

Safety Statement

Garter Lane Arts

Centre

Abstract

This safety statement has been compiled by Mr. David Cretzan at the request of Garter Lane Arts Centre Waterford. This safety statement is fulfilling the legal requirement as detailed in Section 20 of the Safety, Health and Welfare at Work Act 2005 which requires an organisation to produce a written programme to safeguard the;

- safety and health of employees while at work
- safety and health of other people who might be affected at the workplace, including , but not exclusive to, customers, visitors and members of the public

Garter Lane Arts Centre taking into account the risk assessment carried out under Section 19 of the Safety Health and Welfare at Work Act 2005, shall review this safety statement where;

- there has been a significant change in the matters to which it refers
- there is another reason to believe that the safety statement is no longer valid
- where an inspector in the course of an inspection, investigation, examination or inquiry under Section 64 of the Safety Health and Welfare at Work Act 2005, or otherwise, directs that the safety statement be amended within 30 days of the giving of that direction.

A copy of this safety statement will be made available to all members of staff and any other interested parties including Inspectors from the Health and Safety Authority.

David Cretzan

B.Sc (Hons) Occupational Safety and Health Management

University College Dublin

Table of Content

General Health and Safety Policy Statement	4
Key Personnel	8
Duties of the Employer	9
Duties of the Employees	11
Emergency Preparedness / Procedures Policy	14
Accident / Incident Reporting & Investigation Policy	16
Manual Handling Management Policy.....	18
Plant & Equipment Management Policy.....	20
Stress, Harassment and Bullying Management Policy.....	21
Risk Assessment Methodology	25
Risk Assessment of Observed Manual Handling Tasks.....	28
Risk Assessment of Chemicals	31
Risk Assessment of Biological Hazards.....	32
Risk Assessment of Working at Heights.....	34
Risk Assessment of Stress, Bullying, Harassment.....	35
Risk Assessment of Electricity.....	37
Risk Assessment of Fire	39
Risk Assessment of Electrical Equipment	41
Risk Assessment of Physical Intimidation / Violence	43
Risk Assessment of Slip, Trip, Fall.....	44
References	45
Bibliography.....	46
Appendices.....	47
Appendix B, Blank Manual Handling Risk Assessment Forms	49
Appendix C, Blank Risk Assessment Forms	51
Appendix D; Emergency Contact Information	53
Appendix E, Employee Acknowledgement	54

General Health and Safety Policy Statement

The purpose of Garter Lane Arts Centre health and safety policy is to commit to providing and maintaining a safe and healthy working environment for all persons. Garter Lane Arts Centre recognise the duty to comply with the;

- Safety, Health and Welfare at Work Act 2005
- General Application Regulations 2007
- all other relevant National and European legislation, including all applicable and relevant Directives and Regulations

This safety statement sets out our commitment in writing, to manage all health and safety issues that may affect our employees and all other person(s) who may be affected by our work activities. This safety statement is available to all our employees, clients, visitors, interested external parties and to Inspectors from the Health and Safety Authority on request. Our safety statement clearly states the responsibilities placed on management to manage all health, safety and welfare issues; it also specifies the responsibilities of employees to co-operate with management in their efforts to create a safe place of work and to operate agreed safe systems of work.

The list of risk assessments upon which our safety statement is based is a non exhaustive list and the risk assessments are not listed in any order of priority. If any new hazards are identified Garter Lane Arts Centre will organaise a risk assessment of those hazards without undue delay, and select appropriate control measures having regard to the “*Principles of Prevention*” hierarchy as defined in Schedule 3 of the Safety, Health and Welfare at Work Act 2005 (Appendix A).

Garter Lane Arts Centre will take guidance from publications, codes of practice and reports published by the Health and Safety Authority which are applicable to our business activity when

formulating and reviewing our health and safety policy and, we will adhere to the recommendations published in the relevant publications.

Garter Lane Arts Centre will so far as is reasonably practicable;

1. Provide adequate resources to maintain a safe and healthy place of work.
2. Carry out risk assessments and review them on an annual basis at least.
3. Provide and maintain systems of work which are safe and without risk.
4. Provide employees with the required information, instruction, training and supervision to ensure their safety and health at work, and that of other persons who may be affected by their actions.
5. Carry out health surveillance if and when required.
6. Provide the required resources to ensure a safe, healthy and positive workplace and environment is maintained.
7. Make adequate provision and arrangements for required welfare facilities.
8. Maintain safe access and egress to all areas of our sites, premises and vehicles.
9. Develop and maintain a strong, positive and proactive health and safety culture.
10. Communicate regularly with our employees in an appropriate form, manner and language, having consideration in particular for, but not exclusive to, employees' nationality and literacy ability.

To ensure that their policy is effective, Garter Lane Arts Centre Waterford shall;

- review its health and safety policy and performance annually, or in the event of significant changes in our business and operate a health and safety management system based on the content of this safety statement; our health and safety management system will be based on policy, planning, implementation and operation, corrective actions, and management review with goal of achieving continual improvement in our performance (*diagram 1.0*)



1.0

- communicate any changes in our policy to all our employees
- maintain procedures for effective communication and consultation between all levels of management and employees on matters relating to safety, health and welfare at work

On behalf of Garter Lane Arts Centre Waterford

Date

On behalf of Garter Lane Arts Centre Waterford

Date

On behalf of Garter Lane Arts Centre Waterford

Date

Key Personnel

Garter Lane Arts Centre will take responsibility for organising all “key” roles for the company such as appointing where required, competent persons e.g. First Aid personnel, or acquiring the services of competent consultants to undertake specific tasks or provide specialist information or guidance for identified tasks.

Duties of the Employer

As an employer Garter Lane Arts Centre Waterford shall meet its statutory obligations as defined in Section 8 and Section 12 of the Safety, Health and Welfare at Work Act 2005 thereby committing to;

- managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees and all other persons who may be affected by our work activities;
- managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behavior likely to put the safety, health or welfare of employees at risk;
- as regards the place(s) of work concerned, ensuring, so far as is reasonably practicable—

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

(b) the design, provision and maintenance of safe means of access to and egress from it, and

(c) the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health;

- ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work of all employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent
- providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health;
- providing and maintaining facilities and arrangements for the welfare of all employees at work;
- providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of all employees;
- determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of all employees when identifying hazards and carrying out a risk assessment when preparing a safety statement and ensuring that the measures take account of changing circumstances and the general principles of prevention,
- reporting accidents and dangerous occurrences, as may be prescribed, to the Health and Safety Authority and,
- obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of all employees and other person(s) who may be affected by our activities.

Duties of the Employees

All categories of employees of Garter Lane Arts Centre shall comply with the legal obligations placed upon them as defined in Section 13 of the Safety, Health and Welfare at Work Act 2005 which include;

- comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,
- ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,
- if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed
- co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,
- not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,

- attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee
- having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment
- report to his or her employer or to any other appropriate person, as soon as practicable any of the following

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

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

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

Instruction, Training & Supervision Policy

It is the policy of Garter Lane Arts Centre to comply with Section 10 of the Safety, Health and Welfare at Work Act 2005 to ensure that adequate instruction, training and supervision is provided to employees in relation to their safety, health and welfare at work so as to ensure that;

- instruction, training and supervision is provided in a form, manner and, as appropriate, language that is reasonably likely to be understood by the employee concerned
- employees receive, during time off from their work, where appropriate, and without loss of remuneration, adequate safety, health and welfare training, including, in particular, information and instructions relating to the specific task to be performed by the employee and the measures to be taken in an emergency

Employees will receive required instruction and training;

- on recruitment
- in the event of the transfer of an employee or change of task assigned to an employee
- on the introduction of new work equipment, systems of work or changes in existing work equipment or systems of work, and on the introduction of new technology.

Where, in respect of any particular work, competency requirements are prescribed, Garter Lane Arts Centre shall provide for the release of employees, during working hours, where appropriate, and without loss of remuneration, for the purpose of attending training in matters relating to safety, health and welfare at work as regards the particular work.

All employees who undertake work activities will be competent to undertake the required activity or they will be under the direction and or supervision of a competent person.

Emergency Preparedness / Procedures Policy

Garter Lane Arts Centre shall design or adhere to necessary adequate plans and procedures to be followed, and measures to be taken in the case of an emergency or serious and imminent danger so as to;

- ensure the necessary measures to be taken are appropriate
- provide the necessary measures to be taken appropriate to the place of work for first aid, fire-fighting and the evacuation of employees and any other individual present in the place of work, taking account of the nature of the work being carried on and the size of the place of work
- arrange any necessary contacts with the appropriate emergency services, in particular with regard to first aid, emergency medical care, rescue work and fire-fighting

For the purposes of implementing the plans and procedures Garter Lane Arts Centre shall;

- designate employees who are required to implement those plans, procedures and measures when required
- ensure that the number of those employees, their training and the equipment available to them are adequate, taking into account either or both the size of and specific hazards relating to the place of work.

In the event of an emergency or serious and imminent danger such as a fire, Garter Lane Arts Centre shall;

- as soon as possible inform all employees and members of the public of the risk involved and of the steps taken or to be taken to protect them i.e. evacuate the building
- not require employees to carry out or resume work where there is still a serious and imminent danger to their safety and health
- ensure that, in the absence of appropriate guidance or instruction and having regard to the knowledge of the employee and the technical means at his or her disposal, and where the employee's immediate superior responsible cannot be contacted, the employee concerned may take appropriate steps to avoid the consequences of the danger

In the event of an emergency, employees and members of the public will be directed to their designated assembly point and wait for instructions before re entering the building.

Accident / Incident Reporting & Investigation Policy

It is the policy of Garter Lane Arts Centre to report and fully investigate all accidents and incidents which occur at our place of work. In the event of a workplace accident occurring the following procedures will be followed;

- any injured person(s) is to receive appropriate First Aid medical attention immediately after the accident and if required the injured person(s) are to be transported to the nearest medical practice or hospital for medical attention
- the next of kin of the injured person(s) are to be informed if the injured person(s) are hospitalised
- all accidents are to be recorded in the Accident Report Book
- an accident report is to be completed by the site manager as soon as possible after the accident has occurred and a signed statement is to be obtained from any witnesses to the accident
- an accident report form is to be completed by the injured person(s) as soon as possible after the accident i.e. after they have received appropriate medical attention
- all details of any workplace accidents will be discussed at the next scheduled site meeting, and the cause of the accident will be determined in order to ensure that appropriate control measures can be introduced to eliminate or reduce the potential for the accident occurring again

- if the injured person(s) is absent or not able to perform their normal duties for three or more days following the accident then the accidents will be reported to the Health and Safety Authority by, hard copy, i.e. completing the Incident Report Form (IR1) and posting it to the Workplace Contact Unit, Health and Safety Authority, The Metropolitan Building , James Joyce Street, Dublin 1, or **reporting online** via the Health and Safety Authority's website www.hsa.ie
- in the event of a dangerous occurrence, the event will be fully investigated by site management and appropriate control measures will be introduced to eliminate or reduce the potential for the occurrence happening again
- specified dangerous occurrence will be reported to the Health and Safety Authority by either completing a hard copy of the IR3 form and posting it to the Workplace Contact Unit, Health and Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1, or **reporting online** via the Health and Safety Authority's website www.hsa.ie

Manual Handling Management Policy

According to Part VI of the General Application Regulations 2007 manual handling of loads means, “*any transporting or supporting of a load by one or more employees, and includes lifting, putting down, pushing, pulling carrying or moving a load, which by reason of its characteristics or unfavourable ergonomic conditions, involves risk, particularly of back injury, to employees*” (General Application Regulations 2007).

According to Mital et al, (1993) manual handling activities in the workplace create particular problems for many different categories of workers worldwide. Workers involved in occupations that require them to undertake lifting, lowering, pushing or pulling of materials have increased rates of musculoskeletal injuries to their bodies, in particular to their lower back as a result of manual handling.

Garter Lane Arts Centre will take all precautions as far as is reasonably practicable to eliminate, and or reduce, the level of manual handling activity that it required by its employees and staff. All necessary resources will be provided to ensure that our manual handling management policy will be effective in reducing the level of manual handling activity undertaken by our employees and or staff. By adopting this manual handling policy the objective is to eliminate or reduce the potential for manual handling related injuries to all members of staff.

Our manual handling management policy will be based on a systematic approach to the;

- risk assessment of unavoidable manual handling activities
 - risk assessments to be completed as defined in the Safety, Health and Welfare at Work (General Application) Regulations 2007: referring in particular to Guide to the Safety,

Health and Welfare at Work (General Application) Regulations 2007 Chapter 4 of Part 2:
Manual Handling of Loads, published by the Health and Safety Authority

- regular review of any manual handling risk assessments to ensure that the control measures identified are appropriate and effective
- consultation between all staff and management in relation to our manual handling management policy
- communication between employees and management on all issues relating to manual handling activities
- recognition and acceptance in relation to both employees and managements legal obligations
- providing mechanical aids / lifting equipment whenever possible and ensuring that appropriate training is provided in the use of the mechanical aid or lifting equipment
- the provision of manual handling training for all employees based on statutory requirements

If any significant manual handling activities are identified that require a manual handling risk assessment to be completed then the risk assessment shall be completed under the guidelines as detailed in the Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007 Chapter 4 of Part 2: Manual Handling of Loads, published by the Health and Safety Authority.

Plant & Equipment Management Policy

It is the policy of Garter Lane Arts Centre to ensure, as far as reasonably practicable, that all our plant and equipment comply with all statutory requirements and are operated and maintained according to manufacturer's guidelines, so as to ensure the safe performance of each item. In order to ensure that our plant and equipment operate and perform safely, the following rules apply;

- all plant and equipment will be maintained in good working order and operated according to the manufacturers' guidelines and recommendations
- all operators of plant and equipment will be competent operators and fully trained
- all plant and equipment will be serviced and repaired by competent organisations and or persons
- no employee may operate any plant or equipment if they under the influence of intoxicants e.g. alcohol, drugs or any prescribed medication that may affect their concentration or ability to perform their task safely
- all employees will report any defects in any plant or equipment to Garter Lane Arts Centre as soon as possible

If there is a requirement to hire plant or equipment for any purpose, it is the policy of Garter Lane Arts Centre to ensure that all hired plant and equipment that enter our premises are in good working order and are supplied with up to date certification, where certification is legally required

Stress, Harassment and Bullying Management Policy

Garter Lane Arts Centre is committed to providing the required resources to ensure a place of work for all management and employees which is free of all forms of stress, harassment and bullying as far as is reasonably practicable. Garter Lane Arts Centre recognises the fundamental right of all management and staff to be treated with respect and dignity in their workplace and we will communicate and consult with management and employees to ensure that our policy remains appropriate and effective. Risk assessments will be conducted and reviewed on an annual basis at least.

Workplace bullying is repeated inappropriate behaviour by co-worker(s), client(s), or other business contacts. It may be direct or indirect to other(s), whether verbal, physical or otherwise at the place of work and / or in the course of employment. Bullying can be defined as offensive, abusive, intimidating, malicious or insulting behaviour, or abuse of power conducted by an individual or group against other(s), which makes the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self-confidence and which may cause them to suffer stress. It may be direct or indirect in its nature. Bullying is behaviour which is generally persistent, systematic and ongoing.

The following is a list of behaviour which manifests itself as bullying. This list is a non exhaustive list;

- personal insults and name calling
- persistent unjustified criticism or sarcasm
- public or private humiliation
- shouting at staff in public or in private
- distribution of unachievable tasks or deadlines
- manipulation of the victim's reputation through rumours, gossip, ridicule, etc.
- persistent voiced criticism
- social exclusion and isolation of the victim

- physical abuse or threats of physical abuse
- physical conduct of a sexual nature
- intimidating or threatening behaviour
- offensive comments, jokes, either spoken word, emails, text messages or faxes
- racial or sectarian harassment
- harassment regarding an individual's sexual orientation, gender or age

Any employee / non employee who believes that he or she is being discriminated against should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the complainant finds it difficult to approach the alleged perpetrator(s) directly, he/she should seek personal support and assistance from;

- a work manager
- a work supervisor

Informal Resolution Procedure:

The contact person on behalf of the alleged victim i.e. work manager / work supervisor will respond sensitively to an employee who makes a complaint of harassment and may raise the matter with the alleged perpetrator(s) by way of a confidential, non-confrontational discussion, with a view to resolving the issue in an efficient and informal manner. The situation will be monitored to ensure that the harassment does not recur.

If an informal approach is inappropriate as a result of;

- the employee making the complaint wishes that it be treated formally
- the alleged harassment is too serious to be treated under the informal procedure or the
- harassment continues after the informal procedure has been followed or

- informal attempts at resolution have been unsatisfactory

The following formal procedures should be followed;

Formal Resolution Procedure:

- the complainant should make a formal complaint in writing to his/her immediate supervisor, or preferred member of management, detailing exact details of the actual incident(s) of unacceptable behaviour. The alleged perpetrator(s) will be notified in writing within one week of notification stating that an allegation of bullying/harassment has been made against him/her. The situation will be monitored to try to ensure that the harassment does not recur
- the accused person(s) will be given a copy of the complainant's statement and advised that the allegation(s) will be treated with confidentiality and that he/she shall be afforded a fair opportunity to respond to the allegation(s)
- if deemed necessary, statement(s) from witness(s) may be required to substantiate allegations. In doing so witnesses will not be victimised and will be treated impartially
- the complainant should be subject to an initial interview without delay, by a designated member of management who can be considered impartial with a view to determining the appropriate course of action. If a solution is deemed inappropriate or inconclusive, a formal investigation of the complaint will be undertaken immediately with a view to establishing the facts and credibility or otherwise of the allegation(s). Both the complainant and the alleged perpetrator(s) may be accompanied by a work colleague, trade union representative or safety representative if so desired

- if required an external independent mediator will be sourced in an attempt to resolve the conflict with prior agreement of all parties involved

An employee will not be victimised or subject to sanction for making a complaint in good faith, or for giving evidence in proceedings, or by giving notice of intention to do so. However if it is established that a false allegation has been made by an individual than this will be dealt with through formal disciplinary procedures.

If full utilisation of the range of available internal procedures has not resolved a bullying complaint, the services of a Rights Commissioner may be accessed directly by individuals involved. Rights Commissioners can assess how procedures were applied in bullying cases and thereafter intervene in a range of ways, including, where appropriate, carrying out a new investigation. Application for a Rights Commissioner hearing must be made directly by the appellant, citing the Industrial Relations Acts 1969 - 2001. Application forms for such hearings are available on-line at (www.lrc.ie) or by request from the Labour Relations Commission. Findings of Rights Commissioners, which are delivered in the form of a recommendation, can be appealed to the Labour Court.

For additional information the Health and Safety Authority have published *Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work* which is available from <http://publications.hsa.ie/index.asp?docID=222>

Risk Assessment Methodology

The following risk assessments are a non exhaustive list of risk assessments for routine and anticipated work activities that will be undertaken by employees of Garter Lane Arts Centre. . Where non routine hazards are encountered a risk assessment will be conducted on site and a copy of the risk assessment(s) will be maintained for inspection. The risk assessments completed should be reviewed on an annual basis to ensure that the control measures are relevant and applicable to the hazards and their associated risks. If there has been any significant change in relation to work activities such as the introduction of new or inexperienced employees, new work practices or appliances, then the existing risk assessments must be reviewed and updated, taking into consideration the newly identified hazards.

The contained risk assessments are not listed in any order of priority. The format and language used in the risk assessments is clear and simple and consultation has taken place with employees to ensure that their opinions and experiences are taken into account and integrated into the risk assessment process. The reason for adopting this methodology for completing the risk assessments is to ensure good practice in so far as is reasonably practicable, having consideration in particular for the research undertaken in the United Kingdom by The Health and Safety Executive, and The Health and Safety Laboratory's operational departments which have identified common inadequacies in the application of workplace risk assessments which include,

- carrying out risk assessments to justify decisions already made
- carrying out risk assessments using poor practice
- not involving employees in the risk assessment
- not using persons with required expertise
- failure to identify all hazards
- failure to consider all possible outcomes
- not acting on the findings of the risk assessment

- using generic risk assessments when site specific risk assessments are required (Gadd et al, 2003).

For the purpose of clarification the Health and Safety Authority (2006) define a risk assessment as;

“examine carefully what, in the workplace, could cause harm to your employees, other employees and other people, including accusers, visitors and members of the public. This allows you to weigh up whether you have taken enough precautions or whether you should do more to prevent harm.”

Hazard is defined as;

“anything that can cause harm but, for your purposes, this must be workplace-generated (e.g. dangerous chemicals, electricity, working at heights from ladders, poor housekeeping).”

Risk is defined as;

“the likelihood, great or small, that someone will be harmed by the hazard,

together with the severity of harm suffered. Risk also depends on the number of people exposed to the hazard.”

Control measure is defined as;

“that the employer (as the law requires) does all that is reasonably practicable to ensure that a hazard will not injure anyone (e.g. by eliminating the hazard, or implementing safe operating procedures, or providing personal protection, as a last resort).”

All control measures identified and required as a result of a risk assessment are to be resourced, provided and supplied by company management. It is the duty of each employee to cooperate in relation to the introduction and implementation of every control measure identified in a risk assessment i.e. wear required P.P.E. If an employee has any concern or observation to make in relation to the effectiveness or safety of any implemented control measure then that employee must make their concern known to their manager without undue delay.

Risk categorisation;

Low: Low risks are risks that may result in personal injuries which may require medical attention but which will have no significant consequences for the injured person(s).

Medium: Medium risks are risks that may result in personal injuries that will require medical attention which can have significant consequences for the injured person(s).

High: High risks are risks that may result in personal injuries which will have long term and permanent consequences for the injured person(s) and or may result in death.

The risk categorisation selection process takes into account the frequency, duration, concentration and length of exposure to which employees have been (or may potentially be) exposed to each identified hazard contained in each risk assessment. All control measures will be selected using the “*Principles of Prevention*” hierarchy as defined in Schedule 3 of the Safety, Health and Welfare at Work Act 2005 (Appendix A).

Risk Assessment of Observed Manual Handling Tasks

Hazard: Manual handling of general plant and equipment e.g. general housekeeping activities.

Task observation and description; the specific manual handling activities associated and observed were;

- the manual handling and transporting of general work related plant and equipment

Task data; it is anticipated that the general manual handling activities associated with tasks observed will be moderate having consideration for the frequency and duration of the specified manual handling task

Technical details of plant and equipment

- Maximum anticipated weight; 15 kilograms

Identification of risk factors; the potential manual handling risk factors present in relation to the observed manual handling activity include;

Characteristics of the load;

- various load characteristics ranging in weight up to 15 kgs

Physical effort required;

- the physical effort required is moderate having regard to the work environment and the frequency of the task. From a work planning perspective all efforts will be made to eliminate or reduce;
- over stretching
- over reaching
- stooping
- repeated or unnecessary rotation of trunk
- over frequent or prolonged effort required
- distance to be carried
- load is too heavy, difficult to grasp
- positioning the bags of compounds in a manner requiring it to be manipulated at a distance from the trunk of the body;

Characteristics of the working environment;

The working environment is not a high risk factor as there is adequate room provided for ease of movement and the ground / foot conditions are to be maintained in a tidy condition.

Requirements of the activity;

- due to the low level of intensity of the tasks there is sufficient rest periods to allow an employee to recover from the observed manual handling tasks

Individual risk factors;

- all employees are currently physically capable of conducting the manual handling activities the carry out as part of their tasks.

Solution development and action plan; all manual handling lifting requirements will be coordinated as far as is reasonably practicable. All employees will receive manual handling training by a FETAC Level 5 approved instructor.

Review the effectiveness of control measures; control measures are to be monitored on an ongoing basis by Garter Lane Arts Centre and communication with employees who undertake the manual handling activities will be maintained to receive feedback on a continuous basis. A review of existing manual handling activities and risk assessments will be conducted on an annual basis at least.

Risk Assessment of Chemicals

Hazard: Chemicals; e.g. cleaning agents, disinfectants, solvents and cleaning agents.

Risk: Low.

Potential outcome(s): the potential outcomes include;

- dermatitis,
- eczema,
- mild burns

Controls: the following control measures are to be implemented;

- minimum amount of chemical products as far as reasonably practicable are to be maintained on site and they will be stored in a secure area
- safety data sheet is to be kept available and accessible on any toxic/hazardous chemicals
- adequate welfare facilities for hand washing to be provided
- appropriate personal protective equipment is to be correctly worn at all times when using any type of hazardous chemical / compounds

Risk Assessment of Biological Hazards

Hazard: Biological hazards; e.g. Weil's disease (Leptospirosis) from incidental contact with biological hazard sources.

Risk: Low

Potential outcome(s): the potential outcomes include;

- flu like symptoms
- high temperature
- nausea
- headaches
- potential death

Controls: the following control measures are to be implemented;

- all employees to be made aware of potential sources of contamination and pathway / routes into the body e.g. broken skin, cuts and accidental exposure by inserting fingers into mucosal membranes such as the mouth, eyes, nose and ears
- the prohibition of eating, drinking and smoking in areas where biological agents may be present
- all cuts and abrasions to be cleaned with antiseptic wipes and appropriate dressing to be applied

- good hygiene practices such as regular hand washing with hot water and soap especially before consumption of food
- provision of adequate welfare facilities at all times
- wearing of suitable personal protective equipment (P.P.E.) i.e. protective gloves

Risk Assessment of Working at Heights

Hazard: Working at heights: any work which requires an employee to work at any level above ground level or in a position where they may sustain injuries as a result of a fall e.g. working on a step ladder

Risk: Medium.

Potential outcome(s): the potential outcomes include;

- musculoskeletal injuries
- broken bones
- concussion
- death

Controls: the following control measures are to be implemented;

- all work at heights is to be avoided where possible and a safe plan of work is to be implemented if work is to proceed at heights
- if ladders are to be used then they must be used safely as detailed by the Health and Safety Executive (2005) publication “*Safe use of ladders and stepladders, An employer’s guide.*”

Risk Assessment of Stress, Bullying, Harassment

Hazard: Stress/Bullying and or Harassment: caused as a result of workplace based inappropriate activities, including but not exclusive to, physical abuse, exclusion, intimidation, excessive monitoring, humiliation and verbal abuse.

Risk: Medium / High.

Potential outcome(s): the potential outcomes include;

- physical; e.g. loss of weight, hair loss
- behavioural; e.g. abnormal consumption of alcohol, change in normal lifestyle patterns such as sleeping pattern, social patterns, hobbies
- emotional; e.g. tendency to cry, inappropriate relationships, panic attacks
- psychological; e.g. worry, high levels of anxiety, lack of confidence

Controls: the following control measures are to be implemented;

- all new employees are to be made aware of the stress, harassment and bullying policy through ongoing communication
- provide appropriate training to managers in relation to the effects, signs and symptoms of occupational related stress e.g. abnormal individual behaviour such as repeated absenteeism, aggression or consumption of intoxicants
- ensure access to relevant competent and supportive structures both internally and externally for employees if required

- develop a supportive and open culture for all employees to report potential causes or sources of work related stress
- provide external employee assistance programmes if and when required as far as is reasonably practicable
- all employees are to report to their supervisor without undue delay any inappropriate behaviour towards them

Risk Assessment of Electricity

Hazard: Electricity: any type of work or activity involving circuit boards, electrical appliances, sockets, power tools, office equipment.

Risk: High.

Potential outcome(s): the potential outcomes include;

- electric shock
- burns
- fibrillation of the heart
- amputations (entry and exit point of electrical current)
- death

Controls: the following control measures are to be implemented;

- all electrical systems and equipment to be properly specified, designed, installed and maintained. Systems to be wired in accordance with the ETCI rules or IEE Regulations and any safety regulations current at the time of installation. All new equipment being bought will conform to an appropriate standards where set (such as Irish Standards (IS) and European Norms (IS EN) and marked as conforming to European Union general standards i.e. (CE) marked
- work on the electrical system or on any piece of electrically powered equipment shall be carried out by authorised and competent persons only
- all employees are requested to inspect their electrical work equipment regularly and to report any faults promptly. Any faulty piece of equipment is to be taken out of service

and if possible, unplugged from the mains supply and must not be returned to normal use until it has been checked by a competent electrician, repaired if necessary, and satisfactorily re tested

- access to all electrical control panels to be restricted to competent and authorised electrical workers only
- all electrical systems and equipment to be properly maintained, inspected and if necessary, repaired by competent and authorised electrical contractors only
- where live electrical work is required to be undertaken it is required that only experienced electrical workers complete the task using appropriate protective measures including the use of rubber mats and boots, face shields and protective gloves

Risk Assessment of Fire

Hazard: Fire: as a result of chemical, electrical and or naked flame fires.

Risk: High.

Potential outcome(s): the potential outcomes include;

- smoke inhalation
- asphyxiation
- burns
- post traumatic stress
- death

Controls: the following control measures are to be implemented;

- suitable fire-fighting equipment shall be selected, maintained and provided in compliance with a relevant standards
- fire wardens or employees shall be trained in the correct use of the firefighting equipment where required
- a work emergency plan shall be developed and communicated to all staff and those attending performances at Garter Lane
- emergency assembly points shall be clearly marked

- fire drills shall be conducted bi annually
- all fire-fighting equipment, escape routes, exits and assembly points shall be indicated by means of appropriate signage
- all combustible materials e.g. petrol, will be stored in appropriate UN certified containers and they will be kept at minimum quantity levels in the workplace
- all combustible materials will be segregated from potential ignition sources
- all combustible materials will be stored in a secure area

Risk Assessment of Electrical Equipment

Hazard: Electrical Appliances.

Risk: Medium.

Potential outcome(s): the potential outcomes include;

- burns
- electrocution

Controls: the following control measures are to be implemented;

- all persons who use electrical appliances are to receive appropriate training where applicable, to ensure that they are competent to use the appliance
- all portable electrical tools and power tools are to be inspected on a regular basis by a registered and certified electrical contractor / engineer to ensure they are in good working order
- all electrical appliances are to be maintained in good working order
- any damaged electrical appliances are to be removed from service immediately and stored securely to prevent any intended usage and repaired by a competent person

- employees are to report any defects in appliances to their supervisor immediately and discontinue using the appliance

Risk Assessment of Physical Intimidation / Violence

Hazard: Physical intimidation / violence: unauthorised entry into the workplace

Risk: Medium.

Potential outcome(s): the potential outcomes include;

- physical intimidation
- assaults
- unwanted aggression or violence
- bullying and or harassment
- physical attack resulting in personal injuries

Controls: the following control measures are to be implemented;

- cash handling security protocol to be implemented
- emergency contact details to be available for all staff members
- any employee who is subjected to intimidation or violence while working must report incident to Garter Lane Arts Centre or the nearest Garda station

Risk Assessment of Slip, Trip, Fall

Hazard: Slip, trip and fall

Risk: Medium.

Potential outcome(s): the potential outcomes include;

- musculo skeletal injury

Controls: the following control measures are to be implemented;

- all waste materials and rubbish to be kept from main access routes
- housekeeping procedures to be communicated to employees and implemented at all times
- toilet floor area to be inspected on regular basis to ensure floors are maintained in good order and where required warning signs to be erected warning of wet and or slippery floor surface

References

Gadd, S. Keeley, D. and Balmforth, H. (2003). *Good practice and pitfalls in risk assessment*. Norwich. Her Majesty's Stationery Office.

Health and Safety Authority. (2006). *Guidelines on risk assessments and safety statements*. Available from; <http://publications.hsa.ie/index.asp?docID=161>

Health and Safety Authority. (2005). *Safety, Health and Welfare at Work Act 2005*. Dublin. Stationery Office.

Health and Safety Authority. (2005). *Safety, Health and Welfare at Work (General Application) Regulations 2007*. Dublin. Stationery Office.

Health and Safety Executive, (2005). "*Safe use of ladders and stepladders, An employer's guide.*" Available from <http://www.hse.gov.uk/pubns/indg402.pdf>

Mital, A. Nicholson, A. and Ayoub, M. (1993). *A guide to manual materials handling* London. Taylor and Francis.

Bibliography

European Agency for Safety and Health at Work. (2006). *Risk Assessment Tool – Identification of Hazards and preventative Measures*. Luxembourg. Office of the Official Publications of the European Communities.

European Commission. (1996). *Guidance on Risk Assessment at Work*. Germany. Office of the Official Publications of the European Union.

Stowe, J. (2001). *Managing Health and Safety Risk Assessments Effectively – Cost Effective Compliance*. London. Stationery Office.

Stranks, J. (1998). *Health and Safety at Work in the UK*. Essex. Blackhall.

Quinlan, M. Bohle, P. (1992). *Managing Occupational Health and Safety in Australia – A Multidisciplinary Approach*. Melbourne. MacMillan Education.

Appendices

Appendix A, General Principles of Prevention

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

Appendix B, Blank Manual Handling Risk Assessment Forms

Hazard: Manual handling.

Task observation and description;

Task data;

Identification of risk factors;

Solution development and action plan;

Review the effectiveness of control measures;

Hazard: Manual handling.

Task observation and description;

Task data;

Identification of risk factors;

Solution development and action plan;

Review the effectiveness of control measures;

Appendix C, Blank Risk Assessment Forms

Hazard:

Risk:

Potential outcome(s):

Controls:

Hazard:

Risk:

Potential outcome(s):

Controls:

Appendix D; Emergency Contact Information

Assembly Point	Car Park
Occupational First Aider	
Location of First Aid Box	
Nearest Hospital / A&E Dept	051 848000
Local Doctor	
Ambulance Service	112 or 999
Fire Brigade	112 or 999
Local Garda Station	051 305300
ESB Networks	1850 372 999
Bord Gais	1850 250 050
Eircom	1901
Health & Safety Authority	1890 289 389

Appendix E, Employee Acknowledgement

I wish to confirm that this safety statement has been brought to my attention as an employee / supervisor with Garter Lane Arts Centre. I acknowledge the individual responsibilities that are placed upon me under the Safety, Health and Welfare at Work Act 2005. I wish confirm that content and the format of this safety statement is in a form, manner and language that I understand, having regard to my literacy skills and the language of my place of birth / preferred language. I understand that if there is any part of this safety statement upon which I require further explanation then I must approach my manager to receive further clarification.

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Signature

Date