



Health & Safety Statement

3 Mountjoy Square Dublin 1.

D01 H426

Tel: 041 983 2877

Co. Registration Number: 27651

Charity No: 20037635

Version: 3.0

Issue Date: October 2021

Approved by: Mary Maher

Welcome to the Health & Safety Statement of Dublin Adult Learning Centre

We are fully committed to all our stakeholders' safety, health, and welfare with the service interactions we provide. Our stakeholders are identified as our Employees, Students, Contractors and Visitors. We have prepared this Safety Statement to ensure all our stakeholders can be aware of our policies, procedures, and risk management approach.

The Safety, Health and Welfare at Work Act 2005, Section 20, requires DALC to have a Health & Safety Statement. This document describes the arrangements we have in place to ensure the safety of all persons connected with our operations.

The fundamental aim of the Safety, Health and Welfare at Work Act 2005 is to prevent accidents and illnesses in the workplace and promote safe working practices. We aim to achieve and maintain the highest possible operational standards of Safety, Health & Welfare at Work. We ask you to read this document carefully to ensure that you have a safe and healthy working relationship and openly address any concerns.

Considering the current COVID-19 pandemic, DALC intends to protect all associated employees from an accident or ill health at work and ensure that appropriate Infection Control Procedures ("IPC") are in place to safeguard DALC from the effects of Covid-19. In addition, we will ensure that all our employees are consulted on risk improvements.

DALC has prepared a **COVID-19 Response Plan** to support the management of our response to COVID-19. A copy of the COVID-19 Response Plan is available from the Management Team and the members of the COVID-19 Response Team.

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

Legislation Reference

The following legislation is referenced in the preparation of the Health & Safety Statement of the Dublin Adult Learning Centre:

- The Safety, Health & Welfare at Work Act 2005
- The Safety, Health & Welfare at Work (General Applications) Regulations 2007
- The Safety, Health & Welfare at Work (Construction) Regulations 2013
- The Fire Services Act 1981:2003
- The Organisation of Working Time Act 1997
- Health & Safety Authority Approved Codes of Practice (ACOP)
- All Subsequent Regulations and Amendments

Contents

Welcome to the Health & Safety Statement of Dublin Adult Learning Centre	2
1. Document Control System	5
1.01 Document Version - History	5
1.02 Document Location and Access	5
1.03 Document Approval and Issue	5
1.04 Revisions	5
2.0 Dublin Adult Learning Centre Safety Management System	6
2.01 Introduction to the Safety Management System of Dublin Adult Learning Centre	6
2.02 Continuous Improvement Safety Management Model	6
2.03 Safety Management Organisational Structure	8
3.0 Health & Safety Policy Statement of Dublin Adult Learning Centre	9
3.01 Policy Statement	9
3.02 Health & Safety Objectives of Dublin Adult Learning Centre	10
3.03 Health & Safety Advisory Services	11
3.04 Role of our Health & Safety Advisors	11
4.0 Organisational Responsibilities	12
4.02 Role of the Management Team, Safety Working Group, Health & Safety Coordinator and Safety Contact Person	13
4.03 Responsibilities of Employees	16
Section 5: Health & Safety Policies and Procedures	17
5.01 Accident / Incident Management Policy	18
5.02 Contractor Management Policy	21
5.03 Drug and Alcohol Control Policy	23
5.04 Smoke -Tobacco-Free Workplace Policy	25
5.05 Electrical Safety Policy	26
5.06 New and Expectant Mothers Policy	28
5.07 Driving for Work Policy	29
5.08 Fire Safety Policy	31
5.09 Anti-Bullying & Harassment Policy	36

5.10 Violence and Aggression in the Workplace Policy	37
5.11 Personal Protective Equipment Policy	38
5.12 Adverse Weather Policy	39
5.13 Employee Training Policy	42
5.14 Radon Protection Policy	43
5.15 First Aid Policy	44
5.16 Occupational Health Policy	47
5.17 Lone Working Policy	48
5.18 Food & Water Safety Policy	49
5.19 Display Screen Equipment Policy	50
5.20 Waste Management Policy	53
5.21 Hazardous Substances Policy	55
5.22 Manual Handling Policy	59
5.23 Hazard Reporting Policy	60
5.24 Housekeeping Measures Policy	61
5.25 Work Experience Personnel	63
5.26 Covid 19 Risk Management Policy	64
Section 6: Measuring Performance	66
6.1 Introduction	66
Section 7: Audit and Review	67
7.1 Introduction	67
Section 8: Appendix	68
A1: First Aid Stock Sheet – Sample Only	69
A2: DALC Contractors Pre-Qualifying Questionnaire – Sample Only	70
A3: DALC Contractors Compliance Acknowledgement Form – Sample Only	75
A4: Guidelines for New and Expectant Mothers - Sample	76
A5: Risk Assessment for New & Expectant Mother(s) – Sample	77
A6: Display Screen Equipment Users	80
A7: Emergency Evacuation Drill Report – Sample Only	83
Section 9: Site Specific Risk Assessment	84

1. Document Control System

1.01 Document Version - History

Version	Date	Description of Revisions / Amendments	Approved by
V1	December 2013	Original Safety Statement	DALC
V2	October 2021	Review/Amendments/COVID-19	DALC

1.02 Document Location and Access

A copy of the Safety Statement of the Dublin Adult Learning Centre is available in our Administration Office. In addition, controlled copies of the Safety Statement will be issued to personnel as required. It is our policy that all employees have access to the Safety Statement.

A PDF version of this Statement is available from our Director upon request.

Our Health & Safety Policy Statement is on display throughout the premises.

1.03 Document Approval and Issue

A Safety Working (SWG) had been established to aid in the administration of our Safety Management System. The Safety Working Group (SWG) is responsible for developing Policies and Practices. These documents are then submitted for approval by the appropriate signatory, i.e., Director.

1.04 Revisions

The Safety Statement will be reviewed as required and changed as the names of responsible persons change, as risks change, or changes in legislation occur.

2.0 Dublin Adult Learning Centre Safety Management System

2.01 Introduction to the Safety Management System of Dublin Adult Learning Centre

The following components form the Safety Management System (SMS) of Dublin Adult Learning Centre (*hereafter referred to as DALC*):

This document is referred to as the "**DALC Safety Statement**", which details our commitment and resources to manage health and safety in our day-to-day operations. This document forms the overall Health & Safety Policy Statement of the organisation.

Veronica Brogan assumes the role of **Health & Safety Coordinator**. They are supported in this role by our **Safety Contact Person, Colette Stringer**.

DALC has established a "**Safety Working Group**" (SWG) comprising management, employees and our Health & Safety Advisors, EMS & Associates. The Safety Working Group (SWG) meet regularly to address issues and advance the Health & Safety Objectives of the organisation.

2.02 Continuous Improvement Safety Management Model

DALC has the ultimate responsibility for workplace safety and health as an employer. Therefore, we strive for continuous **improvement** as the basis of our Safety Management System and Quality Standards.

In line with international standards¹, quality management systems² and best practices, we have adopted the PDCA (Plan, Do, Check and Act) Health & Safety Business Model.

The PDCA model achieves a balance between the appropriate systems needed and the behavioural aspects of management. It also treats health and safety management as an integral part of good management generally rather than a stand-alone system.

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

¹ ISO45001:2018

² "Deming Cycle"



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

1. Planning Module

According to our business strategies and client's needs, the "Planning" module stage allows for health and safety strategies. Our Planning Module Strategy is coordinated by the Management Team and Safety Working Group. They draft Safety Statements, Method Statements, Policies and Procedures. The planning phase determines the Objectives and Expected Outcomes and the Risk Analysis related to the objectives – the focus is on "**Continuous Improvement**".

2. Do Module

The "Do" module is the day-to-day operation of health and safety in our operations. It includes the Safety Management System maintenance by the designated person(s) responsible. A range of Control Measures have been identified to reduce the risk of potential harm/injury or equipment failure that will affect our operations.

3. Check Module

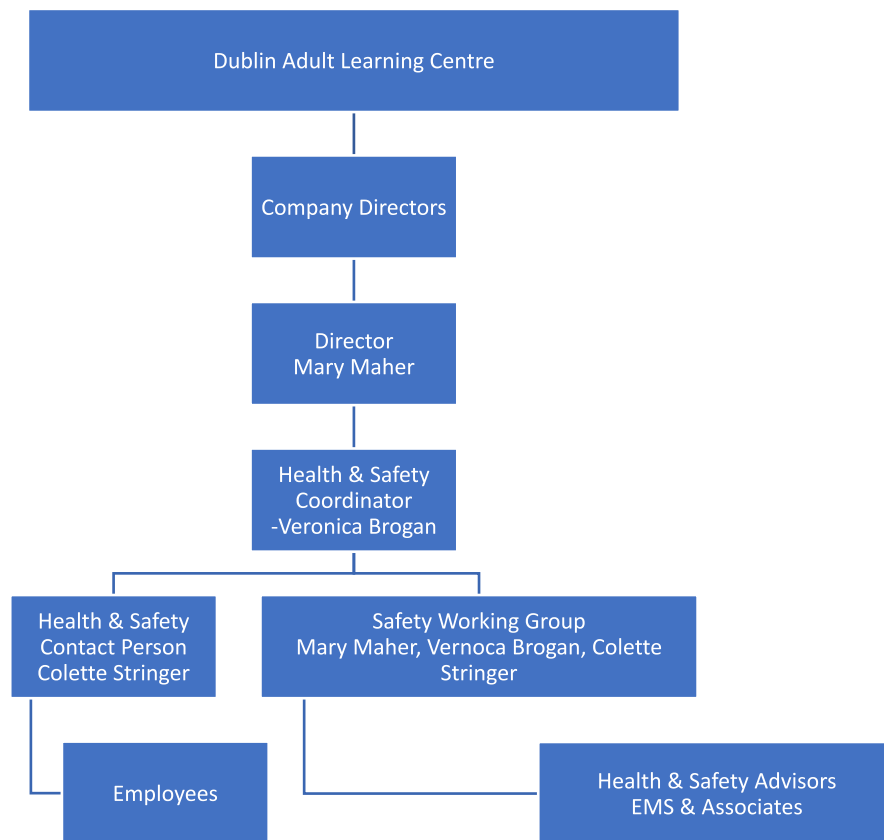
The "Check" module allows measurement and monitoring of existing control measures for identified risks and hazards. The "Check" is carried out using a range of Auditing and Observational Tools designed to identify non-compliance and determine gaps in safety management strategies. Our strategy is to develop Audit Tools as our Safety Management System develops continually.

4. Act Module

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

2.03 Safety Management Organisational Structure

The following Safety Management Structure is in place to deliver on the Health & Safety objectives of the organisation.



3.0 Health & Safety Policy Statement of Dublin Adult Learning Centre

3.01 Policy Statement

Dublin Adult Learning Centre (DALC) are committed to meeting our obligations as laid down by the Safety, Health and Welfare at Work Act 2005 and other associated legislation. We are fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and, as far as is reasonably practicable, commit ourselves to ensure that:

- Activities are managed to ensure our employees and students' safety, health, and welfare.
- Our Safety Statement is maintained and updated, and written risk assessments are carried out and reviewed as required and brought to employees' attention at least annually.
- Identified protective and preventive measures are implemented and maintained.
- Improper conduct likely to put an employee's safety and health at risk is prevented. A safe place of work is provided that is adequately designed and maintained.
- A safe means of access and egress is provided. Safe plant and equipment are provided.
- Safe systems of work are provided.
- Risks to health from any article or substance are prevented.
- Appropriate information, instruction, training, and supervision are provided.
- Where hazards cannot be eliminated, suitable protective clothing and equipment are provided. In addition, emergency plans are prepared and revised.
- Welfare facilities are provided and adequately maintained.
- Competent personnel who can advise and assist in securing our employees' safety, health, and welfare are employed when required.
- Appropriate steps have been taken to prevent the spread of COVID-19 and minimise the risks to all parties.
- A detailed COVID-19 Response Plan is available to all employees that set out the detail of our strategies.

Signed



Mary Maher – Director

Date: 01.12.2021

Approved 01.12.2021

3.02 Health & Safety Objectives of Dublin Adult Learning Centre

DALC is committed to the Principles of Health & Safety in all our operations. Accordingly, we have established a set of Objectives to aid in our compliance standards:

Our Objectives:

- DALC is committed to meeting our legal and moral obligations as directed by Health & Safety legislation and safe practices. Our fundamental aim is the prevention of accidents and ill-health.
- Our Management System provides a framework for setting and reviewing Health & Safety Objectives. We will provide sufficient resources and equipment to ensure that we can operate to the documented Management System across all business functions.
- We will conform to the requirements and principles of Health & Safety legislation appropriate to the nature and scale of our health and safety risks.
- We will ensure that all employees understand this policy and their individual Health & Safety obligations. To this end, employees must fully commit to our health & safety values to protect themselves, other employees, and others affected by their activities.
- We will communicate with all subcontractors employed of our Health & Safety Policy requirements that they shall be required to meet.
- We will conduct Risk Assessments of all work activities and implement Control Measures to achieve appropriate harm reduction.
- We will advise our employees of the value of "Health & Safety" as part of the values and ethos of our model. The promotion of the health & safety of employees is critical and contributes to the success of our business model.
- We will adopt a "Continuous Improvement" policy in all activities to improve our service delivery's safety and quality.
- We will review our Health & Safety objectives and targets. Hence, they remain relevant and applicable to the changing needs of our operating model.

3.03 Health & Safety Advisory Services

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

Legislation³ dictates that an "*employer should obtain, where not available internally, the services of a competent person (whether under a contract of employment or otherwise) to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees*". A competent person is defined as a person who has a combination of skill, knowledge, and experience in the management of Health & Safety.

DALC have appointed EMS & Associates to fulfil the role of a "Competent Person."

Contact Details:

Health & Safety Advisor: Niall Edwards

Address: Unit 8, East Coast Business Park, Matthews Lane South, Drogheda, Co. Louth

Tel: +353 41 98 22 933

E-Mail: info@emsandassociates.com

Web: emsandassociates.com

3.04 Role of our Health & Safety Advisors

The role of our appointed Safety Advisors, EMS & Associates, is to advise and assist DALC in meeting its legal requirements.

The specific role of our Health & Safety Advisors is:

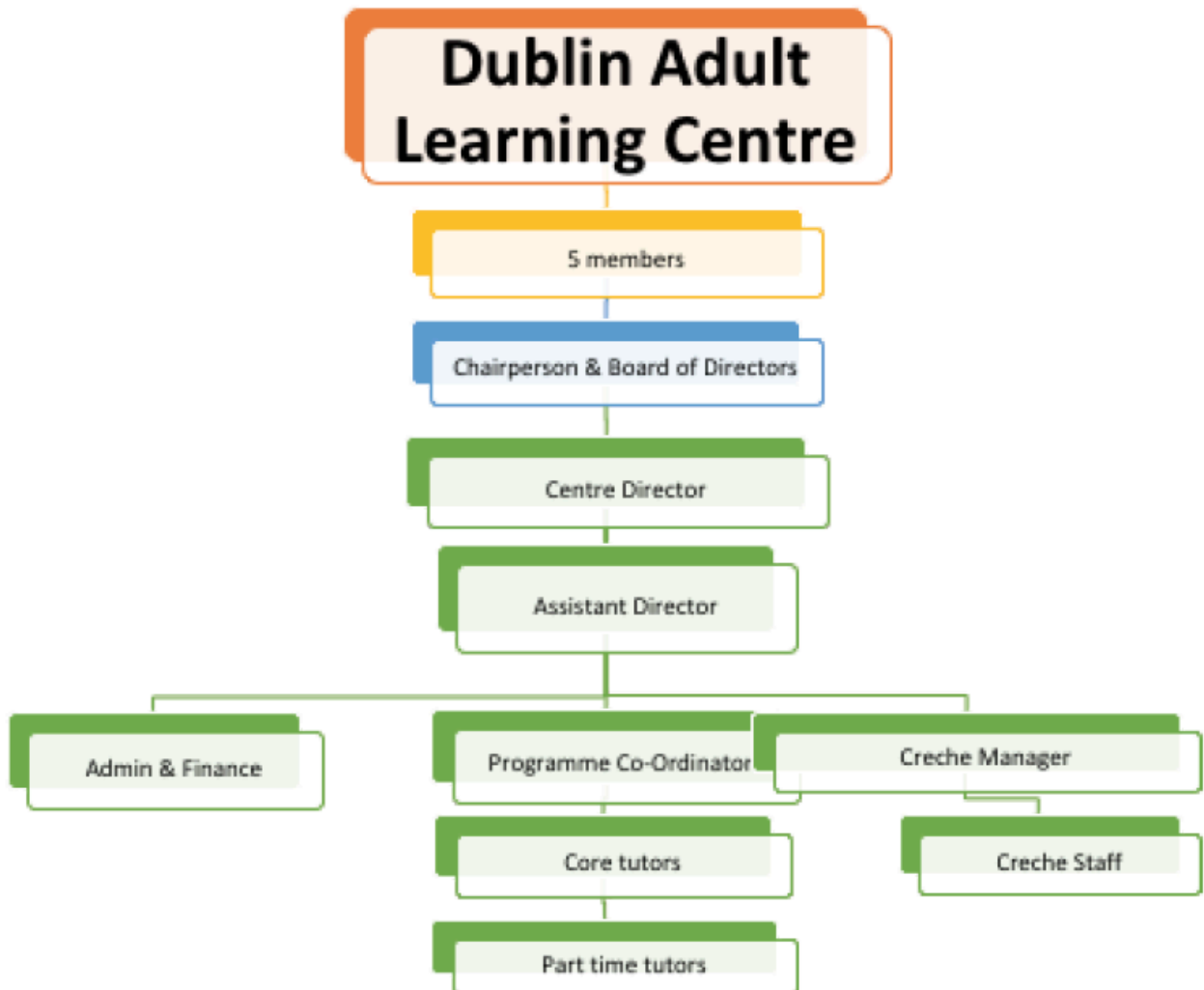
- To liaise with the Management Team on health and safety matters as requested.
- Ensure that the Safety Statement is periodically evaluated and revised as necessary in consultation with the appointed personnel.
- To assist in reporting all relevant accidents and dangerous occurrences to the HSA in consultation with DALC.
- To provide services in a timely and cost-effective manner as requested by DALC.

³ Safety, Health & Welfare at Work Act 2005 – Part 2: Chapter 1: Section 8(1)

4.0 Organisational Responsibilities

DALC has assigned various responsibilities to ensure compliance with our Health & Safety Management System.

The following is an overview of the organisational structure of DALC:



4.02 Role of the Management Team, Safety Working Group, Health & Safety Coordinator and Safety Contact Person

Role of the Management Team – Company Directors/Director	Role of the Safety Working Group	Role of the H&S Coordinator – Veronica Brogan	Role of the Safety Contact Person – Colette Stringer
<ul style="list-style-type: none"> • To ensure compliance with the requirements of the applicable legislation. • To support the Safety Working Group, the H&S Coordinator and Safety Contact Person or employee's function is to implement our health and safety policy. • To obtain, where it is not available within the organisation, competent persons' services to ensure our safety, health, and welfare. <i>Therefore, our appointed Health & Safety Consultants are deemed to fulfil the "Competent Persons" role.</i> • To implement our Health & Safety Policy Statement through a fair and equitable management process. This will be done using 	<ul style="list-style-type: none"> • Ensure compliance with the requirements of the applicable legislation in support of our H&S Objectives. • To plan and deliver Health & Safety objectives using the Plan, Do, Check and Act H&S Business Model. • To provide a comprehensive support service to employees to ensure effective health and safety management throughout the organisation. • Share information on tasks/activities and events that will increase all parties' skills and knowledge base to ensure such tasks/activities and events are managed successfully. • That hazards or potentially encountered hazards in the workplace are identified and 	<ul style="list-style-type: none"> • To promote Health & Safety as a Core Value within the working culture of DALC. • To assist in developing and managing our Safety Management System using the Plan, Do, Check and Act Safety Model. • To ensure compliance with the requirements of legislation in consultation with the SWG. • To assist in compiling the necessary information related to accidents, injuries or dangerous occurrences that may occur. • To assist in investigating all Accidents and Incidents, using a "No Blame" methodology, to achieve a minimal risk environment. • To provide a facilitation service to allow consultation with employees 	<ul style="list-style-type: none"> • DALC is obliged to consult with and consider any representations made by its employees. Our "Safety Contact Person" facilitates this process". • The Safety Contact Person is an employee who is expected to promote the values of Health & Safety proactively. The Safety Contact Person provides a support role for the H&S Coordinator and works in conjunction with the H&S Coordinator in ensuring the highest standards of health and safety are in place. A crucial role of the Safety Contact Person is to promote the "value" of a safe working environment amongst employees.

<p>the Line Management Structure that is in place.</p> <ul style="list-style-type: none"> • Ensure that Health & Safety Training and Instruction Objectives are set and met. • To monitor employees' health and working time and investigate repeated absence because of a potential hazard/health risk. 	<p>reduced to a level as low as reasonably practicable using the general principles of prevention⁴.</p> <ul style="list-style-type: none"> • Hazards or potentially encountered hazards in the workplace are identified and reduced to a level as low as reasonably practicable using the general principles of prevention. • To ensure that measures are in place and tested in an emergency, e.g., Fire. • To investigate all accidents or safety concerns and ensure appropriate corrective or preventive measures are put in place. <i>All accidents and incidents that occur must be notified to the Office electronically.</i> • To consult with employees on health and safety and provide 	<p>to advise them on health and safety matters as they arise.</p> <ul style="list-style-type: none"> • Ensure that risk assessments are carried out, and reviews of such risk assessments are undertaken periodically and amended, as necessary. • To document local procedures to deal with specific hazards at our premises. • Ensure that work equipment is maintained by the manufacturer's instructions and legal requirements. • Ensure that our employees are familiar with the emergency procedures associated with our premises and other emergencies that may arise. • Ensure that all relevant documentation is maintained in 	<p>The aim of the consultation mechanism is:</p> <ul style="list-style-type: none"> • To establish the arrangements for co-operation on safety, health, and welfare. • To check on the effectiveness of health and safety safeguards. • To enable employees to consult with management and make representations of safety, health, and welfare. • To provide feedback to management on health and safety-related matters.
--	--	---	---

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

	<p>them with appropriate information and instruction or training.</p> <ul style="list-style-type: none"> • Ensure that all statutory registers, notices, and documents are maintained and available for inspection as required. <i>Copies of all documents should be held on file</i> 	<p>good order and be available for inspection as required.</p> <ul style="list-style-type: none"> • To participate in regularly scheduled meetings of the Safety Working Group as agreed. • To liaise with the Management Team as directed. 	

4.03 Responsibilities of Employees

Employees of DALC have a legal obligation to comply with Section 13 of the Safety, Health and Welfare at Work Act 2005. Therefore, all employees are expected to comply fully with legislation and with the Safety Management System developed.

The responsibilities of employees are:

- Ensure that they take all necessary precautions to protect the work environment when working.
- To co-operate fully with all provisions taken by DALC for ensuring the safety, health and welfare of other employees, contractors, and students.
- To adhere to all safe work systems, wear any personal protective equipment (as required) and use any safety equipment provided.
- To report the damage to equipment and the need for repair/replacement of equipment items to their immediate superior.
- To discharge their work safely to avoid injury to themselves/other employees and avoid damage to equipment and property.
- To report, as soon as possible, defects in work systems, articles or substances, or work is being carried on, which might endanger health and safety.
- Not be under the influence of any intoxicant or engage in the consumption of any intoxicant which places them or fellow workers in any danger.
- To comply with statutory provisions and take reasonable care to protect their own health and safety and that of others who may be affected by their acts or omissions.
- To attend training and undergo such assessment as may reasonably be required.
- To co-operate with the Management Team/Safety Working Group or other persons to enable the employer or another person to comply with statutory requirements.
- Not to engage in improper conduct or behaviour that is likely to endanger their own or others' health and safety.
- To make correct use - regarding training and instructions - of articles or substances, including protective clothing, supplied to protect health and safety.
- Not to interfere with welfare facilities or other provisions on the premises.

*All staff are required to acknowledge receipt and comprehension of the Health & Safety Statement. All employees must complete an “**Employee Acknowledgement Form**”. Please click on this link: <https://forms.gle/yinMZEiJx6BRhPdB9>*

Section 5: Health & Safety Policies and Procedures

The following are a non-exhaustive list of current policies and procedures adopted by DALC to ensure a safe system and standard of working. It is the responsibility of all employees to familiarise themselves with our Policies and Procedures.

5.01 Accident / Incident Management Policy

DALC has a statutory duty to record all accidents/incidents and report certain types of accidents and dangerous occurrences to the Health and Safety Authority (H.S.A.). The purpose of our Accident Incident Management Policy is to identify the root cause of the accident or incident and to initiate countermeasures to prevent a recurrence.

An **accident** is defined as "*an unexpected, unplanned event. The occurrence results in personal injury, disease or death, or property damage*".

Our policy is that all accidents/ incidents/ dangerous occurrences/ damage or near misses involving an employee, a learner, a contractor, or a member of the public must be immediately notified to our director.

Accident Incident Report (AIR) Forms are available via this link: (DALC Accident Incident Report Form)

<https://forms.gle/ykMegDqrnyVbHNFR7>

All Accidents and Incidents will be notified to the Safety Working Group for review, discussion, and action. If needed, advice may be sourced from our Health & Safety Advisors – EMS & Associates.

The Safety Working Group is responsible for:

- Investigating the circumstances of the incident with the injured party and any witnesses.
- Establishing what corrective action (if any) should be taken and initiating the same.
- Informing the Health & Safety Authority if deemed necessary.
- Informing our Insurance Company of any accidents and actions taken where deemed necessary by the terms and conditions of our policy.

In compliance with the requirements of the Accident Reporting Regulations⁵, records of all accidents must be held on file for a period of 10 years.

Note on Reporting of Accidents to the Health & Safety Authority

We are obliged to notify the Health and Safety Authority in the following cases:

- **General Injuries of Employees:** Any accidents/ dangerous occurrences in or related to work resulting in an employee being unable to perform their regular work duties for more than three (3) consecutive calendar days. The day of the accident is not counted. Day 1 is

⁵ Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016)

the day after the accident. Please note that non-working days are also included, e.g., weekends.

- **General Injuries of Members of the Public:** Any accidents/incidents related to a place of work or a work activity resulting in a member of the public being treated by a doctor or hospital. Irrespective of the time involved, this type of accident must be reported.
- **Road Traffic / Vehicle Accidents involving an Employee:** For any Road Traffic / Vehicle Accidents that occur if the person was injured while driving or riding in the vehicle in the course of work resulting in an employee being unable to perform their regular work duties for more than three (3) consecutive calendar days. The day of the accident is not counted. Day 1 is the day after the accident. Please note that non-working days are also included, e.g., weekends.
- **Road Traffic / Vehicle Accidents involving a Member of the Public:** Any road traffic accident related to vehicle loads. Irrespective of the time involved, this type of accident must be reported.

The Safety Working Group's responsibility is to complete this documentation and forward it to the Health & Safety Authority.

Procedure for notifying the Health & Safety Authority

There are two formats for reporting accidents / dangerous occurrences to the Health & Safety Authority. The first is in paper form using the following forms:

- IR 1- Form of Notice of Accident
- IR 3- Notification of Dangerous Occurrences

All completed forms are to be sent to the H.S.A at:

The Health & Safety Authority,

The Metropolitan Building,

James Joyce Street,

Dublin 1

Ph: 01 8792600 Fax: 01 662 0417 E-Mail: info@hsa.ie Website: www.hsa.ie

Additional copies of these forms are available directly from the H.S.A. at the above address.

The second format is electronic. To do this, first, register with the H.S.A. online at www.hsa.ie Follow the on-screen prompts; complete the necessary sections, and record all details as indicated.

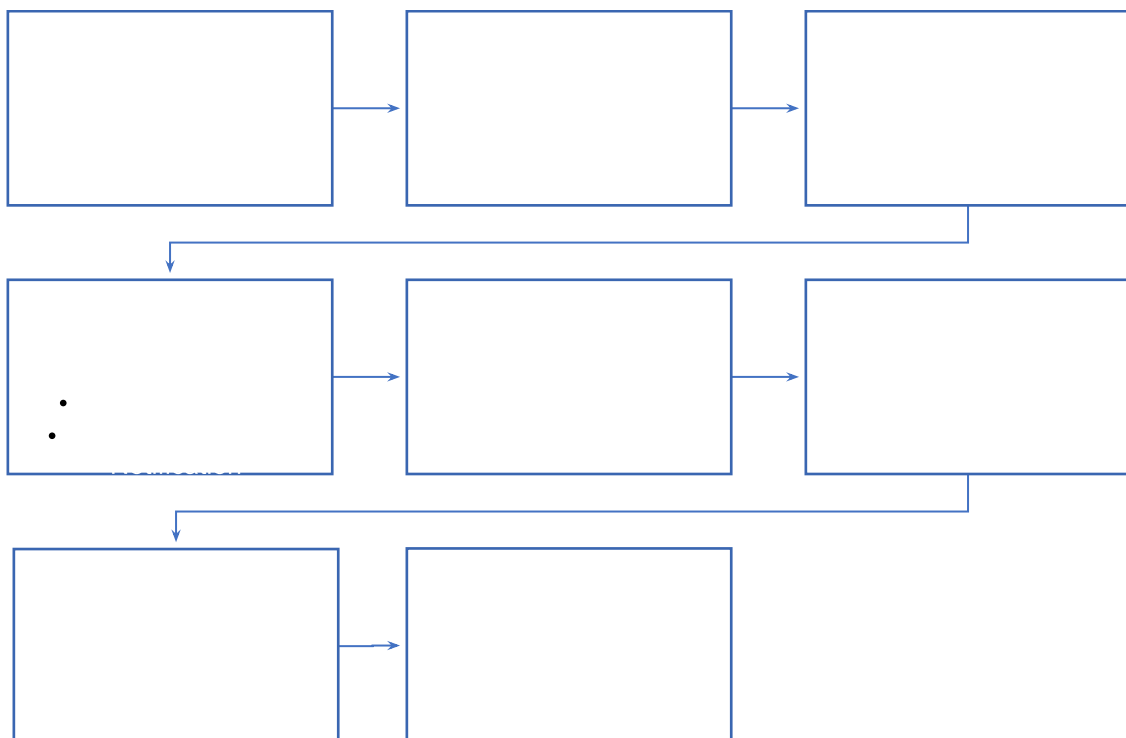
Where an accident investigation is deemed necessary, all employees/contractors are legally obliged to co-operate fully with such an investigation. Factual and truthful information must be provided. This information may help establish the circumstances leading up to the accident. All accident investigations aim to prevent a recurrence and to increase the level of safety awareness. Our policy is that employees must cooperate fully with statutory agencies, e.g., Health & Safety Authority, Garda Siochana, Road Safety Authority, where an accident investigation is undertaken.

Our policy is that Disciplinary Procedures (up to and including dismissal) will be taken against individuals who do not report accidents, incidents, dangerous occurrences, property damage or near misses or for failure to cooperate with accident investigation procedures.

Accident / Incident Prevention Policy

Our policy is to prevent all types of accidents/incidents through the education and training of all employees.

Accident Incident Process Flow Chart



5.02 Contractor Management Policy

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

- Complete a ***Pre-Qualifying Questionnaire*** and provide copies of their Safety Statement and Insurance Details to us. Please click on this link to access the Contractors Pre Qualifying Form: <https://forms.gle/ENCwt5QqV2WkHXZH9>
- It is our policy that both Public Liability & Employers Liability Insurances are in place before awarding contracts.
- Contractors must be competent to carry out the work.
- Have adequate resources to carry out the work.
- Prepare **Risk Assessments/Method Statements (RAMS)** for job-specific tasks assigned.
- Submit all documentation before the commencement of work activities for work approval – failure to do so may result in job cancellation.
- Ensure that work activities do not affect the well-being of our employees or any person connected with us.
- Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
- Cooperate with us on all work activities to ensure compliance with policies and procedures.

Approved Contractors

DALC engages with several approved contractors and suppliers as required. A list of approved Contractors and Suppliers is available in the Administration Office.

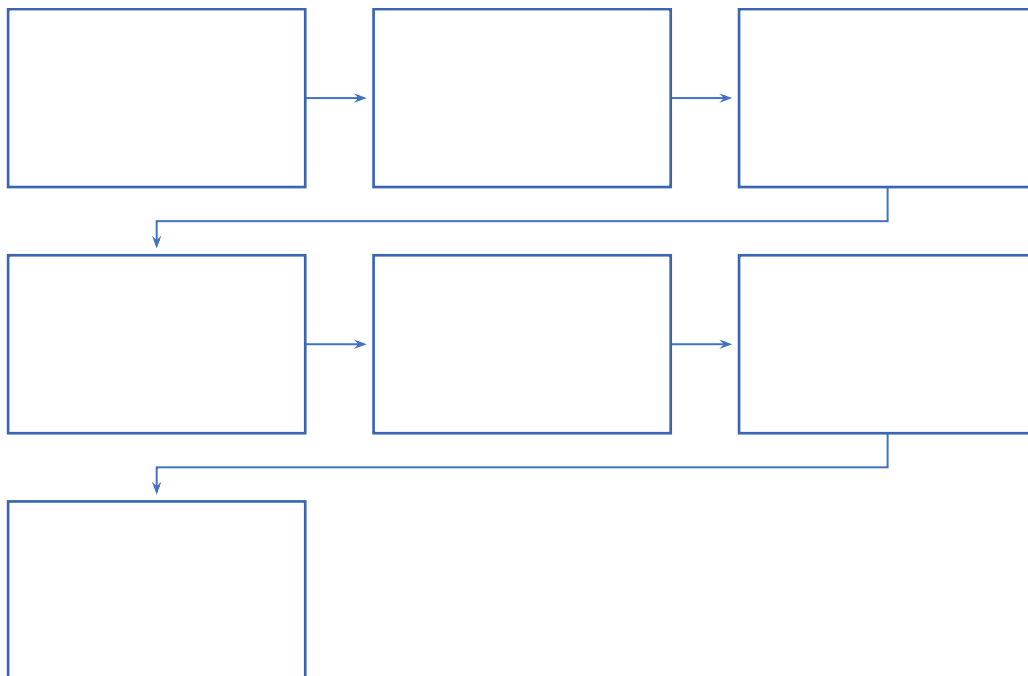
Responsibility of Contractors

The following responsibilities are allocated to our contractors:

- All contractors are expected to comply with our policies for safety, health, and welfare.
- A contractor shall be required to prepare a Risk Assessment Method Statement (RAMS) to ensure a written plan for a safe work system.
- All Method Statements and Risk Assessments are held on file for inspection.
- All work must be carried out by the relevant statutory provisions of the applicable legislation.
- Contractors must not commence work until all parties read, understood, and accept the relevant safety procedures.

- Contractors will take reasonable care of themselves and others affected by their acts or omissions and cooperate appropriately.
- All plant and equipment brought onto our sites by Contractors must be safe and in good working order, fitted with any necessary guards and safety devices and have all the required certificates available for inspection.
- All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition.
- Any injury sustained by a contractor's employee must be reported immediately to their company contact person.
- All contractors must comply with direction/safety advice issued.

Contractor Management Process Flow Chart



5.03 Drug and Alcohol Control Policy

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

Drugs, intoxicants and alcohol affect concentration, coordination, and performance. It is recognised that the effects of the above may spill over from one's private life into the workplace resulting in inefficiency, accidents, and absenteeism. Abuse of the above may lead to personal and work-related problems. We recognise the importance of promoting the health and well-being of personnel by encouraging a healthy lifestyle choice.

Employees are advised that we reserve the right to request an employee to attend for medical assessment if we believe that a person is exhibiting signs of substance abuse.

Definition

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

Symptoms

There are many warning signs that may be apparent where there is a problem. These include the following list (the list is not exhaustive):

- Accidents/unusual incidents
- Inconsistent Work Performance
- Attendance at work under the influence of drugs, intoxicants, or alcohol
- Excessive sweating
- Disinterest
- Feeling hungover
- Aggressiveness or being uncooperative
- Worry or dread night
- Taking more alcohol than the recommended standard number of drinks per day.
- Consistent Lateness
- Poor coordination
- Tiredness
- Unkempt appearance
- Smell of alcohol
- Taking risks
- Missing work
- Nervousness or 'shakes.'
- Use of substances each night or late into the

Broken down, these may fall into the following categories:

Emotional	Anxiety, high anger levels, mood swings, depression, sleep problems, loss of interest, irritability, loss of sense of humour.
Mental	Lack of concentration, poor memory, reduced accuracy and poor performance, decreased motivation, difficulty in making decisions.
Physical	Insomnia, tiredness, disturbed appetite, panic attacks and breathlessness, fidgeting, nausea, tension, a weakened immune system.

Both individuals and the management team must recognise these symptoms to identify and deal with the causes effectively.

Personal Responsibility

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

Management Actions

Where we have a reasonable belief that you are under the influence of some form of intoxicants, we may, at our discretion, send you home for the remainder of the day with pay. This action is not considered a form of disciplinary action. It is done solely in the interests of the Health and Safety of you, your work colleagues and any third parties. We reserve the right to discuss the situation post-event with you. Subject to a further investigation, we reserve the right to deduct pay for non-work performance.

If your performance or attendance at work is affected by alcohol or drugs, or we believe you have been involved in any drug-related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

If any medication is prescribed/supplied to an employee, the employee shall make known their work duties to the prescriber/supplier of such medication. In addition, the employee shall ascertain whether the medication is expected to produce any side-effects that may adversely affect the performance of their work duties and should advise their Manager for a decision to be made in the best interests of all parties.

A claim by an employee of ignorance about the possible side effects of medication shall not be regarded as acceptable.

5.04 Smoke -Tobacco-Free Workplace Policy

We are committed to providing a healthy smoke-free environment for all our employees. Therefore, by legislation⁶, smoking is not permitted on our premises.

A smoking area is located in the outside area of the canteen room.

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

To aid our employee's health and well-being, we advise that information on how to quit smoking is available from the National Smokers' Quitline on Callsave 1850 201203.

⁶ S.I. No. 481/2003 - Tobacco Smoking (Prohibition) Regulations 2003

5.05 Electrical Safety Policy

DALC is committed to ensuring that all work systems are safe and fit for their purpose. All electrical work is carried out by the Electro-Technical Guidance Council of Ireland (ETCI) requirements and Health & Safety Authority information.⁷

Failure to acknowledge the dangers of electricity can cause burns. Electricity may also affect the brain, heart, and lungs, causing severe injuries or a fatality. In addition, overloaded circuitry may generate heat, creating a potential fire hazard. Electrical equipment also presents the additional risk of tripping from unsecured supply cables.

Please follow these guidelines to reduce the risk of electrocution:

- No employee is permitted to carry out electrical repairs or maintenance.
- A RECI registered Contractor should undertake all electrical work.
- Visually check work equipment and report any faults promptly. Any faulty equipment detected must be removed from service, labelled, and unplugged from the mains supply if safe to do so.
- Use only correctly grounded equipment.
- Watch for wires and connections, which are damaged, worn or broken.
- Do not use electrical equipment which is damp or may have been submerged in water.
- Do not handle any electrical equipment, including cords and plugs, with wet hands.
- When unplugging an appliance, remove the plug rather than pulling on the cord.
- Do not ever use water on an electrical fire. Instead, use only an extinguisher explicitly designed for electrical fires.
- All Extension Reels must be fully unwound before use.
- If you are using a multi-socket extension, please ensure that it is not overloaded.
- Appropriate doors must always protect live electrical equipment; panel covers or other devices and live equipment must never be left unattended while exposed.

It is our policy only to engage Electrical Contractors compliant with our Contractor Management Policy. Contractors are employed based on the specific works to be carried out.

Electrical Contractor

⁷ <http://www.hsa.ie/eng/Topics/Electricity/>

Our approved electrical contractor is:

Name	Glenn Walsh
Address	7 Ashdale Crescent, Milltown, Ashbourne, Co. Meath, A84 YP84
Phone No:	01 835 2180

5.06 New and Expectant Mothers Policy

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

This risk assessment will analyse several factors:

- Physical Agents
- Chemical Agents
- Industrial Processes
- Working conditions

Where the assessment reveals a risk, then preventive or protective measures will be taken. Pregnant employees should advise the Director of their condition. Personnel must co-operate with us regarding any changes made because of risk assessment related to the employee's health.

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

It is our policy that all Pregnancy Risk Assessments are carried out in the strictest confidence. Assistance is available if required from our appointed Health & Safety Advisors.

A template for a **Risk Assessment for New & Expectant Mothers** is contained in the Appendix of this document. (A5)

5.07 Driving for Work Policy

Our policy promotes a safe driving culture through information, continuing education, and awareness of drivers' responsibilities.

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

"While driving vehicles for work purposes, employees should comply with traffic legislation, be conscious of other road users and apply safe driving techniques at all times."

To aid employees in driving safely, it is our policy:

- To advise employees to avoid the use of mobile phones in vehicles while driving.
- Not to pay employees' speeding or other infringement fines.
- To encourage drivers to take regular breaks while driving in line with the recommendations issued by the Road Safety Authority.
- To provide informational and educational materials made available by government agencies, e.g., R.S.A. / H.S.A., as it becomes available.

Advice for Drivers

It is advised that all drivers should:

- Ensure they hold a current driver's licence for their vehicle and carry it when driving.
- Ensure their vehicle is legally registered, authorised, and insured for work.
- Notify us if their driver licence has been suspended or cancelled or has had limitations placed upon it.
- Carry out a full daily walk around check before using the vehicle – this is good practice to identify any potential issues, such as flat tyres. A Vehicle Safety Check Poster is included in the Appendix as a useful guide.
- Regularly check the oil, tyre pressures, radiator, and battery levels.
- Take time to familiarise themselves with the vehicle's handbook.
- Assess hazards dynamically while driving and anticipate 'what if' scenarios.
- Drive according to the Road & Weather Conditions.
- Wear a seat belt and make sure all occupants wear their seat belt always.
- Only drive when fit to do so – never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness.
- Avoid distractions when driving.
- Every two hours, take regular and adequate rest breaks as advised by the Road Safety Authority (RSA) when undertaking continuous driving.

- Plan their journeys, considering pre-journey work duties, the length of the trip and post-journey commitments.

5.08 Fire Safety Policy

Fire Safety management is a critical ingredient in our Safety Management System as we are aware of the potential impact on our operations in the event of an emergency. This policy applies to all employees, students, contractors, any visitors at our premises.

Our Fire Safety Management System operates in conjunction with the Emergency Evacuation Plans designed for our building.

Fire Classification

Because materials burn in different ways, the fire has been classified as:

<i>Class A</i>	Fires involving solid materials such as wood, paper, or textiles
<i>Class B</i>	Fires involving flammable liquids – petrol, oil, or diesel
<i>Class C</i>	Fires involving gases propane or butane
<i>Class D</i>	Fires involving metals, e.g., aluminium, magnesium, sodium
<i>Class E</i>	Fires involving electrical connections
<i>Class F</i>	Fires involving cooking oils

Various types of extinguishers are available depending on the combustible material that is present. Therefore, employees must be aware of the kind of extinguisher nearest to their work location.

The table below is a general guide, and specialist advice may be necessary.

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

Fire Extinguisher Servicing

Fire Extinguishers are serviced on a rolling 12 monthly basis by our appointed contractor.

Using a Fire Extinguisher

Remember the Phrase **PASS**



Fire Safety - General Instructions

All employees should familiarise themselves with the access routes from their work area and the types, location, and operation of fire extinguishers on-site.

Our **General Rules** for fighting a fire are:

- Always raise the alarm first – Contact 999 or 112.
- Provide the Emergency Services with your Contact Details.
- Only attempt to tackle a fire if you feel confident to do so.

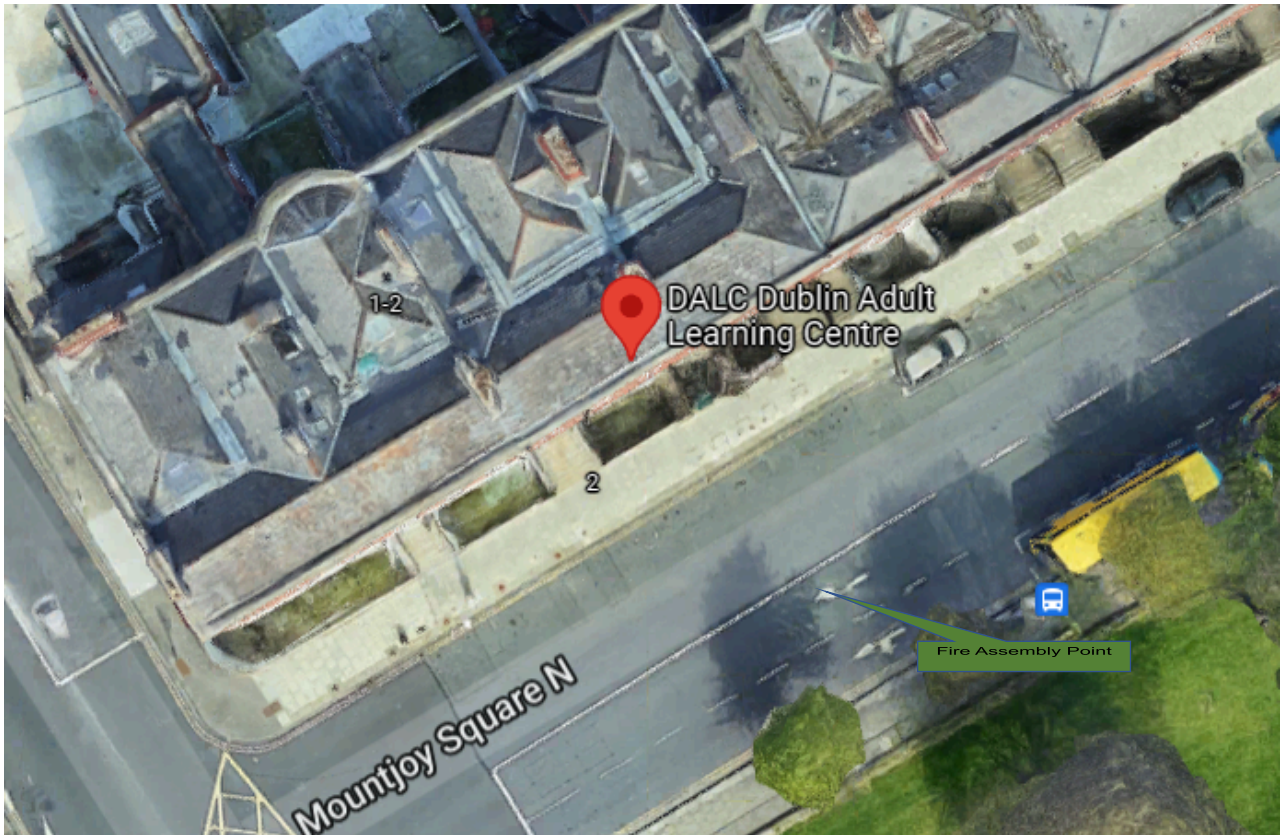
- Ensure you select the correct type of extinguisher when available.
- Do not fight a fire if you are unsure what is burning or have doubts about using the equipment.
- Always tackle a fire from the furthest distance possible and keep a means of escape available to you.
- Never allow the fire to get between you and your means of escape.
- If the fire continues to grow despite your efforts to extinguish it or becomes too hazardous to remain, abandon your attempts.

Action to be taken by a person discovering a fire:

- If you discover a fire, immediately raise the alarm.
- Warn people in the immediate vicinity and evacuate the area.
- Call the Fire Brigade on 999 or 112.
- Before opening doors, check to see if they are hot if using an alternative exit route.
- Only attempt to tackle a fire if you have received training in the operation of firefighting equipment and only if it is safe to do so.

Fire Safety Management

The Fire Assembly Point for the premises is indicated in the image below:



In the event of an emergency on-site, all personnel must report to the designated Fire Assembly Point.

The Fire Brigade will be contacted on 999 or 112.

The address of the premises is 3 Mountjoy Square North. Dublin 1

The Eircode for the premises is **D01 H426**

Google Map Reference: 9P4R+RF Dublin 1

The Phone Number for the premises is **01 878 7266.**

If needed, an Evacuation Assembly Area can be used at No 11 Mountjoy Square

Note: Personnel should follow all directions issued by the Emergency Services.

Fire Drills

It is DALC policy to carry out fire drills at our premises based on our academic terms or at least every six months. Drills will be announced and unannounced to ensure employees/students are familiar with procedures and evacuate the premises as instructed.

Our Health & Safety Coordinator, Veronica Brogan maintains records of all Fire Drills.

Please click here to access our [DALC - Emergency Evacuation Drill Report](#)

Fire Equipment Contractor

The nominated contractor for the supply and maintenance of portable fire equipment is:

Name	Apex Fire
Address	Unit S4 Ballymount Drive, Ballymount Industrial Estate, Dublin 12, D12 RX58.
Phone No:	Tel: 01 4507749

5.09 Anti-Bullying & Harassment Policy

DALC supports the right of every person to work in an environment that is free from harassment and bullying. Accordingly, we undertake to deal seriously, expeditiously, fairly, confidentially (in so far as possible), and sensitively with allegations of harassment and bullying.

Bullying

The Health & Safety Authority of Ireland defines bullying as: -

"Workplace Bullying is 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 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 may be an affront to dignity at work, but as a once-off incident is not considered bullying."

Policy on Prevention

DALC has adopted the "Dignity in the Workplace Charter". (H.S.A.2001)

"We, at DALC, commit ourselves to work together to maintain a workplace environment that encourages and supports the right to dignity at work. All who work here are expected to respect the right of everyone to dignity in their working life. All will be treated equally and respected for their individuality and diversity. Bullying in any form is not accepted by us and will not be tolerated. Our policies and procedures will underpin the principles and objectives of this Charter. Whether directly employed or contracted by us, all individuals have a duty to uphold this Dignity at Work Charter. Supervisors, Managers and Staff/Team Representatives, where applicable in the workplace, have a specific responsibility to promote its provisions."

Procedure for dealing with allegations of bullying and harassment

The management of our anti-bullying policy lies with the management team.

Our procedures for managing allegations of bullying and harassment comply with the Dignity at Work Policy Statement issued by the Health & Safety Authority, the Employment Equality Authority and the Irish Congress of Trade Unions.

Please refer H.S.A. Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work⁸ for further information on prevention and resolution procedures.

Further details are contained in our Handbook & Students Charter.

⁸ https://www.hsa.ie/eng/Publications_and_Forms/Publications/Occupational_Health/CoP_Bullying.pdf

5.10 Violence and Aggression in the Workplace Policy

Violence at work occurs when people are verbally abused, threatened, or physically assaulted in the circumstances related to their work. However, it is possible to reduce the possibility of a violent incident occurring and minimise the consequences.

Our policy is that no form of violence, the threat of violence in any way, physical, verbal or otherwise, will be tolerated. It is our policy to act using whatever means available to prevent such occurrences in our workplace. We operate a "Zero Tolerance Policy" to all incidents of Violence and Aggression in any of our areas of operations.

We reserve the right to contact the Gardai if deemed necessary.

A range of security measures has been deployed as part of our Risk Control Measures. Staff are advised on procedures as needed.

Procedure for Reporting Incidents

It is our policy to reduce the likelihood of violence in the workplace by whatever means are possible. However, in the event of such an occurrence, an employee must:

- If necessary, report the incident to the Director as soon as possible after the incident.
- It is the responsibility of the Management Team to decide on the procedure for contacting the police and seek medical treatment.
- In compliance with our Accident / Incident Reporting Policy, an Accident Incident Report must be completed as soon as possible after the incident.

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

5.11 Personal Protective Equipment Policy

Personal Protective Equipment (PPE) will protect the user against health or safety risks at work. It can include safety helmets and hard hats, gloves, eye protection, high-visibility clothing, footwear, and safety harnesses.

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

The requirement for PPE is limited. However, where required PPE is required, it will be issued as needed.

All PPE issued is recorded, and employees are required to sign for all equipment. All PPE issued remains the property of the organisation. However, if an employee leaves the organisation, we reserve the right to request the return of the issued PPE as appropriate to the situation.

All PPE must be acknowledged using the following form: please click on this link:

<https://forms.gle/qGpFUyNwxvijaLn16>

A range of PPE, including gloves, are provided as part of our typical First Aid Equipment. In addition, employees are advised to follow all PHECC guidance on the administration of First Aid during the COVID-19 pandemic.

5.12 Adverse Weather Policy

Employees may face difficulties attending their workplace and returning home during adverse weather conditions such as heavy snowfalls, storms, or severe flooding. While we are committed to protecting the health and safety of all our employees, we must balance our actions to ensure that disruption to our operations remains minimal.

Employees are advised that once we remain open and operational, they must attend work based on their employment contract. Management is within their rights to refuse to pay an employee who cannot make it to work due to adverse weather conditions. However, all situations are case dependent, and management reserves the right to make decisions case-by-case.

Background Information

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

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

Management Action in the event of an Adverse Weather Condition

Our policy is to close all on-site operations on the declaration of a "Status Red" warning by Met Eireann. Please note only official publication on the Met Eireann website will invoke this action – no other sources are acceptable, e.g., Social Media Sites.

SAMPLE ONLY we will continue to pay employees up to a maximum of 3 days in the event of a closure due to an Adverse Weather Event. Employees will be required to take unpaid leave if the Event exceeds 3 days. In addition, based on a person's position with the organisation, some employees will be expected to work from home.

Employees' Responsibilities:

Employees should make every effort to attend work during adverse weather conditions without putting their safety at risk. You are expected to telephone your manager at the earliest possible opportunity but no later than 09.00 am, on the first day of absence, to let them know if you will be delayed or unable to attend work. You should also be prepared to explain what efforts you have made to get into work.

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

Subject to operational needs and other relevant factors, we may agree with one of the following options:

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

Or apply a combination of the above options.

Management Responsibilities

Management will ensure that all employees are treated fairly and proportionately to their needs, considering individual circumstances.

Resumption of Work.

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

Web Sites

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

Phone Numbers

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

5.13 Employee Training Policy

To comply with Section 8(g), Section 10 and Section 13 of the Safety, Health & Welfare at Work Act 2005, it is our policy to provide training for employees in the following circumstances:

- On commencement of employment
- In the event of transfer/change of tasks assigned
- On the introduction of new work equipment, systems of work or changes in existing equipment/systems.

All training courses are subdivided into two specific categories – "Mandatory" and "Elective". A "Mandatory" Course is deemed necessary for a person to carry out a task safely or in a prescribed manner. An "Elective" Course is considered to improve the specific skill sets needed to complete a task safely or in the prescribed manner.

The following Training Courses are deemed "Mandatory":

- Induction – this is an informal induction to familiarise employees with operations.
- H.S.A. Covid 19 Training.

The following courses are deemed "Elective."

- First Aid Responder
- Fire Safety Awareness
- Manual Handling
- HCCAP – Food Handlers only

This is a non-exhaustive list and will be amended as required. It is our policy to maintain training records centrally.

5.14 Radon Protection Policy

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

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

Certain areas of the country are more likely to have a high number of homes with excessive radon levels. These areas are known as High Radon Areas. They can be found on the EPA Radon Map of Ireland⁹. The map was produced from a national survey of approximately 11,000 homes.

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

Since July 1998, every new building must incorporate some degree of radon preventive measures at the construction time following the Building Regulations. The degree of protection required is dependent upon whether the site is located within a High Radon Area.

A "High Radon Area" is one in which more than 10% of houses are predicted to have radon levels more than the 200Bq/m³ level. The EPA and the Radiological Protection Institute of Ireland (RPII)

⁹ <http://www.epa.ie/radiation/radonmap/>

have produced a national map of these areas. In high-risk areas, radon levels should be monitored by an approved radon measurement service.

The premises of DALC are in a **Low Radon Area** (1-5% of buildings are predicted to have radon levels more than the 200Bq/m³ level) per the EPA-RPII map. Our policy is to review information provided by the EPA and the Radiological Protection Institute of Ireland on a 5-year cycle or as advised and update this policy as required.

5.15 First Aid Policy

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

Definition of First Aid

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

First Aid Responder Training

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

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

Procedure in the event of an incident

1. First Aid should be administered by protocols using the first aid kits available on site.
2. Emergency procedures will be activated if there is any doubt about the severity of an illness or injury.
3. DALC have several trained First Aid Responders on site.
4. If required, contact the Emergency Services on 999 or 112.
5. All accidents/incidents should be reported for compliance with our Accident Incident Reporting Policy.

Trained First Aid Responders

The following personnel are trained as First Aid Responders

- Colette Stringer
- Veronica Brogan
- Caroline Fitzgerald
- Angela Stokes
- Jana Reaney
- Sharon Kelly

- Clara O'Connor

First Aid Equipment

The Safety, Health and Welfare at Work Act (General Applications) Regulations 2007 require First Aid facilities that are adequate and appropriate for each workplace.

First Aid kits must be:

- Maintained in a marked, accessible, and suitable place.
- Marked with a white cross on a green background.
- Constructed of plastic or metal only.

First Aid Kits are located on each floor of the premises.

The Health and Safety Authority has issued guidelines for the recommended contents of a First Aid Kit.

First Aid Kit Contents

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

Notes: Where more than 50 persons are employed, pro-rata provision should be made.

A template for **First Aid Stock** management is available in the Appendix. (A2) of this document.

5.16 Occupational Health Policy

Employees will not usually be exposed to hazards such as high levels of noise or vibration, asbestos fibres, silica dust, hazardous chemicals or other agents that would require regular health surveillance.

Management must be aware of any medical conditions suffered by employees, such as epilepsy, which may need to be considered when organising work. In addition, any employee under medical supervision or on prescribed medication and who has been certified fit for work should notify the Director of any known side effects or temporary physical disabilities that could hinder their work performance and may be a danger to themselves or their fellow workers. This will be considered when assigning work activities.

Employees may be requested to undergo medical evaluation if a suspected work-related issue arises.

Health Promotion

It is our policy to promote the health benefits of healthy living. The following are examples of initiatives that we recommend to employees for further information:

- "Healthy Ireland" is a government-led initiative that aims to create an Irish society where everyone can enjoy **physical** and **mental health** and where **wellbeing is valued** and supported at every level of society. It provides a range of information to help make good choices in health and lifestyle – for example, "Health Eating Guidelines". Further information is available at www.healthyireland.ie
- "Mates in Mind" is a UK based charity programme aimed at raising awareness of mental health issues. It provides a range of support services and advice to assist in dealing with mental health issues. Further information is available at www.matesinmind.org

We strongly advise that any person who feels that their physical or mental health is an issue is asked to discuss any concerns with us in the strictest confidence. We will provide the necessary guidance and assistance within the available resources.

Our policy is to support all staff and students in challenges they may face. They will provide the necessary support deemed appropriate to each person.

5.17 Lone Working Policy

We are conscious of the risks that may be posed when employees are working alone. Therefore, we do not permit lone working.

5.18 Food & Water Safety Policy

Our Food and Water Safety Policy is designed to maintain employees' well-being and health and prevent illness at our work sites. This policy should be self-policing as a significant degree of personal responsibility is required by individual employees.

We are committed to providing safe and hygienic arrangements for food and drinking water where required to do so. However, food in poor condition when purchased or poorly stored, prepared or served represents a potential source of microbiological contamination that can cause various forms of food poisoning. Injury from contaminated food or water can range from an upset stomach to death from severe salmonella poisoning.

The following general hygiene rules should be applied:

- Food should be stored in suitable containers under appropriate conditions depending on the food type.
- All waste material should be disposed of after use in a designated waste receptacle.
- Work areas where food is consumed should be cleaned daily of waste materials to prevent vermin infestation.
- Hand washing is a simple precaution for dealing with hygiene measures and should be encouraged in all situations.
- All food waste should be removed.
- All COVID-19 Control Measures must be adhered to.

Cleaning is done in house, and all employees are expected to contribute by maintaining a clean and hygienic workstation. Considering the current COVID-19 pandemic, employees are expected to maintain a high level of awareness of risk factors. Additional cleaning materials have been provided to ensure hygiene standards are being maintained.

Our canteen staff have completed HCCAP Training and follow Food Safety Protocols as dictated by HCCAP Controls.

Pest control services are provided by Principal Environmental, who visit the Centre every quarter.

5.19 Display Screen Equipment Policy

For our office-based employees, it is the policy of DALC to comply with the requirements of the Safety, Health and Welfare at Work Act: Display Screen Equipment Regulations 2007 and associated regulations regarding the protection of employees from ill-health arising because of inadequate workstation design, repetitive tasks, extremes of temperature, vibration, and other ergonomic-related stressors.

Our policy is that a Display Screen Equipment Assessment is carried out on personnel who require it. This assessment will be carried out on the successful completion of a person's probation period.

Our policy is to purchase and provide appropriate equipment (hardware) and processing systems (software) and a working environment suitable for display screen work following current legislation and best practices. All maintenance, repairs and hardware management are the sole responsibility of the nominated IT contractor.

DALC Responsibilities

Our duty is part of the compliance requirement with the DSE Regulations 2007 to evaluate the health and safety of workstations.

- Eyesight
- Physical difficulties
- Mental stress

The analysis of a workstation must take account of the minimum requirements of the General Application Regulations 2007. The results of the study must be shared with the employee. Records of such inspections are maintained on file.

RIGHTS OF AN EMPLOYEE UNDER DSE REGULATIONS

Under the legislation, employees:

- a) Are entitled to have their workstation assessed in line with the requirements of Regulation 72.
- b) Must be trained in the use of the workstation and be given information about health and safety factors.
- c) Must also have periodic breaks or changes of routine, away from DSE.
- d) Must be informed by the employer that they are entitled to an appropriate eye or eyesight test (or may opt for either one) before working with DSE and at regular intervals.
- e) Are entitled to an appropriate eye or eyesight test (or may opt for either) before working with DSE and regular intervals.

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

DEFINITION OF WORKSTATION

The definition of “Workstation” is all-encompassing and includes DSE and the individual pieces of equipment, chair, desk, and work environment, constituting a workstation. Therefore, one of the most critical factors affecting employees' health is the design and layout of the workstation. A poorly designed or arranged workstation may lead to the adoption of a bad working posture. This can lead to the risk of Work-Related Upper Limb Disorders (WRULD).

Workstations must be laid out and kept tidy to avoid employees slipping, tripping, or falling.

WORKFLOW OF DSE USERS

The flow of work to a DSE user should be designed to allow natural breaks to occur. Alternatively, a change in work pattern by combining DSE and none DSE work could be introduced. Rest breaks are essential for continuous DSE work, requiring sustained attention, resulting in fatigue. In an ideal situation, the length of the rest period should reflect the intensity of the specific job. The rule for taking a break to relax your eyes is called the 20:20:20 rule. Work for 20 minutes, glance at an object for 20 seconds at a distance of 20 feet away.

PROCEDURES FOR THE MANAGEMENT OF DISPLAY SCREEN EQUIPMENT

The following procedures will apply for the management of Display Screen Equipment:

- A DSE workstation assessment will be carried out with all new employees who require it after completing their probationary period.
- We recommend that employees who wear corrective lenses inform their opticians that they carry out display screen work.
- Activities should be planned so that breaks or activity changes periodically interrupt the daily work on display screens.
- Individual corrective appliances appropriate to the needs of an employee will be provided, e.g., footrests, wrist rests etc.

Information Technology Contractor

The appointed IT contractor for DALC is:

Name	Computers Unlimited
Address	138 Slaney Close, Cabra East, Dublin, D11 F8KV
Phone	01 830 6495

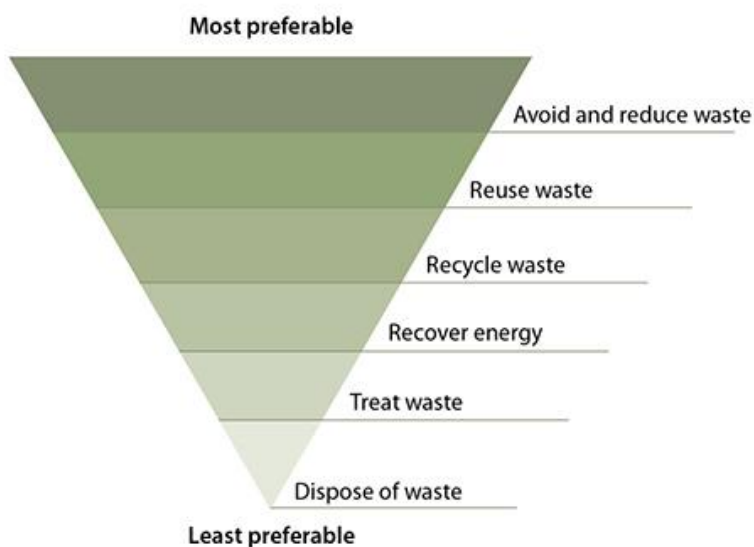
5.20 Waste Management Policy

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

Waste handling represents, typically, three key hazards:

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

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



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

It is our policy to apply the principles of the 3R's to reduce our waste production. A range of measures may be used to ensure that the 3R's are practised, and we will apply such actions that are reasonable and practical.

Various waste bins are allocated on-site for waste and at our office premises. It is the responsibility of employees to keep their working area clean to reduce slipping and tripping hazards and rodent infestation.

We have a very high standard of housekeeping which we want to maintain. We acknowledge the effort that employees have made and continue to improve the overall standard of waste management and housekeeping.

Waste bins are provided on-site and managed by our approved Waste Management Contractor, Panda Waste.

The Sunflower Project are responsible for the collection and recycling of waste paper.

5.21 Hazardous Substances Policy

The general use of hazardous substances is minimal and typically only cleaning agents. All materials used on-site must be compliant with the Globally Harmonised System for the Classification, Labelling and Packaging Regulations 2015¹⁰

The following general requirements apply to all substances used at our premises:

- Safety Data Sheets (SDS's) provide detailed information on each substance used. It is the responsibility of any person using a chemical to provide us with the appropriate SDS.
- Employees should review these before use to ensure that all necessary precautions are being taken. In addition, all employees using the substance or those potentially affected using the substance are advised regarding proper handling techniques and emergency procedures by the Health & Safety Coordinator.
- GHS/CLP Regulations must correctly label containers of dangerous substances. This label should contain information on the precautions necessary and any physical, health or environmental hazards that apply and the appropriate hazard symbol.
- Substances should not be transferred to an unlabelled container at any time.
- Hazard labels are present on all chemical containers. They contain all the necessary information to allow a person to make safe use of the product.
- Where contractors require a hazardous chemical to complete their work, they must first inform us and, where instructed, conduct a risk assessment before bringing any chemicals on-site. Contractors will be held liable for any injury or damage caused by hazardous substances brought on-site without management approval.
- Contractors are obliged to submit Safety Data Sheets with their Risk Assessment Method Statements (RAMS).

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

¹⁰ https://ec.europa.eu/growth/sectors/chemicals/classification-labelling_en

Hazard Labels

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

The Basic Parts of A GHS-Compliant Label

1 → **n-Propyl Alcohol**
UN No. 1274
CAS No. 71-23-8

2 → **DANGER**

3 → Highly flammable liquid and vapor. Causes serious eye damage. May cause drowsiness and dizziness.

4 → Keep away from heat/sparks/open flames/hot surfaces. No smoking. Avoid breathing fumes/mist/vapours/spray. Wear protective gloves/protective clothing/eye protection/face protection. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses if present. Continue rinsing.

Fill Weight: 18.65 lbs. Lot Number: B56754434
Gross Weight: 20 lbs. Fill Date: 6/21/2013
Expiration Date: 6/21/2020

5 → Acme Chemical Company • 711 Roadrunner St. • Chicago, IL 60601 USA • www.acmechem.com • 123-444-5567













6 →

See SDS for further information.

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

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

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

SAFETY DATA SHEET INFORMATION

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

Section 1: Identification of the substance/mixture and the company - contains contact details of the person/company responsible for supplying the chemical and the emergency telephone number to contact in case of an emergency.

Section 2: Hazards Identified - gives details on the hazards of the chemical. This will help assess the risk and harm to health, employees, and the environment.

Section 3: Composition/Information on ingredients - if the chemical used is a preparation (mixture), this section will give information on the hazards of each of the individual substances in the preparation.

Section 4: First Aid Measures - details the first-aid measures to take in case of an accident while using the chemical.

Section 5: Fire Fighting Measures – details the correct type of fire extinguisher when fighting a fire involving the chemical.

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

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

Section 8: Exposure controls/personal protection - gives details of the steps to take to reduce exposure and personal protective equipment to wear when working with the chemical.

Sections 9: Physical and chemical properties - provide detailed information on the physical/chemical properties of the chemical.

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

Section 11: Toxicological information – contains information on toxicological effects.

Section 12: Ecological information – contains information on toxicity, persistence and degradability, bio accumulative potential, mobility in soil and other adverse effects.

Section 13: Disposal considerations - explains how the chemical should be disposed of correctly.

Section 14: Transport Information - contains information relating to the transportation of the chemical.

Section 15: Regulatory information - contains the details of the chemical classification as given on the label. Cat 1-4 – 1 being the highest risk and 4 the lowest.

Section 16: Other information - gives any other information relevant to the chemical, e.g., training advice – supplemental information.

5.22 Manual Handling Policy

Our policy is to operate a safe working environment to reduce the risk of injuries caused by improper manual handling techniques. The level of manual handling in the office environment is classified as “low”. Our policy is to eliminate the need for hazardous manual handling where it is reasonably practicable to do so. Our policy is to assess and reduce the risk of injury arising from manual handling operations that can be avoided.

The hazards associated with Manual Handling are known as **T.I.L.E.** – The Task, Individual, Load, and the Environment. Our policy is that it is the responsibility of employees to carry out **Specific Risk Assessments** on moving and handling operations. These risk assessments are described as “Dynamic¹¹” in nature as they occur as the task is to be performed – this is like crossing the road – Stop, Think, Act.

Where moving and handling operations cannot be immediately eliminated, the hierarchy of risk/principles of prevention will be used:

- Eliminate
- Substitute
- Engineering controls
- Administrative

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

- **Assess the Load and Plan the lift** – always use mechanical help if possible.
- **Broad stable base** to increase stability and maintain a good posture.
- **Create a firm and safe grip** using handles if possible.
- **Do slightly flex your back, hips, and knees** to spread the load factor.
- **Ensure the load is close to the body** to keep it close to your centre of gravity.
- **Further Flexion of your back** is to be avoided.
- **Guard against twisting** because of damage to the discs – turn using your feet.
- **Head up** to reduce the risk of injury in the neck and shoulders – look up!
- **In movement** – move smoothly to reduce the strain on soft tissue and joints, and be careful that you do not.....
- **Jerk** – leave the load down smoothly.

¹¹ Dynamic Risk Assessment is like crossing the road – “Stop, Look, Think and Act”.

5.23 Hazard Reporting Policy

DALC recognises the part that its employees must play in reporting hazards in the workplace.

A **Hazard Report Form** must be completed and returned to the Director / Safety Contact Person if a hazard is identified and no immediate corrective action is available.

5.24 Housekeeping Measures Policy

We are conscious of the risk generated when housekeeping is not maintained to a high standard. However, every employee's responsibility is to contribute to the very high standard that we have already achieved, so we ask for your cooperation in continuing the excellent work done.

It is our policy to maintain a high standard of housekeeping in all areas of our premises. Our policy is that we expect a high standard of housekeeping from all employees, students and contractors.

The following items are to remind you of the best practices that apply:

Personal Safety

- Good housekeeping contributes to personal safety and fire prevention.
- Rubbish, empty containers and waste paper can be hazardous; please make sure they are disposed of correctly at the end of each day/shift or if they become full.
- Make sure that you are familiar with the emergency procedures from your office or work area in the event of a fire or other accidents.

Clear Access

- Never block or obstruct doorways, gangways, corridors or stairs.
- Do not tamper with door closers or any form of security lock.
- Do not leave drawers and doors open unnecessarily
- Do not trail cables or flexes across the floor.

Spillages

- Spillages should be dealt with immediately.
- If in doubt about what is 'best practice', ask a colleague.

Sharps Management

- Never put sharp objects such as broken glass/metal into waste bins without wrapping the items carefully to protect those emptying the bins.

Storage

- Ensure that storage areas are not overloaded and that heavy objects are stored at working height where they will be easier to handle.

Recycling

- Check and make use of the recycling arrangements we operate – designated bins are available on site.
- All materials must be free from contamination before being placed in recycling containers.

5.25 Work Experience Personnel

Introduction

Our policy is that all persons employed as part of work experience programmes are subject to the same protection of health and safety as our employees.

Work Experience Management Policy

All work experience personnel will receive the same induction training programme as full time and part-time employees.

In addition to this risk assessment, additional effort is made to identify hazards that pose a potential threat to inexperienced staff members or young people. Young people are at risk because of their possible lack of awareness of existing and potential risks, immaturity, and inexperience. Their lack of physical and psychological development may also limit their capacity to undertake activities without harm. A lack of knowledge, experience and maturity can lead to deliberate or accidental risk-taking.

Our ethos must instil in young people an understanding and awareness of the need for health and safety to be an integral part of their lives.

Insurance Requirements

Where persons are attending school or college and undertaking work experience programmes, a letter of authorisation from the relevant authorities, including insurance provisions, must be supplied before the commencement of the work experience programme. Letters of approval will be held on file by the Management Team.

Garda Vetting Policy

In line with our procedures, personnel engaged in Work Experience Programmes are Garda Vetted through their college.

5.26 Covid 19 Risk Management Policy

Coronaviruses are a large family of viruses, including COVID-19, circulating among animals, including camels, cats, and bats, with some causing illness in humans, e.g., SARS (civet cats) and MERS (dromedary camels). Rarely, animal coronaviruses can change and infect people and then spread between people, as seen with MERS and SARS.

DALC intends to protect all associated employees/students from COVID-19. Therefore, we continue to ensure that all our premises and operational practices do not constitute a risk to Health & Safety issues and ensure that our Infection Protection and Control (“IPC”) procedures remain current.

Our COVID-19 Response Plan is a dynamic document. It will be reviewed as required to reflect any changes in the operation of the business.

It is both the responsibility of the organisation and our employees/students to adhere to all government and Public Health guidelines

The responsibility for identifying risks and ensuring that appropriate mitigations are in place lies with the Management Team.

These responsibilities include:

- To maintain a safe & healthy work environment for all employees and students.
- To ensure that the principles of the Irish Government Return to Work Safely Protocols are fully implemented and operationalised by us.
- To ensure that appropriate steps to minimise the risks of infection within the premises are supported.
- To provide the appropriate type and level of training to enable all employees to perform their work safely and efficiently.
- To conform to all statutory requirements in line with the Safety, Health & Welfare at Work Act 2005.
- To make available appropriate equipment to ensure Health & Safety provisions are met.
- To maintain a vigilant and continuing interest in all Health & Safety matters relevant to both the organisation and employees, ensuring to consult with employees on an ongoing basis regarding any potential safety concerns.
- To prevent as far as is reasonably possible, any improper conduct or behaviour likely to put the Safety, Health & Welfare of employees at risk.

All employees have responsibilities to both themselves and their co-workers to carry out their duties safely and considerate.

All employees must:

- Follow government advice regarding COVID-19 Guidelines.
- Following recommending IPC procedures.
- Self-isolate if advised to do so.
- Be aware and understand the signs and symptoms of COVID-19.
- Not to attend the workplace if feeling unwell or exhibiting signs and/or symptoms of COVID-19.

COVID-19 Response Team

To aid in the management of the COVID 19 Pandemic, we have formed a Covid 19 Response Team consisting of

- COVID-19 Coordinator:
- Covid 19 Lead Worker Representative:
- Health & Safety Advisor: EMS & Associates

All employees are advised that the COVID 19 Response Team has the authority to recommend COVID 19 measures and actions to be taken. Failure to comply with Advice / Action requests by the COVID 19 Response Team will result in disciplinary action being taken.

All employees are advised to be familiar with our COVID-19 Response Plan's contents and direct any questions or queries to a COVID-19 Response Team Member.

The simple message is to "**Stay Safe – Work Safe.**"

Section 6: Measuring Performance

6.1 Introduction

DALC will adopt a programme to measure, monitor and evaluate its safety, health, and welfare management system to ensure it is robust. This measurement and monitoring can be done in simple ways.

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

- Legislative requirements or changes in the same.
- The Safety, Health and Welfare Policy and the written risk assessments contained in the safety statement.
- Safety, health, and welfare objectives.
- Accident / Incident Rates.
- External Agency Reports, e.g., External Audits
- Any issues raised formally by employees.

This evaluation will reveal when and where improvement is needed and how effectively the Safety Management System functions. In addition, we will establish procedures to monitor the services performed in promoting safety, health, and welfare.

Health & Safety should be included on all Management Meetings as a fixed agenda item and any items discussed and noted as they arise. E.g., If a fire drill is carried out, it should be noted on the Meeting Minutes.

The Directors should check that the Safety Statement is being implemented and note any issues arising. Active self-monitoring ensures that any changes in operating conditions, equipment or legislation are considered.

As the Safety Management System grows, the tools for measurement of performance become more defined. Definitive Key Performance Indicators can be agreed upon, e.g., Annual Review of the Health & Safety Statement / Accident Statistics / Review of Risk Assessments / Employee Training Courses completed.

Section 7: Audit and Review

7.1 Introduction

Auditing and reviewing the Safety Management System is evidence of good practice in health and safety management.

The process of Audit & Review enables us to maintain and develop its ability to reduce risks and ensure the system's effectiveness. This achieves the "Continuous Process" objective, which is key to our operations.

The Directors will evaluate the impact of the safety, health, and welfare plan at a pre-determined time (usually annually), considering feedback from the employees or other stakeholders, significant accidents or incidents, legislative requirements, and other relevant developments.

Information produced from ongoing monitoring can be used to review current policies and procedures and so help improve performance.

Policy

An annual safety, health and welfare review/audit will be carried out. Results from audits can be combined with measuring performance to improve the service's overall approach to safety, health, and welfare management. The Safety Statement will be revised as necessary, considering the review and evaluation process. All employees should be informed of the entire contents of the revised Safety Statement.

Section 8: Appendix

The following documents are provided for illustration purposes only to form part of our Safety Statement.

Electronic versions of all documents are available from the Shared Drive.

A1: First Aid Stock Sheet – Sample Only

Product Description	Stock to be held	Date		Date		Date	
		Stock / Order		Stock / Order		Stock / Order	
Sterile Eye Wash Pods 20ml	5						
Triangular Bandages	5						
Plasters	100						
Antiseptic Wipes	50						
Medical Tape 1.25cms	1						
Safety Pins	12						
Cooling Gel for Burns	1						
Revive Aid	1						
Paramedic Shears	1						
Plastic Tweezers	1						
Crepe Bandage 5cm	1						
Crepe Bandage 8cm	1						
Sterile Dressings 9x10cms	10						
Medium Wound Dressings	4						
Large Wound Dressings	4						
Extra Large Wound Dressings	4						
Eye Pad Wound Dressings	2						
Cotton Wool 25g	1						
Gloves	20						
Instant Ice Packs	2						

Box No:

Location:

Person Responsible:

A2: DALC Contractors Pre-Qualifying Questionnaire – Sample Only

DALC is committed to managing Health & Safety in all our operational activities. It requires the same commitment from our contractors. Therefore, we request that the following documentation is forwarded by email to us for maintenance on our Approved Contractors Register.

1. COMPANY DETAILS

Company Name	
Principal Contact	
Job Title	
Contact E-Mail	
Office Phone	
Mobile Phone	
Fax Number	

2. DOCUMENTATION CHECKLIST

Description	Please tick the appropriate box
Health & Safety Statement	
Risk Assessment Method Statement <u>(if applicable)</u>	
Public Liability Insurance Certificate	
Employers Liability Insurance Certificate	
Professional Indemnity Insurance Certificate (if applicable)	
Waste Management Licence <u>(if applicable)</u>	
Contractors Compliance Acknowledgement Form	
<i>Use this Checklist to ensure all documentation is included in your submission.</i>	

3. NAME OF PERSON COMPLETING FORM FOR THE CONTRACTING COMPANY

Signed: _____ Date: _____

Name: _____ *Block Capitals Only*

Position: _____ *Block Capitals Only*

E Mail Address: _____ *Block Capitals Only*

Please return all documents with the following Questionnaire to DALC.

S1: COMPANY/ INDIVIDUAL DETAILS

Name:		Address:		Tel:	
				E-mail:	
		Eircode:		Web	
Start Date of Business:		Number of Employees:			
VAT No:		Company Registration No:			
Contact Person:					
Phone:		Email:			
Brief Description of the general type of work to be carried out:					

S2: INSURANCE DETAILS

Insurance Broker (Name & Address)					
Insurance Company (Name & Address)					
		Insurance Company (not Broker)	Amount	Policy Expiry Date	
Insurance Type	Public Liability				
	Employers Liability				
	Professional Indemnity				
	Other				
Copies of all Insurance Documents must be submitted electronically with this Questionnaire					

S3: ACCIDENT AND LEGAL HISTORY

<i>Details of any accidents/incidents – reportable to the H.S.A./External Agencies – to be included</i>	
Accident Incident History - <i>Insert details of Accidents / Incidents</i>	
<i>Details of any prosecutions undertaken by State Agencies.</i>	
Legal Case Proceedings History - <i>Detail all legal cases, including prosecutions taken against the company/individuals</i>	

SECTION 4: HEALTH & SAFETY MANAGEMENT

<p>Have you obtained certification to international quality standards (ISO 9001, 14001, 45001, Safe T Cert Scheme) – if so, please provide details?</p>	
<p>Does your company have access to a competent Health and Safety Advisor (in-house/consultant)? <u>Please insert name and contact details:</u></p>	
<p>Is a copy of your current Safety Statement enclosed? (Please ensure it is attached, signed, and dated by the head of the company before submission):</p>	
<p>Do you bring the safety statement to the attention of your employees, at least annually? If so, in what manner?</p>	
<p>If you do not have a safety statement, please detail how you intend to comply with Section 20 of the Safety, Health & Welfare at Work Act 2005</p>	
<p>Do you intend to sub-contract any part of the works for which you have quoted for? If yes, list what elements will be sub-contracted out?</p>	
<p>Does your safety statement give details on how sub-contractors are managed? If yes, please state which section of your safety statement, e.g., Section or Page Number</p>	
<p>Does your safety statement give details on how the competency of sub-contractors is assessed?</p>	

A3: DALC Contractors Compliance Acknowledgement Form – Sample Only

Responsibilities of Contractors engaged by DALC.

All Contractors employed by us have a responsibility to ensure that:

- They have adequate employers and public liability insurance. Therefore, insurance policies must be submitted for examination before work commencing to ensure they conform to our requirements.
- Their site-specific Risk Assessment and Method Statement (where appropriate) are provided to us for each job they are working on before starting work.
- All supervisors and workers know their duties under their own Safety Statement and current health and safety legislation.
- Only competent and suitable persons are used on-site. All workers have current Solas safety cards (Safe Pass & CSCS) if engaged in Construction related activities.
- On entering a contract with us, they shall not misrepresent themselves regarding the level of training required to carry out their duties.
- All plant and equipment that is brought on to a worksite adhere to the Construction Regulations 2013.
- They bring to our attention any defect in any plant or equipment, place of work, or system of work without unreasonable delay.
- They must only use competent and suitable persons to carry out their tasks while on-site.
- They must ensure that all employees under their control are issued and wear personal protective equipment as required on-site.
- They notify DALC immediately of any accident or dangerous occurrence that happens at the place of work.
- They co-operate with providing information to be considered during any subsequent construction work for retention in any Work File.

Note

All subcontractors are employers. They must comply with all relevant Employment and Health and Safety legislation.

Acknowledgement

I/We (Name) acknowledge the terms and conditions listed above and confirm our ability to meet the requirements above and to cooperate fully with all health and safety procedures of DALC.

Signed:

Date:

Received by:

DALC

A4: Guidelines for New and Expectant Mothers - Sample

Introduction

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

- Are pregnant.
- Have recently given birth.
- Are breastfeeding.

And to ensure the protection of the developing child.

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

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

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

These require at all places of work without exception to:

- identify hazards in the workplace.
- Carry out a risk assessment and document it.
- Put in place adequate and appropriate Control Measures.
- Consult with employees on the process of risk management.

To prevent damage to the foetus during the early stages of pregnancy, the potential risks during pregnancy must be part of the routine risk assessment at each workplace.

Specific Requirements

There are more specific Regulations included in the General Application Regulations 2007 covering:

- Workplace (especially welfare arrangements)
- Work Equipment
- Personal Protective Equipment
- Manual Handling
- Display Screen Equipment

The Chemical Agents Regulations, the Carcinogen Regulations, the Biological Agents Regulations, and the Lead Regulations require specific consideration during pregnancy.

A5: Risk Assessment for New & Expectant Mother(s) – Sample

1. Pregnant Worker/New Mother

Name of Employee:			
Job Title:			
Assessment by:			
Date:			
Note:	<p>The following is a non-exhaustive list of the hazards that may affect a new and expectant mother. The assessment will be carried out with the pregnant, new or breastfeeding mother. If any of the hazards listed are present in the work environment, the “yes” box will be ticked. In addition, details of any corrective action to be taken will be documented. If the expectant, new or breastfeeding mother has any specific problem with their work environment, it must be indicated during the assessment. The new or expectant mother will be asked to read the document and sign that she agrees with the contents. Any recommendations or further information available from the employee’s medical team must be considered an essential fact and fundamental part of this risk assessment. During the pregnancy, changes in circumstances may occur that will fundamentally alter this Risk Assessment. In this eventuality, it is the responsibility of the employee to contact their Line-Manager and request an additional risk assessment be carried out.</p>		
Expected Date:			
	YES	NO	Actions
Does the work involve any activities that could cause foetal injuries or which might disturb the attachment of the placenta and any of the following?			
Handling of loads entailing risks, particularly to the lower back (e.g., lifting of heavy items; awkward lifting, twisting; turning etc.);			
Extremes of cold or heat that would be uncomfortable			
Uneven surfaces/ slopes and steps			
Working on Wet or slippery floors;			
Awkward movements and posture when seated – ergonomic advice to be offered			
Long Travelling Requirements, either inside or outside the place of work;			
Excessive Mental or physical fatigue;			
Excessive Physical burdens connected with the activity of the employee? – Physical shocks or impact?			
Any exposure to excessive noise – can increase blood pressure and fatigue			
Poor Standards of housekeeping in the work environment			
Any likelihood of exposure to biological hazards? (viral/bacterial)			
Any likelihood of exposure to chemical hazards?			
If the worker does night work, has a medical practitioner certified that the worker should not carry out night work during pregnancy?			
Has the employee had any previous medical complications that would affect her ability to do her work duties			

If the answer is YES to any of the above, further action is required.

Action Required Summary & Additional Notes

--

2. Breastfeeding Worker

Name of Employee:	
Date:	

	YES	NO
If the worker does night work, has a medical practitioner certified that the worker should not carry out night work during any period up to 14 weeks after childbirth (see <i>explanatory notes</i>)?		
If the answer is YES, then the worker cannot do night work		

Action Required

--

Signed DALC
..... Employee
..... Date

A6: Display Screen Equipment Users

SPECIFIC REQUIREMENTS OF YOUR WORKPLACE

The specific requirements for your screen are that the screen display contains well-defined characters, adequate line spacing, stable non-flickering image, user-adjustable brightness, and contrast. In addition, the screen should swivel and tilt and be free of reflective glare.

The specific requirement for the keyboard is that it is tiltable, separable from the screen, able to be comfortably positioned so that hands and arms can be supported. In addition, it should have a matt surface to avoid glare and that the symbols are legible.

The specific requirement for your desk is that it is large enough for the flow of work. In addition, it has a low reflective surface and has enough space to find a comfortable position.

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

An employee is not permitted to carry out any repairs on computer equipment.

HOW TO USE A WORKSTATION EFFECTIVELY

Correct posture

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

Using the keyboard

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

Using the mouse

- Keep your mouse within easy reach. Wrists should not be bent or strained. An appropriate mouse mat should support the heel of the hand.
- Flex your hands and fingers to prevent cramps and aches.
- Take frequent short pauses, take your hand off the mouse, and let your mouse arm hang straight down from your shoulder.
- Use alternative keyboard actions so that you are not continually using the mouse.

- Try changing your mouse from right to left-handed use (or vice versa) from time to time.

Avoiding eye and neck strain

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

Take a break!

- We recommend that no work session should be longer than 90 minutes without a break or change of activity of at least 15 minutes.
- If you have any aches and pains, these should be investigated, and the length of the work session should be reduced to 30 minutes, followed by a 5-minute break.
- The rule for taking a break is called the 20:20:20 rule. Work for 20 minutes, glance at an object for 20 seconds at 20 feet away.

Using Laptops and other Portable Computers

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

Problems

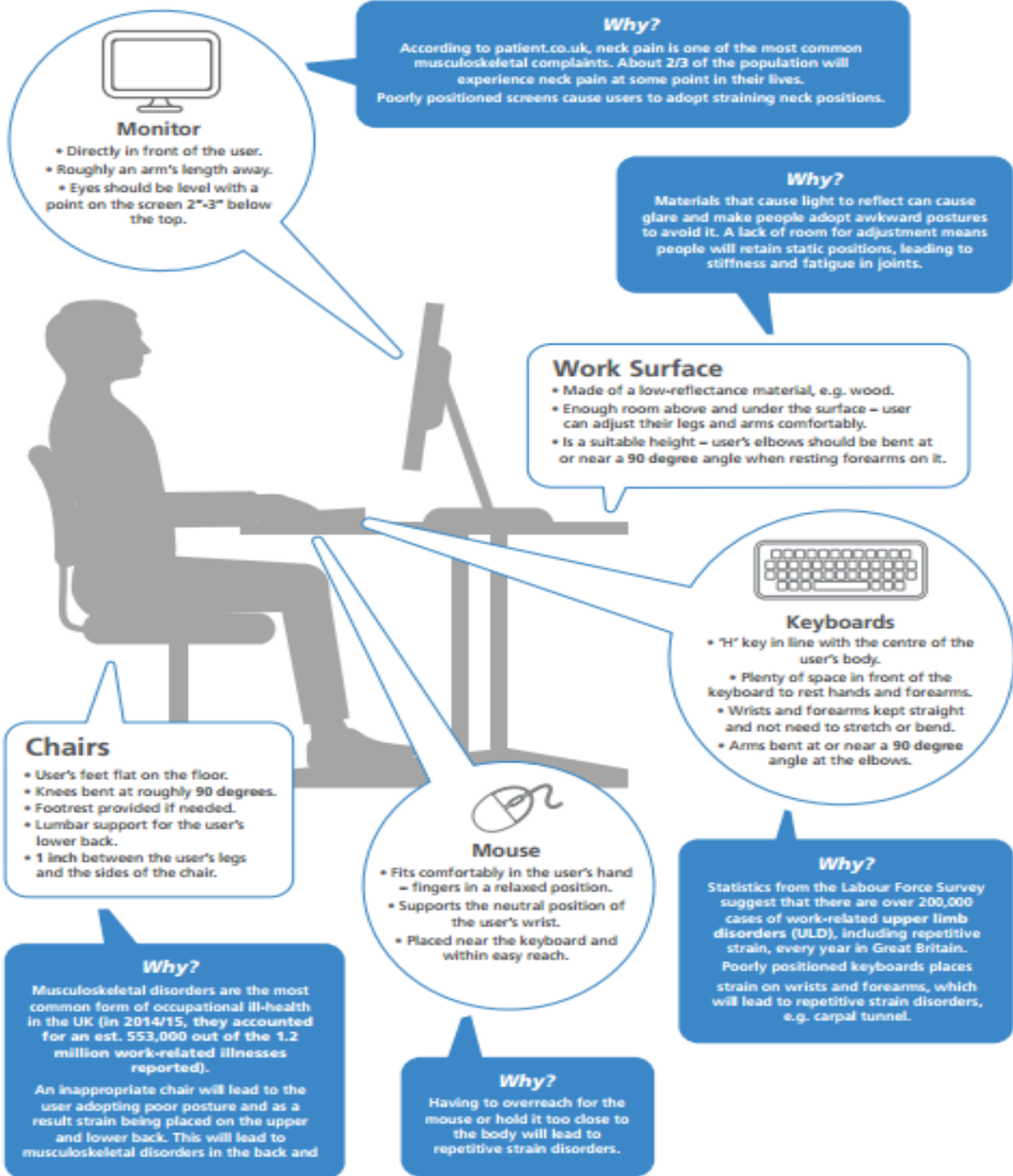
- If you get aches, pains, tingling fingers, or headaches, you should see your doctor.
- If you are experiencing problems with your eyes, you should have your eyes checked.

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

Desk Ergonomics

Preventing Musculoskeletal Disorders

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



Stretching and breaks

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

Why?

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



A7: Emergency Evacuation Drill Report – Sample Only

Date	Contact	Prepared By
[Select Date]		

Summary

1.

Issues identified

NOTES	RESPONSIBLE	Due Date

Recommendations

IssueS		

Section 9: Site Specific Risk Assessment

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

This section outlines the generic hazards associated with our operations, which have been identified and the control measures in place. By the terms of the Safety, Health & Welfare at Work Act 2005, all employees and students are legally obliged to follow the general principles advised in these risk assessments. All staff and students are encouraged to participate in safety, health, and welfare issues by identifying any potential hazards that may exist and ensure that a risk assessment is carried out.

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

Definitions

A "hazard" is defined as *"any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare of staff/volunteers or participants"*.

"Risk" is a measure of the probability of the event occurring and the impact /extent of the injury, ill-health, or damage it may cause if it did happen. As the risk profile of the organisation is classified as low we have adopted Low, Medium , High Risk Rating . It is important to remember that the most important part of any Risk Assessment is the section detailing the "Operational Control Measures" applicable. A knowledge of the applicable Control Measures will contribute to a proactive safe environment.

9.3 Dublin Adult Learning Centre Risk Assessments

Hazard	Description	Risk	Operational Control Measures
<i>Slips/trips & falls in the premises</i>	Risk of slipping & tripping on the premises.	Low to Medium	<ul style="list-style-type: none"> ● It is DALC policy to ensure that the premises kept is clean, tidy and organised. ● All personnel advised of the risk associated with slipping and tripping and that DALC always insists on a high level of housekeeping. We acknowledge the contribution made by everyone is ensuring a high standard of housekeeping. ● Personnel (Employees and Students) advised that the risk of slipping and tripping increases during adverse weather and to pay particular attention when entering and leaving the premises due to the steps at the front of the premises. ● Personnel are advised to ensure that there are no hazards present at their workstations/teaching areas or in common areas that could cause slips or trips, e.g. handbag straps that a person could catch their foot on. ● In the event of a spillage being detected, DALC personnel are expected to start the clean-up process immediately and advise other employees/learners of the risk. Where possible it is advised to divert others away from the area. ● All materials should be stored safely and appropriate to the area, e.g. not above head height and not under desks. ● All walkways/stairs should always be kept clear. ● Footwear must be suitable for the work being carried out – slip-resistant footwear is recommended. Open-toed shoes & sandals are not recommended as they expose the foot to injury. ● New personnel should be familiarised with “hot spots” – defined as an area known to have a higher risk, e.g. Tea/Coffee Station Area in the Canteen. This action is to increase the level of “situational awareness” – be aware of others in the vicinity. ● Care should be taken when handling hot liquids/water bottles as it can lead to spillages and possible falls. ● Care should be taken when ascending or descending stairs – ensure your field of vision is not obstructed when carrying any items. Personnel are advised to use the banister rail as they ascend or descend the stairs. ● Wet floor signs should be deployed before any cleaning operations are undertaken.
<i>Accidents or Incidents on Site</i>	The potential for any accident or incident is also present but our Safety Management System is designed to reduce the potential.	Low	<ul style="list-style-type: none"> ● In the event of any accident or incident on site our Accident/Incident Management Policy must be followed (See 5.01) ● A number of personnel are trained as First Aid Responders and will administer treatment as needed. ● All First Aid treatment will be in line with Prehospital Emergency Care Council (PHECC) Clinical Practice Guidelines. ● A range of First Aid Kits are available on site and there is at least one first aid kit per floor. ● DALC Management Team carry out regular inspections of the First Aid Kits and ensure stock levels are appropriate. ● Where additional risks are identified then additional provision of equipment is made e.g. burns treatment where the possibility of a burn or scald are present. ● Any person using First Aid equipment should advise DALC management so that equipment can be replenished as needed.

<i>Canteen/Kitchen Area</i>	<p>Due to the physical layout of the area, some hazards are in place.</p> <p>Risk of burns/scalds/ poor hygiene standards resulting in illness</p>	Medium to High	<ul style="list-style-type: none"> ● The kitchen area is maintained to a very high standard in terms of health and safety and hygiene. ● Due to the presence of hot water/liquids there is a higher risk of personal injury – personnel are advised to take additional care in this area. ● Personnel are advised that they should not overcrowd the area. Allow one another to make their beverages and leave the area before entering the tea/coffee station. ● Care should be taken when operating the Burco Hot Water unit or handling hot beverages, e.g. tea/coffee. ● If heating liquids in the microwave, care should be paid to risk of hot liquids. It is advised that food being heated should be covered to prevent spillages. ● In the event of an accident, a First Aid Kit is located on the wall above the Fridge. ● No materials should be stored on top of the microwave cooker as it can block the heat outlets. ● The Tea/Coffee Station area must be kept clean and organised. Everyone is expected to clean up after themselves. ● We will not tolerate materials – waste/crockery etc being left in the sink! Please wash up and dry up any materials used or use the dishwasher provided. ● In the event of a spillage being detected, personnel are expected to clean up immediately. Cleaning materials are available in the area. ● Wet floor signs should be deployed before any cleaning operations are undertaken.
<i>Microwave Cookers</i>	Working with a Microwave can cause burns, scalds and other serious injuries to you, your employees, and visitors.	Low	<ul style="list-style-type: none"> ● The microwave is used and maintained by the manufacturer's manual. ● Metal is <u>never</u> placed in the microwave. ● Reported defects are dealt with promptly, and unsafe equipment is taken out of use. ● Containers used are suitable for use in the microwave. Food is covered when being heated up or cooked in the microwave oven.
<i>Smoking Area</i>	Smoking materials can potentially be a fire risk	Low	<ul style="list-style-type: none"> ● The Smoking Area is designated as being outside of the premises under the archway accessed from the Kitchen Area. ● This area must remain clean and tidy at all times. ● Users of the facility are advised that this area is provided by DALC for their use and are responsible for keeping the area clean and free of debris. There is no obligation on DALC to provide a Smoking Area and failure to comply with safety standards will result in the withdrawal of the facility. ● All smoking materials must be placed in the appropriate waste bins. ● No cigarettes can be extinguished on the ground area and left there – bins are provided and must be used. ● Users are advised to ensure that the door to the kitchen remains closed to prevent the ingress of smoke into the building.
<i>Food Safety</i>	Risk of illness from poor food hygiene standards	Low to Medium	<ul style="list-style-type: none"> ● All personnel are required to maintain a high level of food safety in the Kitchen Area and follow basic food safety guidelines in the handling of foodstuffs. ● All personnel are advised to wash their hands after food handling activities and consumption. ● The fridge will be emptied regularly of products – particularly at Holiday Times, e.g. Christmas.

<p><i>Manual Handling</i></p>	<p>Personal Injury from manual handling tasks.</p>	<p>Medium</p>	<ul style="list-style-type: none"> ● The level of manual handling in the premises is low, but personnel are advised that best practice principles apply. ● Staff should familiarise themselves with our Manual Handling Policy which advocates for a low risk approach to manual handling tasks. (See 5.22) ● Personnel should follow the dynamic risk assessment format of TILE – assess the Task, limit the work to the Individual’s capability, assess the Load and examine the Environment for hazards. ● When storing materials, heavier items should be stored at a lower level (ideally at waist height) and lighter items higher up. ● Care should be taken and loads broken down where possible. ● Personnel should inform management of any difficulty that they have in carrying out a manual handling tasks.
<p><i>Emergency Evacuation Plan – Fire Safety</i></p>	<p>Failure to follow the Emergency Evacuation Plan may increase the risk of injury.</p>	<p>Low</p>	<ul style="list-style-type: none"> ● A DALC Emergency Evacuation Plan has been designed, and all personnel are advised that they must cooperate fully with this plan. (See 5.08) ● In the event of any fire related situation, personnel are advised to contact the emergency services on 999 or 112 if required. The fire alarm system will activate as needed. ● If the Fire Alarms activates then all activities must cease. Tutors will instruct Students to prepare to evacuate. DALC operates an ATL Policy – <u>A</u>sk a Person to leave the premises, <u>T</u>ell a person to leave the premises and then <u>L</u>eave themselves. We do not expect any Tutor/Student to put themselves in any danger. ● The Fire Assembly Point for the premises is outside the Main Door of DALC. If needed, an Evacuation Assembly Area can be used at No 11 Mountjoy Square. This will only be used in the event of a serious incident and will be managed by the Management Team. ● In the childcare area, staff are briefed on the Evacuation Area and Escape Routes from their area of operation. In line with Childcare, Fire Drills are done regularly and staff: children ratios are maintained to optimum levels to ensure the safety of everyone. ● All access gates/doors are kept open during premises occupancy to ensure the safety of all users. ● If the Fire Brigade are contacted the following information should be provided: <ul style="list-style-type: none"> ○ <u> </u>The address of the premises is 3 Mountjoy Square North, Dublin 1 ○ <u> </u>The Eircode for the premises is D01 H426 ○ <u> </u>The Phone Number for the premises is 01 878 7266. ● Access for emergency vehicles should always be maintained. ● Fire drills are carried out on a regular basis and records maintained by DALC. We expect 100% cooperation during all drills and emergency exercises to ensure the safety of everyone. Drills are carried out in line with the Academic Year but at least every 6 months. ● In the unlikely event of any incident a report will be prepared and used to improve the efficiency of our Evacuation Procedures as part of our commitment to Continuous Improvement. ● Any accident or incident that requires reporting should be done in line with our Accident/Incident Management Policy (See 5.01) ● Apex Fire Ltd are the responsible contractor for the servicing of our Fire Extinguishers and this is done annually. Records of all inspections/services are maintained on file by DALC. ● Access to Fire Equipment must be maintained at all times and no obstructions e.g. tables or chairs should be placed within 1m of any portable fire fighting equipment. ● Access to the fire escape route from the Canteen area must always be maintained. Please note that this area is a Fire Escape Route and not to be used for general access.

			<ul style="list-style-type: none"> ● Emergency lights are throughout the building and serviced by our appointed contractor ● Access to all fire escape doors must always be maintained.
<i>Office Safety</i>	Office Work is generally low risk if common sense prevails and personnel follow agreed safety procedures.	Low	<ul style="list-style-type: none"> ● Personnel receive Induction Training at the commencement of work and are advised of Safety Policies and Procedures. ● Personnel are obliged to comply with the Health & Safety Policies and Procedures documented in the DALC Health & Safety Statement or as advised by management. ● Housekeeping standards must be maintained to a high level to ensure the risk of injury is minimised. ● Cleaning procedures of desks and Common Areas should be undertaken regularly, and unrequited material disposed of. ● Furniture and chairs are to a very high standard. Personnel are advised to inform the Health & Safety Coordinator of any damage or dangers. ● Loose wires should be removed from walkways to reduce the risk of personnel or visitors tripping. ● Filing cabinets/cupboards/safe are to be closed after use. Personnel advised of an anti-tilt mechanism is in place (in filing cabinets & Safe) to stop more than one drawer at a time opening. ● Wastepaper baskets should be emptied regularly. ● No repairs to electric items are permitted without authorisation by management. ● Personnel are advised that the overall level of lighting in the office space is to a high standard and should report any defects to management. ● Personnel should design and follow a workflow across their workstation where work enters at one point, is processed, and then leaves the workstation to prevent the build-up of materials.
<i>Classroom Safety</i>	Occupancy of a classroom is generally low risk if common sense prevails and students adhere to DALC Safety Policies and Procedures.	Low	<ul style="list-style-type: none"> ● All Students are welcomed on arrival to the facility. An induction briefing is provided to advise Students of our Safety Procedures and what actions to be taken in the event of an emergency. ● It is DALC policy that all Students are required to comply with our Health & Safety Policies as the ultimate aim is to ensure a safe and healthy environment for everyone. ● Furniture and fittings are to a very high standard. Students are advised to inform the Health & Safety Coordinator of any damage or dangers. ● No trailing wires are permitted to reduce the risk of any person tripping. ● Waste bins are emptied regularly. ● No repairs to electric items are permitted without authorisation by management.
<i>Electrical Safety</i>	Failure to follow electrical safety advice increases the risk of electrocution-personal injury and equipment damage.	Low	<ul style="list-style-type: none"> ● All electrical connections are fully compliant with ETCI standards and should remain so. ● Personnel are advised not to carry out any repairs to electrical connections. ● Extension reels should not be used except in exceptional circumstances or no long period. If they are required, they should be unwound fully before use. ● All cable runs are to be placed in such a manner and secured so that they do not generate a slipping or tripping hazard. ● Personnel should be aware that extinguishers for use on electrical fires are available in the premises. ● Extinguishers should follow the PASS formula – Pull, Aim, Squeeze and Sweep.

<i>Office Safety - Display Screen Equipment</i>	Dublin Adult Learning Centre is aware of the risks posed when using DSE.	Low to Medium	<ul style="list-style-type: none"> ● All equipment – hardware and software - purchased is designed to ensure the safety of the user. ● Personnel are advised that it is company policy to carry out a DSE Assessment on all personnel on completion of their probation period. ● Personnel are advised to follow the safety procedures and protocols contained in our DSE Policy. ● All furniture and chairs are to a BS/IS/EU standard and are deemed fit for purpose. Personnel are advised that they cannot bring their own furniture into the office. ● Work schedules are in place to provide an adequate break and rest periods, but personnel are advised to consult with management if their workload becomes intolerable.
<i>Photocopiers/ Shredders/Printers/ office equipment</i>	Risk of personal injuries from equipment	Low	<ul style="list-style-type: none"> ● It is the policy of DALC that office equipment is intrinsically safe and will only purchase equipment that meets international safety standards, e.g. EU/CE. ● Personnel are advised not to touch the metal parts of machinery that get hot. This is applicable for equipment such as photocopiers. Danger labels are in place - placed by the manufacturer - to indicate the area of the machine that gets hot. ● No DALC employee or student may carry out repairs to general office equipment unless instructed in how to do so by a Service Agent. ● All personnel are expected to carry out dynamic risk assessments for all manual handling tasks and not to carry weights outside of their ability. In the case of paper, the boxes can be broken to more manageable loads.
<i>Storage Area(s)</i>	Risk of personal injury from inadequate storage arrangements.	Low	<ul style="list-style-type: none"> ● Personnel are advised that storage of materials is kept to a minimum where possible. ● Storage areas should be kept clean and tidy always and not allowed to create any additional hazards. ● Personnel should ensure that all fire doors remain unobstructed always to and from storage areas. ● A high standard of housekeeping is in place, and all efforts are made to reduce the potential for pest contamination.
<i>Toilets</i>	Lack of hygiene standards can increase the risk of illness	Low	<ul style="list-style-type: none"> ● The level of safety and hygiene standards in the Toilets provided throughout DALC are excellent and we acknowledge the contribution everyone makes to maintaining our standards. ● A cleaning regime is in place to ensure our standards are maintained. ● Personnel (Employees & Students) are advised to inform management of any defects noted. ● All personnel are encouraged to use the Hand Sanitisers provided as part our COVID-19 Management
<i>Maintenance</i>	Hazardous maintenance activities can cause cuts, lacerations, eye injuries, amputations and other serious injuries.	Medium	<ul style="list-style-type: none"> ● Only trained and authorised DALC employees carry out maintenance work. ● Maintenance employees are to be made aware of all services on site. ● Machines are isolated from electric power supplies before maintenance work commences by the appointed contractor. ● Work areas are cordoned off to exclude unauthorised access where necessary.
<i>Chemical Exposure</i>	Exposure to chemicals used in offices or cleaning is very low.	Low	<ul style="list-style-type: none"> ● Personnel are advised that the use of chemicals in the premises is minimal, but should they be used personnel are advised to check all instructions before use. ● Chemicals should remain in their original containers and not be decanted into other holders or bottles. ● Personnel are advised to wash their hands after handling any chemicals to reduce the risk of cross-contamination. ● Lids should be fitted and kept in place. ● Any specific queries should be raised with the Health & Safety Coordinator.

			<ul style="list-style-type: none"> ● A wash hand basin, liquid soap and disposable towels are available for users.
<i>Use of Ladders</i>	Use of a ladder could result in falls from a height which may cause fractures, head injuries and other serious injuries.	High	<ul style="list-style-type: none"> ● The use of ladders on the premises is infrequent, but personnel should be aware of the risks posed when working at heights. ● Work is only carried out from a ladder when the job is of short duration and low risk – two persons must be available for any work of this nature – one to do the task and one in an oversight role.
<i>Waste Management</i>	Contact with waste can cause illness or lacerations from broken items. It can lead to contamination of food products.	Low	<ul style="list-style-type: none"> ● A range of waste bins are provided throughout the premises and should be used as needed. ● Waste bins are serviced at regular intervals. ● Broken glass and other sharp items must be packaged separately. ● Our appointed Waste Management company is Panda Waste. ● Recycling is a philosophy that DALC strongly encourages and paper recycling bins, serviced by the Sunflower Project, are strategically located throughout the building.

