
Health, Safety and Welfare Policy and Statement

Turas Training

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1. Policy Statement

TURAS recognises its obligations to provide a safe environment under the terms of the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Applications) Regulations 2007 and under Section 18(2) of the Fire Services Act, 1981 & 2003. This policy should be read as part of TURAS's commitment to 'Dignity at Work'.

2. Purpose

This policy outlines how TURAS will:

- 2.1. Ensure that all practical steps are undertaken to safeguard the health, safety and welfare of all employees, volunteers, visitors and service users on the premises, as far as is reasonably practicable.
- 2.2. Ensure provision of adequate working conditions for all employees,
- 2.3. Outline how employees within the organisation should co-ordinate in relation to safety matters.

3. Scope

- 3.1. The duties outlined in this policy reflect the responsibilities in the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Applications) Regulations 2007. These apply to all employers, locums, volunteers, student placements, in-reach workers and visitors in all places of work and company premises.

4. Glossary and Definitions

- 4.1. A Hazard: is any thing that can cause harm - a wet or slippery floor, a pot of hot soup in kitchen, lifting of goods, dealing with a challenging service user, dealing with an aggressive visitors, stressful work etc.
- 4.2. A Risk: is the likelihood that someone will be harmed by a hazard and the severity of that harm.

5. Roles and Responsibilities

5.1. TURAS has the following responsibilities:

- 5.1.1. To ensure the design, provision and maintenance of a safe, risk-free place of work.
- 5.1.2. To manage and conduct work activities in such a way as to ensure the safety, health and welfare of all employees while at work.
- 5.1.3. To manage and conduct work activities in such a way as to prevent any improper conduct or behaviour likely to endanger employees.
- 5.1.4. To provide systems of work that are planned, organised, performed, maintained and revised as appropriate; so as to be safe and risk free.
- 5.1.5. To identify hazards and carry out risks assessments and prepare a safety statement, determine and implement safety, health and welfare measures and ensure that these measures take account of changing circumstances and general principles of prevention.
- 5.1.6. To provide information, instruction, training and supervision; where necessary.
- 5.1.7. To implement safety, health and welfare measures necessary for protection of employees, as identified through risk assessments and ensuring that these measures take account of changing circumstances and the general principles of prevention.
- 5.1.8. To provide protective clothing and equipment where risks cannot be eliminated or adequately controlled.
- 5.1.9. To prepare and revise emergency plans and procedures.
- 5.1.10. To report accidents and dangerous occurrences to the relevant authority.
- 5.1.11. To obtain where necessary the services of a competent person for the purpose of ensuring safety and health at work.
- 5.1.12. Consult with employees and safety representatives in good time for the purpose of making and maintaining safety arrangements.
- 5.1.13. Provide and maintain welfare facilities for employees

5.2. Specific management responsibilities are:

- 5.2.1. The management committee is responsible for overseeing the development and timely review of relevant health and safety policies, and for ensuring that the organisation has the appropriate resources to ensure provisions in the policy are met.
- 5.2.2. The Project Manager is responsible for ensuring:
 - 5.2.2.1. All elements of the operations of the health and safety policy and statement and delegating and monitoring the implementation of actions as related to health and safety.
 - 5.2.2.2. All staff are made aware of the provisions of the health and safety statement.
 - 5.2.2.3. Design, provision and maintenance of place of work is safe and without risk to health, including safe way in and out. As well ensuring that design, provision and maintenance of plant and machinery and other articles for use at work.
 - 5.2.2.4. Adequate consultation arrangements are in place so that employees and service users can make their views and concerns known to management.
- 5.3. General employee responsibilities
Section 13 of the Safety, Health and Welfare at Work Act 2005 obliges that employees meet health and safety requirements as follows:
 - 5.3.1. Comply with relevant statutory provisions, as appropriate and take reasonable care to protect own safety, health and welfare and safety, health and welfare of any other person who may be affected by their acts or omissions at work.
 - 5.3.2. Ensure that he/she is not under the influence of an intoxicant to the extent that they endanger their own or others safety, health and welfare at work (see Alcohol and Drugs in the Workplace Policy).
 - 5.3.3. Co-operate with employer to enable employer to comply with the law.
 - 5.3.4. Not engage in improper conduct or other behaviour likely to endanger their own/others safety, health and welfare at work.
 - 5.3.5. Attend training as may be reasonably required by employer; relating to safety, health and welfare at work, or relating to the work carried out by the employee.
 - 5.3.6. Having had instruction/training, make correct use of any article or substance provided for use by employee or for the protection of his/her safety, health and welfare at work including protective clothing/equipment.
 - 5.3.7. To report as soon as possible:
 - 5.3.7.1. any work carried out, risks, or any contravention of the relevant health, safety and welfare provisions of which he/she is aware,
 - 5.3.7.2. any defect in the place or systems of work, or article or substance which might endanger themselves or other persons,
 - 5.3.7.3. Any health and safety contraventions which might endanger themselves or other persons of which they are aware.

6. Service Users and Visitors

- 6.1. Service users are at the core of our organisation and we take every precaution to safeguard them when they are on the premises.
- 6.2. Visitors are not allowed to enter the buildings without being accompanied by an employee. A visitor's book is in place to record all service users and visitors for safety, security and emergency reasons.
- 6.3. When children come into the buildings, they are strictly supervised by their parents and by qualified project workers.
- 6.4. Section 14 of Safety, Health and Welfare at Work Act 2005 requires all persons, other than employees, (service users, children, school or college students, project visitors, service users' visitors and contractors) not to intentionally, recklessly or without reasonable cause:
 - 6.4.1. Interfere with, misuse or damage anything provided under the law for securing the safety, health and welfare of persons at work.
 - 6.4.2. Place at risk the safety, health and welfare of persons in connection with work activities.

7. Review and Revision of Health and Safety Policy and Statement

- 7.1. The board of management together with relevant management will review the safety statement at least once a year:
 - 7.1.1. if there has been a significant change in matters to which it refers,
 - 7.1.2. there is another reason to believe that it is no longer valid,
 - 7.1.3. If so directed by a HSA Inspector within 30 days.
- 7.2. Any changes made will be communicated to employees, service users, contractors and others who may be affected by it. The Safety Statement will then be updated as appropriate.
- 7.3. In the yearly review account will also be taken of new legislation, any new technologies, new products, new services or practices, any accidents or near misses that have taken place and in the light of experience.

8. Instruction / Information, Training and Supervision of Employees

- 8.1. All instructions and information, training and supervision are provided in a manner, form and language that is reasonably likely to be understood.
- 8.2. Employees will receive, during time off from their work and without loss of pay, adequate safety, health and welfare training, including, information and instructions relating the specific task to be performed and emergency measures.
- 8.3. The employee's capabilities in relation to safety, health and welfare are taken into account.
- 8.4. Training must be adapted to take account of new or changed risks in the workplace.
- 8.5. Training will be provided:
 - 8.5.1. on recruitment, at induction;
 - 8.5.2. when an employee is transferred or tasks change;
 - 8.5.3. on the introduction of new or changed policy, work equipment or work systems;
 - 8.5.4. On the introduction of new technology.
- 8.6. Information provided to employees will include the following: workplace hazards and risks identified; the protective and preventive measures to be taken; and all persons named in safety and evacuation procedures.

9. Consultation

- 9.1. Employees are entitled to select and appoint a safety representative to represent them in consultation with the employer on matters of safety, health and welfare at the place of work. This position should be selected fairly by employees for a term not greater than three years. At the end of the term the outgoing safety representative is eligible for re-selection.
- 9.2. In order to comply fully with Section 26 of the Safety, Health & Welfare at Work Act 2005 in regard to consultation, the project has specific arrangements in place:
 - 9.2.1. Health and safety information is provided regularly and consultation on safety and health issues takes place informally on an ongoing basis.
 - 9.2.2. Employees are fully consulted in advance and in good time on the following: any measure which will substantially affect safety, health and welfare of employees including; the designation of employees for protection, fire fighting, first aid etc; activities related to the prevention of and protection from risks; hazard identification and risk assessment; revision of safety statements; the appointment of persons to provide protective or preventive measures re any new situations, guidelines or practices.
 - 9.2.3. Minutes should be kept which detail agenda items specific to health and safety, and any resulting actions.

10. Safety Statement

- 10.1. A written safety statement is provided (Appendix I), based on the hazard identification and risk assessment carried out, which specifies how the service will manage and secure the safety, health and welfare of all employees at work.
- 10.2. The safety statement specifies the:
 - 10.2.1. hazards identified and risks assessed (the risk assessment form should be completed and should form the basis of the document);
 - 10.2.2. protective and preventive measures taken and the resources provided;
 - 10.2.3. emergency plans and procedures ;

- 10.2.4. duties of the employees ;
- 10.2.5. Names, job titles and positions of anyone assigned with safety responsibilities.
- 10.3. The safety statement will be brought to the attention of:
 - 10.3.1. employees at least annually;
 - 10.3.2. when there is any changes;
 - 10.3.3. new employees, at induction;
 - 10.3.4. Other persons at the place of work who may be exposed to any specific risk.
- 10.4. TURAS must review the safety statement if:
 - 10.4.1. there is a significant change to the matters it relates to;
 - 10.4.2. there is any other reason to believe that it is no longer valid;
 - 10.4.3. An inspector directs the statement to be amended.
- 10.5. TURAS must ensure that:
 - 10.5.1. all contractors providing services to the employer have an up-to-date safety statement;
 - 10.5.2. A copy of the safety statement is kept available for inspection at or near the place of work.
- 10.6. While there will be a general safety statement that includes the entire organisation, each site will have its' own specific safety statement which outlines hazards and risks specific to that site.

11. Disciplinary Action

- 11.1. Employees should be aware that breaches of safety rules might result in graduated disciplinary action, up to and including dismissal.
- 11.2. Employers are prohibited from penalising (defined as dismissal, demotion, transfer, imposition of duties, coercion or intimidation) or threatening to penalise employees, who are performing any duty, exercising rights or who make any complaints relating to safety and health or who give evidence in enforcement proceedings.
- 11.3. The following statement is included in all contracts of employment since 2010:
 - 'Working safely is a condition of employment.
 - You will be fully instructed in all Health and Safety aspects of your job.
 - You will be supplied with any safety equipment and/or personal protective equipment that you need to do your job safely.
 - You will be required to work safely, abide by any relevant procedures or practices, which have been put in place to safeguard your health and safety, wear relevant personal protective equipment and obey all policies and instructions.
 - You are required to familiarise yourself with the contents of the Safety Statement which will be made available to you.'

Safety Statement

1. Record of Changes

Date	Section	Reason for Change	Nature of Change

2. Introduction

- 2.1. This statement sets out provisions in relation to the health, safety and welfare within TURAS and the means through which the policy will be implemented consistent with Section 20 of the Safety, Health and Welfare at Work Act 2005. The objective is to ensure a safe and healthy place of work for all staff members, service users, and members of the public.
- 2.2. TURAS seeks to ensure that facilities, equipment, working processes and systems do not constitute a risk to the health and safety of employees.
- 2.3. This policy should be read in conjunction with the Health and Safety Policy which outlines the organisations approach to the issue.
- 2.4. A risk assessment should be undertaken and its findings and content should form the basis of provisions in the health and safety policy.
- 2.5. This statement should also be read in conjunction with the following policies which outline information on the following areas which pertain to health, safety and welfare: *Dignity at Work, which comprises: Harassment, Harassment, Sexual Harassment and Bullying Policy and Violence in the Workplace Policy; as well as the following policies: Complaints; Confidentiality; Disciplinary; Grievance; Vehicle Use; Outreach; Incident Reporting; Management of Sharps, Percutaneous Injury and other Exposure Incidents; Alcohol and Drugs in the Workplace; Staff Sickness and Leave; Investigation Procedure; Smoking, as well the Staff Handbook, which summarises all policy content.*

3. Principles of Prevention

Schedule 3 of Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention; TURAS undertakes to operate our organisation in accordance with these key principles:

- 3.1. The avoidance of risks.
- 3.2. The evaluation of unavoidable risks.
- 3.3. The combating of risks at source.
- 3.4. The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
- 3.5. The adaptation of the place of work to technical progress.
- 3.6. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
- 3.7. The giving of priority to collective protective measures over individual protective measures.
- 3.8. 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.
- 3.9. The giving of appropriate training and instructions to employees.

4. Protective and Preventive Measures

- 4.1. TURAS appoints a Health and Safety Officer to act as competent persons to perform the functions relating to the protection of employees and give them adequate time and means to perform those functions.
- 4.2. To facilitate open communication, a space for any health and safety issues to be raised will be included as a standard part of the agenda of the following meetings;

- 4.2.1. Weekly team meetings.
- 4.2.2. Monthly management meetings.
- 4.2.3. Management committee meetings.
- 4.3. All agenda items and issues discussed in relation to health and safety will be recorded in the minutes.

5. Health And Safety Resources

TURAS endeavours to ensure appropriate resources are available to secure the health, safety and welfare of employees and service users; this includes human resources and financial resources:

- 5.1. Human resources: health and safety is a fixed item on the agenda at all management and staff meetings. Management time will be set aside to ensure that all aspects of this policy and statement are implemented.
- 5.2. Financial resources: In balancing the competing demands on the limited project budget, the service endeavours to provide the necessary financial resources to ensure, as far as is reasonably practicable, the safety of all employees, contractors and visitors. This includes:
 - 5.2.1. Maintaining the buildings in a safe way. Rectifying safety shortcomings in the buildings, if they arise by prioritising work in accordance with the level of risk and the resources available.
 - 5.2.2. Engaging competent reputable contractors to maintain and service fire protection equipment and machinery in a clean and safe condition.
 - 5.2.3. Providing ongoing funding for external competent health and safety advice and training as and when necessary.

6. Competent Persons

- 6.1. In order to comply fully with Section 8 of the Safety, Health & Welfare at Work Act 2005 internal competent persons have been appointed to perform the following functions to protect employees and prevent risks to safety, health and welfare at work:
 - 6.1.1. First aiders to provide first aid treatment Colin Walsh.
 - 6.1.2. Competent external maintenance contractors to maintain the buildings.
 - 6.1.3. Designated employees to check the smoke alarms monthly, these are David Barrett.
 - 6.1.4. Alarm Company to check main fire alarm twice a year.
 - 6.1.5. Fire extinguisher provider to check fire extinguishers twice a year.
- 6.2. All of the persons outlined above will be given adequate time without loss of pay to carry out their functions.

7. Reporting of Incidents (see Incident Reporting Policy)

- 7.1. Members of staff are required to report all accidents, whether resulting in injury or not, to management (or to the Health and Safety Officer. The following details are required, in writing:
 - 7.1.1. date, time and place of incident, any witnesses;
 - 7.1.2. Name of the injured person (if person was injured). If no one was injured, the persons involved in the incident.
- 7.2. Circumstances, including the cause and nature of the injury and arrangement made for its treatment. If no injury occurred, record the nature of the incident.
- 7.3. All incidents will be investigated by management and a written report prepared. Incidents may also be investigated by the safety representative. The purpose of the accident investigation is to identify the root causes of the accident with a view to preventing re-occurrence.

8. Reporting of Accidents to the Health Safety Authority

- 8.1. The primary aim of accident reporting is to identify the causes and prevent the recurrence of such events. The notification of the following accidents or dangerous occurrences to the Health and Safety Authority (HSA) is also a legal requirement under General Application Regulations 1993 – Part X – Notification of Accidents and Dangerous Occurrences; this is the responsibility of the Assistant Project Coordinator. Notification is a legal requirement when:
 - 8.1.1. The death of any employed or self-employed person, which was caused by an accident during the course of their work.

- 8.1.2. An injury sustained in the course of their employment, which prevents any person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays. (For example, if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable.)
- 8.1.3. A death or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work. Deaths or injuries caused by normal medical treatment (e.g. surgery or medication) do not need to be reported.
- 8.1.4. A road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.
- 8.1.5. Specified 'dangerous occurrences' must also be reported.

9. Emergencies and Serious or Imminent Dangers

- 9.1. In the event of the an emergency or serious and imminent danger A member of the Management team will:
 - 9.1.1. ensure all employees are informed of the risk and steps taken to protect them;
 - 9.1.2. refrain from requiring employees to carry out or resume work where there is still a threat to their safety, and give instruction for employees to stop work and remove themselves to a safe place;
 - 9.1.3. ensure that an employee who leaves the place of work in the case of emergency is not penalised because of such action;
 - 9.1.4. Ensure that access to specifically hazardous areas is restricted only to employees who have received appropriate training.
- 9.2. In the event that the Health and Safety Officer is unavailable or cannot be contacted for any reason, and in the absence of appropriate guidance or instruction, employees may take appropriate steps based on their own knowledge to avoid the consequences of the danger.

10. Hazard Identification and Risk Assessment

- 10.1. In keeping with Section 19 of Safety, Health and Welfare at Work Act 2005, risk assessments of all activities will be carried out on an on-going basis to determine risks to employees, volunteers, service users and others and to decide on appropriate control measures. The assistance of competent consultants will be contracted if and when necessary.
- 10.2. The following will be determined in relation to hazards: the risk, who is at risk, the likelihood of the risk occurring, the severity of the risk and how hazards will be eliminated or controlled.
- 10.3. Risk assessment will be reviewed if there has been a significant change in the matters to which it relates or there is another reason to believe it is no longer valid. Following the review the health and safety statement will be amended as appropriate and any improvements will be implemented.

11. Protection of Employee Health

- 11.1. TURAS fully supports the promotion of and protection of employee health at work. The following are provided or in place to contribute to employee health or risk reduction:
 - 11.1.1. All employees have access to training in; (Management of Sharps, Percutaneous Injury and other Exposure Incidents Policy, dealing with difficult behaviour, first aid etc.)
 - 11.1.2. A sharps bin is provided and is sent to HSE for destruction.
 - 11.1.3. An optional Hepatitis B vaccination is made available to employees.
 - 11.1.4. Hazardous waste is taken away by a competent external contractor for destruction.

12. First Aid

- 12.1. In order to comply fully with Section 11 of the Safety, Health & Welfare at Work Act 2005 re; first aid arrangements, there are (detail how many fully stocked first aid kits available in the following locations in the building....Staff Kitchen, Students Canteen, Team Room.
- 12.2. (named) Project workers will be fully trained designated first aiders.
- 12.3. The responsibility for ensuring the kits are checked every month and are re-stocked as required is that of- Catherine Gorman/ David Barrett.

13. Machinery and Equipment

- 13.1. In keeping with Chapter 2 of Part 2 General Application Regulations 2007 re Use of Work Equipment, All equipment or machinery bought for the Project is CE marked. We buy the best we can afford; we buy new, from reputable suppliers and check the equipment before it is put into general use.
- 13.2. Cables, where possible are tied up, are in good condition, are not repaired with tape and sockets are not overloaded.
- 13.3. Staff or service users who become aware of any items needing maintenance are obliged to bring this information to the attention of their line manager so that repairs or replacement may be arranged.

14. Manual Handling

- 14.1. Full account has been taken of Chapter 4 of Part 2 of General Application Regulations 2007 – re Manual Handling in determining our Manual Handling Policy. The emphasis of this policy is to put in place a programme to identify, eliminate, control and/or minimise the effects of manual handling within the Project in order to prevent injury to employees and others, as far as is reasonably practicable.
- 14.2. All staff are instructed not to attempt to lift any loads that are too heavy or awkward but to seek help or clarification from their line manager on how the load should be moved.
- 14.3. Action is taken to avoid or reduce to a minimum the necessity for employees to be involved in manual handling operations, as far as is reasonably practicable.

15. Office Risks and Responses

- 15.1. Floor areas, stairs and landings should be kept tidy and clean.
- 15.2. All telephone and electrical appliances should be placed in such a manner that their cables do not constitute a hazard.
- 15.3. Broken, damaged and inoperative furniture, appliances and cables should be reported to the service manager.
- 15.4. Untrained personnel should not attempt to repair electrical apparatus such as personal computers and photocopiers.
- 15.5. Items such as cello tape dispensers with sharp metal blades, scissors, guillotines, letter openers and staplers should be handled carefully.
- 15.6. We have taken full account of General Application Regulations 2007, Part 2, Chapter 5 and Schedule 4 on Display Screen Equipment. VDUs are used in all offices and are low radiation models. Office workstations have been set up to maximize ergonomics with good quality seating properly adjusted.
- 15.7. Where possible VDUs have been positioned at right angles to windows and between light fittings to minimise glare. Where this has not been possible window blinds are in place.
- 15.8. VDU users carry out a variety of tasks and mix VDU activities with other office related activities to minimise fatigue, eye strain and the potential for work related upper limb disorders. The Project makes eye tests available to regular VDU users – those that use their VDU for more than 1 hour continuously per day.
- 15.9. Each workstation is subject to formal VDU assessment and information, instruction and training is provided for all VDU users.

16. Fires and other Emergencies

- 16.1. TURAS recognises its responsibilities under Section 18(2) of the Fire Services Act, 1981 & 2003 as quoted: *"It shall be the duty of every person having control over premises to which this section applies to:*
 - 16.1.1. *Take all reasonable measures to guard against the outbreak of fire on such premises.*
 - 16.1.2. *Provide reasonable fire safety measures for such premises and prepare and provide appropriate fire safety procedures for ensuring the safety of persons on such premises.*

- 16.1.3. *ensure that the fire safety measures and procedures referred to in paragraph are applied at all times,*
 - 16.1.4. *And ensure, as far as is reasonably practicable, the safety of persons on the premises in the event of an outbreak of fire whether such outbreak has occurred or not."*
- 16.2. It is the responsibility of the fire safety manager to ensure all required fire drills are held, the fire extinguishers are regularly serviced, and the Fire Safety Register is up to date.
- 16.3. Fire Drills
- 16.3.1. Fire Drills must be held minimum twice a year.
 - 16.3.2. A procedure must be put in place to ensure the premise is vacated to a safe assembly area. A defined and visible route of escape should be visible through out the organisation.
 - 16.3.3. During a fire drill, all staff, clients and other people in the building should meet at an agreed safe Assembly Point outside of the building. Managers should have a role call to make sure everyone has vacated the building safely.
 - 16.3.4. A record and detail any problems encountered during the drill should be documented and acted upon.
- 16.4. Facilities
- 16.4.1. The employer must identify all fire related hazards in the work place and put in place strategies to mitigate the risk.
 - 16.4.2. Regularly serviced and maintained fire extinguishers must be presented at visible places in the workplace – they should be serviced at least once a year. Fire safety manager is to check fire extinguishers four times a year.
 - 16.4.3. Fire fighting equipment should be provided in the kitchen area. This should include at least a fire extinguisher and a fire blanket.
 - 16.4.4. Fire doors (if available) should be fitted with self closers and kept shut
 - 16.4.5. Fire safety manager to check main fire alarm four times a year.
 - 16.4.6. Doors on escape routes, in particular the front and rear final exit doors should only be fitted with simple fastenings that can be readily operated from the inside without the use of a key.
 - 16.4.7. Ideally all final fire exits should open outwards (using a push-bar system)
 - 16.4.8. Furnishings should comply with S.I. No. 316/1995: Industrial Research and Standards (Fire Safety) (Domestic Furniture) Order, 1995.
- 16.5. Fire Safety Training
- 16.5.1. Staff training is a Statutory Requirement
 - 16.5.2. Training must be specific to TURAS and must be provided by a competent trainer.
 - 16.5.3. Training must be assessed and repeated yearly.
 - 16.5.4. A General Fire Precautions Notice (Appendix I of the Fire Safety Register Tool) should be provided to all employees on a regular basis and should be placed in a number of locations in the premises, to provide a constant reminder of the fire safety rules to be observed by all employees and other occupants.
- 16.6. Record Management
- 16.6.1. TURAS will have a Fire Safety Register which details:
 - 16.6.1.1. Service name and details of person responsible for fire safety together with a plan of each floor of premises on A4 sheets with details of Fire Exits.
 - 16.6.1.2. Details of training provided for employees on Emergency Plan.
 - 16.6.1.3. Details of each fire and evacuation drill, the date it took place, the names of those who took part, and the type, objectives and results of each exercise held.
 - 16.6.1.4. Details of means of escape and of evacuation routes.
 - 16.6.1.5. Details of fire detection systems and locations of smoke detectors. Inspections and tests carried out on fire protection equipment with brief comments on the results of the checks and action taken. Details of fire incidents, false alarms, record of errors or faults and action taken as a result.

- 16.6.1.6. Details of fire protection equipment and systems in the building - types, locations of all fire extinguishers and fire blankets.
- 16.6.1.7. Details of emergency lighting, inspection and testing details, maintenance details and details of any alterations or works carried out.
- 16.6.1.8. Details of each inspection of the building itself, its fittings and services and the actions taken to remedy defects found.
- 16.6.1.9. Details of fire hydrants, when inspected etc.
- 16.6.1.10. Outlined assigned responsibilities.
- 16.6.2. The fire safety register should be kept in a safe place on the premises at all times together with the relevant health and safety policies and should be available for inspection by any authorised officer of the Fire Authority.
- 16.6.3. The register should have sufficient pages to allow for records over a period of 5 years. Additional photocopies of unused pages should be added as required.

16.7. Fire Safety Certificates

- 16.7.1. Fire safety must be taken into account when designing buildings or changing the use of an existing building. Fire safety certificates issued by the Building Control Authority are required for most building construction, alterations, and extensions. In such circumstances, application should be submitted through the Building Control Authority.
- 16.7.2. The Building Control Authority must notify the applicant of the decision on the application within two months of the application date or within such extended period of time as may be agreed between the applicant and the Authority at any time.

16.8. Informing the Public

- 16.8.1. Members of the public using the building should be aware of the fire safety precautions in the premises. This will be achieved through:
 - 16.8.1.1. The display of notices regarding actions to be taken in the event of a fire or alarm, including exit procedures and meeting points.
 - 16.8.1.2. Announcements before the commencement of larger events where the public may be present.

16.9. Fire Procedures

- 16.9.1. Staff must identify all fire related hazards in the work place and put in place strategies to prevent, control and/or mitigate the risk. They should also be aware of all exit routes, and should be aware of the location of fire extinguishers.
- 16.9.2. In the event of a fire, staff should:
 - 16.9.2.1. Activate the fire alarm.
 - 16.9.2.2. Inform staff of the location of the fire.
 - 16.9.2.3. Under no circumstances expose themselves to danger.
 - 16.9.2.4. Proceed as below.
- 16.9.3. If a fire alarm is activated:
 - 16.9.3.1. Leave the building by the nearest fire exit, not stopping to collect personal belongings.
 - 16.9.3.2. On leaving the building staff should, if possible, unplug electrical equipment and close doors behind them.
 - 16.9.3.3. Proceed directly to the designated assembly point, which is FRONT CAR PARK.
 - 16.9.3.4. Once outside the building, staff are not to enter the building until told it is safe to do so.
- 16.9.4. The HEALTH AND SAFETY OFFICER should:
 - 16.9.4.1. Call the fire brigade and (if appropriate) put them on "stand-by" if the emergency situation is unclear.
 - 16.9.4.2. Check out the report of fire and determine if there is one or not by going to the fire panel and make the decision either to attempt to fight it or not (with help from fire team) using extinguishers and/or fire blanket.

- 16.9.4.3. If the fire is put out stay for an appropriate period of time to ensure it is fully out and will not re-ignite.
- 16.9.4.4. If the fire becomes unmanageable withdraw from building closing doors as you go.
- 16.9.4.5. Call the Fire Brigade, if they are needed, or "stand them down" if not.
- 16.9.4.6. Brief the fire brigade when they arrive about the nature and extent of the fire and if there are any persons inside.
- 16.9.5. The evacuation co-ordinator should:
 - 16.9.5.1. Take the signing-in book/ record of employees and service users on site with them before leaving the building.
 - 16.9.5.2. Carry out a full roll-call of all employees taking into account that specific people have remained inside the building as detailed above.
 - 16.9.5.3. Await further instructions from senior management and/or the Fire Brigade
 - 16.9.5.4. Ensure that first aid is provided to any individuals who may need this

18. Bomb Scare Emergency

In the case of a bomb scare phone call it is important that the person receiving the call should not panic. Every effort should be made to obtain and record the information listed below:

- 16.10. Note the exact time of the call.
- 16.11. Note the exact words of the threat - particularly the exact location of the bomb and when it is going to explode.
- 16.12. Ask the following key questions: Where is the bomb now?
 - 16.12.1. What does it look like?
 - 16.12.2. When is it going to explode?
 - 16.12.3. Who planted it?
 - 16.12.4. Why was it planted?
- 16.13. Note whether the voice is male or female
- 16.14. Note the accent of the caller
- 16.15. Note whether the caller sounds intoxicated
- 16.16. Note any background noises - traffic, music, voices, children etc.
- 16.17. Note if the voice is familiar - try to think who it is
- 16.18. Note the time the caller hung up
- 16.19. Notify relevant management immediately. They will immediately call the Gardai and await further instructions.
- 16.20. If a search of the building is undertaken specific attention should be given to areas visited by members of the public, contractors etc. rather than employee only areas. If any suspect parcel/device is located it should not be touched. The Gardai should be informed of it and its exact location and they will then give instructions to management on what to do if anything.
- 16.21. If the Gardai order a full evacuation then the evacuation procedure detailed above should be implemented.

17. Receipt of a Suspicious Package

- 17.1. All due care should be taken in handling incoming mail and parcels. Any parcel that looks unusual or gives rise for concern should not be opened. It should be placed outside the back of the building on waste ground and the Gardai informed.
- 17.2. In the event that a package is opened and is found to contain a dangerous powder or other threatening contents the following duties should be followed by the person dealing with the package:
 - 17.2.1. Instruct everyone to evacuate the area.
 - 17.2.2. Contact Senior Manager on site immediately who should contact Gardai.
 - 17.2.3. Do not shake or empty the contents.
 - 17.2.4. If possible, put on gloves before handling the package further.
 - 17.2.5. Wearing gloves, place the package in a plastic bag or container to prevent leakage.
 - 17.2.6. If you do not have a container, cover/envelope/package with anything – clothing or paper.
 - 17.2.7. Remove contaminated gloves and place with container in bag or under clothing or paper.

- 17.2.8. Wash your hands with soap and water to remove any powder that may have gotten on them – do not touch your face or clothing and do not eat or drink anything until hands have been washed.
- 17.2.9. List all personnel who were in the room and give it to local authority and Gardai for follow-up investigation.
- 17.2.10. Evacuate the area yourself and wait for the Gardai.

18. Violence in the Workplace

See Violence in the Workplace Policy

19. Personal Protective Equipment

In keeping with General Application Regulations 2007, Part 2, Chapter 3, the following personal protective equipment is provided:

- 19.1. Gloves for cleaning purposes,
- 19.2. Specific puncture proof gloves and tongs for the picking up and removal of abandoned sharps into sharps boxes.

20. Management of Contractors

- 20.1. All Contractors (e.g. Builders, Roofing Specialists, Boiler Maintenance Companies, Carpenters, Plumbers, and Carpet Layers etc.) who come into the buildings to carry out work or provide a service must provide a copy of their Safety Statement the organisation in keeping with Section 20 of Safety, Health & Welfare at Work Act 2005.
- 20.2. In addition they must produce evidence of appropriate Employer's Liability and Public Liability Insurance cover before they can commence work.

21. Pregnant Employees

- 21.1. In the event of an employee informing Management that she is pregnant, full account will be taken of General Application Regulations 2007, Part 6, Chapter 2 and Schedule 8 governing Protection of Pregnant, Post Natal and Breastfeeding Employees. These regulations require that a risk assessment be carried out by management of her job and all of it's tasks to assess if there is any risk to her or her unborn baby. If any such risk is identified management will undertake to re-design the job to eliminate that risk, where possible. The use of Health and Safety Leave within Maternity Protection Act 1994 will only be used where all other safe work options have been exhausted.

22. Smoking/ Alcohol and Drugs

- 22.1. The organisations smoking policy and the alcohol and drugs in the workplace policy related directly to health and safety. All staff should be familiar with the policy and behave in a manner consistent with the procedures outlined.

23. Equality and Diversity Considerations

- 23.1. TURAS recognises that the special needs of diverse groups must be considered and met in the management, operation and implementation of safety policies and procedures. It does this by requiring its employees to ensure that careful attention is given to any special health and safety need arising by virtue of an individual's disability, mobility, physical stature, youth or longevity, sight and hearing impairment, sex, ethnic origin, language, learning disability, religious custom.
- 23.2. Where service users have a disability, which would make evacuation from an upper floor difficult every effort, will be made to accommodate that person on ground floor.

24. Stress

- 24.1. TURAS recognises that stress at work can be a problem and takes it's responsibilities in this regard seriously. The Project strives to minimize occupational stress through monitoring workloads, the allocation of work, human resources to do the work, demands of service users etc.
- 24.2. Employees feeling stressed are actively encouraged to make this known to their line manager so that appropriate steps can be taken to alleviate the stress causing factors. Additional internal supervision is available to all employees.

- 24.3. If a staff member raises issues of stress in supervision the supervisor should undertake an assessment of stress within all aspects of the role, including specific tasks, time management, co-worker relations, client relations etc. It is important this is done in a judgement free and supportive manner. The focus of the supervision should be solution focused and involve putting in place appropriate supports and clarifying role expectations, resources and work processes/supports. This should be followed up in a specific session.

25. Sexual Harassment and Bullying

- 25.1. See Sexual Harassment Policy or Bullying Policy for information.

26. Working Off-Site

- 26.1. Staff may accompany service users to hospital, court, social outings, visits to Social and Family Affairs, Probation offices etc. In most cases public transport or taxis are used. In all cases the health, safety and welfare of the employees is considered before assigning anyone to a particular task. In rare cases where staff feel uncomfortable about a particular task or feel their health and safety is being threatened then they have the right to withdraw from that duty or situation.
- 26.2. If a staff member has an accident or is involved in a near miss situation while off-site they are instructed to report such incidents/accidents to their line manager on return.
- 26.3. Policies around outreach and/or accompanying services should be referred to in this regard.

27. Working Hours

- 27.1. Hours worked do not exceed 35 in any normal week. All time worked, breaks taken and holidays taken are recorded in accordance with Organisation of Working Time Records Regulations 2001.