

SAFETY STATEMENT MANUAL

Revision 2

Catholic Institute for Deaf People
40 Lower Drumcondra Road
Dublin 9

Issued by:

Liam O'Dwyer, Chief Executive

Under the Authority of:

Fr. Michael Cullen Chairman of the Board

COPY NO: 2

ISSUED TO: CIDP Board and website

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This Safety Statement is prepared in accordance with the Safety Health and Welfare at Work Act 2005, and the Safety, Health and Welfare at Work (General Application) Regulations 2007 as applicable to the Catholic Institute for Deaf People.

The statement relates to the premises at 40 Lower Drumcondra Road.

The Statement specifies the manner in which the Safety, Health and Welfare of employees shall be secured. It is based on an identification of hazards and an assessment of the risks to safety and health at the premises. It represents management's commitment to safety and health and specifies the manner, the organisation and resources necessary for maintaining and reviewing health and safety standards in.

Management as referred to in this Manual includes in varying degrees all who exercise any supervisory role over staff.

While the Chairman carries the final responsibility for the safety and health of all the staff, he does so through the ordinary reporting structure (or line management) of the Institute.

In preparation of the Safety Statement all staff are consulted and their views and comments considered, but it is for management to decide what measures are reasonable and practicable in any workplace or situation and this is then stated in the Safety Statement.

All staff have a right to see and consult the Safety Statement at all reasonable times. In the interests of practicality as the Safety Statement must be kept up to date in all its particulars only a limited number of controlled copies are issued. These are updated and amended in a controlled way which ensures that all copies are up to date at all times.

The Statement sets out the names and titles of persons responsible for the performance of certain tasks assigned by the Statement.

The general duties of employees, as specified in Section 9 of the Act and Section 14 of S.I. 44 of 1993, are also included in the Statement in the Section 6.

The Statement includes an Emergency Evacuation procedure and lists of duties for all employees in the event of fire or other emergency.

Please read this Statement carefully. If you do not fully understand any point, ask for clarification.

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Subject: Policy Statement	Issue Date: 28 January 2008
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It is the policy of the Management Board of Catholic Institute for Deaf People to safeguard the Safety, Health and Welfare of all it's staff wherever they work, and of the public, students and others who avail of its facilities. The Chief Executive of Catholic Institute for Deaf People is responsible for the implementation of this policy through the existing supervisory structures.

In so far as is reasonably practicable the management will provide and maintain safe and healthy working conditions, equipment and systems of work for all staff and users of the facilities of the Institute.

The information, training and supervision needed for this purpose will be provided, but the co-operation of all staff is necessary to meet this goal.

All staff have an obligation to advise management of any circumstance which might affect the safety, health or welfare of themselves, their colleagues, or the public.

In so far as is reasonably practicable, facilities accessible to the public will be maintained so as to minimise the hazards to the public associated with them.

The Chief Executive reporting directly to the Board ensures that all aspects of the policy are in fact being implemented.

This policy will be kept up to date. To ensure this, the policy and the way in which it has operated will be reviewed every year.

The specific arrangements for safety are detailed in this Manual.

SIGNED: _____
Chairman of the Board

Date

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Subject: Respect and Dignity Policy	Issue Date: 28 January 2008
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Respect & Dignity at Work Policy

We, at the Catholic Institute for Deaf People, commit ourselves to working together to maintain a workplace environment that encourages and supports the right to dignity at work. All who work here are expected to respect the right of each individual 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 policy.

All individuals, whether directly employed or contracted by us, have a duty and a responsibility to uphold this Respect and Dignity at Work Policy.

The Chairman of the Board, the Chief Executive and deputies have a specific responsibility to promote its provisions.

Definitions:

Harassment: Harassment of one employee by another is defined in the Employment Equality Act 1998, as “unwelcome acts or conduct of an offensive nature that includes spoken words, gestures or the production, display or circulation of written words, pictures or other material.” Harassment may be based on sex, religious belief, political opinion, race, disability or other specific grounds. It is harassment if the action or other conduct is unwelcome to the recipient and could reasonably be regarded as offensive, humiliating or intimidating to that person in line with current employment legislation.

Bullying Behaviour: Workplace bullying as defined by the Health and Safety Authority Taskforce on Workplace Bullying in March 2001, 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/or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work. An isolated incident of the behaviour described above, while it may be an affront to dignity at work, is not, as a one-off incident, considered to be bullying.”

Rights and Responsibilities

All employees have the right to work in an environment which is based on respect and dignity and therefore, free from any form of harassment or bullying. The Catholic Institute for Deaf People fully recognises the right of employees to complain about harassment or bullying should it occur. All complaints will be dealt with seriously, promptly and confidentially.

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This policy and procedure does not replace or detract from the rights of employees to pursue a complaint under legislation.

Every effort will be made to ensure that employees making complaints and others, who give evidence or information in connection with a complaint, will not be victimised. Victimisation as a result of reporting harassment or bullying, or due to co-operation with procedures of investigation, will be regarded as a serious breach of discipline and may result in dismissal.

1. All management and staff are committed to ensuring the dignity of all employees.
2. 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/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

3. If you consider that you are being bullied, or that someone else is being bullied, bring the matter to the attention of the Chief Executive or to the Chairman of the Board.
4. If you consider that your complaint was not given due consideration and has not been reacted to, write or have the details of the complaint written down, make a copy of the statement and send it formally, in a sealed envelope fully addressed, to the Chairman of the Management Board.
5. Management will investigate all complaints fairly and thoroughly without any reprisals for the person making the complaint.
6. Complaints will be dealt with in a confidential manner as quickly as possible.

Signed: _____
Chairman of the Board

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Chairman of the Board	:	Fr. Michael Cullen
Chief Executive	:	Liam O'Dwyer
Safety Officer	:	Alison Flynn
Facilities Manager	:	Lonan Mc Hugo
Maintenance	:	Con Lynch
Safety Representative (Staff Rep)	:	(if any elected by staff to represent them)

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Responsibilities

The Chairman of the Board

The overall and final responsibility for Health, Safety and Welfare at Work in the Catholic Institute for Deaf People is that of the Chairman.

He exercises this responsibility through the ordinary line management.

Management will ensure that each member of staff is made aware of his / her reporting structure in matters relating to safety.

The Chief Executive is responsible for:

Specific responsibility for accident and incident investigation, emergency evacuation procedures and drills, safety inspections and audits has been assigned to the Chief Executive.

The responsibility for the Safety performance is vested in the Chief Executive of the Catholic Institute for Deaf People who:

1. Establishes and administers the safety programme.
2. Establishes controls to assure uniform departmental performance in compliance with safety programme elements.
3. Establishes a training programme which will develop in each member of management a strong safety attitude and a clear cut understanding of specific duties and responsibilities.
4. Includes management performance in the safety programme as part of job descriptions and as a factor in performance appraisals of staff.
5. The Chief Executive is responsible for:
 - The safety of all the staff
 - Administering the safety programme
 - Furthering the knowledge and providing resources which will develop in each member of staff a strong safety attitude and a clear understanding of their specific duties and responsibilities.
 - The specific responsibilities indicated in the Identified Hazards and Control of Associated Risks section (Section 5 of this Manual).
 - Safety Inspections

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- Safety Audits
- The investigation of accidents
- Compliance with statutory regulations.

- Supervising or delegating the supervision of activities which might have implications for the safety, health and welfare of staff and students.

- The specific responsibilities indicated in the Identified Hazards and Control of Associated Risks Section (Section 5 of this Manual)

Fire Marshals

Fire Marshals are appointed. Their function is to:

- Ensure that all staff and members of the public in their area evacuate the area when the fire alarm sounds for evacuation.
- Advise the Chief Executive of any obstructions to means of access or egress from any place of work in their area.
- Advise the Chief Executive of the non-availability for any reason of fire extinguishers at their designated locations.
- Ensure that lists of staff and students in the various sectional notice boards are kept up to date.
- Check that all staff and students present have assembled at the assembly points in the event of an emergency evacuation and account for staff not present by contact with their supervisors or otherwise.

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Emergency and First Aid Arrangements

First Aid boxes are held by the following individuals who are also trained First Aiders.
Nuala Byrne and Alison Flynn

A list of the recommended contents is provided in an appendix at the end of this manual.

First Aid Boxes are also located as follows:

Ground Floor Reception beside the Main Front Door – First Aid Box is on the wall between the two windows

2nd Floor in the hallway directly outside the Boardroom on the wall beside the door leading to the back stairs

- The First Aid boxes are checked monthly by the Safety Officer and restocked, as necessary.
- The Safety Officer is responsible for retaining stocks of first aid supplies for all first aid boxes.
- In the event of any member of staff requiring medical attention contact the Safety Officer who will contact the Doctor, or Ambulance Service, as required. After office hours, or where no Telephonist exists, call the Emergency Services on 112 or 999.
- All accidents and incidents must be reported to your immediate supervisor who is responsible for completing the accident form as soon as possible (see safety support procedure: Accident reports) and reporting all accidents to the Chief Executive within two days.
- In the event of any substance entering the eye, the eye is held open and irrigated with cold running water for at least 15 minutes. Hold eye open and pour water in such a way that ensures that no contaminant is washed into the other eye. Seek medical attention immediately afterwards.
- In the event of scalds and burns, run cold water over the affected area for at least 10 minutes. Severe scalds and burns should be brought to medical attention as soon as convenient.

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Emergencies: When an emergency occurs:

- Do not panic, organise yourself
- Assess the situation, what takes priority?

Use any appropriate means of raising the alarm, such as sending someone to the nearest phone, to contact the emergency services (999 or 112). In addition at the Front Office, the telephone numbers of the local doctors, dentists, priest, fire station, police and hospital, are prominently displayed.

In the event of any serious injury, including all injuries to the eye, medical advice must be obtained from a doctor or at the nearest hospital.

Evacuation Drills are held at least twice a year.

Assembly point in the event of fire or emergency evacuation:

- **Lower Yard.**

Schematics of the location of the various fire escapes are given at the Emergency Evacuation Notice Boards.

Directional signposts are also provided indication the nearest emergency exit.

The Alarm Bell is tested once a month. At all other times when the alarm sounds, or if it continues to sound after 30 seconds at any time it is to be regarded as a signal to evacuate the building by the nearest emergency exit.

Further details of the Evacuation Procedures are as posted on the Emergency evacuation Notice Board.

Fire Precautions:

In each corridor and near specified electrical equipment, fire extinguishers are provided as a first line of attack for small fires.

Take note of the location of your nearest extinguisher and escape route.

Always ensure that fire escape routes and fire exits are not obstructed or locked.

Particular attention is to be paid to this on the upper storey of the building when larger groups are using these rooms.

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Fire Emergency Arrangements:

In the event of discovering a fire:

- Shout a warning to others and activate the fire alarm at the nearest break glass.
- Alert the Fire Brigade (phone 112 or 999 and ask for Fire Service), or have some one responsible alert the Fire Brigade.
- If the fire can be controlled with the equipment at hand at no personal risk, attempt to fight the fire. (Use the correct extinguisher for the type of fire).
- Shut off any equipment affected by the fire.
- If the fire can not be controlled immediately, ensure those for whom you are responsible, evacuate by the nearest route and go to the assembly point.
- Do not attempt to return for any personal items or other equipment etc.

In the event of hearing the fire alarm:

- Do not stop to collect personal belongings, etc.
- Evacuate in an orderly way by the nearest emergency exit.
- If on the ground floor and if the normal exit is blocked by fire (or is otherwise inaccessible) exit by another fire escape door.
- At the assembly point, the Chief Executive or his deputy, or the Senior Person in charge checks that all users of the building have been accounted for.

If any person is unaccounted for the person in charge will arrange for a search outside the fire zone.

If there is any reason to suspect a person (other than those who might be fighting any small fire) is trapped or incapacitated in the fire zone the Chief Executive will direct whatever reasonable measures may be taken before the arrival of the Fire Brigade.

The Senior Officer of the Fire Brigade on arrival should be informed of such unaccounted for persons and their presumed location.

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The Fire Brigade should also be advised of the location of any special hazard (such as gas cylinders and the boiler house), whether in the fire zone or not, and of the location of Fire Hydrants Points.

The Senior Fire Officer takes responsibility for all aspects of the fire scene on arrival and all staff should follow his directions.

- Do not attempt to return for any personal belongings, valuables, or other equipment, etc. Do not go to or attempt to remove your car from the car park.
- Remain at assembly point until otherwise instructed by the person in charge.

The person in charge (Safety Officer / Receptionist / Receptionist Trinity College):

- Will ensure that the Fire Service has been alerted.
- Will check that all staff and all visitors to **Catholic Institute for Deaf People** are accounted for.
- Will inform the Chief Executive of any unaccounted person and the location of specific hazards at the premises.

Familiarise yourself with the location of all fire exits, fire alarm break glass buttons and the location of fire extinguishers.

Use the correct type of fire extinguisher for the type of fire to be extinguished.

Note: Use only CO₂ fire extinguishers on electrical equipment fires. The fire hose should only be used on a paper or furniture fire.

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Identification of Hazards and Control of Associated Risks

All practical measures to minimise the risks associated with fire and the other identified hazards are in place or are being implemented as part of the Safety Improvement Programme.

Regular yearly Safety Audits have been instituted to ensure that all the necessary arrangements remain in place and that the required arrangements are identified and put in place for any new or modified activities.

A formal procedure for recording and investigating all accidents and incidents has been instituted and the information obtained will be used to further improve safety.

In the preparation of this safety statement an assessment was made of any hazards identified at the premises and in the normal activities which take place there.

To minimise the risks associated with the identified hazards a Safety Improvement Programme has been developed. Where these are not already in place a Safety Improvement Programme has been prepared to ensure that these are addressed as soon as is reasonably practicable.

The schedule of hazards below is continually reviewed (particularly at times of Safety Audits and Inspections and in the light of any accidents or reported dangerous occurrences) and the Safety Improvement Programme revised accordingly. Copies of the current Safety Improvement Programme may be inspected in the Chief Executive's office.

ACCIDENT HISTORY TO DATE

This has fortunately been good to date. Continued vigilance and attention to safety procedures is necessary to maintain this record.

All accidents can be prevented by care and diligence of management, staff and students. Unsafe situations should be brought to the attention of management.

All accidents will be investigated to find the root cause so as to take whatever corrective action is deemed necessary in so far as is practicable.

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Identified Hazards

These are listed on the schedule that follows – under the various types of hazard categories.

A hazard is a situation which has the potential to cause an injury or a health effect. These are listed on the schedule that follows – under the various types of hazard categories.

The risk level assigned to each hazard identified is derived from consideration of the likelihood of injury from the hazard and the severity of the consequent injury.

- L indicates risks which either give rise to a minor injury or the likelihood of its occurrence is low;
- M indicates a moderate risk due to either increased potential severity of the injury or to a likelihood of more frequent occurrence;
- H indicates that a high risk (severe injury), is associated with that hazard and the likelihood of its occurrence is not so low as to be ignored.

The control measures are those measures which are in place to reduce the risk arising from the potential hazards.

The resources are the materials, equipment and devices provided.

The measures or tasks are the ongoing activities to ensure the continued provision of the resources required or the control necessary. In addition to this where training or supervision is necessary this is also provided by the immediate supervisor.

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Hazard Category/ Identification	Risk Level HML	Control Measures	Resources	Other Measures / Tasks	Assigned to	Deputy
Physical Facilities:						
Lift	L	Maintenance Contract with competent Contractor.	Maintenance Contract	Alarm to be fitted which will call out the Maintenance Contractor automatically	Maintenance	Chief Executive
Kitchen	M	Only trained people to operate the equipment in the kitchen.	Identify people and provide training	Kitchen manager to be responsible for HACCP system	Chief Executive	Safety Officer
Hall and Stage	L	All curtains and hangers inspected regularly to ensure they are secure. People using the stage and equipment are shown how to do so.	Maintenance do regular inspection of the equipment	Faulty equipment is repaired or replaced	Maintenance	Chief Executive
Stairs and Balustrades	L	Stair Treads sound Rails, etc. secure		Inspected each term, repaired immediately on report of damage.	Maintenance	Chief Executive
Doors	L	When sprung: close slowly		Springs adjusted as necessary	Maintenance	Chief Executive
Windows	L	Maintained in good condition, proper opening devices.		When broken, glass removed from sash or boarded up.	Maintenance	Chief Executive
Flooring	L	Kept free of breaks, etc., coverings tied down. Non slip where possible	Non slip polish, etc.		Maintenance	Chief Executive
Fire escapes	L	Kept clear and well sign-posted	Approved signs	Unlocked when building is occupied, or key available in adjacent break-glass.	All staff and tenants	Chief Executive / For activities out of hours, person in charge.
Halls and Corridors	L	Kept clear of obstructions and well lit			All Staff	Chief Executive
Boiler Room	L	Locked – accessible only to responsible persons		Boiler inspected and serviced annually	Maintenance	Chief Executive
Oratory	L	Candles not left lighting when unattended		Lighted candles kept away from drapes, etc.	Chaplain	Chief Executive
Shed & Store Rooms	L	Kept locked. Regularly tidied		Redundant materials regularly disposed of.	Maintenance	Chief Executive
Toilets	L	Kept clean. Floor non slip. Well lit.	Disinfectant Toilet paper		Cleaning Staff	Chief Executive
Administrative Office	L	Kept locked when unattended	CO ₂ Fire Extinguisher		Administrator	Chief Executive
Offices/General	L	Kept locked when unattended		Accumulations of waste paper, etc., removed regularly	Office Users	
Circulation related (Slips, trips, falls)	L	Trailing cables avoided. Spillages cleaned up immediately. Corridors, passageways, walk ways	Good lighting, (particularly stairs).	Broken / torn floor coverings reported / replaced.	Staff	Chief Executive

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Hazard Category/ Identification	Risk Level HML	Control Measures	Resources	Other Measures / Tasks	Assigned to	Deputy
		kept tidy. Fire escapes kept clear.		Adequate storage provided.	Chief Executive	
Offices	L	Floor area kept clear of obstructions			Staff	Chief Executive
Stairs	L	Care taken while using it Hand rail held when using it		Handrail provided	Staff	Chief Executive
Toilets	M	Care taken when floor is wet and slippery		Floor dried as soon as possible after wetting.	Cleaning	Chief Executive
Equipment						
Photocopiers		Kept maintained , kept clear of waste paper, in a well ventilated area.	CO ₂ fire extinguisher	Regular maintenance contract	Maintenance	Office Administrator
Electrical Heaters		No radiant heaters used. Kept clear of combustible materials. Not used for drying.		Cables and plugs inspected regularly and replaced if damaged.	Maintenance	Chief Executive
Computers		If used for long periods, requirements of S.I. No. 44 of 1993 met.	As in S.I. No. 44 of 1993 requirements (if necessary)		Users	Chief Executive
Vacuum Cleaners		Kept in safe condition		Cables and plugs inspected regularly and replaced if damaged.	Cleaning staff	Maintenance
Video Monitors		Used only under supervision	Locked press	Cables and plugs inspected regularly and replaced if damaged.	Users	Chief Executive
Video Recorders		Used only under supervision	Locked press	Cables and plugs inspected regularly and replaced if damaged.	Users	Chief Executive
Fire Extinguishers		Extinguishers located correctly for the risk. Secured at fixed definite locations	Fire Point Notices	Regularly serviced by competent contractor. Checked once a week. Staff trained to use.	Maintenance	Chief Executive
Chairs		Kept in sound condition. Removed when damaged.		Inspected at least once a term	Maintenance	Chief Executive
Guillotines		Used only by competent persons. Kept locked away			Users	Chief Executive
Facsimile Machine		Kept clear of combustibles. Regularly maintained			Users	Office staff
Telephones and PABX		Located near point of use (no trailing cables)		Regularly maintained by supplier or specialised contractor.	Maintenance	Chief Executive
VDUs	L	Monitors keyboards, and	Footrests		Staff	Chief

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Hazard Category/ Identification	Risk Level HML	Control Measures	Resources	Other Measures / Tasks	Assigned to	Deputy
		operator's chair adjusted to suit operator. Screen cleaned regularly.	Operator Chairs, Screen Cleaning kit			Executive
Filing Cabinets	L	Filled from bottom up. One drawer at the time opened.		Ensure that they cannot tilt forward	All users	Chief Executive

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Hazard Category/ Identification	Risk Level HML	Control Measures	Resources	Other Measures / Tasks	Assigned to	Deputy
Electricity:						
Main Switchboard		All except main switch kept locked. Only competent persons permitted to interfere with it.	Notice of main switch location in each building	Location of main switches (each building) known to all Staff. If locked, key in break-glass nearby.	Staff Electrical contractors	Chief Executive
Switches		Replaced, if defective or insulation damaged.			Electrical contractors	Chief Executive
Fittings		Installed only by competent electrician			Electrical contractors	Chief Executive
Sockets		Sealed off, if damaged		Replaced by Electrical contractors	Maintenance	Chief Executive
Exposed cables		Tied down so as not to be loose or trailing			Maintenance	Chief Executive
Main switches		Clearly indicated		See above under main switch board	Electrical contractors	Chief Executive
Electrical Equipment (general) Photocopiers, printers, guillotines, shredders, binders etc	L	Plugs and cables checked regularly by competent person. Taken out of use if not satisfactory until repaired. Plugs protected with correct fuse. Manufacture's instructions available. Operated in accordance with manufacturer's instructions		Damaged plugs and cables replaced immediately Training provided to all staff using equipment.	Users	Chief Executive
Trailing Cables	L	Sufficient power / network points. Stuck down cable covers, where trailing cables are unavoidable. No trailing cables across common walkways.	Cable covers		Users	Chief Executive
Clerical Activities:						
Administrative Tasks	L	Staff trained in use of equipment. Adequate lighting and space. Suitable seating and table / desk space for activities undertaken. Adequate storage space. No smoking permitted except in designated areas. No smoking in the public / common areas.	Spares	Damaged furniture removed and repaired. Equipment manuals retained in accessible location. Areas where smoking permitted designated. No smoking notices posted in the public areas.	Safety Officer	Chief Executive
Word Processing / work at display screens (see VDU below) (Continuous use one hour or longer.)	L	Easy to read software provided. Breaks taken from concentrated keyboard work (10 minutes in every hour). Operator's chairs.		Eye test before commencing work on VDU and thereafter as recommended. Work pattern designed which	Staff	Chief Executive

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Hazard Category/ Identification	Risk Level HML	Control Measures	Resources	Other Measures / Tasks	Assigned to	Deputy
		Adjustable monitor and keyboard.		gives change of activity regularly.		
Filing	L	All new cabinets of the type with only one drawer openable at a time. Older cabinets provided with warning signs.	Safe design purchased Signs	Correct Specification issued with all Purchase Orders. Signs placed on all older cabinets.	Safety Officer	Chief Executive
Shredding (damage to fingers)	L	Safe feed aperture. Loose clothes, etc. kept clear of it. Serviced.	Warning notice re keeping clothes clear.	Correct specification for purchase Maintenance contract.	Facilities Manager	Chief Executive
Photocopying Fumes Fire	L	Correctly located. Adequate ventilation. Operating instructions.	CO ₂ or powder fire extinguishers	Supplier's instructions followed. Location and ventilation. Retained in designed location.	Operators responsible for equipment	
Chair		Adjustable seat height and back				Chief Executive
Lighting		Adequate at all work locations				Chief Executive
Staff Tea Room						
Kettle		Effective 'low water' cut out switch. Cables, etc., sound		Inspected regularly (at least once a term)	Users	Chief Executive
Microwave		Approved type. Cables etc., sound			Users	Chief Executive
Fridge		Kept clean, spills cleaned up immediately		Cleared out fully once a month	Users	Chief Executive
Dishwater		Operating procedures available and followed			Users	Chief Executive
Crockery		Handled with care. Broken or cracked items removed from use and disposed of.			Users	Chief Executive
Fire	L	Smoke alarms Fire Extinguishers Fire Hoses Evacuation drills Fire escape routes signed Sufficient fire exits Fire alarm	Maintenance contract. Sufficient signs	Records maintained. Regular drills Signs provided and put in position. Tested monthly at 10am last Friday.	Facilities Manager	Chief Executive
Manual Handling	L	Correct lifting procedures used. Lifting large and awkward packages and furniture avoided.		Training in Manual Handling provided as necessary	Safety Officer	Chief Executive
Substance related E.g. Toners	L	Information on hazards obtained before use. Significance of hazard	Material Safety Data Sheets	MSDS obtained from suppliers. Precautions	Users	Chief Executive

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Subject: Identified Hazards and Control of Associated Risks			Issue Date: 5 January 2009			
			Issued By: Liam O'Dwyer Chief Executive			
Hazard Category/ Identification	Risk Level HML	Control Measures	Resources	Other Measures / Tasks	Assigned to	Deputy
Developers Paints Masking Agents & Thinners Cleaning Agents, etc.)		symbols understood. Empty / used containers disposed of as appropriate.	(MSDS).	noted and advised to staff.	Staff	Chief Executive
Radon	L	The area in which the Building is located is rated by the Radiological Protection Institute of Ireland as having 1% to 5% of buildings with levels in excess of the 200Bq/m ³ reference level and therefore not a "bad" radon area. Basement areas and poorly ventilated rooms on ground floor not over a basement are regarded as a risk.	Radon Test (RPII)		Consultant / RPII	Chief Executive
Asbestos	L	All known asbestos has been removed from the buildings (notably the boiler house)		If any other sources are identified they will be signposted, sealed and removed by licenced contractors		Chief Executive

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Subject: Identified Hazards and Control of Associated Risks			Issue Date: 5 January 2009			
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Hazard Category/ Identification	Risk Level HML	Control Measures	Resources	Other Measures / Tasks	Assigned to	Deputy
Legionella (Legionnaire's Disease)	L	Hot water is heated to above 60° C. Special care is taken with hot water supplies to showers.		Shower heads are cleaned regularly. Tanks are drained and sterilised once a year.	Maintenance	Chief Executive
Accidental and Malicious Window Break	L	All windows vulnerable to accidental breakage or which might scatter glass on personnel in the event of shattering, coated with protected film.		Protective film	Maintenance	Chief Executive

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Subject: Safety Programme Management	Issue Date: 28 January 2008 Issued By: Liam O'Dwyer Chief Executive

Safety Programme Management

The Management in so far as it is practicable will:

1. Provide and maintain safe and healthy working conditions consistent with the best information available and the appropriate statutory requirements.
2. Provide integrated safety / job training for all employees including additional special safety training where necessary.
3. Provide all necessary safety devices and protective clothing and equipment; give training in, and supervise their use.
4. Provide and maintain adequate first aid facilities.
5. Set an example in safe behaviour.
6. Audit regularly, at a minimum once a year, the arrangements and practices for the Safety, Health and Welfare of its staff and of others in the workplace.
8. Promptly investigate any accidents to prevent their recurrence.
9. Provide adequate fire fighting and prevention facilities in the classroom, evacuation procedures and maintain a state of alertness to these procedures.
10. Provide adequate Safety and Health information to staff on any materials handled.
11. Regularly, at least once a year, review the operation of its Safety Programme, the results of Safety Audits and of accident and incident investigations and introduce any changes necessary.
12. Provide the necessary arrangements to ensure that non-employees working at, or visiting the premises adhere to all relevant safety rules.
13. Provide and maintain adequate washing and toilet facilities and other such facilities as are necessary for the welfare of its employees.
14. Provide or, if necessary, obtain competent professional advice to design and lay out the workplace in such a way as not to adversely affect the safety, health and welfare of staff.
15. Provide safe systems of work, documented where necessary.

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16. Ensure that well sign-posted safe means of access and egress exist at all locations.

17. Provide a clear supervisory structure to ensure the implementation of its Safety Policy and Safety Rules.

18. Ensure in so far as is practicable healthy working environments which are clean, un-crowded, with adequate heating, ventilation, and lighting.

19. Ensure that Visual Display Units in use by staff will be set up as recommended by Part VII "Display Screen Equipment " of the Safety, Health and Welfare at Work (General Application) Regulations 1993.

20. Carry out (or arrange to have carried out) monitoring of any potential hazards in the workplace e.g. vapour, dust, noise, etc., where these are expected to constitute a serious risk.

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Subject: Safety Programme Response from Staff	Issue Date: 28 January 2008 Issued By: Liam O'Dwyer Chief Executive

Response from Staff

Staff will respond by:

1. Always working in a safe and efficient way using the protective equipment provided.
2. Availing and making use of the safety training given.
3. Ensuring that no activity is engaged in without first informing themselves of any potential hazards and obtaining any relevant training.
4. Adhering to procedures which affect the safety and welfare of their students, colleagues and the public.
5. Observing all safety and warning signs and notices.
6. Reporting any personal circumstances which might interfere with one's capacity to carry out all expected operations safely and which might expose others to risk.
8. Reporting any unsafe situations or equipment, accidents, and dangerous occurrences.
9. Co-operating in the investigation of accidents with the object of introducing measures to prevent their recurrence.
10. Recognising that failure to provide this response may be dealt with within the normal disciplinary procedures.

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Subject: Resources for Safety Health and Welfare	Issue Date:	28 January 2008
	Issued By:	Liam O'Dwyer Chief Executive

Resources for Safety Health and Welfare:

The Catholic Institute for Deaf People will provide adequate finance so as to fund and maintain the provisions indicated in this Safety Statement Manual and will afford staff whatever time is necessary to carry out their duties under this Manual.

It will also provide adequate finance to fund and to maintain the provisions indicated in this Safety Statement Manual.

It will identify in so far as it is possible in its annual accounts the direct costs of implementing this policy and will estimate it's direct costs under the following headings (and any other found relevant):

- Safety Installations
- Safety Equipment
- Uninsured costs arising (arising from accidents and other incidents)
- Consultancy

TRAINING (SAFETY, HEALTH AND WELFARE) All staff will receive informal training on:

- The contents of the Safety Statement Manual, Safety Policy, and any Safety Rules applicable to their workplace or work activities.
- How to carry out their own job safely.
- Correct lifting techniques.
- The meaning of Hazard Symbols.
- What the main hazards are and how to avoid any risk from them.
- The details of emergency procedures.
- The use of fire extinguishers for the different classes of fires. (how and when to use them and the hazards arising from their use.).
- The location of Fire fighting facilities (and when to use them) fire extinguishers, fire alarms.
- The means of exit from all locations in the event of a fire.

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Subject: Employee Safety Representation	Issue Date:	28 January 2008
	Issued By:	Liam O'Dwyer Chief Executive

Employee Safety Representation:

The Catholic Institute for Deaf People, will consult its staff for the purpose of the making and Maintenance of arrangements which will enable it and its staff to co-operate effectively in promoting and developing measures to ensure their Safety, Health and Welfare at Work and in ascertaining the effectiveness of such measures.

As far as is reasonably practical it will take into account any representations made by its staff.

Should the staff of the Catholic Institute for Deaf People, wish to have a formal safety representative (within the meaning given to that title in the Safety, Health and Welfare at Work Act, 1989), the Management of the Catholic Institute for Deaf People will give the elected Safety Representative the co-operation required by the Act and will consult the staff on safety related matter through him / her.

The name of any such Safety Representative will be given in Section 2 of this Manual.

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	Revision No.:	1
Subject: General Safety Rules	Issue Date:	28 January 2008
	Issued By:	Liam O'Dwyer Chief Executive

General Safety Rules

To meet the objective of developing a Safety Culture at the Catholic Institute for Deaf People all must acquire the safety habit.

- Don't take chances, learn all the rules, and understand your work thoroughly.
 - Do not work in situations where serious risks to safety exist.
1. Good Housekeeping
 - Keep work place tidy, use the proper facilities / receptacles for rubbish and waste.
 - Leave the area safe after you, replace loose tools and equipment to the correct place, clean up any spillages, etc.
 - Keep walk-ways, stairs, corridors and passages between desks clear.
 2. Falls
 - Watch your step as you go about.
 - Take particular care of loose mats, steps in to and out of rooms, changing floor levels, etc.
 - Watch out for untidy floors and uneven ground, keep your hands out of your pockets.
 - Watch out for slippy (and wet) floors, changes in floor level, obstructions, etc.
 - Always use the rail on the stairs.
 3. Materials handling
 - When manually handling loads ensure that it is within your capability.
 - Don't attempt to lift heavy loads beyond your capacity. Keep a straight back and bend the knees when lifting from a low level.
 - Stack and de-stack materials carefully.
 - Get help with heavy and awkward loads, or when moving furniture or equipment.

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4. Chemicals and substances: (Cleaning Agents, Photocopier Chemicals, Toners, Tippex, cleaners, etc.)

- All packages of hazardous chemicals have suitable hazard symbols, if required. Be sure that you understand them and carry out the precautions.
- Always wear eye protection when handling chemicals.
- It is important to remove minute traces of chemicals from hands and skin after handling to avoid skin irritation. Exposed areas must first be rinsed with water before soaping or washing. Hands should always be washed before taking any meals, snacks, drinks, chewing gum, or smoking, etc.
- Ensure that you know the hazardous properties of all chemicals before you handle them.
- Always wash hands after handling chemicals and particularly before taking any meals, snacks, drinks, chewing gum, or smoking, etc.
- Always wash spillage's of chemicals off the body immediately.
- Always report if chemicals have been splashed into the eye. If possible when chemicals have entered the eye, flush the eye out with cold water for at least 15 minutes.
- Ingestion of chemicals should be avoided. When concentrated chemicals have been accidentally ingested, seek medical attention.

5. Tools and Electrical Equipment

- Keep hand tools in good order, with sound handles, Worn tools (ill fitting spanners, hammers with chipped heads, saws and gardening implements with loose handles) must not be used.
- Treat all electrical equipment and cables with due care.
- Leave maintenance and repair work of electrical equipment to those specifically trained for it.
- Ensure that cables, plugs, connectors, etc., are in sound condition before using them.

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6. Protective Clothing and Equipment

- Wear safety glasses or goggles and gloves when handling chemicals.
- Sports protective equipment must be worn in situations where risks of injury arise.

7. First Aid

- Report all injuries, however slight, and ensure that they are adequately treated.
- Injury to eyes (chemicals, flying particles, etc.) always require medical attention.
- Record all injuries and incidents in the First Aid book.
- Know who the trained first aiders are in your workplace and alert them when any injury occurs.
- Know where your nearest First Aid box may be found.
- Never obstruct or block First Aid Stations.

8. Fire / Evacuation Procedures

- Know the evacuation procedure for your work area.
- In the event of a fire alarm, shut down the equipment you are in control of and leave the premises in accordance with procedures. (See Section 3 of the Safety Statement Manual).
- Never tamper with or misuse fire-fighting equipment.
- On discovering a fire situation, raise the alarm. If it is a small local fire attempt to extinguish it with the appropriate means. Take care to follow the instructions with regard to the type of fire the extinguisher may be used on.
- Do not attempt to fight a fire, which is too large for first aid measures. Leave the area immediately.
- Assemble at the assembly point.

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- Never obstruct or leave obstructed fire exits or the escape routes from any place of work.
- Ensure that accumulations of papers and debris do not cause fire hazards, nor are allowed to build up on escape routes particularly on the well of escape stairs.

9. Notices

- Always place a barrier or the relevant hazard notice, if you create a temporary unsafe situation (i.e. slippery floor, obstructed corridor, temporary trailing cables, working overhead, etc.) or come across a hazardous situation.
- Remove hazard notices immediately they no longer apply.
- Always strictly observe hazard notices (either temporary or permanent) and follow the instructions given or take the relevant precautions.

10. Accident Reports

- Report all accidents involving personal injuries, or significant property damage, to your immediate supervisor who is responsible for completing an accident report form.
- Co-operate with the investigation of accidents you have witnessed.
- Report all unsafe situations and potentially serious "near miss" accidents

11. Damaged or Broken Facilities

- Report all broken desks and chairs. If convenient have any broken items removed to a place, which will prevent their inadvertent use.
- Report damaged cables, plugs or sockets. Take out of service any electrical equipment with damaged plugs or sockets and label the equipment as unsafe.
- Report, and place a notice or otherwise make safe, a broken window.

13. Horseplay

- No "playful" activities of any kind, wrestling, throwing about of materials, may be engaged in.

14. Offices

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- Keep desks and floors tidy.
- Tie down trailing cables.
- Locate desk in so far as possible to avoid trailing cables.

15. Use of Visual Display Equipment

- Sit correctly at workstation.
- Adjust chair to suit yourself; adjust lumbar support - incline backwards if you can;
- Use foot rest if your feet do not rest flat on the floor when the seat height is at its most comfortable position for your eyes;
- If continuously at screen take breaks from this work for minutes in each hour. Get up and do other work when possible.
- Exercise your hands, wrist and arms; and your neck and eyes periodically.

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	Revision No.:	2
Subject: Administration of this Safety Statement Manual	Issue Date:	5 January 2009
	Issued By:	Liam O'Dwyer Chief Executive

Administration of this Safety Statement Manual

- 1 This Manual is a controlled document and each copy is signed by the Chief Executive.
- 2 Each section is uniquely numbered. Each page of each section is uniquely numbered and dated.
- 3 If a page or section is amended, corrected or modified, it is dated from the date on which it comes into effect and given the next revision number.
The Status Amendment sheet inside the front cover of the Manual is updated in each copy to indicate such amendments.
- 4 Controlled and numbered copies of this Manual are held by the Chief Executive, the Chief Executive and a copy for consultation by all staff is held in the administration office. Uncontrolled copies may be made at any time but should be marked as "Uncontrolled – See current Version in the Administration Office".
A register of all Controlled copies is maintained by the Chief Executive.
- 5 Proposals for amendment may be initiated by any member of management or staff. Such proposals will be discussed by the Chief Executive with any staff representatives and a recommendation made for such amendment as they may see appropriate.
The Chairman may accept, modify or reject such proposals. When approved the Chief Executive will process the amendment and issue it to all holders of the Manual.
- 6 Holders of the Manual shall immediately replace amended sections and return the replaced sections to the Chief Executive marked with the Manual copy number to advise him / her of the replacement.
- 7 A copy of all replaced sections or pages will be held on file by the Chief Executive for a minimum of 7 years.
- 8 Safety Audits will include checks to ensure that all controlled copies of the Safety Statement Manual are up to date.
- 9 Extracts may be posted on the notice boards and elsewhere from time to time.
- 10 Each March there will be a formal review of this Manual and its operation. This review will consider the outcome of Safety Audits, Reports of Accident Investigations, Accident History, Consultant's Reports, etc., and any changes in activities and in the physical facilities and will make recommendations for

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Subject: Accident Reporting & Investigation Procedures	Issue Date:	28 January 2008
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Accident Reporting and Investigation Procedures

Purpose: This procedure is to ensure that all unsafe situations are identified with a view to finding ways to eliminate their causes.

Persons Responsible: All staff.

Documentation:

- First Aid Log Book
- Accident Report Form (see copy attached)
- HSA Form No. IR1: Form of Notice of Accident (Copy attached: Photocopy for use)
- HSA Form No. IR3: Form of Notice of Dangerous Occurrence.
(Copy attached: Photocopy for use)

Procedure:

1. All accidents without exception are reported to the Chief Executive.
2. All accidents without exception are to be recorded:
 - Minor injuries (cuts and bruises, etc.):

In the Log Book at the First Aid boxes note:

Name of person injured
First Aid treatment (and time of treatment)
Time, date, location of accident
How it happened.

The staff injured should complete this (or have it completed). The Staff member in charge should complete it for any others injured.

- All accidents involving lost time, visits to doctor or hospital and dangerous occurrences involving significant damage to plant or equipment:

On Accident Report Form.

- If the accident involves absence from work for 3 days not including the day of the accident, a HSA form No. IR1 must also be completed.
- If the dangerous occurrence falls within the definitions given on HSA Form No. IR3, then this form has to be completed.

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- The Accident Report form (Specimen copy follows) should be completed as soon as possible after the accident by the Supervisor or person in charge / project leader concerned.

It should be clear to all that the purpose of the questioning is not to apportion blame but to get to the root cause so as to avoid similar incidents in future.

In carrying out the questioning and the subsequent investigation the checklist should be addressed as appropriate.

- Witnesses should be questioned immediately. The person to whom the accident happened should be questioned as soon as medical treatment, etc. has been given. A checklist of aspects which might be relevant to an accident investigation is provided with the accident report form.
 - The Chief Executive is normally responsible for investigating all significant accidents.
 - The transitory evidence should be gathered first, note weather conditions, etc., if relevant, note the positions of accident related objects. Take measurement and make a sketch of scene if necessary. Take names and addresses of witnesses who can not be interviewed at the time. Then gather any materials that may be required for laboratory testing etc.
 - Witnesses to the actual accident or the events leading up to the accident should be questioned when the immediate work is done. The person to whom the accident happened should be questioned as soon as medical treatment, etc., has been given.
- It should be clear to all that the purpose of the questioning is not to apportion blame but to get to the root cause so as to avoid similar incidents in future.
- The relevant parts of the Accident Report Form are filled out with the appropriate details and witness statements. The Investigation Check List itemises details, which should be born in mind.
 - The investigator will then analyse the facts looking for corroboration and substantiation of details and statements. Written managerial documents and the Investigation Check List are consulted.
 - When satisfied that there are no gaps in the knowledge to be checked or rechecked the Conclusion section of the report is concisely and clearly written.

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11. The recommendations should be itemised and specific so that specific follow-up action can be implemented.

12. If either HSA Form No. IR1 or IR3 require to be completed these shall be copied on completion, the original sent as soon as possible to the HSA at the address given on the form; the copy retained on file, which should be available for inspection by an inspector from the HSA at anytime in the future.

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ACCIDENT REPORT FORM

Complete as soon as possible after accident. Question the person to whom the accident occurred as soon as medical treatment, etc., has been given. Question other witnesses immediately. Explain that the purpose of questioning is to determine what happened not to apportion blame.

Name of injured person: _____

Date: _____

Time: _____

Name of Supervisor: _____

Nature of Injury, Damage, Complaint: _____

Nature of First Aid treatment given: _____

First Aid given _by: _____

Other treatment (Hospital, Doctor, etc.): Yes [] / No []

Name: _____ Time sent for treatment: _____

 Details of Accident: (See CheckList)

Position: _____ Signed: _____ Date: _____

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Accident Report Form

Witness Statements:

1. *Name:* _____

Signed: _____ **Date:** _____

2. *Name:* _____

Signed: _____ **Date:** _____

(Use additional sheets if necessary - No. of additional sheets ____)

Details of Investigation and follow-up Actions:

Investigation carried out by: _____

Report:

Signed: _____ **Date:** _____

Recommendations:

Signed: _____ Date: _____

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Accident Report Details / Investigation Check List

(Suggested aspects of an accident which should be borne in mind, and addressed if appropriate or relevant, by the Supervisor reporting the accident on the Accident Report Form.)

NB Photograph Accident Site & other relevant features.

What instructions, if any, were given to the person before the accident?

Was the person familiar with the operation?

Was the person trained on the operation involved?

When was training given?

By whom?

Were there written instructions / Procedures?

Were the Procedures being followed correctly?

Who was in charge at the time of the accident?

Where was he / she at the time?

Was personal protective equipment / clothing required?

Was it worn correctly?

Condition of protective equipment before accident?

Condition of protective equipment after accident?

Distance of accident from safety shower /eye wash station /fire extinguisher /fire blanket?

Was the first aid equipment serviceable?

Did it work correctly?

Were there any obstructions in the way to the first aid equipment?

If equipment involved:

- what equipment ?
- state of the equipment ?
- was a defect in the equipment responsible ?
- last serviced / maintained (date) ?
- by whom?
- Any other material factors relevant to the particular operation at the time?

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Subject: Statutory Forms Accident / Dangerous	Issue Date: 28 January 2008 Issued By: Liam O'Dwyer Chief Executive

Statutory Forms for notifying Accident and Dangerous Occurrences - may also be downloaded from the Health and Safety Authority's website:

<http://www.has.ie/pub/forms.htm>









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Subject: Recommended contents Of First Aid Boxes	Issue Date: 28 January 2008 Issued By: Liam O'Dwyer Chief Executive

MATERIALS	First-Aid Travel kit	First Aid Box Contents		
		1-5 persons	6-25 persons	26-50(a) persons
Adhesive Plasters	12	12	20	40
Sterile Eye Pads [Bandage attached]			2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	2	2	6	6
Medium Individually Wrapped Sterile Unmedicated Wound Dressings [approx. 10 x 8 cms]	-	-	6	8
Large Individually Wrapped Sterile Unmedicated Wound Dressings [approx. 13 x 9 cms]	1	1	2	4
Extra Large Individually Wrapped Sterile Unmedicated Wound Dressings [approx. 28 x 17.5 cms]			3	4
Individually Wrapped Wipes	8	8	8	10
Paramedic Shears	1	1	1	1
Pairs of Latex Gloves	1	1	2	2
Additionally, where there is no clear running water, Sterile Eye Wash (b)	1	1	2	2

NOTES

- (a) Where more than 50 persons are employed pro rata provision should be made.
- (b) Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken. At least 900 ml should be provided. **Eye bath / eye cups / refillable containers should not be used for eye irrigation.**

Know your Dangerous Substances.

SYMBOL	MEANING	PRECAUTIONS
 Toxic or very Toxic	May cause serious or extremely serious health risks or death if inhaled, swallowed or if it penetrates the skin.	Use exhaust ventilation system or full breathing apparatus to prevent exposure to dusts, vapours, etc. Wear protective clothing. Do not eat, drink or smoke. Wash hand thoroughly after use.
 Harmful	May cause limited health risks if inhaled, swallowed or if it penetrates the skin.	Wear protective clothing to avoid contact with skin and eyes. Provide good ventilation or use protective facemask. Do not eat, drink or smoke after use.
 Irritant	Can cause irritation to skin, eyes or breathing system if inhaled. (Non-corrosive).	Wear protective clothing to avoid contact with skin and eyes. Provide good ventilation or use protective facemask.
 Environment.	Dangerous to the Environment.	
 Explosive	May explode if subject to heat, shocks or friction.	Store away from other materials. Always observe recommendations for storage and use.
 Corrosive	Can cause chemical burns to skin and eyes. (May also be corrosive to certain metals.)	Wear protective clothing to avoid contact with skin, eyes and clothing.
 Oxidising	Produces heat on reaction with other materials and creates a fire risk in contact with flammable or combustible materials.	Store away from other materials. Always observe recommendations for storage and use. Keep container tightly closed.
 Highly Flammable or Extremely Flammable	Highly flammable gas or solid or a liquid with a flash point below 0 °C; and boiling point below or equal to 35 °C.	Keep away from sources of ignition. Do not smoke. Store in a secure place. Keep container tightly closed.
No Symbol. Flammable	A liquid having a flash point between 21 °C and 55 °C.	Keep away from sources of ignition. Do not smoke.

