

SAFETY STATEMENT

Castle Blinds and Shutters

July 2012

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Introduction

This safety statement outlines the health and safety policy of Castle Blinds and Shutters and in doing so aims to fulfil the requirements of all relevant legislation, in particular the:

Safety, Health and Welfare at Work Act, 2005,
Safety, Health and Welfare at Work (General Application) Regulations, 2007
Relevant European Legislation

This statement also takes into account codes of practice as written and will be amended as required to quote relevant legislation.

This safety statement has been prepared following consultation with employees, both staff and management.

Safety Is A Journey Not A Destination

Document Review

Version	Date	Description	Computer Filename	Prepared By	Approved By

Section 1: Management Safety Policy

1.0 Management Safety Policy

Castle Blinds and Shutters

Castle Blinds and Shutters supply blinds and shutters to the general public. This Occupational Health and Safety Management System will enable Castle Blinds and Shutters to control its OH&S risks and improve its OH&S performance.

In order to meet the requirements set out by this policy, Castle Blinds and Shutters will provide sufficient resource of time, personnel and finance in addition to supplying relevant information, training and supervision to its workforce in a language appropriate to all its employees. Castle Blinds and Shutters is fully committed to meeting its legal responsibilities. In addition, Castle Blinds and Shutters aspires to continually improve its occupational health and safety performance and to meet the changing needs of the business and regulatory requirements.

It is the Directors intention that, Castle Blinds and Shutters operates in such a matter as to achieve the following:

- Setting objectives for health and safety performance and reviewing them on an annual basis.
- Prevention of accidents and ill health at work.
- Consulting with employees at all levels within the organisation.
- Implementing robust hazard reporting, accident recording and investigation procedures.
- Providing and maintaining equipment that is safe to use.
- Providing systems to ensure materials and substances can be used, handled, transported and stored safely.
- Providing information, instruction, training and supervision as appropriate to enable employees to carry out their activities safely.
- Appointing competent people to manage health and safety

This policy will be kept up to date particularly in the light of organisational change or changes in legislation. Castle Blinds and Shutters will fully support the policy and will endeavour to ensure that the objectives are met. The allocations of responsibilities for health and safety and the particular arrangement required to implement the policy are set out in the management system.

All employees have responsibilities for working in a responsible manner in order to ensure their own safety as well as that of their colleagues and others who may be affected by their activities. This safety policy will be given to all staff on induction or when situations change.

The effectiveness of the policy will be monitored at the annual review and amended as necessary.

Signed

Manager

Date:

Section 2: Safety Management Structure and Responsibilities

2.0 Safety Management Structure

It is the duty of employees at all levels to comply with the Safety Statement and to carry out their responsibilities as detailed in it. It may be appropriate for a person to delegate some of their function but ultimate responsibility still lies with the named individual.

There is a duty on EVERY one of us to ensure not just our own health and safety but also that of each one of our colleagues and others affected by our work.

Responsibilities

Director

As the person responsible for the effective management of the Castle Blinds and Shutters has the ultimate responsibility to represent the Castle Blinds and Shutters in taking control, establishing and maintaining a policy on Health and Safety. This policy shall be represented as this Safety Statement. In accordance with the general duties placed upon us by *Sections 8 to 11 of the 2005 Act*, Albert Nolan shall, in so far as is reasonably practicable, ensure compliance with the Safety Statement by:

1. Taking a first-hand interest in the Safety Policy and to support those whose function it is to implement it.
2. Provide the resources necessary, in terms of time, effort and finance in order to promote Health and Safety in this workplace.
3. Take an active part in reviewing any relevant Reports and Audits, relevant changes and improvements (and prioritising these) and ensure that Health and Safety is taken into account at the planning stage of all new work.
4. Ensure that all staff are held accountable for their performance in relation to Safety, Health and Welfare in the workplace, with regard to themselves, their fellow employees and others, who may be affected by their work.
5. Ensure that all staff are competent in their own individual tasks.
6. Ensure that all materials and equipment comply with the requirements of safety legislation and standards and that no items purchased shall interfere with standards of safety.
7. Ensure that the 'Safety Policy' is understood, by all employees by allowing each employee access to the Safety Statement. If any employee has a difficulty in reading or understanding the Safety Statement it will be read to him in a language that he/she can understand. When changes / amendments occur, ensure these are appropriately circulated.
8. Ensure that all employees will receive adequate training to carry out their tasks safely.
9. Ensure all staff receives training and records are kept by Management.
10. Ensure that all employees accept training or literature given in relation to Safety and Health and also accept any advice given by a competent person.
11. Ensure that all employees understand that Health and Safety information about their work is available to them as a right.
12. Ensure the Safety Statement is brought to the attention of the employees at least annually.

Employees

All employees are expected to co-operate fully with all provisions taken by us for ensuring the Safety, Health and Welfare of employees.

All employees are expected to:

- Immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the person in charge.
- Adhere to all safe systems of work, comply with and beware of hazard warning signs and safety signs, which indicate dangerous machinery, substances or procedures.

All employees have specific statutory responsibilities under the *Safety, Health and Welfare At Work Act, 2005, Sections 13 and 14*. This legislation is outlined as follows:

It shall be the duty of every employee while at work:

- To take reasonable care of his/her own safety, health and welfare and that of any other person who may be affected by his acts or omissions while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- To use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his / her use alone or for use by him/her in common with others for securing his safety, health or welfare while at work) and
- To report to his/her employer or his / her immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare of which he becomes aware.
- Not to be under the influence of alcohol or drugs
- If reasonably required by the employer, to submit to any appropriate, reasonable and appropriate tests as may be required by Regulations under the *2005 Act*.
- Not to engage in improper behaviour such as bullying or horseplay which could endanger any other person, in the workplace.
- Where safety and health training related to a particular task is required by the employer or by safety and health legislation, attend and undergo, as appropriate, any reasonable assessment required.
- No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health or welfare of persons arising out of work activities.

Health and Safety Officer/Management

The main responsibility of the Health and Safety Officer/Management is to advise and assist staff on health and safety matters.

He/she shall:

- Co-ordinate the organisations health and safety management system.
- Ensure that the Safety Statement including risk assessments are periodically evaluated and revised.
- Ensure that all employees have access to the Safety Statement and have read and understood it.
- Ensure regular inspections of the premises are carried out and remedial action taken where necessary.
- Ensure that induction and safety training of all employees is carried out.
- Ensure that sufficient numbers of staff are trained and hold the positions of first aider and fire warden.
- Ensure that an accident report form is completed for all accidents and that all accidents are investigated.
- Report all relevant accidents and dangerous occurrences to the HSA (Health & Safety Authority).
- Monitor the systems for ensuring that fire precautions are adequate.
- Ensure that a minimum of two emergency evacuations are carried out on an annual basis.

Section 3: Arrangements for Health & Safety

4.0 Documentation and Dissemination of Safety Statement

The Safety Statement is available to all of Castle Blinds and Shutters staff and employees. The safety statement can be viewed by asking any member of management for a copy. Others may also require access to the Safety Statement e.g. households, companies and contractors.

The Safety Statement will be brought to the attention of all new employees and to existing employees at least annually and following any amendments. It will also be brought to the attention of non-employees who may be exposed to specific risks in the workplace (e.g. contractors).

The Safety Statement will be brought to the attention of the above persons in a form, manner and as appropriate, language that will be understood.

5.0 Review of Safety Statement

The Safety Statement will be reviewed annually and also where:

- (a) There has been a significant change in the matters to which it refers,
- (b) There is another reason to believe that it is no longer valid, or
- (c) Under the direction of a H.S.A. Inspector.

Following the review, the Safety Statement will be amended as appropriate. The review will be carried out by the Safety Officer with assistance from consultancy staff.

6.0 Consultation

Castle Blinds and Shutters is committed to meeting its obligations under *Section 26 of the Safety, Health and Welfare at Work Act 2005* on consultation. Castle Blinds and Shutters are committed to a policy of co-operation and consultation between management and staff and will take account of any representations made by staff members. The effectiveness of the consultation arrangements will be reviewed at regular intervals.

Castle Blinds and Shutters have the following consultation mechanisms in place:

- Staff are encouraged to discuss health and safety issues with their manager or the Safety Officer
- Health & Safety can be raised at staff meetings
- Staff may elect a Safety Representative

Consultation will take place in advance and in good time with regard to health and safety management at the place of work.

7.0 Safety Representatives

Employees may select and appoint a Safety Representative. Safety Representatives will not be placed at any disadvantage as a result of fulfilling their role.

Section 25 of the Safety, Health and Welfare at Work Act 2005 states that the Safety Representative may:

- Make representations to their employer on any aspects of safety, health and welfare at the place of work.
- Inspect the place of work after giving reasonable notice to their employer. The frequency and schedule of inspections must be agreed between the Safety Representative and the employer in advance.
- Inspect the place of work in the event of an accident, dangerous occurrence or a situation of imminent danger or risk to health and safety.
- Investigate accidents and dangerous occurrences provided that they do not interfere with or obstruct any person fulfilling their legal duty.
- After giving reasonable notice to their employer, investigate complaints made by employees whom they represent.
- Accompany a H.S.A. Inspector on a tour of inspection.
- At the discretion of a H.S.A. Inspector, accompany the inspector while they are investigating an accident or dangerous occurrence.
- Make oral or written representations to H.S.A. Inspectors on matters relating to health, safety and welfare at the place of work.
- Receive advice and information from H.S.A. Inspectors on matters relating to health, safety and welfare at the place of work.
- Consult and liaise with other Safety Representatives appointed in the organisation

Safety Representatives will be given reasonable time off, without loss of remuneration, to discharge their functions as a Safety Representative and to acquire appropriate knowledge and training.

Safety Representatives must be notified when a H.S.A. Inspector visits the site for the purpose of an inspection.

Note: Although not mandatory, where an employer is in agreement a Schedule 4 Safety Committee may be established (refer to Appendix 3 for details).

8.0 Environmental Policy

Castle Blinds and Shutters commits itself to work in a manner that conserves our Environment and protects the Safety, Health and Welfare of our employees and sub-contractors, customers and the community.

Our objective in the environmental health and safety area is to assume a responsible position. In accomplishing this we will:

1. Comply with all local, and national legislation.
2. Ensure that our operations and products used do not create unacceptable risks to human health or the environment.
3. Assess the discharges and waste generated from our premises and their effects, if any, on the environment and community.
4. Ensure that all of our waste is disposed of properly.
5. Where possible waste generated will be recycled.
6. We will endeavour to keep these premises and grounds as tidy and clean as possible for the local communities.

NEVER THROW ANYTHING HAZARDOUS INTO A DRAIN, STREAM OR RIVER.

Our goal of a less hazardous environment can be achieved by a conscientious effort and commitment to excellence from all staff.

Castle Blinds and Shutters undertakes to protect the Health and Welfare of staff and others affected by our works such as sub-contractors and customers.

We intend to comply with current legislation covering this subject; *2005 Act and S.I. No. 299, 2007*. Issues of welfare will always be treated in the strictest confidence.

9.0 Hygiene Facilities

Employees are encouraged to wash hands regularly, particularly before eating and carrying out any works at customers premises.

Wash hand basins, towels, toilet facilities, running water are provided at our premises.

10. Canteen Facilities

Canteen facilities are provided for staff where practicable.

11.0 Smoking

No smoking is allowed in any indoor work area under The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) and where flammable substances are in use or stored. Employees found smoking in these areas will face disciplinary procedure.

The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) will be strictly implemented by this company.

12.0 Safety Signs

Safety Signboards put in place after November 1st 2007 should not contain text, symbols or pictograms on a signboard are intended to be understood, independently of the language ability of the worker viewing it. Employers must instruct employees on the meaning of signs.

13.0 Manual Handling

Injury can occur from lifting even relatively light loads if proper precautions are not taken. We will comply with the requirements of the *2005 Safety, Health and Welfare at Work Act, and SI NO. 299 of 2007 Chapter 4 Part 2, Regulations 68 and 69 and Schedule3 as far as reasonably practicable.*

Factors to be considered as lifting hazards

1. Weight of load.
2. Size of load.
3. Bulky load.
4. No proper grip.
5. How often is load lifted?
6. Is there enough space to lift safely?
7. Is lifting done outside best lifting range (above chest / below hip).
8. Is best lifting technique employed?
9. Health and ability of person lifting.
10. How far is item lifted (distance)?
11. Are platforms provided?
12. Is training given?
13. Is area kept free of obstruction - trip hazards?

Consideration must be given to reduce the incidence of injury in manual handling situations.

Principles of Lifting

1. Think before you lift.
2. Keep load close to your waist.
3. Stable position.
4. Good grip.
5. Slight bending, knees squatting.
6. Don't flex spine any further as you lift.
7. Avoid twisting.
8. Keep your head up when handling.
9. Move smoothly.
10. Don't lift more than you can handle.
11. Put down then adjust.

ALWAYS USE MECHANICAL LIFTING GEAR WHERE POSSIBLE.

14.0 Work Equipment

In accordance with the General Applications Regulations 2007, Regulation 28. An employer must ensure that:

- a) Any work equipment provided for the use of employees complies with the provisions of any relevant enactment.
- b) Account is taken of specific working conditions when selecting work equipment.
- c) Ensure work equipment is installed and located and is suitable for the work carried out.
- d) Ensure appropriate measures are taken to minimise any risks where it is not possible to fully ensure that employees without risk can use work equipment.
- e) Ensure sufficient space to reduce risk is provided between moving parts and fixed or moving parts in its environment.
- f) Where work equipment involves a specific risk – ensure that
 1. The use of such equipment is restricted to those required to use it.
 2. Repairs/Modifications/Servicing/Maintenance of such equipment ensure the employees concerned are competent to carry out such work.
- g) Take into account the working posture and position of employees while using work equipment.
- h) Ensure areas and points for working on, or maintenance of work equipment are suitably lit
- i) Where work equipment parts are at very high or low temperature, are where appropriate, protected to avoid risk of employees coming into contact or coming too close.
- j) Ensure work equipment bears warning signs and markings essential to ensure the safety and health of employees.

- k) Ensure employees have safe means of access to and egress from, are able to remain safely in all areas necessary for production, adjustment and maintenance operations.
- l) Ensure work equipment is used only for operations and under conditions for which it is appropriate
- m) Ensure work equipment is appropriately fitted with apparatus for protection of employees.
- n) Ensure all work equipment is appropriate for preventing the risk of explosion of the work equipment.
- o) Ensure all work equipment is erected or dismantled under safe conditions.
- p) Work equipment, which may be struck by lightning, is protected by devices or appropriate means against the effects of lightning.

Ensure all forms of energy, substances and articles used or produced with work equipment are supplied or removed in a safe manner.

The following is a non-exhaustive list of equipment, which may be in use on specific types of work by employees at any stage:

- Drills
- Screw Drivers
- Hammers
- General Tools

15.0 Personal Protective Equipment

It is Company Policy that Protective Equipment is issued for your own safety. Following a Hazard / Risk assessment, Personal Protective Equipment (P.P.E.) will be issued and must be when the risk cannot be reduced by other means.

The Company will comply with the requirements of the *2005 Safety, Health and Welfare at Work Act, the EC Directive on PPE 89/656/EEC and SI NO. 299 of 2007 Chapter 3 Part 2, Regulations 62 to 67 and Schedule 2 as far as reasonably practicable.*

Each employee who is issued with personal protective equipment is responsible for its use and safe storage and must immediately report loss or damage to those in charge.

If protective equipment is supplied but not used, both the employee and Castle Blinds and Shutters are breaking the law. It is unacceptable and against Safety Policy to condone non-use of the equipment by effectively turning a 'blind eye' to the non-user: the regulations and standards must be enforced for the health and safety of the individual.

Any individual who refuses to wear the equipment should be counselled as to the reasons why the equipment must be used. If the individual persists in refusing to use the equipment, they should be advised that Castle Blinds and Shutters regards this as a matter of gross misconduct. If the individual continues to refuse to use the equipment, our disciplinary procedure will be invoked. This is a non-exhaustive list of P.P.E, other types of P.P.E may be required on occasion.

Types of P.P.E. necessary:

- Gloves are to be used when working as required. (i.e in customer homes)
- Hi-Visibility vest where required.
- Facial/ eye protection where required.

All protective equipment must be signed for by the individual user.

RESPONSIBILITIES:

1. It is the responsibility of the Castle Blinds and Shutters to provide adequate Personal Protective Equipment where no other method of risk reduction is reasonably practicable.
2. We intend to supply PPE to adequate standards, sizes and amounts as it is required, *SI 299, 2007, Chapter 4, Part 2, Regulations 68 & 69 and Schedule 2 of these Regulations.*
3. We intend to ensure that all PPE, which requires maintenance, is maintained to an adequate standard, in good working order and in a satisfactory hygienic condition, so as not to provide risk to *Safety, Health and Welfare of the user, SI 299, 2007, Regulation 66.*
4. We intend to make provisions for ensuring that where P.P.E. is provided that it is used.

Employees. (Safety Health & Welfare at Work Act 2005, Section 13 & 14)

1. Where employees have been provided with Personal Protective Equipment for protection of their Safety and Health it is their duty to wear it. The only exception to this is where a medical condition stipulates against its use.

2. Any defects in his equipment should be reported to management and a replacement obtained.

16.0 Safety Information, Instruction, Training and Supervision

Castle Blinds and Shutters is committed to providing appropriate health and safety information, instruction, training and supervision for all employees in line with health and safety legislative requirements. Employees will receive specific instruction and training relating to their job. Employees are expected to co-operate in any health and safety training provided in line with their duties under the Safety Health & Welfare at Work Act 2005.

Training will be given, as necessary, to management to ensure that they have the necessary skills and knowledge to organise work safely without risk to health.

All staff of Castle Blinds and Shutters - whether employed on a full-time or a temporary basis - will receive induction training which will include health and safety elements.

Induction training will cover the following areas:

- The location of the Safety Statement;
- The relevant parts of this document, including Risk Assessments, which must be read and understood by all employees;
- A tour of the premises;
- Fire and emergency procedures;
- Location of exits and assembly points;
- First-aid cover and accident reporting procedure;
- Instruction on the hazards of the workplace and the preventative measures in place;
- Details of the consultation procedures for safety, health and welfare;
- A detailed list of the new employee's responsibilities in relation to health and safety;
- Any other relevant health and safety information.

More detailed training will be provided to employees in line with their role at Castle Blinds and Shutters. Where new materials, machinery or practices are introduced, the hazards and risks involved will be communicated to all those who may come into contact with them.

When providing information to employees on health and safety matters, it will be given in a form, manner and appropriate language that will be understood by each employee.

A record of all training that a person has received will be maintained. Training records will contain the following information:

- Date of instruction;
- Duration;
- Name of Instructor;
- Name of person receiving instruction; and
- Nature and content of instruction.

Training will be adapted to take account of new or changed risks to health and safety and refresher training will be provided as appropriate.

17.0 Health and Safety Inspections/Audits

Inspections/Audits are carried out on a periodic basis in all areas and are the responsibility of the Safety Officer. Results of inspections and audits, including details of recommended corrective actions will be logged and forwarded to the appropriate Manager. A safety audit form has been formulated (Appendix 10).

It is the responsibility of local Managers to ensure that corrective actions are implemented within agreed timeframes.

Managers are required to periodically inspect the premises under their control and also to observe the working practices of their staff.

Experience has shown that the office layout poses certain high risks. Some of these are trips on trailing cables and collisions in narrow aisles due to overcrowding in desk layout.

- Report incidents of uncontrolled refuse and avoid leaving empty boxes and paper on the floor.
- Store handbags or briefcases on tables, shelves or in lockers not on the floor.
- Tidy up extension leads tight against the wall.
- Replace defective chairs and office furniture.
- Do not climb on office furniture to open high windows or to reach items at high level.
- When lifting loads, lift with the back straight using the correct posture.
- Do not leave filing cabinets open.
- Fill filing cabinets from the bottom drawer first and working up through the drawers.
- Don't overfill the top drawers of filing cabinets for fear of them toppling over.
- Remove shredded waste from the office area; it is a major fire hazard.
- Do not use electric kettles on the floor or above seating where they can be tripped over or might fall on someone.
- Take care of portable heaters to ensure they are not a trip or fire hazard and switch them off and unplug them when not in use.
- Keep all access to doors and passageways clear at all times.
- Be familiar with the location of all emergency exits.
- Be familiar with the location and use of fire fighting equipment.
- Keep the floor area clear at all times. Never leave files lying around on the floor.
- Always store light items on high shelves and the heavier items on shelves near the floor.

18.0 Office Equipment

Computers

General Guidelines

- VDU equipment should be as flexible and adjustable as possible to suit the individual operator.
- Windows should be fitted with adjustable blinds to prevent glare.
- Local lighting should be provided where necessary.
- Lighting should not be directly over the unit.
- 700mm maximum viewing range to screen.
- Document holder should be provided and arranged to minimise frequent head / eye movement.
- Keyboard to be detachable to avoid strain on hands and arms.
- Angle arm and upper arm to between 70° and 90°.
- Chair to be adjustable, seat / backrest (height / tilt).
- Footrest to be provided if required by operator.
- Don't sit in the same position for long periods.
- Don't bend your hands up at the wrist when keying. Try to keep a soft touch on the keys and don't overstretch your fingers
- Make sure the characters on your screen are sharply focused and the brightness and contrast is adjusted correctly.
- Keep the screen clean.

Rest breaks

Most tasks involve a mix of normal clerical and VDU operations and as such, natural breaks or pauses occur as a consequence of the inherent organisation of the work. These informal breaks help to maintain performance by preventing the onset of fatigue. In some VDU tasks requiring continuous and sustained attention, such naturally occurring breaks are less frequent. In this situation, the

introduction of rest pauses should help attention and concentration to be maintained. It's difficult to be specific, but 10 minutes per hour is recommended.

The following principles should be adhered to:

1. Rest pauses should be arranged so that they are taken prior to the onset of fatigue, not as a recuperative period from it.
2. Short, frequent pauses appear to be more satisfactory than longer ones taken occasionally.
3. Ideally, the break should be taken away from the VDU.

Operators Posture

The adoption of correct posture is critical to the comfortable operation of a VDU. It is in each operator's interest to adopt good posture, as it will prevent the onset of fatigue, backache etc. A number of requirements should be considered:

1. The underside of the desk should allow good thigh and leg clearance.
2. The top of the work desk should allow for the "home row" of keys on the keyboard to be at the elbow height of the seated operator.
3. The eyes should be cast downwards at about an angle of 15° with the person seated in an upright position.
4. The keyboard should be angled so that the operator's forearms are approximately parallel to the floor.
5. The documents should be easily accessible. Some movement is beneficial but rapid repetitive movements of trunk arm or head should be avoided.
6. There should be adequate space on the work desk in front of the keyboard for resting hands when in the idle position.

Medical Factors

Epilepsy.

Any VDU operator with a known history of Photosensitive Epilepsy should consult a doctor prior to taking up work on a VDU.

Eyesight.

Any defect in the correct functioning of the eyes may cause symptoms of visual fatigue, headaches or blurred vision. It is important to ensure that operators have suitable corrected eyesight. The visual requirements for working at VDU's are the same as those required for other clerical / administrative work.

Medication.

The use of medication such as minor tranquillisers or other drugs may give rise to side effects, which mimic some of the symptoms of visual fatigue, such as the slowing of eye movements. VDU operators who have been prescribed such medication should be aware of this possibility and should mention that they operate VDU's when consulting their doctor.

Pregnancy.

Investigations, which have been carried out throughout the world involving both the measurement of radiation emissions from VDU's and the study of groups of operators to identify any ill effects, have not been able to show VDU operation as the cause of miscarriages or birth defects. However, it is recognised that some women will remain anxious and this anxiety and resultant stress can itself cause problems it is company policy to assign pregnant women to other duties for the duration of their pregnancies if they wish

Young Employees

Young employees to be given indept training in all aspects of health and safety prior to starting work. A buddy policy will come into effect, where they will be paired with an experienced worker till they are competent. All requirements of legislation with regards to young employees will be adhered to.

19.0 HAZARDS ASSOCIATED WITH SPECIFIC DISCIPLINES

It is the policy of the management of Castle Blinds and Shutters to draw attention to intrinsic hazards in specific areas. These areas and some of the associated points of importance are listed hereunder. The comments listed hereunder are intended as guidance for safe operation in the particular areas, but may not be assumed to cover all eventualities.

Please note that:

- (1) On going **risk assessment** will highlight new, unforeseen problems.
- (2) The **suppliers safety instructions** for all plant and equipment will be full heeded by all people operating or supervising the operation of that equipment. **Safe Work Practice Sheets** will be consulted regularly.
- (3) **Potentially harmful substances** used in all areas of the school will receive the due emphasis. In the event that they may be poisonous, corrosive, irritant, harmful, flammable or explosive the label should also be consulted. If there is no label or if the container is not properly labelled the suppliers **Material Safety Data Sheet** should be consulted.

Working at Height

All staff must take responsibility to behave in a safe manner

1. ensure that work is **not** carried out at a height where it reasonably practicable to do it in another way;
2. ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable;
3. plan for emergencies;
4. carry out a workplace risk assessment and take account of this in planning the work.

All staff must also:

- avoid falling;
- use equipment safely;
- carry out any necessary checks;
- avoid or minimise injury to themselves should they fall;
- rescue others or assist in their rescue, where necessary;
- what to do if they find defective or inadequate equipment.

19.0 CARE AND MAINTENANCE OF TOOLS

Proper care and maintenance will at all times be given to tools and equipment used. Faulty goods will not be used and will immediately be taken out of commission.

There are certain physical hazards that may possibly be associated with specific equipment and should be given particular attention.

Fixed Equipment

Hand tools fully serviced and in good working condition

All ladders and steps are free from damage and in good condition

No close bystanders. Restrict area when working at customers homes

Ensure safe use of electrical supply

21.0 ALL AREAS – GENERAL GUIDE CHECKLIST

Health and Safety audits will be completed to ensure safe access and egress around the educational facility. See appendix 10

Lighting.

Ensure good lighting before starting job

Plugs/Sockets/Leads.

As staff will be using electrical services of customers it is important the following are inspected :

Visually check that plugs and sockets have no cracks or pieces missing. Check that socket screws and mountings are secure. Check that indication lights are functioning.

Check that insulation on leads is not cracked or frayed.

Check that leads are without knots, joins and that they are free of 'kinks'. Check that there are no trailing leads.

Try to obviate the need for multi-adaptors.

General Checks

Ensure it is safety to start work

Plan ahead

Ensure all equipment in good working order

Clean up

22.0 Emergency Procedures

Emergency Procedures are in place (see Appendix 4). These procedures will be reviewed periodically and amended where necessary.

Evacuation drills will take place at least twice a year or more often if required. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

After each evacuation, a review will be carried out to evaluate procedures and carry out any remedial action deemed necessary. Visitors and contractors will be informed of evacuation procedures.

Fire Wardens and deputy fire wardens are appointed and trained. The names of fire wardens and deputy fire wardens are displayed in appropriate locations around the building. (Refer to Appendix 2).

New employees will receive basic training in fire safety. This will include the following:

- Policy on smoking, electrical equipment etc.
- How to raise the alarm.
- Actions to be taken on discovering a fire.
- How to call the fire brigade.
- Location and use of escape routes.
- The evacuation procedure.
- Location of fire extinguishers.

List of Emergency phone numbers

Ambulance	999 or 112
Fire Brigade	999 or 112
Gardai	999 or 112
ESB	1850-372 999
Gas (Leaks etc)	1850-20 50 50

In the event of a situation arising in the course of work involving serious, imminent and unavoidable danger, employees can stop work and/or immediately leave the place of work and proceed to a place of safety.

23.0 First Aid and Welfare Arrangements

First Aid

Castle Blinds and Shutters are committed to having an adequate number of first-aid kits and at their premises and also on their persons when entering customer houses or facilities to carry out works (refer to Appendix 2 for names of first-aiders). First-aiders will receive appropriate training, including refresher training every 3 years. First-aid kits are located throughout the premises (see Appendix 5 for Contents of a First-Aid Kit). The names of trained first-aiders are listed in Appendix 5 and will be displayed on or near the first-aid kit so that staff will know whom to contact. The First Aiders have responsibility for checking the first-aid kits on a regular basis and ensuring that they are adequately stocked.

In addition to the above, first-aiders must ensure the following:

- Disposable gloves to be worn, particularly when treating an open cut or wound.
- No tablets, drugs or medicines to be kept or administered.
- Following an accident requiring first-aid treatment, an accident report form must be completed.

Procedure In Case of Accident:

- If someone near you has a serious accident, do not attempt treatment unless you are qualified to do so. Send someone for the first-aider.
- Observe accident location and status of injured person.
- Do not move the person if they are unconscious, unless there is a risk of further injury, If so, move the person with care to safety.
- Switch off any machinery involved by operating the emergency button or by unplugging at the socket.
- If the person is in contact with electricity and it cannot be disconnected immediately, do not touch them directly. Try to separate them from the object by using a non-conductor such as a dry broom handle.
- See that First Aid etc. is administered as required by a competent person, if available.
- If necessary, the first aider must inform Reception that an ambulance or doctor is required.
- Reception will contact the hospital and inform them of which entrance to use. The injured person will be accompanied to hospital by their manager or a colleague.
- If it is a serious accident, it should be reported immediately to the injured person's manager who will decide whether the next-of-kin need be informed.

Welfare Facilities

The following facilities are provided within Castle Blinds and Shutters:

- Tea/coffee
- Toilets and washing facilities

- All staff, visitors are encourage to wash their hand regularly.

24.0 Accident/Incident Reporting and Investigation

All accidents or incidents (near misses), whether serious or not, must be reported immediately to the injured person's manager. An Accident/Incident Report form is available for this purpose and must be completed by the manager in consultation with the injured person. (See Appendix 6).

Accident/incident investigations will be carried out by the injured person's manager and where appropriate the Safety Officer. Health and Safety Consultants will assist in carrying out any investigation where necessary. The purpose of investigation is to determine the immediate and root cause of the accident/incident and to prevent recurrence. The conclusions of the investigation will be logged. All employees are required to co-operate with such investigations and to provide any information, which may be useful in establishing the circumstances surrounding the accident/incident. Corrective action will be taken where necessary and recorded.

Accident data will be periodically analysed by management with a view to improving safety performance. Where appropriate, the Safety Statement (including risk assessments) will be reviewed in light of any accident/incident.

Part 5 of the Safety, Health and Welfare at Work (General Application) Regulations 1993 (Notification of Accidents and Dangerous Occurrences) requires that certain accidents and dangerous occurrences are reported to the Health and Safety Authority. These include the following categories:

- an accident resulting in the death of an employee;
- an accident resulting in the absence of an employee for more than 3 working days (not including the day of the accident);
- an accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment (e.g. member of the public); and
- certain dangerous occurrences, which have the potential to cause serious injury, whether or not they did cause serious injury. (See Appendix 7 for categories of dangerous occurrences that require reporting to the H.S.A.)

Reporting of accidents/dangerous occurrences to the Health and Safety Authority will be done on the prescribed forms IR1 (accidents) or IR3 (dangerous occurrences) and notification will be done without delay, by fax, telephone or via the internet in the first instance to the Health & Safety Authority. This will be backed up by a hard copy in the post.

H.S.A. contact details:

The Health & Safety Authority
James Joyce Street
Dublin 1
Tel. No. (01) 6147000
www.hsa.ie

25.0 Pregnant Employees

Castle Blinds and Shutters adheres to the provisions of the *Safety, Health and Welfare at Work (Pregnant Employees) Regulations, 2000*.

These Regulations apply to employees that are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If Management is notified of any of the above, an assessment of any hazardous activities relating to the employee will be carried out. There are a number of hazards specified under the Regulations (see Appendix 8).

If any such risks are identified and it is not practicable to ensure the safety or health of the employee or unborn child through protective or preventative measures, then the employer must adjust temporarily the working conditions or the working hours (or both) of the employee concerned so that exposure to such risk is avoided or the employee must be transferred to other work.

If these safeguards are not possible then the employee must be granted Health and Safety Leave. Health and Safety Leave lasts up to:

- the first day on which the employee becomes entitled to maternity leave;
- the date on which a fixed term contract expires, or
- a day, seven days following receipt of written notification from her employer that the risk no longer exists, or that suitable alternative work is now available, or earlier if she returns to work earlier.

An employee who becomes aware that she is no longer vulnerable to the risk for which she has been granted Health and Safety Leave is obliged to inform her employer in writing of the fact, as early as practical.

When health and safety leave is granted the employee must, if she requests it, receive a certificate from her employer stating:

1. that she has been granted such leave,
2. specifying the commencement date, and
3. expected leave period.

Persons wishing more information as to their entitlements under this legislation should contact their Manager.

26.0 Occupational Health

Any employee who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify their manager of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers.

In accordance with the *Display Screen Equipment Regulations 1993*, any employee who uses a computer for a significant part of the day (usually for an hour or more at a time) and is classed as a VDU “user” will be offered an eyesight test to be paid for by the company.

27.0 Smoking

No smoking is allowed in any indoor work area under The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) and where flammable substances are in use or stored. Employees found smoking in these areas will face disciplinary procedure.

28.0 Harassment & Bullying

Castle Blinds and Shutters is committed to providing a work place for its employees free from harassment and bullying in accordance with the Safety, Health and Welfare at Work Act 2005 and the Codes of Practice governing bullying, issued in 2007.

All complaints regarding harassment and bullying will be dealt with in accordance to the company's policy on harassment and bullying.

Bullying at work is defined as “repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individuals right to dignity at the work.”

Bullying puts at risk the safety, health and welfare of people at work. Some examples of bullying are:

- Exclusion with negative consequences
- Verbal abuse/insults
- Intimidation
- Aggression
- Humiliation
- Excessive monitoring of work
- Withholding work-related information

Harassment and sexual harassment in the work place are specifically dealt with in the Employment Equality Acts, 1998 and 2004. Harassment and sexual harassment are defined and prohibited in relation to nine areas of potential discrimination, namely:

- Gender,
- Age,
- Marital Status,
- Family Status,
- Sexual Orientation,
- Disability,
- Race,
- Religion
- Membership of the Traveller Community.

The Acts clearly define sexual harassment as: forms of unwanted verbal, nonverbal or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

Refer to Appendix 9 for information on Bullying and Harassment.

29.0 Stress at Work

Castle Blinds and Shutters adheres to all aspects of the *Safety, Health and Welfare at Work Act 2005*, which obliges employers to identify and safeguard against all risks to health and safety, including stress.

Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them.

Causes of stress in the workplace can include:

- Excessive workload
- Poor work organisation
- Poor working relationships
- Poor communication at work
- Poorly organised shift work
- Ill defined work roles
- Lack of support to staff
- Dull repetitive work
- Highly demanding tasks
- Dealing directly with the public
- The threat of violence

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard:

- Identification of potential problems;
- Assessment of risks;
- Implementation of safeguards; and
- Monitoring the effectiveness of safeguards.

Castle Blinds and Shutters will utilise the following methods of managing stress where appropriate:

- Ensure that staff are instructed to raise any issues of stress with their direct line manager as soon as possible.
- Ensure that Management are aware of the potential causes of stress and the early warning signs.
- Ensure that all complaints that may be related to stress are listened to and appropriate measures taken.

30.0 Contractors and Visitors

Castle Blinds and Shutters will ensure, as far as is reasonably practicable, the safety of contractors and visitors while on their premises.

It is the responsibility of the host to ensure that their visitor/contractor is accompanied where appropriate.

Whilst in the building, visitors and contractors are required to obey the safety rules and emergency procedures at all times. In the event of a fire alarm, the host will be responsible for bringing their visitor to the Assembly Point and remaining with them until given the “all clear”.

Rules for Contractors

Contractors shall:

- Provide their Safety Statement and any Method Statements deemed necessary when requested to do so.
- Not be allowed on the premises to carry out work until Castle Blinds and Shutters have checked and is satisfied with their employer's and public liability insurance cover.
- Liaise with an appropriate member of staff and discuss and agree the safety precautions deemed necessary by either party.
- Take all due care of their own safety, the safety of their employees and all others affected by their work.
- Not use any equipment or the service of personnel belonging to or engaged by Castle Blinds and Shutters without prior approval being granted by an appointed official.
- Ensure that scaffolding and other access equipment used by contractors/sub-contractors is erected and maintained in accordance with current standards and regulations.
- Comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed Castle Blinds and Shutters while working on the premises.
- Ensure that all portable electric hand tools are run off 110v systems. Step-down transformers must be used.
- Provide all necessary instruction, training and information on health and safety matters to their employees.
- Provide competent workers and competent and adequate supervision of their employees and activities.
- Provide all necessary safety equipment and clothing for their employees.
- Ensure that all plant and equipment brought onto the Castle Blinds and Shutters site is safe and in good working order, fitted with any necessary guards and safety devices and any necessary certificates are available for checking.

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- Ensure that all accidents and dangerous occurrences are reported to the Castle Blinds and Shutters or official in charge.
- Ensure that all safety notices and alarms are adhered to at all times.
- Ensure that hazardous substances are not brought onto the premises without prior notice and permission and relevant Material Safety Data Sheets (M.S.D.S.) are provided for all hazardous chemicals.
- Ensure that 'approved' hazardous substances are stored and used safely whilst on the premises.
- Ensure, on completion of work, that all hazardous substances are removed from the premises.
- Monitor and assess the safety performance of their employees.
- Ensure that all subcontractors are advised accordingly and, in particular, are not brought onto company premises without prior notice or permission.

Prior to the commencement of any work at customers of Castle Blinds and Shutters premises, the following criteria should be observed:

- An assessment of the likely safety hazards and risks involved in or associated with the proposed work must be undertaken by both parties. The extent of each party's involvement will be determined by the separate sets of safety responsibilities as agreed.
- The degree of risk assessment that must be carried out before work begins will depend on the nature and extent of activities associated with each individual contract.
- No work, no matter how minor, should commence without some form of prior consultation, hazard identification and risk assessment.

For any work involving construction activity, the provisions of the *Safety, Health and Welfare at Work (Construction) Regulations, 2006* must be adhered to.

During building/maintenance work, conditions are very different from those normally encountered and new hazards may be introduced. It is essential that everyone concerned is aware of the hazards and the correct precautions are adopted. All contractors must supply a copy of their site specific Safety Statement. Proper method statements should be obtained from all contractors carrying out high-risk activities. A permit-to-work system may be required for 'hot works' (welding, cutting, etc.), electrical works, or other high-risk work as deemed necessary.

31.0 Vehicle Safety

The following conditions apply to the safe use of cars used for business on behalf of Castle Blinds and Shutters. Those employees who use their own cars on behalf of the company must ensure that their cars are suitably insured, taxed and road-worthy.

Obviously because of the potential consequences, the risk while driving is high but it can be minimised by conforming to good practice.

Responsibilities

All drivers of cars and vehicles used on behalf of the company are responsible for ensuring that:

- Between services the car is maintained in a safe and road worthy condition;
- The current road fund licence and insurance are displayed;
- Any fines incurred are paid by the driver;
- People not listed on the insurance as authorised drivers do not drive their car;
- Seat belts are worn by everyone travelling in the car;
- All accidents are reported in accordance with Road Traffic Legislation;
- They understand that a very poor view will be taken of any Castle Blinds and Shutters driver prosecuted for a serious breach of the Road Traffic Acts especially the law relating to drinking and driving at any time. When entertaining a business client alcohol intake should be restricted or alternative arrangements made for travel.

32.0 Safety Check Points when working Off-Site

Castle Blinds and Shutters have to work at different location.

Before you start work off site

If you are off-site, enquire about all safety regulations pertaining to the site and ensure that they are obeyed.

- Read and understand your client safety rules and those for the site or understand what the owner of the property expect of you from a safety point of view.
- Know where you are going.
- Always report to contact person when you start work.
- Look out for safety signs.
- Look out for danger.

When you are working:

- Know what the job entails and your role in it;
- Always wear suitable personal protective equipment where required;
- Remember you are responsible for your own safety and the safety of others;
- Do not drink alcohol even during breaks, e.g. lunch time;
- Read labels and signs;
- Check equipment before you use it;
- Always label faulty equipment and make sure nobody uses it;
- Observe caution at all times;
- Remember water conducts electricity;
- Don't take short cuts;
- Check all the ladders and steps etc. are secure before climbing or descending;

Before you start work at a customers premises, the following points should be addressed.

- Ensure everybody knows what you are doing and that it is a dangerous area while you are working
- Restrict area if possible till job complete
- Ascertain whether there are any hazards present in the area of the site in which work will be carried out;
- Is any form of personal protective equipment mandatory in area of the premises where work is to be carried out;
- What are the procedures in the event of an emergency;
- What toilet/canteen facilities are available.

33.0 Lone Working

The phenomenon of lone working has increased during recent years.

Although there is no legal prohibition on working alone, the broad duties of the Health Safety and Welfare at Work Act of 2005 require identifying the hazards of the work, assessing the risks involved, and putting measures in place to avoid or control the risks.

When risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or backup should be put in place.

35.0 Controls

Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents.

The following criteria need to be assessed to ensure that the risks of the job can be adequately controlled by one person:

- Any special workplace risks to the lone worker;
- Safe access and egress for one person;
- Safe handling (including lifting) of any plant, substances and goods by one person;
- Safe operation of essential controls for the safe running of equipment;
- Any medical conditions which would preclude a person from working alone.

36.0 Working within the office environment

Generally speaking, hazards when working within an office environment are relatively minor when compared to other more hazardous working environments. However it is still important to be aware of the potential hazards that still exist. The risks include fire hazards, slips, trips and falls, collisions, electrocution, stress, etc.

There are a number of precautions that need to be taken when addressing office safety.

- It is important that all work areas are to be kept in a tidy manner. A strong emphasis is to be placed on good housekeeping;
- A VDU assessment is to be carried out for all new employees and for existing employees once every 2-3 years;
- All seats are manually adjustable to ensure all employees are comfortable whilst seated at their desk;
- Power cables are positioned so as to avoid the risk of trips and falls;
- Electrical equipment is switched off and isolated from the mains supply when not in use;

- In the event of any repairs being necessary on electrical equipment, the repairs should only be carried out by a suitably qualified person;
- Access and egress from the office is achieved by adequate means. This includes escape in the event of a fire. All employees are informed of the means of escape during the induction process.

37.0 Alcohol and Drugs Policy

Castle Blinds and Shutters strictly prohibits the use of or possession of alcohol or drugs in its workplace by any of its employees or while driving any company vehicles. Any employee found to be in breach of this rule will be dealt with in line with the company's disciplinary procedure, and severe disciplinary action may be taken against them, up to and including dismissal.

38.0 Organisation of Working Time

Castle Blinds and Shutters recognises their obligations imposed by the *Organisation of Working Time Act 1997* in relation to rest periods and maximum weekly working times. Compliance with the Organisation of Working Time Act is the responsibility of all managers.

39.0 Disciplinary Action

Where advice and persuasion fail to achieve compliance with safety and health rules, it is the policy of Castle Blinds and Shutters to take disciplinary action on the matter.

40.0 Annual Report

On an annual basis, Castle Blinds and Shutters will evaluate the extent to which the Safety Statement and Policies were put into effect during the previous twelve months. It will show the level of resources committed to Safety, Health and Welfare, any special preventative measures taken and data on occupational injuries and ill-health in the workplace.

41.0 Risk Assessments

In accordance with *Section 19 Safety Health and Welfare at Work Act 2005*, Risk Assessments have been completed for all work activities on site by the Safety Officer. (Refer to Section 4). Management is responsible for ensuring that additional recommended controls are implemented within agreed timeframes. Employees will be made aware of the Risk Assessments relevant to their work activities. A Risk Assessment will be reviewed where:

- (a) there has been significant change in the matters to which it relates, or
- (b) there is another reason to believe that it is no longer valid, e.g. new legislation, following an accident, introduction of a new process, etc.

Following the review, Risk Assessments will be amended as appropriate.

Persons carrying out Risk Assessments will have regard to *Schedule 3 of Safety Health and Welfare at Work Act 2005* as detailed in Appendix 1.

These assessments are available on request.

Section 2: Risk Assessments

Risk Assessment Process

Risk assessments have been carried out by Castle Blinds and Shutters and the results are shown below. The risk assessment process involves the following:

- Identifying the significant hazards present in the workplace
- Identifying what groups of people are most affected by those hazards e.g. employees, contractors and visitors.
- Recording the likelihood and severity of injury/illness associated with the hazard. Calculating the risk rating based on likelihood and severity (the risk rating is arrived at by multiplying the likelihood of injury x severity of injury - see below for details).
- Listing the current controls in place, along with responsible members of staff.
- Recommending additional controls in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- Designating a member of staff to co-ordinate the implementation of additional controls. Stating a date when action should be complete and recording when that action has been completed.
- The length of time specified for implementing control measures will vary and be dependant on the risk rating for the hazard i.e. the higher the risk, the faster action should be taken. If additional control measures reduce the likelihood or severity of injury, a revised risk rating can be recorded.

Risk assessments should generally be reviewed on a regular basis and any necessary amendments made. They should also be reviewed if there is a change in circumstances e.g. new equipment, processes, procedures etc., following an accident or incident and in the event of new legislation, codes of practice or guidance being published.

Hierarchy of Controls

The selection and implementation of the most appropriate method of risk or hazard control is a crucial part of the risk assessment process.

The following hierarchy should be used when deciding on control measures, starting with the first in the list and working down to the last resort which is the provision of personal protective equipment and clothing.

1. Elimination: Eliminating the hazard entirely from the workplace is the best way to control it. Examples of this would be providing a lifting device which eliminates the need to carry out manual handling or disposing of unwanted chemicals.

2. Substitution: If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Examples are substituting a hazardous chemical with a less toxic one or substituting a smaller package or container to reduce the risk of manual handling injuries.

3. Engineering Solutions: If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact. Examples of engineering controls are:

enclosure (enclose in a way that eliminates or controls the risk)
guarding/segregation of people
interlocks and cut-off switches
exhaust fans

4. Administrative Solutions:

These are the management strategies which can be introduced, training, job rotation, limitation of exposure time, provision of written work procedures. For example:

Safe systems of work that reduce the risk to an acceptable level

Written procedures that are known and understood by those affected
Adequate supervision
Identification of training needs and provision of appropriate training
Information/instruction (signs, handouts)

5. Personal protective Equipment & Clothing:

Personal Protective Equipment and Clothing should always be considered as a last resort. It can also be used as an interim measure to reduce exposure to a hazard. Examples of PPE include: masks, ear-plugs, respirators, helmets, boots, safety shoes, overalls, etc

Summary

The most effective way to control risk is obviously to remove it. Elimination is by definition 100% effective. The further you go down the list the less effective the methods become. Training for example has been estimated as being only 10% effective.

It is also worth bearing in mind that the amount of management and supervisory effort needed to maintain the controls is in inverse rank order. In other words, item 5 takes the most effort to maintain and item 1 the least effort.

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Risk Assessment Tool

Priority Table

	slightly harmful	harmful	Severity very harmful
unlikely	1	2	3
likely	2	4	6
very likely	3	6	9

Likelihood

Slightly Harmful	Harmful	Very Harmful
▶ superficial injuries	▶ lacerations	▶ amputation
▶ minor cuts & bruises	▶ burns	▶ major fractures
▶ eye irritation from dust	▶ concussion	▶ poisoning
▶ nuisance & irritation	▶ serious sprains	▶ fatal injuries
▶ temporary discomfort	▶ minor fractures	▶ occupational cancer
	▶ dermatitis	▶ severely life shortening disease
	▶ asthma	▶ deafness
	▶ minor disability	▶ fatal disease
		▶ head injuries
		▶ eye injuries

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For Example

Likelihood	=	Unlikely	=	1
Severity	=	Very harmful	=	3
<hr/>				
Risk Rating	=	1 x 3	=	3

Assessment	Priority	Action
Trivial Risk 1	Non-urgent	No action needed
Acceptable Risk 2	Non-urgent	No additional controls Monitoring required Assessment recorded
Moderate Risk 3-4	Action needed	Controls required as soon as practical Assessment recorded Controls documented
Substantial Risk 6	Urgent action needed	Controls required immediately Assessment recorded Controls documented
Intolerable Risk 9	Urgent action needed	Work prohibited/ceased Controls required immediately Assessment recorded Controls documented Work stoppage documented

Area/Dept./Activity: All Areas

Date of Assessment: July 2012

Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<u>Hazard:</u> Lighting: Poor or excess illumination <u>Injury/Illness:</u> Eyestrain Headaches Glare Tiredness Poor visibility causing slip/trip	Employees Visitors Contractors	<ul style="list-style-type: none"> Care is taken to ensure that lighting is of a standard to allow employees carry out their duties without risk to their health and well-being. Bulbs are replaced when defective if in the office area. If further light is needed at customer premises they must be notified and make the necessary changes and not Castle Blind and Shutter employees. Employees report any defects concerning external lighting immediately <p>Person Responsible: Health and Safety Officer</p>	1	1	1

ACTION PLAN

Hazard	Recommended Controls	Date Action Completed	Revised Risk		
			L	S	RR
Lighting	<ul style="list-style-type: none"> Consideration should be given to assessing the light levels in office areas to check if they meet the Chartered Institute of Building Services Engineers (CIBSE) Guide, Section A1 Environmental Criteria for Design recommended criteria for lighting in office areas. <p>Person Responsible: Health and Safety Officer</p>	September 2012	1	1	1

Area/Dept./Activity: All Areas

Date of Assessment: July 2012

Assessment Review Date: July 2013

	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<u>Hazard:</u> Heating & Ventilation: Poor air quality Temperature extremes <u>Injury/Illness:</u> Discomfort, lethargy, headaches. Flu/cold and other bacterial/viral infections	Employees Visitors Contractors	<ul style="list-style-type: none"> When working in the office, windows that are easily opened are provided for ventilation. When working on site, windows opened if the working environment is too hot. <p>Person Responsible: Health and Safety Officer</p>	1	1	1

ACTION PLAN

Hazard	Recommended Controls	Date Action Completed	Revised Risk		
			L	S	RR
Heating & Ventilation	None				

Area/Dept./Activity: Company Vehicles

Date of Assessment: July 2012

Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<u>Hazard:</u> Driving <u>Injury/Illness:</u> Death Cause serious accident	Employees	All staff adhere to guidelines in safety statement – Licence must be up to date – Only road worthy vehicles used – All equipment not stored in vehicles overnight Person Responsible: All employees	1	2	2

ACTION PLAN

Hazard	Recommended Controls	Date Action completed	Revised Risk		
			L	S	RR
Driving	<ul style="list-style-type: none"> Ensure all driving licence are on file Person Responsible: Health and Safety Officer	September 2012	1	2	2

Area/Dept./Activity: All areas	Date of Assessment: July 2012
	Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
Hazard: Trespassers Illness/Injury: Fall/ Trip/ Slip	Trespassers	Cameras in operation to protect product All doors locked when not in use Signage to ensure no trespassing Person Responsible: Health and Safety Officer	1	3	3

ACTION PLAN

Hazard	Recommended Controls	Date Action Completed	Revised Risk		
			L	S	RR
Trespassers					

Area/Dept./Activity: Parking	Date of Assessment: July 2012
	Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
Hazard: Parking Illness/Injury: Struck by Car Slip/Trip	Employees Visitors Contractor	<ul style="list-style-type: none"> Signage is provided to ensure safe access and egress Ensure parking at customer premises is in a safe and un-obstructing place <p>Person Responsible: Health and Safety Officer</p>	1	3	3

ACTION PLAN

Hazard	Recommended Controls	Date Action Completed	Revised Risk		
			L	S	RR
<i>Parking</i>					

Area/Dept./Activity: All Areas

Date of Assessment: July 2012

Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<u>Hazard:</u> Electricity: Electric shock Burns Fire Fall due to electric shock <u>Illness/Injury</u> Death Various injuries	Employees Visitors Contractors Learners	<ul style="list-style-type: none"> Any work carried out on using customers electrical supply must be inspected prior to use and used only for the purpose of the job. The electrical system at Castle Blinds and Shutters is wired in accordance with current ETCI rules or IEE Regulations to ensure safety of office staff <p>Person Responsible: Health and Safety Officer</p>	1	3	3

ACTION PLAN

Hazard	Recommended Controls	Date Action completed	Revised Risk		
			L	S	RR
Electricity	<ul style="list-style-type: none"> Routine inspection and testing of portable electrical equipment should be scheduled. All inspections/tests carried out must be recorded. <p>Person Responsible: Health and Safety Officer Date to be completed: September 2012</p>		1	3	3

Area/Dept./Activity: All Areas

Date of Assessment: July 2012

Assessment Review Date: July 2103

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<u>Hazard:</u> Manual handling: Lifting/carrying loads <u>Illness/Injury:</u> Musculoskeletal injury	Employees Contractors Learners	<ul style="list-style-type: none"> Staff are instructed not to lift a load that would be likely to cause injury. Help should be requested where necessary. All staff are encouraged to report any relevant medical conditions to their manager, for example back conditions, other muscular injuries, recent operations etc. Any reports of back injury are investigated immediately by management. Relevant staff receive manual handling training. Staff adhere to the 8 principles of safe lifting <p>Person Responsible: Health and Safety Officer</p>	2	2	4

ACTION PLAN

Hazard	Recommended Controls	Date Action completed	Revised Risk		
			L	S	RR
Manual handling	<ul style="list-style-type: none"> All employees are to be shown the basic correct lifting techniques. New staff are to receive formal training on manual handling activities <p>Person Responsible: Health and Safety Officer</p>	Ongoing	1	2	2

Area/Dept./Activity: All Areas

Date of Assessment: July 2012

Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
Hazard: Floor surface/cable management and general housekeeping: Slip/trip/fall Illness/Injury: Various injuries	Employees Visitors Contractors	Prior to work at customer premises ensure safety by the following: <ul style="list-style-type: none"> • Cables are routed away from walkways. • Floor surface is in a good condition throughout work area for working at height. • All computer cables are secured neat behind desks • Safely make the work area free from obstruction • All dust cleaned immediately after job completed and left how area was found Person Responsible: Health and Safety Officer	1	2	2

ACTION PLAN

Hazard	Recommended Controls	Date Action completed	Revised Risk		
			L	S	RR
Floor surface/cable management and general housekeeping	Clean up procedure to be rolled out to all staff	Immediatly	1	1	1

Area/Dept./Activity: Stores	Date of Assessment: July 2012
	Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<u>Hazard:</u> Hazardous Substances: Chemicals used by cleaners <u>Illness/Injury:</u> Inhalation, ingestion or skin contact causing irritation, chemical burns, allergic reaction, poisoning or infection	Employees Contractors	<ul style="list-style-type: none"> Cleaning is carried out by staff. No harmful chemicals on site. Cleaning products which are stored onsite are locked in secure room Oil delivery as and when needed by competent supplier. MSDS on site and up to date All other MSDS on site and up to date <p>Person Responsible: Contract Company</p>	1	3	2

ACTION PLAN

Hazard	Recommended Controls	Date Action completed	Revised Risk		
			L	S	RR
Hazardous Substances	<ul style="list-style-type: none"> MSDS of cleaning materials to be sourced and kept where chemicals are stored <p>Person Responsible: Health and Safety Officer</p>	September 2012	1	3	3

Area/Dept./Activity: All Areas

Date of Assessment: July 2012

Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<u>Hazard:</u> Fire <u>Illness/Injury:</u> Burns, smoke inhalation, structural damage causing injury	Employees Visitors Contractors	If a fire starts at a customer premises staff will leave the area immediately and move to a safe location. Work will not commence until he is instructed to do so by someone in charge <ul style="list-style-type: none"> Exit signage, emergency lighting, smoke/heat detectors and break-glass call points are in place. Fire extinguishers are in place. Emergency evacuation drills are carried out at least every 6 months. There is a No Smoking policy in place in accordance with the statutory regulations. Fire doors, fire exits and escape routes are checked as part of an inspection of the premises carried regularly to ensure that means of escape are kept clear. The results are recorded and any corrective action needed logged and performed. Person Responsible: Health and Safety Officer	1	3	3

ACTION PLAN

Hazard	Recommended Controls	Date Action completed	Revised Risk		
			L	S	RR
Fire	<ul style="list-style-type: none"> Staff are to be trained in the use of fire fighting equipment. New staff are to receive basic fire safety instruction Person Responsible: Health and Safety Officer On Going	On Going	1	3	3

Area/Dept./Activity: Office	Date of Assessment: July 2012
	Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
Hazard: Office Obstructions Illness/Injury Eyestrain Musculo-skeletal problems Stress	Employees Learners	In the office: <ul style="list-style-type: none"> Chairs are provided which are adjustable in seat height, backrest, height and angle. Document holders, footrests and anti-glare filter screens are provided when requested. Reflection and glare are avoided/reduced where possible. Blinds are provided on windows. At customer premises all chairs, tables, wires will be removed safely so the job can be completed with obstruction Person Responsible: Health and Safety Officer	2	2	4

ACTION PLAN

Hazard	Recommended Controls	Date Action completed	Revised Risk		
			L	S	RR
Office Obstructions	None		1	2	2

Area/Dept./Activity: Office

Date of Assessment: July 2012

Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<u>Hazard:</u> Filing Cabinets: Cabinet toppling over Fingers trapped between a drawer and the cabinet <u>Injury/Illness:</u> Trapped beneath a falling cabinet Fingers trapped between a drawer and the cabinet.	Employees	<ul style="list-style-type: none"> Filing cabinets have a safety feature where only one drawer can be opened at a time. Where filing cabinets are being purchased, they are sourced from a reputable supplier and should meet the requirements of I.S. 227. Heavy items are stored in the bottom drawer. Start with the bottom drawer when setting up files or after moving a cabinet. <p>Person Responsible: Health and Safety Officer</p>	1	2	2

ACTION PLAN

Hazard	Recommended Controls	Date Action completed	Revised Risk		
			L	S	RR
Filing Cabinets	None.				

Area/Dept./Activity: Office	Date of Assessment: July 2012
	Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
Hazard: Office Machinery: Injury/Illness: Electrocution, burns, entanglement, trapped finger	Employees	<ul style="list-style-type: none"> Minor tasks, such as removing blockages from the photocopier may be carried out by office staff, where clear instructions exist and the action presents no hazard. Machines are positioned away from workstations. The main isolating switch is accessible at all times. Staff are instructed under no circumstances should to use screwdrivers or any other article to tamper with the inside of machines. Major faults including any electrical faults, frayed wires etc. are reported to the appropriate manager. No attempt is made by office staff to repair electrical faults. In such cases the machine should be isolated until repaired by a qualified electrician. Minor repairs, such as removing blockages from the photocopier may be carried out by office staff, where clear instructions exist and the action presents no hazard. Photocopiers are interlocked so they will not continue operating if a panel is opened. Hot internal elements are clearly marked. <p>Person Responsible: Health and Safety Officer</p>	1	2	2

ACTION PLAN

Hazard	Recommended Controls	Date Action to be Completed	Revised Risk		
			L	S	RR
Office Machinery	On going safety checks to be carried out	Monthly	1	2	2

Area/Dept./Activity: Boiler Room

Date of Assessment: July 2012

Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
Hazard: Access & Egress Injury/Illness: Falling objects Poor visibility causing slip/trip	Employees Visitors Contractors	<ul style="list-style-type: none"> • Good passage ways. • Working environment kept clean and tidy. • Dust cleaned as they happen. Carpets, tiles and non-slip floors are maintained in good condition and are free from damage, which could cause employees and visitors to slip, trip or fall. – Steps or ladders are maintained in good and sound condition to ensure so far as is practicable protection from slips, trips and falls, which could cause injury. Person Responsible: Health and Safety Officer	1	1	1

ACTION PLAN

Hazard	Recommended Controls	Date Action completed	Revised Risk		
			L	S	RR
Access and Egress	Ensure good visual checks carried out when entering customers houses Person Responsible: Health and Safety Officer	September 2012	1	1	1

Area/Dept./Activity: General	Date of Assessment: July 2012
	Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<u>Hazard:</u> Noise <u>Injury/Illness:</u> Loss of hearing	Employees Visitors Contractors	<ul style="list-style-type: none"> Hearing Protection worn where applicable. Person Responsible: Health and Safety Officer	1	3	3

ACTION PLAN

Hazard	Recommended Controls	Date Action completed	Revised Risk		
			L	S	RR
Noise	<ul style="list-style-type: none"> Carry out a toolbox talk on noise in the work place. Signage can also be used to get this message across. Person Responsible: Health and Safety Officer	September 2012	1	3	3

Area/Dept./Activity: All areas

Date of Assessment: July 2012

Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
Hazard: Glass: Injury/Illness: Cuts	Employees	<ul style="list-style-type: none"> - Staff are instructed to be vigilant of window area when working - If glass breaks it must be cleaned up immediately. Broken glass to be disposed of in a separate bin. Person Responsible: All employees	1	2	2

ACTION PLAN

Hazard	Recommended Controls	Date Action completed	Revised Risk		
			L	S	RR
Glass	<ul style="list-style-type: none"> • Ensure all staff wear correct PPE when picking up broken glass Person Responsible: Health and Safety Officer	As required	1	2	2

Area/Dept./Activity: Handtools

Date of Assessment: July 2012

Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
Hazard: Drills/Hand tools Illness/Injury: Penetration of skin. Eye Injury Dermatitis	Employees Contractors	<ul style="list-style-type: none"> Competent staff only to use hand tools Tools provided by the castle blinds and shutters are fit for the purpose, the environment in which they are used and in good working condition. Tools are required to be suitable for the purpose for which they will be used. Eye protection is used whenever work is done using, drills, grinders or other tools where there is a risk of flying particles or pieces of the tool breaking off. Open bladed knives, screwdrivers and other sharp tools are to be carried and used so as not to cause injury to the user or others. Insulated tools must be used where there is a possibility of live electrical work. <p>Person Responsible: Health and Safety Officer</p>	1	3	3

ACTION PLAN

Hazard	Recommended Controls	Date Action completed	Revised Risk		
			L	S	RR
Drills/ Hand tools	<ul style="list-style-type: none"> Safe Operating Procedure to be drawn up for use of drills and hand tools Ensure all electrical equipment have been inspected .e.g PAT testing <p>Person Responsible: Health and Safety Officer Date to be completed: September 2012</p>		1	3	3

Area/Dept./Activity: All areas

Date of Assessment: July 2012

Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
Hazard: Housekeeping Illness/Injury: Injury Slipping & Falling Fire	Employees	<ul style="list-style-type: none"> Cables are not left unattended and where possible the house area is cordoned off. Any spillages are cleaned up as soon as is practical with the cleaning equipment provided. Waste paper and other unnecessary packaging is removed. All dust removed with dyson hoover Person Responsible: Health and Safety Officer	1	3	3

ACTION PLAN

Hazard	Recommended Controls	Date Action completed	Revised Risk		
			L	S	RR
Housekeeping	None				

Area/Dept./Activity: Screw Drivers/Knives

Date of Assessment: July 2012

Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
Hazard: Sharp Objects Illness/Injury: Laceration to body Dermatitis	Employees	<ul style="list-style-type: none"> All sharp objects handled with care Competent persons to use sharp objects Sharp objects only used where necessary and are controlled when not in use <p>Person Responsible: All employees</p>	1	3	3

ACTION PLAN

Hazard	Recommended Controls	Date Action completed	Revised Risk		
			L	S	RR
Sharp Objects	<ul style="list-style-type: none"> Review of all sharp objects on site to be carried out with the view of introducing a safer method Person Responsible: Health and Safety Officer 	Date: September 2012	1	3	3

Area/Dept./Activity: All Areas

Date of Assessment: July 2012

Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
Hazard: Bullying / Harassment Illness/Injury: Stress and illness brought on by stress, nervous breakdown	Employees Contractors Visitors	<ul style="list-style-type: none"> There is a bullying & harassment policy in place <p>Person Responsible: Manager</p>	1	3	3

ACTION PLAN

Hazard	Recommended Controls	Date Action completed	Revised Risk		
			L	S	RR
Bullying / Harassment	None				

Area/Dept./Activity: Customer Homes

Date of Assessment: July 2012

Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<u>Hazard:</u> Violence to staff <u>Illness/Injury:</u> Verbal assault, physical assault	Employees Contractors Visitors	<ul style="list-style-type: none"> The nature of the work carried out by the Castle Blinds and Shutters is such that it there is interaction with the public. Staff are trained to provide good customer service. All incidents involving violence are reported as per the 'Accident & Near Miss' reporting procedures. <p>Person Responsible: All employees</p>	1	3	3

ACTION PLAN

Hazard	Recommended Controls	Date Action completed	Revised Risk		
			L	S	RR
Violence to staff	None				

Area/Dept./Activity: Office	Date of Assessment: July 2012
	Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
Hazard: Pregnant Worker Illness/Injury: Tiredness Dizziness Back Injury	Employees	<ul style="list-style-type: none"> Heavy manual handling work removed from job. Ergonomic assessment carried out. Thermal environment kept at a comfortable level Pregnant worker to be kept away from vibration activities. <p>Chapter 2 of Part 6 and the related schedule 8 of the General Application Regulations 2007 adhered to.</p> <p>Person Responsible: Health and Safety Officer</p>	1	3	3

ACTION PLAN

Hazard	Recommended Controls	Date Action completed	Revised Risk		
			L	S	RR
Pregnant Worker	None				

Area/Dept./Activity: Outside/Inside

Date of Assessment: July 2012

Assessment Review Date: July 2013

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<p>Hazard: Ladders / Working at heights</p> <p>Falls of Persons Falls of Materials</p> <p>Illness/Injury: Breaks and strains Contact collision</p>	Employees Contractors	<ul style="list-style-type: none"> • When using a ladder, a person should not over-reach and care should be taken not to drop anything from a height. • Ladders should be positioned at a gradient of 1:4 and suitably tied Work is planned to ensure a safe means of access is provide (separate assessments for use of ladders, scaffolding) • Special rig for working over glass roof on gable ends is used • All equipment is provided and maintained to require legal and other standards. • Suitable signs and barriers will be positioned directly below works to warn of overhead operations. • Where there is likely to be debris falling, fans, chutes or full enclosures will be used to protect third parties. • All staff working below overhead operations will wear safety helmets. • All equipment used will be checked to ensure it is in good order, to correct specification, and in date for inspection. • Ladder access uses secure ground conditions <p>All insurance details and method statements received from contractors prior to work commencing</p> <p>Person Responsible: Health and Safety Officer</p>	1	3	3

ACTION PLAN

Hazard	Recommended Controls	Date Action completed	Revised Risk		
			L	S	RR
Ladders/ Working at heights	<p>Ladder Checklist to be introduced</p> <p>Person Responsible: Health and Safety Officer</p>	September 2012	1	2	2

Section 4: Appendices

Appendix 1	Definitions
Appendix 2	Appointed Persons
Appendix 3	4 th Schedule Safety Committee
Appendix 4	Emergency Procedures
Appendix 5	First Aid Information
Appendix 6	Accident/Incident Report Form
Appendix 7	Dangerous Occurrences
Appendix 8	Pregnant Employee Regulations
Appendix 9	Bullying/Harassment Policy
Appendix 10	Safety Audit Form

**Appendix 1
Definitions**

**Schedule 3 (Safety Health & Welfare at Work Act 2005)
General Principles of Prevention**

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

Definition of “Competent Person”

S.2 (2)(a) ‘For the purposes of the relevant statutory provisions, a person is deemed to be a **competent person** where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.’

Definition of “Reasonably Practicable”

S.2(6) ‘For the purposes of the relevant statutory provisions, **“reasonably practicable”**, in relation to the duties of an employer, means that an employer has exercised all due care by putting in place the necessary protective and preventive measures, having identified the hazards and assessed the risks to safety and health likely to result in accidents or injury to health at the place of work concerned and where the putting in place of any further measures is grossly disproportionate having regard to the unusual, unforeseeable and exceptional nature of any circumstance or occurrence that may result in an accident at work or injury to health at that place of work.’

APPENDIX 2
Appointed Persons

Safety Officer
Name

First Aiders
Name

Fire Wardens
Name

APPENDIX 3
4th Schedule Safety Committees

Schedule 4 (Safety, Health & Welfare at Work Act 2005)
Safety Committees

1. Should they so wish the employees employed in a place of work to which Section 26 applies may select and appoint from amongst their number, members of a safety committee to perform the functions assigned to safety committees under this Act.
2. The number of members of a safety committee shall not be less than 3 and shall not exceed one for every 20 persons employed in a place of work at the time when the committee is appointed or 10, whichever is the less.
3. Where pursuant to paragraph 2 the number of members of which a safety committee is to be comprised is –
 - (a) 4 or less, one member of the committee may be appointed by the employer, and the remaining members of the committee may be selected and appointed by the employees,
 - (b) not more than 8 and not less than 5, 2 members of the committee may be appointed by the employer, and the remaining members may be selected and appointed by the employees, and
 - (c) more than 8, 3 members of the committee may be appointed by the employer and the remaining members may be selected and appointed by the employees.
4. Where, in a place of work, a safety representative or representatives have been appointed under section 25, at least one such safety representatives shall be selected and appointed by the employees to be a member of the committee.
5. Where a safety committee is appointed under section 26 the following provisions shall have effect –
 - (a) The safety committee shall assist the employer and employees concerned in relation to the relevant statutory provisions,
 - (b) the quorum for a meeting of a safety committee shall be such number, being not less than 3, as shall for the time being be fixed by the committee,
 - (c) where a member of a safety committee ceases to be employed in the place of work concerned, he or she shall at the same time cease to be a member of the committee.
 - (d) The employer shall be entitled to attend personally, or to nominate a person or persons to attend on his or her behalf at each meeting of the safety committee,
 - (e) The employer or his or her nominee or nominees shall attend the first meeting of the safety committee and shall, as soon as may be after it is available, present to the members of the safety committee the statement required under *section 20*, and
 - (f) The safety committee shall consider any representations made to it by the employer on matters affecting the safety, health and welfare of persons employed in the place of work.
6. On a request being made in that behalf by a safety committee, the employer shall consult with the safety committee with the object of reaching agreement concerning –
 - (i) facilities for holding meetings of the safety committee, and
 - (ii) the frequency, duration and times of meetings of the safety committee.
7. Subject to the terms of any agreement between the employer and a safety committee, meetings of the safety committee shall be held from time to time on such days as the committee shall decide and such meetings may be held during normal working hours, without loss of remuneration to the members of the committee if the following conditions are satisfied, namely:
 - (i) Except in the case of an emergency such meeting shall not be held more frequently than once every three months;
 - (ii) The duration of each such meeting shall not exceed one hour;

- (iii) The number of members of the safety committee attending such a meeting shall be at least such as is required to form a quorum, and
- (iv) The times at which the meeting of the safety committee are held shall be compatible with the efficient operation of the place of work.

**Appendix 4
Emergency Procedures**

FIRE EVACUATION PROCEDURE

1.0 FIRE OFFICER (or Deputy)

1. In the event of a fire alarm signal:
 - a) Identify the area from the fire alarm zone.
 - b) Contact the Fire Warden responsible for the area or their deputy (table in Appendix I) and accompany them to check the location where the alarm signal originated.
 - c) If the response indicates a false alarm then the Fire Alarm monitoring station should be notified as soon as possible.
2. Ensure clear access is provided to the building, for the Fire Brigade
3. On arrival of the fire brigade, the Fire Services Officer takes charge of the situation.

If required the Fire Officer should brief him on the situation and provide any aid or assistance he or she may require, including information on:

- (a) the location of fire
- (b) the number and location of persons if any, still on the premises or accounted for
- (c) any special hazards e.g. gas mains, storage of fuels etc.
- (d) entry points to building
- (e) layout drawings for the building

The nominated Fire Officer is _____

2.0 FIRE WARDENS

In the event of being contacted by the Fire Officer regarding a fire alarm activation the fire warden (or deputy) must:

1. Immediately follow instructions given by the Fire Officer and investigate the area identified.
2. Report back to front desk as soon as fire is identified.
3. Only tackle the fire if it is safe to do so.
4. Alert others in the area and instruct them to evacuate immediately.
5. Check toilets, small areas where people may be working alone to ensure that the area is fully evacuated.
6. Close windows and doors.
7. Go to assembly point (main carpark) and check that all persons from your area are present and communicate this information to the Fire Officer. The nominated fire wardens are:

Fire Wardens

Name: _____

3.0 EMPLOYEES

If You Discover a Fire:

1. Activate the nearest fire alarm point
2. Attack fire with extinguisher only if you have been trained and are not putting yourself in danger.

On Hearing a Continuous Alarm Signal:

1. Leave the premises immediately using the nearest available exit
2. Do not re-enter the premises.
3. Report to the person in charge at the Assembly Area, which is at the front of the building

Note: Instructors are responsible for the safe evacuation of any course participants on their course.

Appendix 5
First Aid Information

First Aid

Recommended contents of first-aid boxes and kits as outlined in the H.S.A. Guidelines on First Aid at Places of Work, July 1994. See also First Aid Regulation 2007.

The following table indicates the quantities that are required, depending on the number of persons present : -

Materials	First-aid travel kit	First-aid box		
		1 - 5 persons	6 - 25 persons	26 - 50 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 Dressing (approx. 13 x 9 cms)	1	1	2	4
Extra Large Individually Wrapped Sterile Unmedicated Wound dressing (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	1	1	2	2
<u>NOTES:</u>				
Where more than 50 persons, pro rata provisions should be made.				
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 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. Eye bath/eye cups/refillable containers should not be used for eye irrigation.				

**Appendix 6
Accident/Incident Report Form**

Accident/Incident Report Form

Name of Injured Person: _____

Job title: _____

State whether an: employee ☐ other ☐ Details: _____

Date and time of accident/incident: _____

Description of Accident/Incident and Injuries, if any sustained:

Witnesses, if any _____

Was incident reported at time it occurred? YES ☐ NO ☐

If Yes, to whom? Name: _____ Job Title: _____

Was medical attention given by: First aider ☐ Doctor ☐ Hospital ☐ None ☐

Details (including name of first-aider): _____

Was accident investigated? YES ☐ NO ☐

If yes, by whom? _____

Immediate and root cause of accident _____

Is there any corrective action that needs to be taken? _____

Details of any corrective action taken _____

Does Safety Statement need to be amended? _____

Does the accident/incident need to be reported to the Health & Safety Authority?

YES ☐ NO ☐ If yes, date report sent and by whom _____

Estimate of Time lost? less than 1 day ☐ 1-5 days ☐ 6-30 days ☐ more ☐

Signed: _____
Manager

Date: _____

Appendix 7
Dangerous Occurrences

Notification of Accidents and Dangerous Occurrences Regulations 1993

Dangerous occurrences include the following:

- Collapse of a crane or other lifting machine
- Explosion of any closed vessel
- Electrical short circuit, explosion or fire which results in stoppage of affected equipment or place of work for more than 24 hours
- Uncontrolled release of 1 tonne or more of flammable substances
- Collapse of scaffolding more than 5 metres in height
- Collapse of a building involving more than 5 tonnes of material or of any floor or wall in a place of work.
- Failure of freight containers or a road accident involving a vehicle carrying dangerous substances by road
- Bursting or collapse of pipelines
- Malfunction of breathing apparatus
- Contact with an overhead electric line of over 200 volts
- Bursting of a grinding wheel.

All dangerous occurrence must be reported to the HSA using and IR3 form

**Appendix 8
Pregnant Employee Regulations**

First Schedule-Risk Assessment for Specified Agents, Processes and Working Conditions in the First Schedule (all three categories)

Note: This is not an exhaustive list and all hazards must be considered.

(A) AGENTS

1. Physical agents where these are regarded as agents causing foetal lesions likely to disrupt placental attachment (or both), and in particular:

- a. **Shocks, vibration or movement** [see also the Work Equipment Regulations 2007 and 1993 (Part IV of the General Application Regulations 1993)];
- b. **Handling of loads** entailing risks, particularly of a dorsolumbar nature [see Part 2 Chapter 4 of The General Application Regulations 2007 and also the Manual Handling of Loads Regulations 1993 (Part VI of the General Application Regulations 1993)];
- c. **Noise** [see the Control of Noise at Work Reg 2007 and also the Noise Regulations 1990];
- d. **Ionizing Radiation** [see the Radiological Protection Act 1999 (Ionising Radiation) Order 2000];
- e. **Non-ionizing radiation** [includes optical radiation and electromagnetic fields and waves];
- f. **Extremes of cold or heat** [see also the Workplace Regulations 1993 (Part III of the General Application Regulations 1993) and the Construction Regulations 1995];
- g. **Movements and postures**, travelling, either inside or outside the place of work, mental and physical fatigue and other physical burdens connected with the activity of the employee (see also the General Principles of Prevention in the General Provisions Regulations 1993 (Part II of the General Application Regulations 1993), which emphasise design factors to avoid work at a pre-determined rate]

2. Biological Agents

Biological agents of risk groups 2, 3 and 4 within the meaning of Regulation 2 (1) of the Safety, Health and Welfare at Work (Biological Agents) Regulations 1994, S.I. No. 146 of 1994, insofar as it is known that these agents or the therapeutic measures necessitated by such agents endanger the health of pregnant employees and the unborn child, but excluding those referred to in the Second Schedule.

3. Chemical Agents

The following chemical agents insofar as it is known that they endanger the health of pregnant employees and the unborn child, but excluding those referred to in the Second Schedule:

- a. **substances labelled R40** ['possible risk of irreversible effects'], R45 ['may cause cancer'], R46 ['may cause heritable genetic damage'], R61 ['may cause harm to the unborn child'], R63 ['possible risk of harm to the unborn child'] and R64 ['may cause harm to breastfed babies'] under the European Communities (Classification, Packaging Labelling and Notification of Dangerous Substances) Regulations 1994, S.I. No. 77 of 1994. [All these substances, of which there are over 200, come within the general terms of the Chemical Agents Regulations 1994];
- b. **chemical agents listed in the First Schedule to the Safety, Health and Welfare at Work (Carcinogens) Regulations 1993, S.I. No. 80 of 1993.** [The First Schedule to the 1993 Regulations deals with: manufacture of auramine; work involving exposure to aromatic polycyclic hydrocarbons present in coal soot, tar, pitch, fumes or dust; work involving exposure to dusts, fumes and sprays produced during the roasting and electro refining of

cupronickel mattes; and strong acid process in the manufacture of isopropyl alcohol; note that some changes to this Schedule were made by the Carcinogens Regulations 2001 (SI No. 78 of 2001).]

- c. **mercury and mercury derivatives;**
- d. **antimitotic drugs** [also know as cytotoxic drugs, that is those toxic t cells and used in certain cancer treatments];
- e. **carbon monoxide;**
- f. **Chemical agents of known and dangerous percutaneous absorption** [that is, chemical agents that maybe absorbed through the skin].

B) PROCESSES

Industrial processes listed in the First Schedule to the Safety, Health and Welfare at Work Carcinogens) Regulations 1993. (S.I. No. 80 of 1993) [see above and the Carcinogens Regulations 2001].

C) WORKING CONDITIONS

Underground mining work [note that the Employment Equality Act 1977 (Employment of Females in Underground Work in Mines) Order 1989 removed any general ban on women working underground in mines]

Second Schedule-Risk Assessment and Potential Prohibitions for Specified Agents and Working Conditions in the Second Schedule (pregnant employees and employees who are breastfeeding only).

1. Agents

a. Physical Agents

Work in hyperbaric atmosphere, such as in pressurised enclosures and underwater diving [the general precautions specified in Part VII of the Construction Regulations 1995 for work in compressed air and those in the Safety in Industry (Diving Operations) Regulations 1981 for diving activities are relevant.]

b. Biological Agents

The following biological agents:

- **Toxoplasma**
- **Rubella virus,**

Unless the pregnant employees are proved to be adequately protected against such agents by immunisation [see also the Biological Agents Regulations 1994 and 1998].

c. Chemical Agents

Lead and lead derivatives insofar as these agents are capable of being absorbed by the human organism [see also the Lead Regulations 1988, which refer specifically to risks to the foetus and to breast-fed babies].

2. Working conditions

Underground mining work [note that the Employment Equality Act 1977 (Employment of Females in Underground Work in Mines) Order 1989 removed the ban on women working underground in mines.]

For employees who are breastfeeding, the agents and working conditions listed in the Second Schedule to the 2000 Regulations are as follows, the text being in bold [with additional notes in square brackets]:

Apart from the hazards listed in the 2000 Regulations, there are other aspects of pregnancy that may affect work. The impact will vary during the course of the pregnancy and employers will want to keep their effects under review, for example the posture of expectant mothers changes to cope with increasing size.

Aspects of Pregnancy

Factors in Work

Morning sickness

Early shift work
Exposure to nauseating smells

Backache

Standing/manual handling/posture

Varicose vein

Standing/sitting

Haemorrhoids

Working in hot conditions

Frequent visits to toilet

Difficulty in leaving job/site of work

Increasing size

Use of protective clothing
Work in confined areas
Manual handling
Tiredness
Overtime
Evening work

Balance

Problems of working on slippery, wet surfaces

Comfort

Problems of working in tightly fitted workspaces

Dexterity, agility, co-ordination, speed of movement, reach, may be impaired because of increasing size.

Source: *Pregnant at Work: Guide to the Pregnant Employees Regulations 1994* (Health and Safety Authority 1996) and *New and Expectant Mothers at Work: A Guide for Employers* (Health and Safety Executive, December 1994) Appendix I.

Appendix 9
Bullying/Harassment Information

Workplace Bullying/Harassment

- Workplace bullying is defined as ‘repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work.’
- Harassment is any act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material if the action or conduct is unwelcome to the employee and could reasonably be regarded as offensive, humiliating or intimidating. Harassment may interfere with job performance, undermine job security or create a threatening or unpleasant work atmosphere.

Examples of bullying include:

- Verbal abuse
Shouting, making jokes, unfair and excessive criticism, ridicule in front of other individuals, spreading false truths about the individual around the company.
- Non verbal abuse
Looks, a gesture, displaying emblems on clothing, exclusion, whistling, isolation at work breaks, social events, intrusion through pestering, spying or stalking, giving repeated unreasonable assignments to duties which are obviously unfavourable to one individual, giving repeated impossible deadlines or impossible tasks etc.
- Physical abuse
Hitting, bodily contact that is abusive in nature, shaking fists in a threatening manner, sabotaging a colleagues personal belongings, etc.

Examples of sexual harassment include:

- Insensitive jokes and pranks
- Lewd comments about appearance
- Unnecessary body contact
- Display or circulation of sexually offensive material
- Request for sexual favours
- Threat of actual sexual violence
- Threat of dismissal, loss of promotion etc. for refusal of sexual behaviours

Examples of Racial Harassment include:

- Abusive language, mockery or racist jokes
- Display or circulation of racially offensive material
- Racial name calling
- Unfair allocation of work duties
- Intrusive or persistent questioning about a person’s racial or ethnic origin, culture or religion
- Exclusion from normal workplace conversation or social events i.e. frozen out.

**Appendix 10
Safety Audit Form**

Safety Statement – Castle Blinds and Shutters

Health & Safety Audit Form - Pg 1 of 5

To be completed by the Health & Safety Officer

Section A - General

Date:

Audit carried out by:

Health and Safety Audit Scoring System

Score	Grade	Critical	Major	Minor	Max total non Conformance's
A	Excellent 80-100%	0	0	<5	4
B	Good 65-80%	0	0	<8	7
C	Average 50-65%	0	<3	<10	12
D	Poor 35-50%	<1	<5	<13	16
E	Very Poor 0-35%	>2	>5	>13	19

Critical: A critical non-compliance involves a serious breach of procedure, which may result in a high risk to person's safety. Examples include;

- a) Recommendations from accident investigation have not been actioned
- b) Fire Extinguishers not in place
- c) Emergency Exit routes obstructed

Major: A major non-compliance involves a breach in procedure, which may result in a medium risk to person's safety or has a high potential for recurrence or is a recurring minor non-compliance.

- a) Training records not signed off
- b) Fire point signs not numbered
- c) Poor housekeeping

Minor: A minor non-compliance involves a breach in procedure, which has a small risk of affecting person's safety. Examples include;

- a) First Aid Box not fully supplied
- b) Light bulbs not working

Audit Date	Auditor

AUDIT SCORE Key reason for audit score
1.
2.
3.

Audit Score

--

Last Audit Score

--

Signed by Health and Safety Officer:

Safety Statement – Castle Blinds and Shutters

Health & Safety Audit Form - Pg 3 of 5

To be completed by the Health & Safety Officer

Section A - General

Date:

Location:

Audit carried out by:

Department:

Section B – Detailed Assessment

Do tasks involve:

1 Housekeeping:

- a) Are all floors clear of tripping hazards (cables, wires, etc)?
- b) Are all floors free of slipping hazards (oil, grease, etc)?
- c) Are all materials (files, stationary, etc) neatly arranged?
- d) Are all floors in good condition ?
- e) Are there suitable containers for waste materials and trash?
- f) Are there any combustible trash accumulations outside of proper containers?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 Electrical Equipment:

- a) Are all wires securely fastened?
- b) Do all wires appear in good condition?
- c) Is there any temporary wiring?
- d) Are all electrical panels locked?
- e) Are there any adapters in use?
- f) Are sockets overloaded?
- g) Are extension leads in use?
- h) Are additional sockets required?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3 Fire Doors / Emergency Exits:

- a) Are fire doors in good condition, operable, unobstructed and not blocked open ?
- b) Are fire doors clear of all notices?
- c) Are there adequate emergency exit signs in place?
- d) Are all emergency routes free of storage materials, debris, etc?
- e) Do all fire doors open?
- f) Are emergency exit routes wide enough (minimum 1 meter)?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4 Fire Extinguishers, small hose reels and hydrants:

- a) Are all extinguishers properly certified?
- b) Are safety pins in place?
- c) Are all extinguishers numbered and marked as "fire points"?
- d) Are all extinguishers, hose reels in good condition and readily accessible?
- e) Are all hydrants highlighted, accessible and unobstructed?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safety Statement – Castle Blinds and Shutters

Health & Safety Audit Form - Pg 4 of 5

5 First Aid:

- a) Are there trained first Aiders?
- b) Is the First Aid Box adequately stocked?
- c) Is there a cert of First Aiders on each First Aid Box?

Yes No N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6 Hazardous Materials:

- a) Have cleaners copies on site of all relevant M.S.D.S.?
- b) Are M.S.D.S. available for other relevant materials?
- c) Are all cleaning materials stored in a locked press (including canteen)?
- d) Is there an oil tank - if so is it bunded?

Yes No N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7 Equipment / Hazards:

- a) Shredder - interlock door fitted?
- b) Shredder - Interlock door operational?
- c) Is roof access restricted / locked?
- d) Is roof edge protected?
- e) Other hazards? _____

Yes No N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8 Accidents:

- a) Have accident report forms/near miss forms been completed?
- b) Have accident investigation report(s) been carried out?
- c) Check prevention recommendations have been implemented.

Yes No

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Safety Statement – Castle Blinds and Shutters

Health & Safety Audit Form - Pg 5 of 5

9 Training:

- a) Is the training of new personnel up to date? ☐ Yes ☐ No
- b) Are there trained fire marshalls, fire wardens, first aiders on site - covering all shifts / holidays? ☐ Yes ☐ No

c) Comment where necessary. _____

10 Previous Audit:

- a) Have the follow up recommendations of the previous audit been completed? ☐ Yes ☐ No
- b) Comment where necessary. _____
- _____
- _____

11 Manual Handling:

- a) Is manual handling training up to date? ☐ Yes ☐ No
- b) Are the manual handling assessments up to date? ☐ Yes ☐ No
- e) Comment where necessary. _____
- _____
- _____

12 Pregnant Employees:

- a) Have assessments been carried out on pregnant employees? ☐ Yes ☐ No
- b) Comment where relevant. _____
- _____
- _____

13 VDU / Workstation Assessments:

- a) Have assessments been carried out on all workstations? ☐ Yes ☐ No
- b) Comment where relevant. _____
- _____
- _____

14 Any other issues:
