantities that we store and or the way that they are stored.
4. Identify the control measures that we should adopt.
5. Consider matters including;
    1. What hazardous chemical agents do we store?
    2. In what quantity?
    3. Where?
    4. Are they stored in accordance with Safety Data Sheet (SDS) recommendations and published guidance?
    5. Are the storage arrangements suitable?
    6. Have we identified and separated incompatible chemical agents? How can we improve our storage arrangements?
    7. Is our workforce aware of hazards and risks?
6. Record details of our assessments, the results and any controls subsequently introduced.
7. Prepare a detailed statement of how we control the risks.
8. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and whenever hazardous agents give rise to incident, injury or ill health, making changes to the procedure identified as necessary or beneficial.

Advice on storing chemical agents is available in Guidance Note 4-5.

Safety Arrangement 4-6

CONTROL OF FLAMMABLE LIQUIDS

We have a duty to ensure the safety, health and welfare of our employees, contractors and others who may be affected by our use of flammable liquids.

We do this by:

- Nominating senior managers to identify flammable substances and the hazards they create.
- Developing and implementing risk assessments, procedures, safe systems of work and control measures.
- Ensuring that risk assessments are completed by competent, trained personnel.
- Employees and others adopting procedures, control measures and safe systems of work.
- Providing safe equipment for use with flammable liquids.
- Providing sufficient personal protective equipment.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will improve our management of risks from flammable liquids.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-6

CONTROL OF FLAMMABLE LIQUIDS

Action Plan

To protect our workers, contractors and others who may be affected by the harmful effects of the flammable liquids used in our business we need to-

1. Make an inventory of every flammable liquid that we use.
2. Assess the flammable liquids for the risks they pose to health and safety because of the quantities in use and or the way they are used.
3. Assess who might be exposed, where and when?
4. Assess or measure the levels of flammable liquids to which our workforce is exposed.
5. Identify the control measures that we should adopt.
6. Consider relevant matters including-
    1. Can we eliminate the risk entirely?
    2. Can we reduce the amount stored on the premises?
    3. Potential sources of ignition?
    4. Issue employees with personal protective equipment such as eye protection, antistatic safety footwear and gloves.
    5. Are there fire-resistant enclosures and adequate ventilation for the storage of flammable substances?
    6. Are spill kits required? Are they readily accessible and are staff trained to use and dispose of spillages?
    7. Are there procedures to ensure that all flammable substances and decanted materials are appropriately labelled?
7. Record details of our assessments, measurements, results and any subsequently introduced controls.
8. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Inform, instruct and train workers about the flammable liquids we use, the risks, exposure levels in the workplace, emergency procedures and any control measures introduced.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and whenever flammable liquids give rise to incident, injury or ill-health, making changes to the procedure identified as necessary or beneficial.

Advice on controlling the risks from flammable liquids can be found in Guidance Note 4-6.

Safety Arrangement 4-8

SLIPS, TRIPS AND FALLS

We have a duty to protect our workforce, contractors and other visitors to our premises from the risks of slipping, tripping and falling.

We do this by:

- Nominating a senior manager to monitor, improve and reduce the risk of slips, trips and falls.
- Identifying all the potential causes of slips, trips and falls and assessing the risk.
- Developing and implementing procedures and control measures.
- Ensuring that pedestrian routes are fit for purpose, that they are routinely maintained and checked.
- Ensuring that competent and trained personnel complete risk assessments and safety inspections.
- Providing wherever possible segregated traffic routes and adequate signage.
- Providing and recording relevant training.
- Regular monitoring and review of compliance with our arrangements to ensure that they are followed in practice and continue to control potential risks.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-8

SLIPS, TRIPS AND FALLS

Action Plan

To protect our workforce, contractors and others from the risk of accidents caused by slips, trips and falls we will:

1. Identify where there are potential areas for slips, trips or falls accidents on our premises.
2. Assess the hazards in each of those areas and the risks that people may face.
3. List existing controls and any other measures that we should be taking.
4. Consider issues including-
    1. Floor surfaces.
    2. The environment.
    3. The weather.
    4. Footwear
    5. Contamination
    6. Obstacles and obstructions.
    7. Cleaning regimes.
    8. People - human factors
5. Involve workers in developing a procedure or arrangements based on these considerations.
6. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our system and arrangements to our workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time making changes identified as necessary or beneficial. The arrangements will also be reviewed after any report of a dangerous incident or of a person suffering injury or due to slipping or tripping

Advice and guidance on slips, trips and falls can be found in Guidance Note 4-8.

Safety Arrangement 4-10

THE PROVISION AND USE OF MACHINERY

We have a duty to ensure that machinery used during business is safe for use and properly maintained.

We do this by:

- Nominating a senior manager to oversee the health and safety issues relating to our use of machinery.
- Assessing the risks to our workforce and others during the use and maintenance of machinery.
- Developing and implementing control measures, policies and safe systems of work for machines currently in use and policies for the purchase of new machinery.
- Ensuring that the management of these policies, procedures, safe systems of work and control measures is by competent, trained personnel.
- Ensuring that machinery is suitably safeguarded and regular, planned inspections are carried to meet statutory requirements and confirm their suitability for continued safe use.
- Supplying and using personal protective equipment where it is necessary.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience to improve our management of the risks from machinery.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-10

THE PROVISION AND USE OF MACHINERY

Action Plan

To protect the health and safety of workers during the use and maintenance of machinery we will:

1. Assess our activities to identify where and when workers or the public may be exposed to risk during the use, repair and maintenance of machinery.
2. Assess the risks identified and the control measures required.
3. Identify existing control measures and any additional measures required.
4. Involve the workforce in making these assessments of our needs.
5. Consider issues including-
    1. Are dangerous parts of machinery suitably guarded or protected?
    2. Is the integrity of the protection maintained when different jobs are done on the machine?
    3. Which parts of the machine need access for maintenance?
    4. What is the nature of the intervention?
    5. What do they do and how?
    6. Isolation and lock off procedures.
    7. Stored energy.
    8. Lifting heavy parts.
    9. Chemical, oil etc., contamination.
    10. Have workers been formally trained for the jobs they do?
    11. Is manufacturers’ advice or instructions being followed?
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.

Advice and guidance on the control of the provision and use of machinery can be found in Guidance Note 4-10.

Safety Arrangement 4-11

THE SAFE USE OF MACHINERY

We have a duty to ensure the health, safety and welfare of workers and others during the use and maintenance of machinery.

We do this by:

- Nominating a senior manager to identify the hazards created by the use and maintenance of machinery.
- Assessing the risks to our workforce and others during the use and maintenance of machinery.
- Developing and implementing policies, procedures, safe systems of work and control measures.
- Ensuring that any risk assessments are undertaken by competent, trained personnel.
- Ensuring that machinery is suitably safeguarded and regular, planned inspections are carried out on to meet statutory requirements for their continued use.
- Ensuring employees and others adhere to procedures, control measures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will improve our management of risk from machinery.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-11

THE SAFE USE OF MACHINERY

Action Plan

To protect the health and safety of workers and others during the use and maintenance of machinery we will:

1. Identify where and when workers or others may be exposed to risk during the use, repair and maintenance of machinery.
2. Assess the risks identified and the control measures required.
3. Identify existing control measures and additional measures required.
4. Involve the workforce in making these assessments of our needs.
5. Consider issues including-
    1. Are dangerous parts of machinery suitably guarded or protected?
    2. Is the integrity of the protection maintained when different jobs are done on the machine?
    3. Which parts of the machine need access for maintenance?
    4. What is the nature of the intervention?
    5. What do they do and how?
    6. Isolation and lock off procedures.
    7. Stored energy.
    8. Lifting heavy parts.
    9. Chemical, oil etc., contamination.
    10. Have workers been formally trained for the jobs they do?
    11. Is manufacturers' advice or instructions being followed?
    12. Ease of setting.
    13. Handling work pieces.
    14. Newer safer machines.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.

Advice and guidance on the control of the provision and use of machinery can be found in Guidance Note 4-10.

Safety Arrangement 4-13

ABRASIVE WHEELS

We have a duty to ensure the health, safety and welfare of our employees, workers and others from the hazards and risks associated with the use of abrasive wheels.

We do this by:

- Nominating senior staff members to identify the hazards posed by the use and maintenance of abrasive wheels.
- Assessing the risks to employees, workers and others from the use of abrasive wheels.
- Developing and implementing control measures, procedures and safe systems of work.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Ensuring that regular inspection and maintenance is carried out to keep the equipment in good working order.
- Ensuring that employees and others adhere to procedures, control measures and safe systems of work.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from abrasive wheels.

The personnel responsible for the above measures are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-13

ABRASIVE WHEELS

Action Plan

To ensure the safety of our employees, workers and others whilst working with or near abrasive wheels we will:

1. Assess our work activity to identify where and when they may be exposed to hazard and risk when abrasive wheels are used.
2. Where hazards and risks are identified, risk assess the task(s), to identify where control measures are required.
3. Involve the workforce in making these assessments of our needs.
4. Identify the control measures already in place and any additional measures. Refer to makers' guidance, trade guidance, Irish and European Standards etc.
5. Consider among other issues-
   1. Risks to operators.
   2. Eye protection.
   3. Guards
   4. Storage of abrasive wheels.
   5. Who sets and fits new abrasive wheels.
   6. Risks to tool setters, fitters and maintenance staff.
   7. Risks to others.
   8. Stability of work pieces.
   9. Training for operators and setters.
   10. Dust, fume, oil mist and bacterial contamination of oils (also part of an assessment of exposure to hazardous substances).
6. Develop procedures, programmes and practices tailored to our business.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to our workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever anyone is injured or suffers ill health from using an abrasive wheel, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on the use of abrasive wheels can be found in Guidance Note 4-13.

Safety Arrangement 4-17

LIFTING EQUIPMENT AND LIFTING OPERATIONS

We have a duty to provide and maintain safe lifting equipment and to ensure that lifting operations are safely carried out. We also have a duty to ensure that our workforce and others who might be affected are not exposed to risk from lifting operations or our use of lifting equipment.

We do this by:

- Nominating senior staff members to manage and oversee lifting operations and the provision and use of lifting equipment.
- Assessing the risks to employees and others from lifting operations and the use of lifting equipment.
- Developing and implementing control measures, procedures and safe systems of work.
- Arranging for the statutory examinations of this equipment as required.
- Purchasing approved CE marked equipment made to applicable Irish, European or other standards.
- Ensuring that risk assessments and lifting plans are prepared by competent, trained personnel
- Implementing the findings of risk assessments, procedures, safe systems of work and control measures.
- Ensuring that employees and others are trained and competent to take part in lifting operations and to follow prescribed procedures, control measures and safe systems of work.
- Providing and recording training.
- Monitoring and reviewing our systems; using the experience of operating these arrangements we aim to make improvements to the way we manage the risks from lifting equipment and lifting operations

The personnel responsible for the above measures are identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-17

LIFTING EQUIPMENT AND LIFTING OPERATIONS

Action Plan

To ensure the safety of our employees and others involved in lifting operations and working with lifting equipment we will:

1. Assess our work activity to identify where and when workers or others may be involved in lifting operations and to hazard and risk during the use of lifting equipment.
2. Where hazards and risks from lifting operations and the use of lifting equipment are identified, risk assess the task(s) undertaken, to identify where control measures are required.
3. Developing formal lifting plans where required.
4. Involve the workforce in making these assessments of our needs.
5. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and Irish and European Standards etc.
6. Consider among other issues-
    1. Loads to be lifted. Size, type, weight.
    2. Where the loads are lifted, the purpose of the lift.
    3. Are loads lifted and transported.
    4. Are people lifted?
    5. Strength and integrity of new equipment.
    6. Risks to operators.
    7. Maintenance and statutory examinations and test.
    8. Planning of lifting operations.
    9. Weather and wind speed for work outdoors.
    10. Training for operators, supervisors, banksmen, maintenance workers etc.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Make sure that managers, supervisors and staff understand the procedures and arrangements. Consider whether they need any training.
9. Implement the procedures and ensure that they are followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever anyone is injured or suffers ill health from the use of lifting equipment, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety in the use of lifting equipment and lifting operations can be found in Guidance Note 4-17.

Safety Arrangement 4-19

LIFTS AND HOISTS

We have a duty to provide and maintain safe equipment, including lifts and hoists, for use by our employees and workers. We also have a duty to ensure that others are not exposed to risk.

We do this by:

Nominating senior managers to oversee the provision and use of lifts and hoists.

- Assessing the risks to employees and others from their use.
- Developing and implementing control measures, procedures and safe systems of work.
- Arranging for the statutory examinations of this equipment at the correct intervals.
- Purchasing approved CE marked equipment.
- Implementing the findings of risk assessments through procedures, safe systems of work and control measures.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Ensuring that employees and others follow our procedures, control measures and safe systems of work.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from lifts and hists.

The personnel responsible for these measures are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-19

LIFTS AND HOISTS

Action Plan

To ensure the safety of our workforce and others when using, working with or near lifts and hoists we will:

1. Assess our activities to identify where and when they may be exposed to hazard and risk during the operation and use of the equipment.
2. Where hazards and risks are identified, risk assess their use, to show where control measures are required.
3. Involve our workforce when assessing our needs.
4. Identify control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance, Irish and European Standards, etc.
5. Consider among other issues-
    1. Maintenance of lifts and hoists.
    2. Statutory inspection and test requirements.
    3. Periodic inspections of lifts and hoists.
    4. Risks to operators and users.
    5. Adaptations and alterations to lifts and hoists.
    6. Emergency action in case of a malfunction.
    7. Training for users, maintenance etc.
6. Develop procedures, programmes and practices tailored to our premises.
7. Make sure that all managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever anyone is injured or suffers ill health due to use of a lift, making changes to the procedure identified as necessary or beneficial.

For advice and guidance on health and safety in the use of lifts see Guidance Note 4-19, for advice and guidance on health and safety in the use of hoists see Guidance Note 4-18.

Safety Arrangement 4-20

WORK AT HEIGHT

We have a duty to ensure the health, safety and welfare of our employees and others against the risks involved in working at height.

We do this by-

- Nominating a senior manager to be responsible for identifying and managing work at height.
- Assessing the risks to our workers and others from the risks involved in working at height.
- Avoiding the need to work at height wherever possible by complying with the hierarchy of controls specified in legislation.
- Where we cannot avoid work at height we develop and implement procedures, control measures and safe systems of work.
- Ensuring that access and other equipment provided for work at height is fit for the purpose, correctly installed, used and maintained, and checked at the correct frequency.
- Ensuring that risk assessments and inspections are carried out by competent and trained personnel.
- Ensuring that control measures are installed and managed by competent trained personnel.
- Managing work to ensure that procedures, control measures and safe systems of work are followed.
- Providing and recording training.
- Monitoring and reviewing our systems; using experience we aim to improve to the way we manage the risks from work at height.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-20

WORK AT HEIGHT

Action Plan

To ensure the safety of our employees and others whilst working in areas where they could be at risk because they are working at height we will:

1. Identify where and when workers or others may be exposed to hazard and risk due to work at height.
2. Avoid the need to work at height wherever possible.
3. Where work at height cannot be avoided, risk assess the task.
4. Involve our workforce in these assessments and the identification of control measures to eliminate or reduce risk. Liaise with clients and others where necessary.
5. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and Irish Standards etc.
6. Consider among other issues-
   1. All work above ground where there is a risk of falling.
   2. Occasional job tasks as well as routine tasks.
   3. Roof work, cleaning gutters.
   4. Does the work have to be done at height?
   5. Use of the right access equipment for the task.
   6. Weather conditions.
   7. Competency of workers.
   8. Condition of ladders and access equipment.
   9. Unexpected tasks e.g. leaking roof, overflowing gutter.
   10. Safety nets.
   11. Personal protective systems, fall arrest systems.
7. Develop procedures, programmes and practices tailored to our site.
8. Make sure that managers, supervisors and staff understand the procedures and arrangements. Consider whether they need any training.
9. Explain these arrangements to the workforce. Ensure they are understood and provide training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and following any injury due to work at height, making changes to the procedure identified as necessary or beneficial.

Information, advice and guidance on health and safety during work at height can be found in Guidance Note 4-20.

Safety Arrangement 4-21

ACCESS EQUIPMENT

We need to ensure the safety of our workforce and others when using access equipment for tasks that involve work at height.

We do this by:

- Nominating a senior manager to oversee work at height, our use of access equipment and to identify and manage the action we need to take.
- Assessing the risks to employees and others from access equipment and working at height.
- Developing and implementing control measures, procedures and safe systems of work.
- Ensuring employees and others adopt the control measures provided and follow the developed procedures and safe systems of work.
- Training employees to safely use access equipment and work at height.
- Using only trained employees to install or erect access equipment.
- Purchasing suitable access equipment and ensuring that adequate guardrails and outriggers are used when required.
- Regular inspection by competent engineers.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will improve our management of risks from the use of access equipment and work at height.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-21

ACCESS EQUIPMENT

Action Plan

To ensure the safety of our employees and others whilst working at height using access equipment we will:

1. Identify where and when workers or others may be exposed to risk whilst working at height using access equipment.
2. Where risks are identified, assess the risks to health and safety.
3. Involve the workforce in these assessments and in the identification of control measures.
4. Identify the control measures in place and any additional measures required. Refer to manufacturers' guidance, trade guidance and Irish Standards etc.
5. Consider among other issues-
    1. The nature of the work at height task.
    2. The most appropriate means of access.
    3. Suitability – ground conditions, slopes and access.
    4. The length of the task.
    5. If equipment is to be hired could the task in hand be combined with other work at height for efficiency?
    6. Do staff have the skills and competence to use powered access equipment?
    7. The need for adequate guardrails and outriggers (where required).
    8. Training.
    9. Supervision.
    10. Personal Protective Equipment.
    11. Maintenance of access equipment.
    12. Statutory inspections.
6. Develop procedures, programmes and practices tailored to our premises.
7. Make sure that managers, supervisors and staff understand the procedures and arrangements. Consider whether they need any training.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure from time to time and whenever anyone is injured while using access equipment to work at height, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety in the use of access equipment can be found in Guidance Note 4-21.

Safety Arrangement 4-22

PERMITS TO WORK

To protect our workforce and others from risks to their health and safety we have developed and implemented permit to work systems for all high-risk work activities.

Our systems consist of:

- Nominating senior staff members to be responsible for the development and management of permit to work systems.
- Assessing work activities and identifying where permit to work systems should be used.
- Developing and implementing permit to work procedures and safe systems of work.
- Implementing these procedures and safe systems of work.
- Ensuring that permit to work systems are correctly issued, followed and completed.
- Ensuring that permit to work systems are developed and managed by competent and trained personnel.
- Following our permit to work procedures, control measures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will improve our management of permit to work systems.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-22

PERMITS TO WORK

Action Plan

To ensure the safety of our employees and others whilst working in areas where they could be exposed to very high levels of risk to their health and safety we will-

1. Identify where and when workers or others may be exposed to particularly high levels of risk.
2. Assess those risks to identify the action that is required and develop permit to work systems.
3. Review the construction health and safety plan to identify any activities which require Permits to Work.
4. Identify control measures already in place and any additional measures required. Refer to manufacturer’s guidance, trade guidance and Irish and European Standards etc.
5. Consider among other issues-
    1. Entry into closed vessels, confined spaces and trenches.
    2. Breaking into pipelines for flammable or hazardous substances.
    3. Hot work on machinery and plant that has contained or contains flammable or hazardous substances.
    4. Work on electrical distribution systems and high voltage installations.
    5. Complex automated machinery where action or adjustment of one part of the machine may produce an action some distance away or where there may be stored hydraulic, pneumatic or mechanical energy.
6. Develop procedures, programmes and practices tailored to our premises.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever anyone is injured in any relevant task, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety in the use of permit to work systems can be found in Guidance Note 4-22.

Safety Arrangement 4-23

HOT WORK

We have a duty to protect our workforce and others from the hazards and risks to their health, safety and welfare from hot work (the application of heat or energy to plant or equipment that may contain or has contained flammable materials).

We do this by:

- Nominating a senior manager to identify and be responsible for the management of hot work.
- Assessing the risks to our workforce and others from hot work.
- Developing and implementing control measures, hot working procedures and safe systems of work.
- Using hot work permit systems where appropriate.
- Ensuring that permit to work and hot work systems are developed and managed by competent and trained personnel.
- Ensuring that ‘hot work’ permits are correctly completed and issued.
- Following hot or permit to work procedures, control measures and safe systems of work in practice.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will improve our management of the risks associated with hot work.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-23

HOT WORK

Action Plan

To ensure the safety of our employees and others whilst working in areas where they could be affected by the hazards and risks of ‘hot work’ we need to-

1. Identify where and when workers or others are exposed to the hazards and risks of ‘hot work’.
2. Assess the exposure of our workers and others to the risks whenever and wherever they need to hot work.
3. Involve the workforce in these assessments and in the identification of appropriate control measures.
4. Identify the control measures already in place and additional measures that may be required. Refer to manufacturers’ guidance, official and trade guidance, Irish and European Standards etc.
5. Consider among other issues-
    1. Elimination of the work.
    2. Does it have to be done ‘hot’?
    3. Draining tanks, vessels, pipes etc.
    4. Purging tanks, vessels, pipes etc. of flammable vapours.
    5. Fire watching after hot works.
    6. Fire safety arrangements.
    7. Permits to work.
    8. Training of supervisors and workers.
    9. Maintenance of plant.
    10. Longer term redesign of plant to avoid need for hot work.
    11. Personal protective equipment.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety when carrying out hot work can be found in Guidance Note 4-23.

Safety Arrangement 4-24

WORK IN CONFINED SPACES

We have a duty to ensure the health, safety and welfare of our employees, contractors and others whenever they have to work in ‘confined spaces’.

We do this by-

- Nominating a senior manager to identify and managing health and safety during work in confined spaces.
- Assessing the risks to our workforce and others from working in confined spaces.
- Developing and implementing control measures including confined space working procedures, safe systems of work and emergency rescue plans.
- Ensuring that where they are necessary ‘permit to work’ and confined spaces work systems are developed and explained to the workforce.
- Ensuring that the issue and completion of confined space ‘work permit systems’ is properly managed.
- Following permit to work procedures, control measures and safe systems of work in practice.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will improve our management of the risks associated with work in confined spaces.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-24

WORK IN CONFINED SPACES

Action Plan

To ensure the safety of our employees, contractors and others whilst working where they could be affected by the hazards and risks of work in confined spaces we need to-

1. Identify where and when workers or others may need to work in confined spaces.
2. Assess risks to our workers and others from work in confined spaces.
3. Involve the workforce in these assessments and identification of appropriate control measures.
4. Identify the control measures in place and any additional measures that may be required. Refer to manufacturers' guidance, official and trade guidance, Irish and European Standards etc.
5. Consider among other issues-
    1. Elimination of the work.
    2. Can the work be done from outside the confined space?
    3. Safe systems of work.
    4. Draining tanks, vessels, pipes etc.
    5. Purging tanks, vessels, pipes etc. of flammable vapours.
    6. Permits to work,
    7. Emergency rescue arrangements and plans.
    8. First aid.
    9. Training of supervisors and workers.
    10. Maintenance of plant.
    11. Personal protective equipment.
    12. Longer term redesign of plant or process to avoid need for entry to a confined space.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on work in confined spaces can be found in Guidance Note 4-24.

Safety Arrangement 4-31

OCCUPATIONAL ROAD SAFETY

We have a duty to continue to manage, so- far as we can, the health, safety and welfare of our workforce and others when they are away from our premises and travelling in the course of their work.

We do this by:

- Nominating a senior manager to manage the potential hazards facing our workforce and others from occupational road use.
- Assessing the risks to our workforce from driving for work
- Developing and implementing policies and procedures.
- Ensuring that the vehicles are suitable and sufficient for their intended use and that they are maintained.
- Ensuring that all vehicles are properly insured, taxed and tested, prior to road use.
- Ensuring that competent and trained personnel complete risk assessments.
- Employees and supervisors following our policies and procedures.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience to improve the way we manage risks associated with occupational road use.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-31

OCCUPATIONAL ROAD SAFETY

Action Plan

To ensure the safety of our employees whilst travelling by road on business (and to protect others who might be affected) from the hazards and risks surrounding occupational road safety we need to-

1. Identify where and when workers may be exposed to hazards and risks on account of occupational road use.
2. Assess specific occupational road use risks to our workforce.
3. Involve the workforce in these assessments and in the identification of control measures.
4. Identify the control measures already in place and any other measures that may be needed. Refer to government and road safety organisations' published guidance.
5. Consider among other issues-
    1. Working and driving time regulations.
    2. Statutory limitation of commercial vehicle drivers' hours.
    3. The positioning and security of loads – in cars, vans and large goods vehicles
    4. The length of the working day when hours driving to and from a job, visit, training course etc. is added to the time spent on the task.
    5. Schedules that do not require excessive speed and allow time for rest breaks.
    6. Weather conditions.
    7. Allowance for rest breaks.
    8. Policy on overnight stays.
    9. Advanced driver training.
    10. Suitability of vehicles.
    11. Vehicle maintenance.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that managers and supervisors understand the procedures and Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Periodically monitor and review the operation of this procedure or after any incident or injury related to occupational road use, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on occupational road safety can be found in Guidance Note 4-31.

Safety Arrangement 4-37

SAFETY HARNESSES AND LANYARDS

We have a duty to ensure the safety of our workers when using safety harnesses and lanyard equipment for working at height.

We do this by:

- Nominating managers to identify when the use of safety harnesses and lanyards is an appropriate measure to control the hazard of working at height.
- Nominating managers to manage the risks involved in the use, storage, cleaning and the inspection and examination of safety harnesses and lanyards.
- Assessing the risk to employees and others from the use of safety harnesses and lanyards.
- Developing and implementing control measures, procedures and safe systems of work.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Ensuring that emergency plans are in place for every workplace where safety harnesses and lanyards are used by our workers.
- Ensuring that these plans are known and workers have had sufficient training to be able to put them into practice.
- Ensuring that regular inspections are undertaken of safety harnesses and lanyards in accordance with legislation and good practice to ensure that such equipment is ‘fit for purpose’ prior to each use.
- Ensuring that workers and others use the appropriate control measures and follow procedures and safe systems of work.
- Providing and recording training.
- Monitoring and reviewing our systems, using our experience of operating these
- arrangements we aim to make improvements to the way in which we manage the risks from the use of safety harnesses and lanyards.

The personnel responsible for the above measures are identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-37

SAFETY HARNESSES AND LANYARDS

Action Plan

To ensure the safety of our workers and others whilst working with safety harnesses and lanyard equipment at height we need to-

1. Remember that the use of safety harnesses and lanyards is only appropriate where other precautions to prevent falls from height cannot be used.
2. Assess our work activity to identify when and where workers may need to use safety harnesses and lanyard equipment.
3. Where hazards and risks from work at height are identified and the use of safety harnesses and lanyard equipment is appropriate, we need to identify the specific arrangements and control measures for the specific work.
4. Involve the workforce, as necessary, in these assessments.
5. Identify the control measures already in place and any additional measures that may be required. Refer to the manufacturers' guidance, trade guidance, equipment suppliers' guidance and Irish and European Standards etc.
6. Consider among other issues-
    1. Risks to workers.
    2. The integrity of the equipment.
    3. The provision of suitable storage for the equipment.
    4. The training needs of operators, Supervisors and others.
    5. The periods of inspection of the equipment.
    6. A suitable inspection regime for the equipment.
    7. Action to be taken when defective equipment is found.
    8. The periods of useful life of the equipment.
    9. Replacement of the equipment
    10. Risks to persons other than the workers.
    11. The effect of wearing and use of the equipment in terms of restrictions to the workers.
    12. An emergency plan including rescue arrangements designed to recover a casualty within 10 minutes.
7. Develop procedures, programmes and practices tailored to safe work at height.
8. Make sure that all managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain these arrangements to the workforce. Ensure that operators understand them and provide further training where necessary particularly in relation to the use and inspection of safety harnesses and lanyard equipment.
10. Implement procedures and ensure that they are followed in practice.
11. Monitor and review the use of safety harnesses and lanyard equipment from time to time and whenever anyone is injured or suffers ill health because of working at height where this type of equipment has been used.

Advice and guidance on safety harnesses and lanyard equipment can be found in Guidance Note 4-37. Guidance on work at height is in Guidance Notes 4-20 - Work at Height and 7-3 - Roof Work.

Safety Arrangement 5-1

HAND ARM VIBRATION

We have a duty to protect our employees and others who might be affected from the ill health effects of hand arm vibration (HAV) caused by the use of vibrating tools and equipment.

We do this by:

- Nominating a senior manager to minimise the risks created by the use of vibrating tools and equipment.
- Assessing the risks to our workforce from vibrating tools used in the course of their work.
- Developing and implementing strategies, procedures, safe systems of work and control measures.
- Ensuring that the management of the strategy, procedures, safe systems of work and control measures relating to hand arm vibration is undertaken by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Arranging and implementing health surveillance.
- Ensuring that all items of equipment are suitable for their task and subject to regular maintenance.
- Monitoring and reviewing our systems; using experience to improve our management of risks from vibrating tools and equipment.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 5-1

HAND ARM VIBRATION

Action Plan

To protect workers and others from the risks to health from hand arm vibration we need to:

1. Identify where and when workers may be exposed to hand arm vibration.
2. Risk assess that work, identifying where exposure is above either the statutory limit or action values.
3. Where exposure is above the exposure limits take immediate steps to reduce exposure.
4. Identify control measures already in place and any additional measures that may be required to reduce exposure to below the limit value and so avoid risk.
5. Consider issues including-
    1. Use of powered hand tools - hammer drills, impact wrenches, brush cutters, chain saws, shearing machines and similar.
    2. Whether the job can be automated – eliminates exposure.
    3. Whether the job can be done differently – reduces exposure.
    4. Whether the job can be rotated between workers – reduces exposure.
    5. Is the tool too powerful?
    6. Are vibration levels high because tools are not well maintained?
    7. Would a newer tool incorporate vibration reduction measures and reduce exposure?
    8. Are any groups or individual workers at particular risk?
    9. Health surveillance.
6. Develop a procedure based on these considerations.
7. Explain these arrangements to our workforce. Ensure they are understood.
8. Provide training and information for workers nominated with responsibility.
9. Implement the procedure and ensure that it is followed in practice.
10. Report cases of HAV which result in a worker being unfit for work and which are confirmed by a medical practitioner to the Enforcing Authority.
11. Monitor and review the operation of this procedure from time to time and whenever a worker develops symptoms related to HAV exposure, making changes to the procedure identified as necessary or beneficial.

Information and advice on the control of Hand Arm Vibration can be found in Guidance Note 5-1.

Safety Arrangement 5-2

WHOLE BODY VIBRATION

We have a duty to protect our employees and others who might suffer from the effects of whole-body vibration caused by mobile or fixed work equipment.

We do this by-

- Nominating a senior manager and minimise the risk from whole body vibration.
- Assessing the risks to our workforce from exposure to whole body vibration when using mobile and fixed work equipment in the course of work.
- Developing and implementing strategies, procedures, safe systems of work and control measures.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to whole body vibration is undertaken by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Arranging health surveillance.
- Ensuring that all items of equipment are suitable for their task and subject to regular inspection by competent people.
- Monitoring and reviewing our systems; using experience to improve our manage of vibration risks.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 5-2

WHOLE BODY VIBRATION

Action Plan

To protect our workers and others from the ill health effects of whole-body vibration we need to-

1. Consider our activities and identify where and when workers may be exposed to whole-body vibration.
2. Risk assess that work, identifying where exposure is above either the limit value or the action value set by law.
3. Where exposure is above the exposure limit take immediate steps to reduce exposure to below the limit value.
4. Identify control measures already in place and any additional measures that may be required to reduce exposure below the action value and avoid risk.
5. Consider issues including-
    1. Whether the job can be automated – eliminate exposure.
    2. Whether the job can be done differently – reduce exposure.
    3. Whether the job can be rotated between workers – reduce exposure.
    4. Are vibration levels high because plant is not well maintained?
    5. Would newer equipment have anti-vibration properties and reduce exposure?
    6. Are any groups or individual workers at particular risk?
    7. Health surveillance.
6. Develop a procedure based on these considerations.
7. Explain these arrangements to our workforce. Ensure they are understood.
8. Provide training where required and information for supervisors.
9. Implement the procedure and ensure that it is followed in practice.
10. Report cases of whole-body vibration which result in a worker being unfit for work and which are confirmed by a medical practitioner to the Enforcing Authority.
11. Monitor and review the operation of this procedure from time to time and after any identified case of whole-body vibration syndrome, making changes identified as necessary.

Information and advice on the elimination and control of whole-body vibration can be found in Guidance Note 5-2.

Safety Arrangement 5-5

WORKING TIME, NIGHT WORK AND SHIFT WORKING

We have a duty to take account of the hazards and risk of long working hours, night and shift work and to ensure the health and safety of members of our workforce who work at night and on shifts.

We do this by:

- Nominating a senior manager to coordinate and manage hours of work and safe shift working activity on site.
- Identifying the hazards and risks that shift working may pose to our workforce.
- Developing and implementing strategies, procedures etc.
- Ensuring that the development of the strategies and procedures relating to shift working are undertaken by competent, trained personnel.
- Ensuring that managers, employees and others follow our procedures and rules.
- Providing and recording relevant training.
- Monitoring hours of work and shift work patterns.
- Monitoring and reviewing our systems; using our experience of working to these arrangements we aim to make improvements to the way we manage the risks from shift working.

The personnel responsible for the above measures are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 5-5

WORKING TIME, NIGHT WORK AND SHIFT WORKING

Action Plan

1. Ensure that the managers nominated with responsibility for these arrangements have the knowledge and experience to operate the system effectively.
2. Provide suitable training for those who don’t.
3. Create the system and make sure it is known to all members of our workforce.
4. Consider as part of the system issues including-
    1. The well-being of people employed to work on shift systems which start or finish beyond the normal working day.
    2. Whether any of our workers are particularly vulnerable, e.g., children, young people, older people, new and expectant mothers.
    3. The need to offer health surveillance to night workers.
    4. Whether health surveillance for others may be necessary or desirable.
    5. Whether early finishes or late starts put workers at added risk from break-in or robbery.
    6. First aid cover, emergency cover.
    7. Security, lighting.
    8. Senior management availability.
    9. Welfare facilities, temperature, food, drink etc.
    10. Communications - shift to shift issues and problems.
    11. Shift handover arrangements.
5. Involve workers in developing procedures based on these considerations.
6. Keep a written record of significant risk assessments, the control measures and systems of work adopted.
7. Make sure that managers and supervisors understand the procedures. Consider whether they need any training.
8. Explain these arrangements to our workforce. Ensure they are understood and provide training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and after any report of a worker developing or suffering ill health because of long working hours or shift work, make changes identified as necessary or beneficial.

For advice and guidance on working time, night work and shift working see Guidance Note 5-5.

Safety Arrangement 5-9

MANUAL HANDLING

We have a duty to ensure the safety, health and welfare of our workforce, contractors and others who enter our premises from the risks present in manual handling activities.

We do this by-

- Nominating a senior manager to identify and manage heavy loads or lifting hazards.
- Assessing the risks from manual handing to our workforce.
- Developing and implementing procedures and systems of work to reduce the risks from manual handling operations.
- Ensuring that manual handling risk assessments are carried out by competent, trained personnel.
- Nominating senior staff members to manage and identify load or lifting hazards.
- Assessing the risks from manual handing to our workforce.
- Developing and implementing procedures and systems of work to reduce the risks from manual handling operations at work.
- Ensuring that any manual handling risk assessments are completed by competent, trained personnel.
- Eliminating the need for manual handling through the introduction of mechanical handling equipment or other alternatives where this is reasonably practicable.
- Regularly inspecting the premises to identify any new processes, personnel or changes to building structures which would trigger the need for reassessment.
- Providing and recording job-based training for workers with manual handling tasks.
- Employees and others adhering to the contents of procedures, control measures and safe systems of work.
- Providing and recording job-based training for employees with manual handling tasks.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from manual handling.

The personnel responsible for the above measures are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 5-9

MANUAL HANDLING

Action Plan

To protect our workforce, contractors and others from the risk of injury while manual handling loads we need to-

1. Assess the risks to our workforce from handling loads. This includes lifting and carrying as well as pushing and pulling loaded containers.
2. Have a nominated manager to lead the process.
3. Consider-
   1. What we need to move - its size and shape.
   2. The weight.
   3. The frequency.
   4. Who is involved? Do some handle loads more frequently than others?
   5. Can we reduce the need for movement? Are there mechanical aids we could use? Can we use them?
   6. Can we adapt our processes to reduce the risk?
   7. Has our workforce been trained in manual handling techniques for the products and goods that they handle in the course of their work?
   8. Where team lifting is employed have the workers been trained in the same system?
   9. Are the floors suitable and maintained for the work that goes on?
   10. Are there extremes of temperature?
   11. Are any groups or individual workers at particular risk?
   12. Is health surveillance required? If yes at what level?
4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
5. Involve workers in developing a procedure based on these considerations.
6. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain and implement these arrangements to our workforce. Ensure they are understood and provide further training where necessary.
8. Monitor and review the operation of this procedure from time to time and after any ill health or back injury, making changes identified as necessary.
9. Where employees are injured in an accident involving manual handling or are diagnosed with ill-health due to manual handling at work report any that are reportable to the enforcing authorities.

Information and advice, including a template for Manual Handling Risk Assessments, can be found in Guidance Note 5-9 Manual Handling.

Safety Arrangement 5-11

DISPLAY SCREEN EQUIPMENT

We have a duty to protect the safety, health and welfare of our workforce from the risk involved in the use of display screen equipment (DSE).

We do this by:

- Nominating senior staff members to identify and reduce risks from the use of display screen equipment.
- Assessing the risks from display screen equipment to each member of our workforce who uses them.
- Developing and implementing control measures, policies and safe systems of work.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to the use of display screen equipment are undertaken by competent, trained personnel.
- Providing and using personal protective equipment where appropriate.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from display screen equipment.

The personnel responsible for the above measures are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 5-11

DISPLAY SCREEN EQUIPMENT

Action Plan

To protect workers against the risks from display screen equipment we need to:

1. Appoint a member or members of staff and train them to become a competent assessor for display screen equipment.
2. Assess our work activity to identify where and when workers use display screen equipment.
3. Ensure all display screen users complete a workstation assessment.
4. Identify any workers with health issues that make them particularly susceptible to problems in using display screen equipment.
5. Identify the control measures already in place and any additional measures that may be required.
6. Consider the issues, including-
    1. Furniture
    2. Screen size
    3. Lighting; reflections and glare
    4. Rest breaks; rotating work activity
    5. Eye-sight tests
    6. Home and off-site users of display screen equipment
    7. Self-assessments and follow-up
7. Keep a written record of all risk assessments and workstation assessments by trained assessors and the control measures and systems of work adopted.
8. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Report any incidents of reportable ill health caused by display screen equipment to the Enforcing Authorities.
12. Monitor and review this procedure from time to time and whenever an employee develops a display screen equipment related illness. Make changes identified as necessary.

Advice and guidance on health, safety and welfare in the use of display screen equipment can be found in Guidance Note 5-11 Display Screen Equipment.

Safety Arrangement 5-16G

ASBESTOS AT WORK - NO SURVEY & OFF-SITE RISK

We have a duty to ensure that the presence of Asbestos Containing Materials (ACMs) in our buildings is known. They must be managed so that building users and contractors working on the buildings are not exposed to the health risks associated with asbestos. We also need to be able to identify, manage and control exposure to ACMs when we work at customers' worksites.

Although our premises were built before 2000 we do not have an Asbestos Survey Report confirming the absence or presence of (ACMs) in the building structure. We operate on the basis that whenever building and maintenance work is carried out the work area is specifically and formally assessed for the presence of ACMs.

In the course of business, due to the nature of our work, our employees are also at risk of exposure to asbestos or ACMs at our clients' worksites.

We need to control the potential hazards and we do this by:;

- Developing an Asbestos Management Plan which sets out our assessment procedure whenever building or maintenance work is planned.
- Seeking, as a matter of course, information from businesses on whose premises or on whose behalf we work about the potential presence of ACMs and their Asbestos Management Plan.
- Making this information available to our workforce.
- Making sure that our workers are trained and able to assess and identify materials that might contain asbestos, and that they know what to do if they come across them.
- Nominating senior managers to manage this process and to develop and implement procedures, safe systems of work and control measures.
- Employees and others adhering to the contents of procedures, control measures and safe systems of work.
- Employing competent trained contractors to aid in the assessments and subsequent activities where the presence of asbestos is identified.
- Monitoring and reviewing our systems to improve the way we manage the risks from asbestos.

The personnel responsible for the asbestos register and these measures are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 5-16G

ASBESTOS AT WORK - NO SURVEY & OFF-SITE RISK

Action Plan

To protect our workforce from the risk of exposure to asbestos from ACMs whilst at work we need to-

1. Make sure that all of our workforce is trained in asbestos awareness and the hazards and risks associated with exposure to ACMs.
2. Develop an Asbestos Management Plan which sets out the procedures for assessing the presence of ACMs whenever work that will disturb the fabric of our building is planned. We need to be able to take the advice of someone who is competent – able to advise on or analyse for the presence of asbestos and advise on how to deal with it.
3. The Plan needs to consider how to quickly deal with the material following the legal requirements where the work needs to be done in a short timescale.
4. Ask our clients for an Asbestos Management Plan or similar information, at all business premises where we work and where ACMs may be present.
5. On every occasion explain its contents to everyone working on that job.
6. Make sure that all workers are trained and able to spot potential ACMs – especially when working in domestic situations.
7. Authorise our workers to stop work and call for advice when they discover materials that they suspect to contain asbestos.
8. Use trained and competent contractors for work to protect and remove damaged ACMs.
9. Explain our arrangements to supervisors and workers. Ensure they are understood.
10. Provide training and information for staff nominated with responsibility.
11. Implement the procedure and ensure that it is followed in practice.
12. Review the operation of this procedure at least annually.

Information and advice on the control and management of asbestos in buildings can be found in Guidance Note 5-16.

Safety Arrangement 5-17

CONTROL OF NOISE AT WORK

We have a duty to protect the hearing of our workers, contractors and others who might be affected by exposure to excessive levels of noise from our work activities.

We do this by:

- Nominating senior staff members to identify where we need to act and to manage the action we need to take.
- Assessing the risks to employees and others from work related noise.
- Taking measurements of exposure to noise to identify where statutory action levels apply.
- Developing and implementing control measures, strategies, procedures and safe systems of work.
- Undertaking hearing surveillance if identified as appropriate.
- Ensuring that employees and others adhere to procedures and safe systems of work.
- Providing adequate personal protective equipment.
- Providing and recording relevant training for employees.
- Ensuring that all items of equipment are suitable for their task and subject to regular maintenance and noise inspections by competent engineers.
- Monitoring and reviewing our systems; using experience of these arrangements to improve the way we manage the risks from noise.

The personnel responsible for the above measures are identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 5-17

CONTROL OF NOISE AT WORK

Action Plan

To ensure the safety of our workers, contractors and others whilst working in areas where they could be exposed to excessive noise levels we need to-

1. Assess our work activity to identify where and when workers or others may be exposed to noise levels identified as harmful to hearing.
2. Arrange for measurements of actual noise levels to inform how the issue is managed.
3. Where a risk of hearing damage is identified assess workers' exposure to those noise levels and identify where action is required.
4. Involve the workforce in these assessments and in the identification of noise controls – noise reduction measures and or the use of hearing protection.
5. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and Irish or European Standards.
6. Consider among other issues-
   1. First Action Level, Second Action Level, Peak Exposure Value.
   2. Regular maintenance of machinery can reduce noise emissions.
   3. Reduction of noise at source.
   4. Attach deadening to panels etc. that amplify or reflect sound.
   5. Install sound absorbing materials.
   6. Replace ageing noisy equipment with new silenced equipment.
   7. Isolate noise sources.
   8. Warning signs.
   9. Audiometry, health surveillance.
   10. Training and information.
   11. Hearing protection.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and whenever anyone reports hearing damage, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on the control of noise can be found in Guidance Note 5-17.

Safety Arrangement 5-18

STRESS IN THE WORKPLACE

We recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress.

We do this by-

- Nominating senior staff members to consider and manage the issue of work-related stress.
- Developing and implementing a policy for identifying and managing work related stress.
- Involving our workforce in the development of this policy and our procedures.
- Providing information about the policy to all workers.
- Training managers and supervisors to recognise symptoms of work-related stress.
- Ensuring that the policy is adopted and followed.
- Ensuring employees know what to do if they suspect they, or a colleague, are suffering from stress.
- Providing counselling or occupational health services and support.
- Monitoring and reviewing the policy and procedures; using experience to make improvements to the way we manage ill health caused by work related stress.

The personnel responsible for monitoring and implementing this policy are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 5-18

STRESS IN THE WORKPLACE

Action Plan

To protect our workforce from ill health caused by work related stress we need to-

1. Assess our activities to identify where and when workers or others may experience unacceptable levels of work-related stress.
2. Prepare a stress policy and plan of action when a worker is identified as suffering ill health on account of work-related stress.
3. Involve the workforce in developing the policy and plan of action.
4. Identify any control measures already in place and the additional measures or actions that may be required. Refer to published trade guidance and advice.
5. Consider among other issues-
    1. The outward signs of stress
    2. Fatigue, anxiety, poor motivation in general.
    3. Making mistakes, having accidents.
    4. Deteriorating relationships with colleagues, irritability, indecisiveness, absenteeism, excessive smoking or drinking, overeating etc.
    5. Physiological, Increased complaints about health - headaches, dizziness etc.
    6. Stress risks assessments.
    7. Support to an employee who is experiencing stress whether work related or not e.g. following a bereavement or separation.
    8. The effect of new or changed roles without adequate training.
    9. The effect of poor communication during times of change
    10. Excessive workloads, long working hours, unsocial hours.
    11. Working alone
    12. Employees having to cover for the poor performance or attendance of colleagues.
    13. Do employees have developmental opportunities.
    14. Bullying and harassment by managers, supervisors and colleagues.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that managers and supervisors understand the policy and procedure. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the policy and procedure and ensure that it is followed in practice.
10. Monitor and review the operation of the policy and procedure from time to time and following any case of ill health caused by work related stress, making changes to the procedure identified as necessary or beneficial.

Further advice and information on work related stress can be found in Guidance Note 5-18.

Safety Arrangement 5-19

AGGRESSION AND VIOLENCE

We recognise that we have a duty to reduce so far as is reasonably practicable the risk of aggression and violence to our workforce from clients or the nature of our work.

We do this by:

- Nominating senior staff members to consider and manage the issue of aggression and violence at work.
- Developing and implementing a policy for identifying and managing work where there are risks of aggression and violence.
- Involving our workforce in the development of this policy and our procedures.
- Providing information about the policy to all workers.
- Training all managers and supervisors to recognise work activities and locations where there are higher than normal risks of work-related violence and aggression.
- Ensuring that the policy is adopted and followed.
- Ensuring workers know what to do if they suspect they, or a colleague, are under threat of violence or aggression at work.
- Providing counselling or occupational health services and support.
- Monitoring and reviewing the policy and procedures; using experience to make improvements to the way we manage workplace violence and aggression.

The personnel responsible for monitoring and implementing this policy are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 5-19

AGGRESSION AND VIOLENCE

Action Plan

To protect our workforce from injury or ill health caused by violence and aggression at work we need to-

1. Assess our work activities to identify where workers may be subjected to violence or aggression from clients or other people when at work.
2. Prepare a policy and plan of action to deal with aggression and violence at work.
3. Involve the workforce in developing the policy and plan of action.
4. Identify any control measures already in place and the additional measures or actions that may be required. Refer to published trade guidance and advice. Take advice from the Gardai.
5. Consider among other issues-
    1. Recognising where and why workers may be at risk.
    2. Systems to allow the reporting of aggression and threats of violence at work.
    3. Handling incidents – calling the Gardai.
    4. Premises security and alarms.
    5. Premises layout – make it difficult for aggressors to reach workers.
    6. Lone working and security for workers off site.
    7. Training workers to identify the early signs of aggressive behaviours and in conflict management techniques.
    8. Counselling
6. Develop procedures, programmes and practices tailored to our sites.
7. Record details of our assessments, the controls in force and additional measures planned.
8. Make sure that managers and supervisors understand the policy and procedure. Consider whether they need any training.
9. Explain these arrangements to our workforce. Ensure they are understood and provide further training where necessary.
10. Implement the policy and procedures and ensure that it is followed in practice.
11. Monitor and review the operation of the policy and procedure from time to time and following any case of injury or ill health caused by aggression or violence at work, making changes identified as necessary or beneficial.

Further advice and information on work related aggression and violence can be found in Guidance Note 5-19 Aggression and Violence.

Safety Arrangement 5-34

DUST IN THE WORKPLACE INCLUDING SILICA DUST

We have a duty to ensure the safety, health and welfare of our employees, workers, and others who may be affected by the harmful effects of exposure to dust, including silica dust, while working for us.

We do this by:

- Nominating a senior manager to identify and risk assess activities and situations where workers are exposed to dust including silica dust and the hazard posed by it.
- Developing and implementing procedures or safe systems of work and control measures.
- Ensuring that risk assessments are made by competent, trained personnel and based on workplace exposure levels.
- Employees, workers, and others following the procedures, control measures and safe systems of work.
- Using dust control equipment.
- Providing sufficient personal protective equipment.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using r experience to improve the way we manage the risks from dust in our business.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 5-34

DUST IN THE WORKPLACE INCLUDING SILICA DUST

Action Plan

To protect our employees, workers and others who may be affected by the harmful effects of exposure to dust we need to-

1. Identify the nature and levels of dust to which employees and workers may be exposed.
2. Does the dust level create a health and or physical hazard e.g. a potentially explosive atmosphere?
3. Where the dust is or contains a substance that has a workplace exposure limit (for total dust, respirable dust or both) measure the levels to which employees and workers are exposed.
4. Assess the risk that this exposure creates for our employees and workers' health and safety. Keep a record.
5. Where the dust might cause a potentially explosive atmosphere complete a dangerous substances and explosive atmosphere risk assessment see Guidance Note 4-7.
6. Identify the control measures we have and any others we need to have.
7. Consider related issues including-
    1. Can we eliminate the risk entirely? Or use alternative substances?
    2. If not, how can we minimise the number of people exposed to dust?
    3. How can we minimise dust generation?
    4. Who might be exposed, where and when?
    5. Is local exhaust ventilation and filtration equipment required to deal with any dust produced on the premises? e.g., built-in dust extraction tools.
    6. Can the work be done using water suppression to prevent dust escaping into the air?
    7. Provide employees and workers with protective clothing and ensure that it is worn. If Respiratory Protective Equipment (RPE) is provided, face fit testing will be required for each user.
    8. Provide washing and changing facilities (divided into clean and dirty) for employees and workers for the start and finish of their shifts, as well as clean, dust free rest areas in which to drink, eat and smoke.
    9. Inform, instruct, and train employees and workers in control measures applicable to them and what to do in an emergency such as any sudden uncontrolled release of dust or fume.
8. Provide occupational health surveillance as required for substances to which workers are exposed.
9. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
10. Regularly check that the control measures are still working and exposure levels are being controlled.
11. Routinely monitor and review this procedure.

Information and advice can be found in Guidance Note 5-32 Dust in the Workplace

Safety Arrangement 7-2

CONTRACTOR CONTROL AND MANAGEMENT

.We need to ensure the safety of our workforce and others when we employ contractors to come onto our premises to repair buildings or equipment or to complete other work.

We do this by:

- Nominating a senior manager to coordinate and plan the selection of suitable, competent contractors or subcontractors.
- Requesting and reviewing the suitability and adequacy of the health and safety documentation submitted by the contractor or subcontractor.
- Checking the competence of contractors and subcontractors.
- Requesting a 'method statement' for the work.
- Ensuring that contractors and subcontractors adhere to their method statement and safety documentation.
- Ensuring that the contractors or subcontractors are aware of the procedures and risk assessments for any of our work processes that may affect them.
- Ensuring that contractors and subcontractors comply with our site-specific company rules.
- Ensuring that any equipment used is inspected and tested at frequencies defined within current legislation and evidence of this can be supplied.
- Reviewing our own and contractors' systems.

The personnel responsible for overseeing contractors and subcontractors are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 7-2

CONTRACTOR CONTROL AND MANAGEMENT

Action Plan

To ensure the safety of our employees and others when we have contractors working on our premises, we need to be sure of their ability to work safely and without creating health risks.

We need to-

1. Assess the hazards and risks to our workforce created by contractors working on our premises.
2. Assess the hazards and risks to the contractors from their presence on our premises.
3. Involve our workforce and the contractors and in the identification of appropriate control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance, published standards, etc.
5. Consider among other issues-
    1. What will the contractor be doing? Where will they be doing it and when?
    2. Does this put any of our staff at risk? Will our processes put contractors at risk?
    3. Should the contractor work only when our workforce is not present?
    4. What knowledge do we have of the contractor's ability to manage health and safety?
    5. Do we need them to complete a pre-contract questionnaire or method statements?
    6. Will they provide their own equipment - do they expect to use any of ours?
    7. Will any plant they bring on site create risk to our workforce?
    8. Does the place where the contractors will be working need to be fenced off to protect them from our work activities or vice versa?
    9. Are their workers trained and competent? How will they be managed on our site?
    10. Will the contractor's workers understand our rules, instructions and signs?
6. Develop procedures, programmes and practices for when contractors are working on our premises.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety during contract work can be found in Guidance Note 7-2.

Safety Arrangement 7-3

ROOF WORK

When we carry out roof work, including repairs, we have a duty to ensure the health, safety and welfare of our workforce and others who might be affected by our activities.

We do this by:

- Nominating a senior manager to be responsible for managing and coordinating safety during roof work.
- Assessing the risks to our workforce and others from roof work.
- Developing and implementing control measures, procedures and safe systems of work.
- Managing roof work, using control measures and following our procedures and safe systems of work.
- Allowing only competent trained workers to carry out roof work and roof repairs.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience to improve our management of the risks associated with roof work.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 7-3

ROOF WORK

Action Plan

To ensure the safety of our employees and others when involved in roof work we need to-

1. Consider where and when workers or others might be exposed to the hazards and risks of roof work. Formally assess the risks they face.
2. Involve the workforce in these assessments and in the identification of appropriate control measures.
3. Identify the arrangements and control measures already in place and any additional measures that may be required. Refer to manufacturers’, trade and official guidance, British and European Standards.
4. Consider among other issues-
    1. Elimination of the work; does it have to be done at height?
    2. Are there alternative ways to do the job?
    3. Occasional job tasks as well as routine tasks.
    4. Use of appropriate access equipment.
    5. Weather conditions.
    6. Competency of workers.
    7. Condition of ladders and access equipment.
    8. Unexpected tasks e.g., leaking roof, overflowing gutter.
    9. Safety nets.
    10. Personal protective systems.
5. Develop procedures, programmes and practices tailored to our workplace.
6. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health, making changes to the procedure identified as necessary or beneficial.

For advice and guidance on health and safety during roof work refer to Guidance Note 7-3.

Safety Arrangement 7-4C

CONSTRUCTION DESIGN AND MANAGEMENT PROJECT SUPERVISOR CONSTRUCTION STAGE (PSCS)

We recognise that when we are appointed to act as principal contractor for construction work (including building maintenance, refurbishment and demolition) we have specific responsibilities under the Safety, Health and Welfare at Work (Construction) Regulations 2013.

We have made arrangements to comply with our legal responsibilities by

- Nominating a senior manager to take responsibility for managing our input into each construction project.
- Providing them with sufficient training and resources.
- Co-operating and working with our client and the principal designer.
- Taking on client responsibilities in domestic projects when required.
- Reviewing compliance with the regulations and health and safety standards on site both during and on completion of each project.
- Making an assessment of the risks to our workforce from construction work.
- Developing and implementing strategies, procedures, safe systems of work and control measures.
- Ensuring that the management of the procedures, safe systems of work and control measures is undertaken by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Arranging Health Surveillance where this is necessary.
- Ensuring that all items of equipment are suitable for their task and subject to regular inspection by competent people.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage construction activities.
- Contributing to or building a project health and safety file as necessary

The person responsible is shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 7-4C

CONSTRUCTION DESIGN AND MANAGEMENT PROJECT SUPERVISOR CONSTRUCTION STAGE (PSCS)

Action Plan

When our company is in the role of a principal contractor the person we have designated to manage our input needs to ensure that;

1. All relevant personnel are suitably trained and competent.
2. We co-operate and coordinate information and work with our client, the principal designer and all other parties involved in the construction design and management process so as to ensure the health and safety of construction workers and others who may be affected by the work.
3. All identifiable hazards and risks are reported accordingly.
4. Unless the client has assigned the client's duties elsewhere on domestic projects we take on the duties of the client.
5. The general principles of prevention are taken into account and implemented for all aspects of the work.
6. So far as is possible we eliminate hazards and reduce risks.
7. A construction phase plan is developed and the construction phase is planned, managed and monitored in liaison with designers and contractors.
8. We prepare, develop and implement detailed site rules.
9. We disseminate relevant parts of the plan to contractors.
10. All site workers and visitors receive a proportionate site induction.
11. Suitable welfare facilities are provided from the start to the end of the project.
12. All appointees are competent.
13. The training needs of site workers are met.
14. Workers are consulted on health and safety issues.
15. We liaise with the principal designer regarding ongoing design developments and changes.
16. Site security is adequate.
17. All of our managers and supervisors understand what is required of them and that health and safety is actively managed

Advice and guidance on the Safety, Health and Welfare at Work (Construction) Regulations 2013 can be found in Guidance Note 7-4.

Safety Arrangement 7-4E

CONSTRUCTION DESIGN AND MANAGEMENT SUB-CONTRACTOR

We recognise that when we are appointed to act as a sub-contractor for construction work (including building maintenance, refurbishment and demolition) we have specific responsibilities under the Safety, Health and Welfare at Work (Construction) Regulations 2013.

We have made arrangements to comply with our legal responsibilities by;

- Nominating a senior manager to take responsibility for managing our input into each construction project.
- Providing them with sufficient training and resources.
- Reviewing compliance with the regulations and health and safety standards on site both during and on completion of each project
- Making an assessment of the risks to workers from construction work.
- Developing in conjunction with the design supervisor, project supervisor and client strategies, procedures, safe systems of work and control measures.
- Ensuring that these procedures and strategies are adopted by all parties.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage construction activities.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 7-4E

CONSTRUCTION DESIGN AND MANAGEMENT SUB-CONTRACTOR

Action Plan

When our company is in the role of a sub-contractor the person we have designated to manage our input needs to ensure that;

1. All relevant personnel are suitably trained and competent.
2. We co-operate and coordinate information and work with the client, the project supervisor design stage (PSDS), the project supervior (PSCS) and all other parties involved in the construction design and management process so as to ensure the health and safety of construction workers and others who may be affected by the work.
3. We take full account of the construction phase plan.
4. All identifiable hazards and risks are managed accordingly.
5. The general principles of prevention are taken into account and implemented for all aspects of the work.
6. All work duties are correctly planned, managed and monitored.
7. All our workers are competent – including our sub-contractors.
8. Our workers are trained to the required level.
9. Information is provided to the workers.
10. There are adequate welfare facilities for the workers.
11. Our managers understand our rules and arrangements and manage competently.
12. What is required of them and that health and safety is actively managed

When a project is notifiable we will need to take these additional measures;

1. Check that the client is aware of duties imposed, that a project supervisor design stage (PSDS) and project supervisor construction (PSCS), have been appointed and that the HSA has been notified prior to work commencing.
2. Co-operate with the PSDS and PSCS in planning and managing work, including reasonable directions and site specific rules.
3. Provide details of our sub-contractors to the PSDS and PSCS.
4. Provide any information needed for the health and safety file.
5. Inform the PSCS of problems with the construction plan.
6. Inform the PSCS of reportable accidents, diseases and dangerous occurrences.

Advice and guidance on the construction regulations can be found in Guidance Note 7-4.

Safety Arrangement 7-6

EXCAVATIONS

We have a duty to consider the factors that need to be considered when planning excavations, during the setting up of the work and when people need to work in or close to an excavation. We have specific responsibilities under the Safety, Health and Welfare at Work (Construction) Regulations 2013 to effectively manage excavations.

We have arranged to comply with our legal responsibilities by:

- Nominating a senior manager to take responsibility for managing excavations.
- Providing them with sufficient training and resources.
- Employing competent workers.
- Reviewing compliance with the construction regulations on site.
- Completing a risk assessment for any works involving excavation which takes into consideration the potential for the sides to collapse and the need for a support structure.
- Implementing an inspection regime of excavations and support systems by a competent person with records retained on site and then kept at Head Office for three months.
- Co-operating with and explaining our arrangements and procedures to designers and other contractors working on the site.
- Ensuring that these procedures are adopted by all parties who may be affected by excavations or who may affect excavations through their activities.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage excavations.

The person nominated with responsibility is shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 7-6

EXCAVATIONS

Action Plan

To protect the health, safety and welfare of our workers from the risk of excavations we will-

1. Complete a risk assessment for any works to be undertaken. This will be made by a competent person and needs to consider the following-
    1. Collapse of the sides, potentially by surcharging the excavation.
    2. Underground and overhead services.
    3. Contaminated ground.
    4. Fall of persons, materials, plant or equipment into the excavation.
    5. Confined spaces.
    6. Flooding.
    7. Moving plant.
    8. Lift operations.
    9. Undermining adjacent structures.
    10. Use trenchless techniques where possible.
2. Ensure the excavation is adequately supported, taking full account of the type of excavation, nature of the ground, groundwater conditions and the surcharge of sides of the excavation. Support systems will be subject to inspection and maintenance.
3. Provide adequate lighting and ventilation and safe access into and out of the excavation.
4. Ensure suitable steps are taken to secure and guard the excavation to prevent any person, vehicle, plant or equipment, or any accumulation of earth and other materials from falling into the excavation.
5. Ensure traffic routes are planned so no vehicles or plant go near excavations. Where this is unavoidable then stop blocks are to be used and support systems will account for this extra load and surcharge.
6. If the excavation is also classified as a Confined Space, further controls as required by the Confined Spaces Regulations will be implemented.
7. Ensure that every supervisor and worker involved in excavation works has been trained in the hazards and risks associated with the work and are also inducted and given instruction on the specific arrangements applicable to each site on which they work.
8. Monitor working activities by workers within and near the excavation to ensure that specific site precautions and arrangements are observed.
9. Implement an inspection regime by a competent person with records retained on site and then kept at Head Office for three months.

Advice and guidance on Excavations can be found in Guidance Note 7-6, Excavations. Where the excavation is also a confined space, Guidance Note 4-24, Work in Confined Spaces gives further information and advice.

Safety Arrangement 7-14

OVERHEAD SERVICES

We have a duty to protect the health and safety of our workforce and others from the risk of contact with overhead services on our premises and work sites. We are aware that work may not be carried out in close proximity to live overhead lines unless there is no alternative and only then if the risks can be properly controlled. We recognise our responsibilities under health and safety at work and electricity at work legislation.

We have made arrangements to comply with our legal responsibilities by:

- Nominating a senior manager to be responsible for identifying the hazards and risks and managing work near or underneath overhead services. We provide sufficient training and resources.
- Surveying our premises and work sites. Providing this information to our workforce, contractors and suppliers where there is a risk that they or their vehicles could contact those power lines.
- Displaying prominent, fixed warning signs where feasible.
- Liaising with the local electricity company, grid supplier, local authorities and others, as appropriate, before staring any activity near a power line.
- Liaising with telephony suppliers in respect of work near or adjacent to overhead telecommunications lines and equipment.
- Completing job specific risk assessments and implementing safe systems of work.
- Requesting power lines are dead. Where this is not possible, identifying and implementing the practical steps required to prevent danger and contact.
- Employing competent trained workers, with the knowledge and ability to avoid danger from work near or underneath overhead services.
- Ensuring work is directly supervised by a trained, competent and responsible supervisor.
- Monitoring and reviewing our systems to improve our management of work near overhead services.

The responsible person is shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 7-14

OVERHEAD SERVICES

Action Plan

To protect the health, safety and welfare of our workers from the risk of overhead services we need to-

1. Survey our premises and work sites for the presence of overhead power cables.
2. Provide this information to our workforce, contractors and suppliers where there is a risk that they or their vehicles could contact those power lines.
3. Display prominent, fixed warning signs where feasible.
4. Consult with the local electricity company grid supplier, local authorities and others as appropriate to identify the extent of exclusion zones around supply lines.
5. Request that power lines are made dead or implement suitable precautions before any work takes place within an exclusion zone.
6. Liaising with telephony suppliers in respect of work near or adjacent to overhead telecommunications lines and equipment
7. Conduct a risk assessment for any works to be undertaken within an exclusion zone and implement a safe system of work. This is to be completed by a competent person and needs to consider the following-
   1. Whether work is near but not underneath overhead services.
   2. Safe working when passing underneath overhead services.
   3. Working underneath overhead services.
8. Isolate the area around the overhead services with ground level barriers that can also be seen at night.
9. Employ people competent and aware of the requirements to avoid danger from overhead power lines.
10. Ensure that all supervisors and workers have been trained in the hazards and associated risks.
11. Monitor working activities to ensure that all required precautions and arrangements are observed.

Advice and guidance on Overhead Services can be found in Guidance Note 7-14 Overhead Services and official guidance on avoiding danger from overhead power lines.

Safety Arrangement 7-15

PROTECTION OF THE PUBLIC

We have a duty when planning for and working on site to consider the protection of the public and especially children. We recognise that the construction design and management regulations gives us a specific responsibility to protect the public from hazardous activities.

We have made arrangements to comply with our legal responsibilities by

- Nominating a senior manager to take responsibility for protection of the public.
- Considering the protection of the public when preparing the construction plan and site risk assessments.
- Following best practice guidance on protecting the public.
- Providing suitable signage at the site entrance(s).
- Preventing public access to the site both when work is taking place and out of hours by ensuring the site is left in a secure and safe condition and especially so when the site is in a public or residential area.
- Co-operating with and explaining our arrangements and procedures to all parties on the site.
- Ensuring that these procedures are adopted by all parties who may be affected.
- Monitoring and reviewing our systems to improve the way we manage public protection such as additional security measures

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 7-15

PROTECTION OF THE PUBLIC

Action Plan

To protect the health and safety of the public from the risk of our activities we will:

1. Consider public protection issues when preparing the construction plan and in subsequent risk assessments.
2. Take account of official and professional guidance.
3. Display signs at the site entrance(s) warning that unauthorised access is not permitted and that all visitors are to report to the site office.
4. Ensure that the public is safe during work hours and that the site is left in a safe and secure condition out of hours and especially when the site is in public or residential areas.
5. The following on site precautions will be considered:
    1. Whenever possible fence the entire site using 2 metre high de-mountable fencing or close hoarding to prevent children and others gaining access to the site.
    2. Removing or 'boarding over' ladders to prevent access onto scaffolds and towers.
    3. Where there is an obvious hazard of children gaining access to scaffolding the area must be secured with additional 2 metre high fencing or hoarding local to the working area and the ladder access physically removed.
    4. Excavations protected by rigid barriers of a type that will keep children away from this danger. Manhole covers should be secured down. Use additional local fencing to protect the excavation.
    5. All plant should be secured in the compound or totally immobilised, so that it cannot move even if brakes are released.
    6. Materials should be stored at low level on firm, flat ground. Items such as manhole rings should be stored horizontally and damaged brick packs broken down and re stacked.
    7. Loose material such as sand or spoil heaps must have very gentle batters to their slopes.
6. If there is evidence that uninvited members of the public, especially children, have or probably will come onto the site, additional measures such as the use of security staff should be considered.
7. The site manager will regularly review and decide exactly what security measures are needed to ensure the safety of the public and children in particular.

Advice and guidance on protecting the public can be found in Guidance Note 7-15, Protecting the Public.

Safety Arrangement 7-16

SITE SECURITY AND VISITORS

When planning for site works we have a duty to give consideration to the protection of site visitors. We recognise that we also have specific responsibilities under the construction regulations to protect the public from our activities.

We have made arrangements to comply with our legal responsibilities by

- Nominating a senior manager to take responsibility for site security and visitors.
- Ensuring site security on possession of a working site and securing the boundary preferably with lockable gates and suitable hoarding to prevent unauthorised access and fly-tipping. Where the whole site cannot be secured we always ensure that the particular parts of the site areas where we are working and there is potentially hazardous operations or particular equipment are appropriately secured.
- Providing suitable notices and warning signs at the site entrance(s).
- Providing a car park for private vehicles with controlled access to the construction area and clear access to site offices and facilities.
- Assessing the risks to visitors, implementing control measures and a visitor procedure for the reception of such people.
- Ensuring that these procedures are adopted by all parties who may be affected.
- Monitoring and reviewing our systems to improve the way we manage site security and visitors.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 7-16

SITE SECURITY AND VISITORS

Action Plan

To protect the health, safety and welfare of visitors to our site from the risk of our activities we will:

1. Consider site security on possession and securing the boundary preferably with lockable gates and suitable hoarding to prevent unauthorised access or fly-tipping. Where the whole site cannot be secured ensuring that areas where we are working and with potentially hazardous operations or particular equipment are appropriately secured.
2. Maintain site security throughout the duration of the project.
3. Display signage at the site entrance(s) to inform everyone entering the site that unauthorised access is not permitted and the health and safety requirements of the site.
4. These will include minimum standards of PPE and require that all visitors must report to the site office.
5. Clearly identify and signpost the route to the site office, where that is not obvious.
6. Provide a car park for privately owned contractor and visitor vehicles that can be accessed from a public road with controlled access to the construction area and clear access to the site offices and facilities.
7. Complete a risk assessment of the potential hazards to visitors and implement a suitable procedure to control these hazards. One or more of the following on site precautions will be required:
    1. A booking in procedure.
    2. Induction of the visitor on potential hazards, first aid, fire and emergency arrangements, PPE and restricted areas.
    3. Escorting of the visitor where appropriate.
    4. Provision of PPE if required.
8. Regularly review our security and visitor reception procedures modifying and improving our arrangements as is shown to be appropriate.

Advice and guidance on site security and visitors can be found in Guidance Note 7-16, Site Security and Visitors. Guidance Note 7-15 Protecting the Public gives further guidance on protecting the public.

Safety Arrangement 7-26

WORKING ON A NEW CONSTRUCTION PROJECT

We have a duty to consider the factors that need to be considered when preparing to work on a new construction project. This involves careful planning on the health and safety aspects of the project and we must satisfy specific responsibilities under the Safety and Health at Work (Construction) Regulations 2013 to provide pre-construction information.

We have made arrangements to comply with our legal responsibilities by;

- Nominating a senior manager to take responsibility for managing pre-construction Information.
- Providing them with sufficient training and resources.
- Employment of competent persons in relation to construction projects.
- Reviewing compliance with the construction regulations prior to going on site.
- Completing a pre-construction-stage health and safety plan for all aspects of the project works consider any health and safety hazards associated with the work.
- Find out about the history of the site and its surroundings. See if there are any unusual features which might affect the work, or how the work will affect others.
- Gathering as much health and safety information about the project and the proposed site before work begins
- Ensuring that these procedures are adopted by all parties who may be affected by the beginning of a project and gathering required information.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage pre-construction information.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 7-26

WORKING ON A NEW CONSTRUCTION PROJECT

Action Plan

To ensure healthy and safe working conditions and that health and safety issues are planned, organised, controlled, monitored and reviewed we will-

1. Gather as much health and safety information about the project and the proposed site before work begins gaining information from-
    1. The client.
    2. The design teams.
    3. Contract documents.
    4. The main contractors on the site.
    5. Specialist contractors and consultants.
    6. Trade and contractor organisations.
    7. Equipment and material suppliers.
    8. National and International Standards.
2. Find out about the history of the site and its surroundings. See if there are any unusual features which might affect the work, or how the work will affect others. Pay particular attention to-
    1. Asbestos or other contaminants.
    2. Overhead power lines and underground services.
    3. Unusual ground conditions.
    4. Public rights of way across the site.
    5. Nearby schools, footpaths, roads, railways or watercourses .
    6. Other activities going on at the site.
3. Much of this information should be found in the pre-construction-stage health and safety plan.
4. Consider any health and safety hazards associated with the work.
5. Gain health & safety information when using materials or hiring in any plant or equipment such as conformity certificates and instructions on use.
6. When programmes are prepared, consider whether there are any operations that will affect the health or safety of others working at the site such as site access, traffic management, material storage and emergency and rescue procedures.

Advice and guidance on the Construction Regulations can be found in Guidance Note 7-4.

Safety Arrangement 7-27

CONSTRUCTION WORK ON EXISTING BUILDINGS

We have a duty to consider the factors that need to be considered when completing construction work or refurbishment on existing buildings. This requires careful planning on all aspects of the project and we recognise our specific responsibilities under the Safety and Health at Work (Construction) Regulations 2013 to gather pre-construction information relating to the structure of the building.

We have made arrangements to comply with our legal responsibilities by;

- Nominating a senior manager to take responsibility for managing construction and refurbishment work on existing buildings.
- Providing them with sufficient training and resources.
- Employment of competent persons in relation to construction projects.
- Reviewing compliance with the construction regulations and building regulations prior to work starting.
- Completing pre-construction information for the buildings ensuring all information is gathered prior to works starting.
- Gathering as much health and safety information about the building and the proposed buildings before works begin.
- Ensuring that any history of the building is gathered, and buildings are not listed unless authorisation has been gained from local authority.
- Prepare and review fire plans for the building, putting alternate arrangements in place during construction and refurbishment works.
- Monitoring and reviewing our systems with the aim of making improvements to the way we manage working on existing buildings.

The person nominated with responsibility is shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 7-27

CONSTRUCTION WORK ON EXISTING BUILDINGS

Action Plan

To ensure healthy and safe working conditions when completing construction and refurbishment works on existing buildings, we will;

1. Gather as much health and safety information about the building before work begins gaining information from:
    1. The client.
    2. The design teams.
    3. Contract documents.
    4. The main contractors on the site.
    5. Specialist contractors and consultants.
    6. Trade and contractor organisations.
    7. Equipment and material suppliers.
    8. National and international standards.
2. Find out about the history of the building and its surroundings. See if there are any unusual features which might affect the work, or how the work will affect others. Gather documented information such as:
    1. Access and exit requirements.
    2. Refurbishment and demolition asbestos survey, where necessary.
    3. Current Health & Safety file.
    4. Service drawings such as electrical, pipework and drainage.
    5. Support structures
    6. Members of the public – Will the site be occupied?
3. Ensure existing controls and procedures in the building are not compromised without putting new controls in place. Will parts of the system need to be isolated? Will fire escape routes be inaccessible have alternatives been considered?
4. Consult with designers to ensure current building regulations are complied with.
5. Make sure the building is not one that has been placed on one of the four statutory lists maintained by Historic England in England, Historic Environment Scotland in Scotland, Cadw in Wales, and the Northern Ireland Environment Agency in Northern Ireland
6. Prepare information for the Health & Safety file such as updated electrical installation certificates, fire plans, structural information and maintenance requirements.

Advice and guidance on the Safety and Health at Work (Construction) Regulations 2013 can be found in Guidance Note 7-4.

Safety Arrangement 8-4

PROTECTION FROM FALLING OBJECTS

We have a duty to protect the health, safety and welfare of our workforce while at work and others who come onto our premises from the risk of rockfalls and other falling objects.

We do this by:

- Nominating a senior manager to coordinate the management of work-related health and safety issues.
- Reviewing our arrangements and procedures for the management of hazards and risk to identify where existing controls are not sufficient to protect workers or others from rock falls.
- Ensuring adequate measures are taken to prevent persons from being struck by any falling object.
- Where feasible, persons are protected by collective measures against falling objects.
- Identifying where personal protective equipment (PPE) is required to reduce risk to an acceptable level or provide further protection.
- Assessing the suitability and adequacy of the PPE supplied for use.
- Explaining the need for and the correct use of PPE to the workforce.
- Making sure that managers and supervisors know why and when PPE is required.
- Managers and supervisors ensuring employees and others wear PPE in designated areas.
- Providing facilities for storage, cleaning, maintenance and replacement of PPE.
- Providing and recording relevant training.
- Monitoring and reviewing the policy and procedures to improve our health and safety management.

The personnel responsible are set out in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 8-4

PROTECTION FROM FALLING OBJECTS

Action Plan

To protect the health, safety and welfare of our workforce while at work and others who come onto our site from the risk of injury by rock-fall and falling objects we need t-;

1. Identify where and when workers or others may be exposed to hazards that are not adequately controlled to prevent rock fall and falling objects.
2. Assess the risks from those hazards to our workers and others. involving the workforce.
3. Ensure that collective protection measures i.e. exclusion zones and fencing that protect many employees are given priority above personal protection measures such as helmets.
4. Identify the control measures already in place and any additional measures that may be required before the use of safety helmets is adopted.
5. Prioritise collective protection measures protecting numbers of employees
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health caused by inadequate precautions or failure to use PPE, making changes as necessary.

Safety Arrangement 8-5

OUTDOOR WORKSTATIONS

We have a duty to protect our employees from the hazards and risks of working at outdoor workstations.

We do this by:

- Nominating a senior manager to consider and reduce the risks from work at outdoor workstations.
- Assessing the risks to our workforce working at outdoor workstations.
- Developing and implementing control measures, policies and safe systems of work.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to open air working are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems to improve the way we manage the risks from working in the open air.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 8-5

OUTDOOR WORKSTATIONS

Action Plan

To protect the health and safety of workers at outdoor workstations we need to-

1. Identify where and when workers may be exposed to harm as a result of working at outdoor workstations.
2. Identify any workers with health issues that make them particularly susceptible to injury from external working.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider-
   1. Excessive exposure to sunlight – provide sunscreen or sun block, water supply, regular breaks, covering exposed parts of the body.
   2. Adverse weather conditions (hypothermia, heat exhaustion) - length of time of exposure, appropriate clothing, periodic rest breaks.
   3. Harmful noise levels or exposure to harmful external influences such as gases, vapours or dust.
   4. The provision of suitable shelters.
   5. The provision of suitable protective clothing, for hot, cold and wet conditions.
   6. Adequacy and proximity of welfare facilities.
5. Ensure workstations, traffic routes and other areas or installations outdoors that are occupied or used by workers are organised in such a way that pedestrians and vehicles can circulate safely.
6. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Report any occurrence of a reportable injury or disease to the Enforcing Authorities.
11. 1Monitor and review the operation of this procedure from time to time and whenever an employee is harmed as a result of working at outdoor workstations, making changes to the procedure identified as necessary or beneficial.

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