



Belong To LGBTQ+
Youth Ireland

Health and Safety Policy

Belong To LGBTQ+ Youth Ireland

Revision History

Revision	Date of Release	Purpose
Initial Draft	September 2014	Initial Release
Version 2	December 2017	Update/ Review
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Safety Policy Statement

It is the policy of Belong To LGBTQ+ Youth Ireland to comply with the terms of the Safety, Health and Welfare Acts 2005 and subsequent legislation and to provide and maintain a healthy and safe working environment. Belong To's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training, and supervision as is necessary to implement the policy and achieve the stated objective.

The management of Belong To recognise and accept their duty to protect the health and safety of all visitors to the premises, including contractors and temporary workers, as well as any members of the public who might be affected by their work.

While the management of Belong To will do all that is within their power to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of every individual who works at Belong To. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of any other person.

The management of Belong To will provide every employee with the training necessary to carry out their tasks safely.

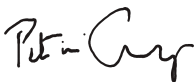
However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is the employee's duty to report this to their immediate supervisor or the Safety Officer.

An effective health and safety programme needs continuous communication between employees at all levels. It is therefore every employee's responsibility to report at once any situation which could jeopardise the wellbeing of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the Safety Officer or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be correct and comprehensive.

Belong To's health and safety policy will be continually monitored and updated, particularly if changes in the scale and nature of our operations occur.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed within the safety statement folder which is always kept on the premises.

Signed: 

Chairperson, Board of Directors

Date: 30 / 07 / 2024

Safety Team

Role	Name (Title)	Contact Number
Safety Officer / Fire Safety Manager	Derrie Murray (<i>Head of Operations & Programmes</i>)	01 264 0812 / 086 108 6547
Staff Safety Rep	Tiffany Fitzgerald-Brosnan (<i>Officer & Operations Manager</i>)	01 681 4833
Internal Governance, Oversight and Risk Committee (<i>in addition to Safety Officer</i>)	Suzanne Handley (<i>Director of Governance & Finance</i>)	01 681 4834
	Moninne Griffith (<i>CEO</i>)	01 681 4823
Fire Wardens	Freya Carroll (<i>Finance and Administration Officer</i>)	01 681 4835
	Katie McCabe (<i>Youth Worker</i>)	01 264 0816 / 087 454 9328
	Kelsey Doyle (<i>Youth Worker</i>)	01 264 0817 / 085 858 8388
	Tiffany Fitzgerald-Brosnan (<i>Officer & Operations Manager</i>)	01 681 4833
	Derrie Murray (<i>Head of Operations & Programmes</i>)	01 264 0812 / 086 108 6547
	Kelsey Doyle (<i>Youth Worker</i>)	01 264 0817 / 085 858 8388

First Aiders (fully trained in Occupational First Aid)	Katie McCabe (<i>Youth Worker</i>)	01 264 0816 / 087 454 9328
Other First Aiders (basic training)	Kate Cummins (<i>National Network Coordinator</i>)	01 264 0819 / 087 174 3019
	Tiffany Fitzgerald-Brosnan (<i>Office & Operations Manager</i>)	01 681 4833
	Freya Carroll (<i>Finance & Administration Officer</i>)	01 681 4835
	Brenda Kelly (<i>Drugs & Alcohol Senior Youth Worker</i>)	01 264 0730 / 086 108 6548
	Derrie Murray (<i>Head of Operations & Programmes</i>)	01 264 0812 / 086 108 6547
	Carmel Walsh (<i>Youth Services Manager</i>)	01 264 0813 / 086 176 3911

Organisational Responsibilities

Section 8 of the Safety, Health, and Welfare at Work Act 2005.

Employer Statutory Duties

- Every employer shall ensure, so far as is reasonably practical, the safety, health, and welfare at work of their employees.
- Every employer shall manage and conduct work activities in such a way as to ensure, so far as is reasonably practical, the safety, health, and welfare at work of their employees.
- Every employer shall prevent, so far as is reasonably practical, any improper conduct or behaviour.
- Every employer shall provide and maintain a safe means of access to and egress from the workplace.
- Every employer shall provide and maintain safe plant and machinery or any other articles that are safe and without risk to health.
- Every employer shall ensure, so far as it is reasonably practical, the safety and the prevention of risk to health at work of their 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.
- Every employer shall provide systems of work that are planned, organised, performed, maintained, and revised as appropriate to be, so far as is reasonably practicable, safe and without risk to health.
- Every employer shall provide and maintain facilities and arrangements for the welfare of their employees at work.
- Every employer shall provide the information, instruction, training, and supervision necessary to ensure, so far as is reasonably practical, the safety, health, and welfare at work of their employees.
- Every employer shall determine and implement the safety, health, and welfare measures necessary for the protection of the safety, health, and welfare of their employees when identifying hazards and carrying out a risk assessment.
- Every employer shall provide and maintain suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of their employees.
- Every employer shall prepare and review adequate plans and procedures to be followed, and measures to be taken, in the case of an emergency or serious and imminent danger.

- Every employer shall report accidents and dangerous occurrences, to the Health and Safety Authority (H.S.A.).
- Every employer shall obtain, where necessary, the services of a competent person to ensure, so far as is reasonably practical, the safety, health, and welfare at work of their employees.

Employee Statutory Duties

Section 13 of the Safety, Health, and Welfare at Work Act 2005

An employee shall, while at work:

- Take reasonable care to protect their safety, and the safety of any other person who may be affected by the employee's acts or omissions at work.
- Ensure that they are not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger their own safety, health, or welfare at work.
- If reasonably required by their 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 their employer or any other person so far as is necessary to enable their employer to comply with the relevant statutory provisions, as appropriate.
- Not engage in improper conduct or other behaviour that is likely to endanger their own safety, health, and welfare at work.
- Attend such training and, as appropriate, undergo such assessment as may reasonably be required by their employer relating to safety, health and welfare at work or relating to the work carried out by the employee.
- Having regard to their training and the instructions given by their employer, make correct use of any article or substance provided for use by the employee at work or for the protection of their safety, health, and welfare at work, including protective clothing or equipment.
- Report to their employer any defect in the place of work, which might endanger the safety, health, or welfare at work of the employee or that of any other person.

Senior Management Responsibilities

- Advance the aims and objectives of health and safety at work throughout the organisation.
- Provide both the human and financial resources necessary to implement the organisation's safety policy.
- Report to the board on overall health and safety status; periodically report on accidents, statistics.
- Detail any statutory enforcement orders issued that may apply.
- Inform of impending health and safety legislation that is likely to affect the organisation.
- Propose updates to the safety statement for ratification by the board where appropriate.

Safety Officer Responsibilities

- Act as chair of the safety committee, where one exists.
- Ensure that employees are properly trained and instructed as to their statutory duties and responsibilities.
- Make recommendations for improving performance.
- Allocating the necessary resources within their control.
- Ensuring that accidents and near-misses are recorded and investigated.
- Monitoring of contractors.
- Ensuring that the organisation's safety policies and procedures are distributed to all staff.
- Ensuring that proper equipment is available.
- Ensuring that equipment is kept in a safe condition.
- Ensuring that first aiders are trained, and that cover is provided.
- Monitoring the implementation of the policy.
- Understanding the organisation's procedures and policies.
- Maintaining relevant documentation relating to health and safety at work.
- Carrying out audits of their place of areas of responsibility and undertaking workplace inspections.

Safety Representative Rights

Section 25 of the Safety, Health, and Welfare at Work Act 2005

A safety representative may:

- Inspect the whole or any part of the place of work.
- Investigate accidents and dangerous occurrences if he or she does not interfere with or obstruct the performance of any statutory obligation.
- After the giving of reasonable notice to the employer, investigate complaints relating to safety, health and welfare at work made by any employee whom he or she represents.
- Accompany an inspector who is carrying out an inspection of the place of work, other than an inspection for the purpose of investigating an accident or dangerous occurrence, at the discretion of the inspector concerned.
- Accompany an inspector who is carrying out an inspection for the purpose of investigating an accident or dangerous occurrence, at the discretion of the inspector concerned.
- Where an employee is interviewed by an inspector with respect to an accident or dangerous occurrence at a place of work, attend the interview where the employee so requests.
- Make representations to the employer on any matter relating to safety, health, and welfare at the place of work.
- Make oral or written representations to inspectors on matters relating to safety, health, and welfare at the place of work, including the investigation of accidents or dangerous occurrences.

Process of Appointment

The appointment of the Staff Safety Representative shall take place within 60 days of a vacancy occurring. Decisions shall be by secret ballot of the staff.

Fire Wardens' Responsibilities

- Ensure that fire prevention is continually brought to the attention of all employees.
- Ensure that evacuation routes and exit doors are always kept clear of obstruction.
- Ensure that staff are aware of their responsibilities during a fire and are aware of the location of emergency exits and assembly points.
- Periodically check fire extinguishers to ensure that their location hasn't changed and that they are fully operational.
- Arrange at least two fire drills each year for staff in consultation with management.

- Arrange at least one fire drill each year with each youth group.
- During an evacuation, ensure the evacuation of all persons within their area of responsibility, without putting themselves at risk of any danger.
- To ensure all young people attending groups sign-in on the roll so that a roll call can be carried out in the event of an evacuation being required.
- Carry out a roll call of service users and staff at the assembly point after a fire or fire drill if a group was in session when the alarm sounded.
- To liaise with the fire service.

Allocation of Resources for Health and Safety

To secure the safety, health and welfare of employees, service users, and volunteers, Belong To shall dedicate all resources that are considered necessary to secure their health and safety. These include courses, seminars, or in-house training for those who are at risk from identified hazards.

Belong To commits itself to dedicate the financial resources necessary to ensure, as far as is reasonably practical, the safety, health and welfare of its employees, service users, and volunteers.

Fire Safety

We will provide the necessary firefighting equipment following the requirements of the Fire Services Act 1981 & 2003. It is the policy of Belong To to over, rather than under, provide such facilities. All employees must familiarise themselves with the fire drill before starting work.

Drills will be arranged at regular intervals, ideally two per year. Existing firefighting equipment will be inspected by the Safety Officer or delegated individual on a weekly basis and by the external contract engineers on an annual basis. Alarms will be tested weekly.

Fire exits must always be kept clear. Smoking and e-cigarettes are not allowed anywhere within the organisation's premises.

It is not permitted to wedge or prop open Fire Doors leading to the main stairwell of the building at any time. No doors are to be wedged or propped

open in any way when the office is unoccupied. All personnel will be trained in the safe use of firefighting equipment.

Employees should know which extinguishers are available in their immediate place of work. Employees should ensure that combustible materials do not accumulate around their place of work.

Flammable materials must never be exposed to hot surfaces or direct heat sources.

Candles must not be used without the express permission of the CEO, Deputy CEO or Head of Operations and Programmes, and a Fire Warden must always be present.

In case of a gas leak, do not switch on or off any equipment, open the windows and evacuate the premises at once. Contact Gas Networks Ireland's emergency 24-hour line on 1850 20 50 50.

In case of a fire, the premises should be evacuated at once following the information provided on the fire notices/fire procedures and the directions of any Fire Marshalls.

Fire extinguishers should only be removed from their brackets in an emergency. The removal of fire extinguishers in other cases without good reason will be considered as misconduct.

Safety Announcement

It is the policy of Belong To that at the commencement of all Youth Groups, public events in our premises, and meetings with significant attendance by individuals who would be unfamiliar with our fire safety procedures, that a safety statement be made which:

- Notes the location of all fire exits.
- Notes and describes the location of the emergency assembly point.
- Reminds those present that, in the case of an emergency, everyone should make their way calmly, quickly and quietly out of the building via their nearest exit and go to the assembly point.

Electrical Safety

Ensure that all electrical equipment you use is in good order. Do not use any electrical equipment that does not appear to be in good order but report it to the Office Manager without delay.

Changes to the electrical system (including new plugs) should only be undertaken by competent persons who have been trained and all works needed should be reported to the Safety Officer.

Work on 3 phase electrical systems or live plant must never be undertaken by unqualified personnel and live working requires a specific risk assessment to be undertaken.

General Safety Requirements for Electrical Systems:

- Switch off all electrical equipment after use (including computers and computer screens). Do not overload sockets.
- Do not allow wires to project into the walkways where they present a tripping hazard.
- Use a Residual Circuit Breaker (RCB) when using a portable hand tool.

First Aid

Belong To will provide first aid provisions following the requirements under the Safety, Health and Welfare at Work Act 2005 and the General Application Regulations. The nominated first aiders will be published on First Aid signs in each office space of the building.

If you suffer an injury, however slight, report it to the Safety Officer and the nominated first aider at once. The injury must be entered in the accident, incident and near miss report book and you will be required to provide a full explanation of the events surrounding the accident.

If a serious accident occurs the first aider should be contacted at once. The first aider will arrange for an ambulance to be summoned immediately.

If chemicals come into contact with your skin or eyes or if they are swallowed or inhaled, then seek immediate first aid. The Safety Officer, or in their absence the Office Manager, will have access to the safety data sheets which provide detailed advice on the measures to be taken to counteract the effects of each chemical used by the organisation.

Consultation

Reference: Section 13 of the Safety, Health, and Welfare at Work Act 2005

Organisation employees can make representation to the Safety Officer or CEO on safety issues. They will consider the representations and act on them as necessary. Safety Officers and other departmental managers and overseers are all part of the consultation process.

Employees can also ask the Staff Safety Representative to make a representation on safety issues on their behalf to the Safety Officer or CEO.

Training

General induction training will be provided for all new members of staff and new volunteers. Additional training will be provided for nominated members of staff as needed.

The planning of training in health and safety is the responsibility of the Safety Officer. Documented training records will be kept. If any member of staff feels that they could benefit from specific safety training in addition to that which has been assessed as relevant by the organisation, then they should approach their line manager.

Housekeeping

Good housekeeping in all areas is an essential feature of safety and the prevention of accidents. Staff working in all areas must have regard to the following:

- Ensure that loose and worn flooring is reported to the Office Manager.
- Ensure all entrances, corridors, walkways and exit doors are always kept clear of obstructions.
- Close all cabinets, cupboards, and drawers after use.
- Never overload shelving or store heavy items above head height or six feet.
- Clear away immediately any dangerous substance or spillage. Dangerous substances are marked and are defined as toxic, harmful, irritant, flammable, or oxidising.

- Dust and fumes should not be inhaled. If dust or fumes are produced by any activity then cease the task immediately until protective measures have been put into place e.g., wearing of proper Personal Protective Equipment (PPE) gloves, dust mask, goggles.
- Equipment must not be left where it can be a tripping hazard.
- Keep your workstation and the general area in its vicinity clean and free from trip hazards.

Revision and Monitoring

Reference: Section 20 of the Safety, Health, and Welfare at Work Act 2005

The Safety Statement will be reviewed at least every second year and will be changed by the Safety Officer as names of responsible persons change, hazards and risks change or changes in legislation occur.

The Safety Statement will be monitored by having the relevant Safety Officer carry out regular inspections of the organisation's processes and premises, and evaluate all accidents and dangerous occurrences.

Manual Handling

Lifting and moving loads by hand is the biggest cause of injury in the workplace. Lifting should be carried out according to the following guidelines:

- If a load is awkward or beyond your capability, you must get help.
- Check all packaging and articles for sharp edges and projections before lifting.
- Ensure that there are no obstructions in your path before lifting any article.
- Ensure that you can see around a load when lifting it.
- Ensure that there is adequate room to put down a load when you have moved it.
- When lifting stand close to the load with your feet slightly apart. Keep your chin in, bend your knees and keep your back straight always. Straighten your knees using your thigh muscles. Always lift in stages (e.g., floor to knee, knee to carrying position).
- Always use your entire body weight in a controlled manner when pushing a load.

- All staff will be trained in manual handling.

Heavy goods are to be lifted per the organisation assessments for manual handling. Do not use lifting equipment unless you have been specifically authorised.

Other Persons on Organisational Premises

Other people on the organisation's premises are bound by the following rules:

- They are obliged to observe the safety rules and any instructions given by the organisation's staff which enforce the organisation's Safety Statement. They should not work on the premises unless covered by insurance against risk.
- All contractors' insurance policies should be examined to ensure they conform to legal requirements. Contractors' safety statements should be made available to the relevant manager. They should not enter areas they are not authorised to visit.

Accident, Incident, and Near Miss Reporting and Investigation

While staff have an obligation to report all accidents, incidents and near misses, the Safety Officer has an extra responsibility to ensure that an accident report form is completed and that an investigation is carried out. An investigation will be carried out to record what happened and, from this, to decide what action will be taken to prevent recurrence.

A report is compiled by the person in charge of the area as soon as possible following the accident, incident or near miss. A template accident report form is to be found in the appendices and [here](#). The decision whether to have a more in-depth investigation will be taken by the Safety Officer.

The Safety Officer will ensure that reports are completed as necessary to the following: The Board of Directors; The Executive Director; Insurance Company; and the Health and Safety Authority.

In case of fatality, the following bodies are notified: The Board of Directors; The Executive Director; The Gardaí; Insurance Company and the Health & Safety Authority.

All notifiable accidents and dangerous occurrences must be reported to the Health and Safety Authority on the approved forms by the Safety Officer within the prescribed period.

Accident – an unfortunate incident that happens unexpectedly and unintentionally, typically resulting in damage or injury however minor.

Incident – an instance of something happening that puts the health, safety, welfare or wellbeing of a staff member, volunteer, or service user at risk.

Near Miss – is an unplanned event that did not result in injury, illness, or damage - but had the potential to do so. Only a fortunate break in the chain of events prevented injury, illness, or damage from occurring.

Bullying and Harassment

Fundamental to the concept of equality and respect for others in the working environment, employees, volunteers, and service users should be free from any activity or behaviour that adversely affects the dignity of people in Belong To.

Bullying can be defined as unwanted negative behaviour, verbal, psychological or physical conducted by an individual or group against another person (or persons) and which is repeated over time.

The following types of bullying behaviour are included in this non-exhaustive definition:

- i. deliberate exclusion, malicious gossip, and other forms of relational bullying;
- ii. cyber-bullying; and
- iii. identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's membership of the Traveller community and bullying of those with disabilities or special educational needs.

In addition, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Isolated incidents of aggressive behaviour, while not bullying, will not be tolerated, but should not be described as bullying. Only inappropriate

aggressive behaviour which is systematic and ongoing is regarded as bullying.

It is the intention of Belong To to ensure that the working environment gives all employees the freedom to conduct their work without having to endure bullying and intimidation. All employees should be aware that bullying that affects the dignity of people at work undermines them as human beings and is unacceptable to the organisation. Bullying and intimidation can be grounds for disciplinary action, including dismissal for serious offences.

To deal with incidents of this nature as effectively as possible, staff, volunteers or service users experiencing harassment should report the matter to their line manager and in the case of service users to a Youth Worker on duty or the Youth Work Manager.

For further information on our Bullying and Harassment Policy, please see the staff handbook.

Smoke Free Workplace Policy

It is the policy of Belong To that the entire workplace area is smoke-free and that all employees have a right to work in a smoke-free workplace. Smoking (including the use of 'electronic cigarettes' or 'vaping') is prohibited throughout the workplace with no exceptions. This policy applies to all employees, consultants, contractors, customers, service users and visitors.

Staff, volunteers, and other agents working on behalf of Belong To who smoke should not do so near young people who are accessing the service. They are prohibited from enabling young people to smoke in any way (by giving tobacco related products to young people, such as lighters, tobacco, electronic cigarettes etc. save where doing so may be reasonably considered to be consistent with harm reduction [e.g., the provision of filters]).

Staff are reminded that where a breach of this rule occurs, they may be committing a criminal offence under the Public Health (Tobacco) Act 2002 (Section 45 prohibits the supply of tobacco products, including cigarette papers and filters, to anyone under the age of 18).

All staff, volunteers, board members, and service users have an obligation to adhere to, and help the implementation of, this policy. The person in

charge (the safety officer) shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new and prospective employees, consultants and contractors shall be given a copy of the policy on recruitment/induction by the person in charge.

Infringements by staff will be dealt with under the disciplinary procedures. Infringements by young people, clients etc., will be dealt with following disciplinary procedures specific to them. Employees, consultants, contractors, customers, and visitors who contravene legislation prohibiting smoking in the workplace are also liable to a criminal prosecution with an associated fine.

Display Screen Equipment

It is the policy of Belong To to follow the law as set out in the Safety, Health, and Welfare at Work (General Applications), (Chapter 5 of Part 2: Display Screen Equipment), Regulations 2007. The organisation will conduct health and safety assessments of all workstations staffed by employees who use Visual Display Unit (VDU) screens as part of their usual work and will ensure that all workstations meet the requirements of the regulations. All VDU screen users will be given proper and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially changed.

Employer Duties

Employees:

- are entitled to have their workstation assessed in line with the requirements of the regulations.
- must be trained in the use of the workstation and be given information about health and safety factors.
- must have periodic breaks or changes of routine away from VDUs.
- must be informed by their employer that they are entitled to an appropriate eye and eyesight test (or may opt for either) before working with VDUs and at regular intervals.
- If at any time working with VDUs an employee experiences visual difficulty, they have a similar entitlement.

Contractors

Contractors must be familiar with and conform to our Safety Policy. Contractors must produce evidence when asked that proper employer liability and public liability insurance is in place. Contractors must bring to the attention of the Safety Officer any process or use of materials which may be a danger to safety and health.

Contractors must report defects in plant or equipment without delay. Contractors must ensure adequate information and training is provided for employees, submit certificates of test and thorough examination for lifting appliances brought onto the premises, and conform generally with the responsibilities of employees.

Control of Substances Hazardous to Health

The law requires the organisation to control the use, disposal, and transportation of all hazardous materials. A formal assessment has been carried out of all materials used by the organisation and this is always available on site for reference purposes. Employees are not allowed to buy or to bring to work substances which are not included on the chemical safety register. If a formal assessment has not been made, then that product may not be brought on site. Disposal of chemical products must only be carried out on the direct instruction of the Safety Officer.

It is a strict requirement of the organisation that when any person handles a chemical, they never mix it with any other chemical product. The mixing of chemicals can lead to harmful chemicals being formed inadvertently.

Working safely with cleaning agents.

- Always follow the manufacturer's instructions for use found on the care label.
- Make use of provided Personal Protective Equipment including rubber gloves, aprons and, when required, eye protection.
- Always work in a well-ventilated space.
- Select the proper cleaning agent for the task:
 - Degreaser - for breaking down soiling in surfaces and removing visible dirt.
 - Sanitizer - for disinfecting surfaces and kills bacteria and other nasty bugs.

- Always store cleaning agents in the designated location within the office.
- Familiarise yourself with the Safety Data Sheets for each chemical prior to use.
- Keep all cleaning chemicals in their original containers and never mix chemicals, even if they are the same "type" of chemical.
- Be aware of the "signal words" on product labels and know what they mean:
 - **Caution:** the product should be used carefully but is relatively safe.
 - **Warning:** the product is moderately toxic.
 - **Danger:** the product is highly toxic and may cause permanent damage to skin and eyes.

Always use common sense to protect yourself and do not undertake any tasks which place you or those around you at risk.

The four ways in which chemicals can enter the body:

Inhalation:

Breathing in contaminated air is the most common way that workplace chemicals enter the body.

Contact with the skin or eyes:

Some chemicals can damage the skin or eyes (e.g., irritation) or pass through the skin into the body.

Ingestion:

Workplace chemicals may be swallowed accidentally if food or hands are contaminated.

Injection:

Injection can occur when a sharp object (e.g., needle) punctures the skin and injects a chemical directly into the bloodstream.

A separate statement covers drugs and alcohol; please see section 18 below.

Pregnancy

During pregnancy, personnel may be at increased risk in certain situations. Pregnancy may affect an employee's ability to handle goods or stand for prolonged periods of time, resulting in a safety issue. Hard and fast rules for pregnancy are difficult to put in place as cases vary and some staff may take exception to being restricted at work when pregnant and staff may be pregnant without the organisation being aware. When a member of staff is pregnant, they should not be required to lift or carry anything other than very light weights unless they have documentary agreement from their Medical Practitioner to say that they can lift heavier items. Where a pregnant employee must work in a standing position, a facility should be provided for that member of staff to take regular breaks to sit down. The number of breaks should be figured out between the employee and their supervisor.

There is no evidence to suggest that work with visual display screens is harmful to someone who is pregnant and there is no known reason to restrict this work.

In case of any pregnant employee suffering from any illness or discomfort in the workplace, they should be referred at once to their Medical Practitioner. In case of any concerns over the work which the pregnant employee is involved with, advice should be sought from the Medical Practitioner. Personal protective equipment must be kept under review throughout the period when the pregnant employee is at work.

Driving for Work – the “Grey Fleet”

While drivers are personally responsible for how they drive their own vehicle, when they drive their own vehicle for work employers are responsible for putting procedures in place that make sure the employees drive for work safely at all times.

The “grey fleet” is the term commonly used to describe the use of any vehicle that is not owned, leased or rented by an employer that is driven by an employee or a contractor making a work-related journey.

Employees who drive grey fleet must:

- Receive permission to drive for work in their own vehicle.

- Provide evidence that they are legally entitled to drive the vehicle they are using.
- Provide evidence that the vehicle that they are using is in a safe and roadworthy condition by way of a copy of their National Car Test (NCT) certificate.
- Provide evidence that they are using a vehicle that is motor tax compliant.
- Provide evidence that the vehicle they are using is suitably insured for occasional business use.
- Provide evidence that they are medically fit to drive.
- Be instructed, trained and informed on company requirements for driving their vehicle safely for work.
- Comply with the [Rules of the Road](#) and company requirements at all times.

Employees permitted to drive their own vehicle must at least annually resubmit:

- Evidence of their legal entitlement to drive the vehicle they are using
- An up-to-date NCT certificate
- Evidence of motor tax compliance
- Insurance information.

Furthermore, an employee may be required to resubmit evidence that they are medically fit to drive at any stage after initial approval has been granted.

Should there be changes at any stage to the status of any of the above (e.g. if the employee purchases a new car, or a vehicle fails to pass the NCT) after approval has been granted, the Safety Officer must be informed and fresh approval must be granted before the employee can continue to use their own vehicle for work purposes.

Significant adverse legal implications may follow for individuals and organisations who breach health and safety obligations, or who are found to be criminally liable or liable for negligent acts, or vicariously liable for the actions of others. Obligations in relation to management of safety of both workers and volunteers using grey fleet and safety of the public when grey fleet is used are taken very seriously.

To request permission to drive your own vehicle for work purposes, please complete the [Driving for Work – Driver Declaration Form \[Grey Fleet\]](#) along

with the required documentation, and submit these to the Head of Operations & Programmes.

Rules for Employees when Driving for Work

All employees who are approved to drive their own vehicle for work must abide by the following rules:

- Never drink and drive and be aware of dangers associated with driving the morning after alcohol intake, as alcohol may still be present in the body and cause impairment of driving.
- Never drive under the adverse influence of drugs (either prescribed, over the counter or recreational).
- Carry out pre-journey checks of the vehicle.
- Switch off mobile phone while driving; check for messages during scheduled breaks.
- Avoid being distracted when driving by phones, handheld devices, passengers or satellite navigation.
- Drive in a safe and comfortable position.
- Drive with seat belt fastened and make sure that all passengers are wearing seat belts and are suitably restrained before driving.
- Drive with lights on at all times.
- Observe and obey road safety signs, in particular road signs warning of road works.
- Drive in a safe and legal manner.
- Be courteous and considerate of all other road users when driving for work.
- Observe and obey speed limits.
- Stop driving if feeling tired or sleepy; find somewhere safe to rest straight away.
- Report any collisions to the Safety Officer immediately and report to Gardaí if any person is injured, and to insurer, as appropriate.
- Always park legally.

Risk Assessments

Risk assessments have been completed to identify the fundamental risks involved in the operations of Belong To and these have been recorded in the organisation's [Risk Register](#). The assessments look at the hazards of

the operations set against the real risks to employees, volunteers, service users, contractors, visitors and third parties who interact the organisation.

Statutory Requirements

The assessment of the risks involved in the operation of Belong To must have due regard for the statutory requirements for health and safety at work.

Associated Documentation

These risk assessments must be read in conjunction with documentation intended to ensure safe systems of work and safe practices in the workplace. Reference should be made to the following documents produced or held by Belong To:

- Organisation Safety Policy
- Organisation Training Records
- Organisation Fire Log
- Public Liability and Employers Liability Insurance Certificates
- Organisation Accident Records

Organisational Risk Assessments

It is the policy of Belong To to encourage all staff and third parties to work together to create a healthy and safe working environment. To fulfil this policy, hazards must be identified and suitable steps taken to prevent injury or ill health to Belong To staff, or third parties, who may include contractors or visitors.

This procedure is intended to provide guidance for those members of staff with specific responsibility for assessing and controlling risks within their areas of responsibility, complementing the responsibilities detailed in the general Safety Policy Statement.

It is important to note this procedure relates to the long-term health of individuals as well as the management of the safety of such individuals, which focuses on the prevention of injuries. Risks to health, such as occupational stress or infectious diseases must be considered as well as the more obvious safety illnesses, such as those which relate to manual handling or fire evacuation.

What is a Risk Assessment?

A risk assessment is the systematic identification of potential hazards in the workplace by personnel as a first step to controlling the possible risks involved.

A hazard is anything that has the potential to cause harm.

A risk is the likelihood of someone being exposed to that hazard and harmed as a result.

Risk assessments must be in place for all Belong To operations.

The risk assessment should assess the risk that may be present in all work activities and may identify areas for more detailed 'specific' assessments.

Individual and Group Risk Assessments

A duty of care is owed to the individual, and risk assessments must take this into account. Therefore, a person with individual needs (such as people with a physical, intellectual, or developmental disability) who is accessing our service, may need an assessment based on the activities they are engaged in, the nature of their needs and other circumstances which should be considered that may pose an extra risk to the individual and/or the organisation.

Where an individual belongs to a group of people who may be at risk, it may be considered proper, and where reasonably practicable, to develop a risk assessment on that group rather than on the individual. A decision to carry out a group risk assessment should be conducted where (1) the level of risk associated with an individual is low and (2) where there are several individuals attending the service with similar circumstances.

Offsite Activities – Risk Assessments

In line with our duty of care owed to individual service users, a risk assessment shall be carried out for each activity or day trip in which young people will take part. Such risk assessments shall be completed by the lead worker responsible for the activity and given to the Safety Officer no less than 7 working days before the proposed activity is scheduled to take place.

Such risk assessments will also take place for other offsite activities by Belong To, such as launch events or the Rainbow Ball.

As a matter of course, we will only use reputable third parties for the provision of sporting and adventure activities for off-site activities. We shall need from them evidence of their qualifications to undertake the selected activities and copies of their insurance documentation which clearly states they have appropriate cover in place for the proposed activity.

Why are Risk Assessments necessary?

Risk assessments are important for two main reasons:

1. The process is a fundamental part of national law.
2. It manages potential dangers in the workplace.

It is important to remember that it may not be possible to eradicate problems completely. Always remember the phrase “reasonably practicable”.

Who should carry out Risk Assessments?

Essentially, individuals who are familiar with the working area and working practices should be involved with the risk assessment process.

The Safety Officer (Risk Assessor) handles developing a risk assessment plan and completing assessments following this plan. This should be done in consultation with the supervisor for their areas of responsibility.

The management of Belong To have ultimate responsibility to ensure that risk assessments are completed.

When should Risk Assessments be completed?

Risk assessments should be completed at least once a year provided that no changes have occurred during this time. If either the working environment or working practices are amended, however slightly, a new risk assessment must be performed.

Risk assessments should also be carried out if any new procedures relevant to the safety, health and welfare of employees are being introduced.

How do you perform a Risk Assessment?

There are five steps to performing a satisfactory risk assessment:

1. Identify hazards
2. Identify who is at risk
3. Evaluate the risk
4. Establish control measures
5. Record decisions and review regularly

Administration

The Risk Assessor should keep completed [Risk Assessment Forms](#) and a copy must be held on site. Risk assessments must be made available to all relevant personnel, and they must be kept up to date.

Alcohol and Drugs Policy

Belong To is aware of its responsibilities to provide, as far as is reasonably practicable, a safe and healthy working environment, and recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct, and safety, or the safety of others whilst in the workplace.

All employees, regardless of status, are expected to adhere to, and observe, current and future legislation, and both Belong To and client policies and rules about the consumption of alcohol and/or drugs whilst on, or reporting for, duty or whilst on organisation or client premises.

Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job.

The consumption of alcohol on Belong To premises is not allowed except at authorised organisation functions or with the prior consent of senior management. Any employees, volunteers, or service users, regardless of status, found consuming either drugs or unauthorised alcohol on organisation premises or at any of the youth groups and associated activities for young people, or thought unfit to carry out their normal duties through the unauthorised consumption of such, may be subject to disciplinary action.

Belong To reserves the right to remove from site and suspend from work any employee or volunteer suspected to be in breach of this policy through misuse of alcohol or drugs, pending further investigation.

Any employee or volunteer found to be in breach of legislation and/or either organisation or client policy or rules may be subject to disciplinary action for gross misconduct which may lead to summary dismissal.

Belong To would prefer to help staff, volunteers or service users who might have a problem, not penalise them. Staff and volunteers who seek help and declare a belief that they have a problem concerning either alcohol or drugs will be dealt with sympathetically by the organisation and support will be given where possible. The Drugs & Alcohol Senior Youth Worker will support young people who declare a belief that they have a problem concerning either alcohol or drugs.

Belong To's drug and alcohol service uses a model of harm reduction. Harm reduction refers to policies, programmes and practices that aim to reduce the harms associated with the use of drugs in people unable or unwilling to stop. The defining features are the focus on the prevention of harm, rather than on the prevention of drug use itself, and the focus on people who continue to use drugs. However, to ensure a safe and healthy work environment, Belong To's drug and alcohol service will inform its service users that it is not acceptable to present to the service under the influence of drugs and alcohol nor should they have drugs or alcohol on their person. Where there is a failure of a service user to follow this, it may result in disciplinary action.

Discovery of Suspected Illegal Substances

On discovery of suspected illegal substances on the organisation's premises, or the surrender by a service user of a suspected illegal substance to the custody of a staff member or volunteer, the substance must be disposed of using the sharps disposal box as soon as possible. Following disposal, an incident report should be given to the Safety Officer.

The sharps disposal box is a yellow and orange incineration bin. It is kept in the office on the 2nd floor. The Drugs and Alcohol Senior Youth Worker or the Office Manager can direct you to the location if needed. A sharps disposal box is also present at the Dublin Pride Hub where youth groups are held.

Workplace Safety Guidelines

General Guidelines

- All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
 - All employees shall at once report any unsafe practices or conditions to the Safety Officer.
 - Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job.
 - Horseplay, practical joking, or any other acts which might jeopardise the health and safety of any other person are forbidden.
 - Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
 - Employees shall not adjust, move, or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff, and then only if safe to do so.
 - All waste materials must be disposed of carefully and in such a way that they do not form a hazard to other workers.
 - No worker should undertake a job which appears to be unsafe.
 - No worker should undertake a job until he or she has received adequate safety instruction, and is otherwise not authorised to carry out the task.
 - All injuries must be reported to the Safety Officer or a delegated representative.
 - Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall at once report any deficiencies to the supervisor or Safety Officer.
 - Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
 - No employees should use chemicals without the knowledge needed to work with those chemicals safely and the completion of a risk assessment prior to use.
 - Suitable clothing and footwear will be worn always. Personal protective equipment shall be worn wherever appropriate.
- All employees are expected to attend organisational safety meetings.

Working Environment

- Work sites must be kept clean and tidy.
- Any spillage must be cleaned up at once.
- Waste materials and rubbish must be removed routinely.
- All combustible waste materials must be discarded in sealed metal containers.

Walkways

- Walkways and passageways must be kept clear from obstructions always.
- If a walkway or passageway becomes wet, it should be clearly marked with warning signs and/or covered with non-slip material.
- Trailing cables are a trip hazard and should not be left in any passageway.
- Any change in the floor elevation of any walkway or passageway must be clearly marked.
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.

Personal Protective Equipment (PPE)

- Employees must use all personal protective equipment provided to them following the training and instruction given to them about its use.
- Employees who have been provided with personal protective equipment must at once report any loss of or obvious defect in any equipment provided to the Safety Officer.

Tools and Equipment

- Organisation machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to decide who is authorised to use specific tools and equipment.
- It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.
- All tools must be properly and safely stored when not in use.

- No tool should be used without the manufacturer's recommended shields, guards, or attachments.
- Approved personal protective equipment must be properly used where appropriate.
- Persons using machine tools must not wear clothing, jewellery, or long hair in such a way as might pose a risk to their or anyone else's safety.
- Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Manual Lifting and Moving

- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be proper for the task at hand.
- The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
- When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
- The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
- Employees should not try to lift or move a load which is too heavy to manage comfortably.
- If team lifting or moving is necessary, one person should act as co-ordinator, giving commands to lift, lower, etc.
When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

High Voltage and Low Voltage Electricity

- Don't work alone – in case of an emergency, another person's presence may be essential.
- Always keep one hand in your pocket when anywhere around a powered line-connected or high voltage system.
- Wear rubber bottom shoes.

- Wear eye protection – large plastic lensed eyeglasses or safety goggles.
- Don't wear any jewellery or other articles that could accidentally contact circuitry and conduct current or get caught in moving parts.
- Set up your work area away from possible grounds that you may accidentally contact.
- Know your equipment: TVs and monitors may use parts of the metal chassis as ground return, yet the chassis may be electrically live with respect to the earth ground of the AC line. Microwave ovens use the chassis as ground return for the high voltage. In addition, do not assume that the chassis is a suitable ground for your test equipment!
- If circuit boards need to be removed from their mountings, put insulating material between the boards and anything they may short to. Hold them in place with string or electrical tape. Prop them up with insulation sticks – plastic or wood.
- Connect/disconnect any test leads with the equipment unpowered and unplugged. Use clip leads or solder temporary wires to reach cramped locations or difficult to access locations.
- Perform as many tests as possible with power off and the equipment unplugged. For example, the semiconductors in the power supply section of a TV or monitor can be tested for short circuits with an ohmmeter.
- When handling static sensitive components, an anti-static wrist strap is recommended. However, it should be constructed of high resistance materials with a high resistance path between you and the chassis (greater than 100K ohms). Never use metallic conductors as you would then become an excellent path to ground for line current.
- Don't try repair work when you are tired. Not only could you be more careless, but your primary diagnostic tool – deductive reasoning – will not be running at full ability.
- Finally, never assume anything without checking it out for yourself. Don't take shortcuts!

Portable Ladders

- Do not hand-carry loads on a ladder.
- Do not try reaching so far that you lose your balance; move the ladder.
- Non-skid feet or spurs may prevent a ladder from slipping on a hard, smooth surface.

- For ladders other than step ladders, do not stand on the ladder's top three rungs.
- A damaged side rail may cause one side of a ladder to give way.
- The base should be spaced one foot away for every four feet it reaches up.
- Ladders used to reach a walking surface or roof must extend at least three feet beyond.
- Extension ladders need both locks holding to prevent overloading a rail.
- Step ladders should be securely spread open.
- Never use a folding step ladder in an unfolded position.
- Electrical shock can occur with metal or wet wooden ladders. Not only is the shock itself dangerous, but it can cause falls resulting in injury.

Portable Hand Tools

- Never carry a tool by the cord or hose.
- Never yank the cord or the hose to disconnect it from the receptacle.
- Keep cords and hoses away from heat, oil, and sharp edges.
- Disconnect tools when not using them, before servicing and cleaning them, and when changing accessories such as blades, bits, and cutters.
- Keep all people not involved with the work at a safe distance from the work area.
- Secure work with clamps or a vice, freeing both hands to use the tool.
- Avoid accidental starting. Do not hold fingers on the switch button while carrying a plugged-in tool.
- Maintain tools with care; keep them sharp and clean for best performance.
- Follow instructions in the user's manual for lubricating and changing accessories.
- Be sure to keep good footing and keep good balance when using power tools.
- Wear proper apparel for the task. Loose clothing, ties, or jewellery can become caught in moving parts.
- Remove all damaged portable electric tools from use and tag them: "Do Not Use".

Youth Work Setting

- At the start of each youth group a safety announcement will be made, naming the emergency exits and assembly point in case of fire or evacuation of the building.
- Staff/volunteers should ensure, in so far as possible, that buildings or facilities which they use for activities with young people are safe and secure for the people in it. All occupied parts of the building should be checked and parts not in use should be isolated or secured. Emergency evacuation procedures for these buildings or facilities should be understood by staff and volunteers. Where in long term use (of a year or longer), an evacuation drill should be carried out on an annual basis.
- Some external buildings/facilities that we use for our youth groups may have specific terms and conditions attached to their use. This will often cover safety announcements to be made at the start of each group. Such conditions should always be met.
- Youth groups should be run with an adequate ratio of responsible adults to young people. This should take into consideration the age, safety, nature and or location of the activity being conducted and the individual needs of young people that may be taking part in the group. The Safety Officer is empowered to suspend the provision of youth groups or services where an adequate ratio of responsible adults to young people is not present.
- Belong To's youth groups will ideally meet the following minimum adult/young person ratio:

Ratio:

1 adult to each 8-young people +1 adult (and allowing an added adult for each group of 8 thereafter)

1 adult to each young person with enhanced needs where deemed necessary through an individual or group risk assessment.

- Peer Educators who are under 18 years of age cannot be depended upon to take full responsibility for managing a group of their peers. Peer Educators can supplement the numbers of responsible adults supervising the activity but should not be counted as part of the core ratio under any circumstances.
- The space used for youth groups is to be cleaned following each group.

- Bags and personal belongings are to be stored safely so as not to cause a trip or fall hazard to anyone within the space or obstruct the emergency exits.
- At least one qualified occupational first aider must be present at each youth group and activity for young people outside the organisation's premises. A youth group shall never go ahead where a qualified occupational first aider will not be on duty.

Emergency Evacuation Procedures

Emergency refers to any event that may need an evacuation of the premises (e.g., gas leak, fire, bomb threat, etc.) The person who becomes or is made aware of a potential emergency should first sound the alarm. On hearing the alarm, all employees and visitors must:

- **Go** at once to the emergency exits, closing all doors as they leave.
- **Not** wait to find out what is happening.
- **Not** stop to collect personal items.
- **Go** at once to their assembly point (this is found outside Dolphin House on Essex Street East) and wait for further instruction.
- **Not** re-enter the building until authorised to do so by emergency services.

Fire Detection & Warning signs

Carry out periodic fire drills and check that fire detection warning systems are working correctly.

Ensure that fire safety detection/warning systems are serviced and maintained by a competent person.

For a complete list of Fire Warden responsibilities, please see section 6.

Appendix 1: Workstation Self-Audit Checklist

Workstation: _____

Date: _____

Auditor: _____

	Y	N		Y	N
Are the characters clear?			Is the work chair stable and movable?		
Is the image size adequate?			Can the seat height and the seat back be adjusted?		
Is the image flicker free?			Has a footrest been made available?		
Are the brightness and contrast adjusters working?			Are windows provided with suitable blinds?		
Is the keyboard design adequate?			Are noise, heat, and humidity at acceptable levels?		
Is there provision to ensure that background light does not cause difficulty for the user viewing the screen?			Have employees been made aware of quantitative and qualitative checking facilities used in software systems?		
Is there reasonable space at the workstation?			Does the system give feedback to employees on their performance?		
Is the lighting in the room adequate?			Does the user feel that they have had enough training in the use of the system software?		

Are the characters on the keys clear?		Does the screen swivel and tilt easily?		
Is electromagnetic radiation reduced to acceptable levels?		Does the user feel that they have adequate breaks away from the VDU?		
Does the user feel that they have had enough training on the use of the workstation equipment?		Has the user been made aware of the guidelines for safety at VDU equipment?		
Can the screen be separated from the base?		Has the user had a suitable eye test for VDU work?		
Can the keyboard be tilted?		Does the user find any problems in their VDU work? If yes, please elaborate.		
Is the keyboard separate from the screen?				
Can arms and hands be rested on the desk in front of the keyboard?				
Is the desk or work surface large enough to allow flexible arrangements for the equipment?				
Is there adequate space at the workstation to allow the use to find a comfortable position?				

Auditors Signature: _____

Date of next scheduled audit: _____

Appendix 2: Individual/ Group Risk Assessment

To conduct an Individual/Group Risk Assessment, please consult the [Risk Management Framework](#) and use the [Risk Analysis Template](#).

An individual/group risk assessment involves listing all significant risks across technical, organisational, vendor-related, financial and environmental risks, and any other risks that might apply, assessing and scoring the existing likelihood and potential impact of each risk, and then assessing further mitigation measures to be implemented and assigning a target risk score that will apply once these additional mitigations are in place.

- 1. Risk Description** – list examples, such as young people with challenging behaviour.
- 2. Impact Type** – list potential impacts, such as increased potential for injury.
- 3. Potential Impact(s)**
- 4. Risk Origin** – internal or external?
- 5. Existing controls in place** – what mitigations already exist?
- 6. Likelihood Score** – how likely is this risk to occur, factoring in existing controls?
- 7. Impact Score** – how severe would the impact be, factoring in existing controls?
- 8. Current Risk Score** – multiply the likelihood and impact scores.
- 9. Notes (if required)**
- 10. Owner**
- 11. Other support**
- 12. Additional controls required / Action to be taken**
- 13. Target date**
- 14. Target Likelihood Score**
- 15. Target Impact Score**
- 16. Target Risk Score**

Appendix 3: Off Site Activity Risk Assessment

This risk assessment template should be used for all off-site activities, including all once-off events and short term projects. Use the editable [Offsite Risk Assessment template](#) in Excel format.

[Event Name and details]								
<p>List significant risks to that could have negative impact on the project. <i>Consider the full range of potential risks including technical, organisational, vendor-related, financial, environmental, and so on. (delete and add more rows as needed)</i></p>								
Risk Description	Impact	Impact Rating	Likelihood Rating	Risk Score	Plan to Control Risk [to be updated with specific information for this event] (assign responsibility and a deadline)	Revised Impact Rating	Revised Likelihood Rating	Revised Risk Score

Appendix 4: Accident or Incident Report Form

This form should be completed whenever an accident or incident occurs which results in injury or damage to personnel or property.

Accident / Incident Report Form		
i	Name of person(s) involved in accident/incident:	
ii	Address:	
	Phone:	
iii	Who was involved?	Employee <input type="checkbox"/> Service user <input type="checkbox"/> Public <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor <input type="checkbox"/>
iv	Date and time of accident/ incident:	
v	Date accident/ incident reported to management:	
vi	Where did the accident/ incident take place?	
vii	Type of accident:	Injured/damaged by a person <input type="checkbox"/> Struck by/contact with something <input type="checkbox"/> Caught in/under something <input type="checkbox"/> Slip/trip/fall <input type="checkbox"/> Sharps <input type="checkbox"/> Road traffic accident <input type="checkbox"/> Exposure to substances <input type="checkbox"/> Manual handling <input type="checkbox"/> Property damage <input type="checkbox"/> Other <input type="checkbox"/>
		<i>Specify other:</i>
viii	Particulars of accident/ incident and circumstances under which it occurred:	
ix	Include the details of any witnesses, including names, phone numbers and addresses:	

x	Details of injury/damage	Bruising/contusion	<input type="checkbox"/>
		Concussion	<input type="checkbox"/>
		Internal injuries	<input type="checkbox"/>
		Open wound	<input type="checkbox"/>
		Abrasion, graze	<input type="checkbox"/>
		Amputation	<input type="checkbox"/>
		Open fracture (i.e. bone exposed)	<input type="checkbox"/>
		Closed fracture	<input type="checkbox"/>
		Dislocation	<input type="checkbox"/>
		Sprain, torn ligaments	<input type="checkbox"/>
		Suffocation, asphyxiation	<input type="checkbox"/>
		Gassing	<input type="checkbox"/>
		Drowning	<input type="checkbox"/>
		Infection	<input type="checkbox"/>
		Burns, scalds and frostbite	<input type="checkbox"/>
		Effects of radiation	<input type="checkbox"/>
		Electrical injury	<input type="checkbox"/>
		Property damage	<input type="checkbox"/>
		Other	<input type="checkbox"/>
	<i>Provide further details. Specify "other" if selected:</i>		
xi	Part of the body injured:	Head, except eyes	<input type="checkbox"/>
		Eyes	<input type="checkbox"/>
		Neck	<input type="checkbox"/>
		Back, spine	<input type="checkbox"/>
		Chest	<input type="checkbox"/>
		Abdomen	<input type="checkbox"/>
		Shoulder, upper arm, elbow	<input type="checkbox"/>
		Lower arm, wrist, hand	<input type="checkbox"/>
		Fingers, one or more	<input type="checkbox"/>
		Hip joint, thigh, knee cap	<input type="checkbox"/>
		Knee joint, lower leg, ankle	<input type="checkbox"/>
		Foot	<input type="checkbox"/>
		Toes, one or more	<input type="checkbox"/>
		Extensive parts of the body	<input type="checkbox"/>
		Multiple injuries	<input type="checkbox"/>
		Other	<input type="checkbox"/>
	<i>Provide further details. Specify "other" if selected:</i>		
xii	Consequences:	Fatal	<input type="checkbox"/>
		Non-fatal	<input type="checkbox"/>

xiii	Result:	Sick leave <input type="checkbox"/>
		Excused <input type="checkbox"/>
		Light duty <input type="checkbox"/>
		Medicine <input type="checkbox"/>
xiv	Anticipated absence:	1-4 days <input type="checkbox"/>
		5-7 days <input type="checkbox"/>
		8-14 days <input type="checkbox"/>
		More than 14 days <input type="checkbox"/>
		None (<i>no anticipated absence resulting from the accident or incident</i>) <input type="checkbox"/>
xv	Has the accident been reported to the Health and Safety Authority?	Yes <input type="checkbox"/>
		No <input type="checkbox"/>
		Not applicable <input type="checkbox"/>
xvi	Has the insurance company been informed?	Yes <input type="checkbox"/>
		No <input type="checkbox"/>
		Not applicable <input type="checkbox"/>
xvii	Have additional documents been submitted with this report?	Yes <input type="checkbox"/>
		No <input type="checkbox"/>
	<i>If yes, please list here. Example may include copies of witness statements, photographs, etc.</i>	
Investigating staff member:		
Signature:		
Date:		