



Donegal Donegal Local Development CLG
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Co Donegal
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Safety Statement

This Document has been prepared by the management of DLDC and The Safety Committee in consultation with the Health and Safety Committee and employees, in accordance with the Safety, Health and Welfare at Work Act, 2005, Safety, Health and Welfare at Work (General Application) Regulations 2007- 2020 and subsequent related legislation.

It is subject to approval by the Board of DLDC.

It contains proprietary information and is advanced subject to return upon demand and upon the expressed condition that it will not be used directly or indirectly in any way detrimental to the interests of Donegal Local Development CLG (DLDC).

Document Control

This Safety Statement will be brought to the attention of all employees periodically and a soft copy will be available to all employees on the Staff Portal SharePoint. This Safety Statement outlines safe systems of work, workplace/site hazards and is intended to be brought to the attention of all management and employees of DLDC to outline any duties/procedures to be followed so as to comply with any relevant legislation, in particular the 2005 Act, and the Safety, Health and Welfare at Work (Construction) Regulations 2007 - 2016.

The HR Officer holds the master copy of the Safety Statement. Controlled copies of the Safety Statement will be available to Health & Safety Committee and a soft copy of the signed Safety Statement will be published on the DLDC website. Each DLDC site will also have a copy of the Safety Statement on hand along with the specific Risk Assessment and Safety Plan.

It is Company policy that all employees have access to those sections of the manual that are relevant to them.

Circulation List

Manual No:

1. _____
2. _____
3. _____
4. _____
5. _____

Document Approval and Issue

The Safety Committee is responsible for the issuing of new documentation and the retrieval and filing of obsolete documentation.

New documents will be approved by the Board of DLDC and issued by The Safety Committee.

Revisions

The Safety Statement will be reviewed when there has been a significant change or there is another reason to believe the risk assessment is no longer valid and, following the review, to amend as appropriate. The Safety Statement will be reviewed at least annually.

A copy of revised sections will be circulated to each holder of the Safety Statement by The Safety Committee. Amended sections should be removed and returned to The Safety Committee.

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Section One – Safety Statement Overview

1.1 Health and Safety Policy

As your employer, the Board of DLDC is required to comply with all safety and health legislation that applies to the Company. With this in mind, management, safety representatives and employees identified the potential hazards in the workplace and carried out risk assessments of all our key operations and processes in all the workplaces we control. These risk assessments have been discussed with relevant employees; furthermore, management has worked closely with the Safety Committee in preparing this Safety Statement.

This Statement sets out the safety and health measures we are implementing to protect as far as is reasonably practicable, everyone who works with the Company, as well as, persons not employed by the Company who may be affected by our activities.

The Board of Donegal Local Development CLG has endorsed this statement and delegated the responsibility to the Chief Executive Officer, to ensure it is implemented. As CEO, I am committed to ensuring that the safety and health measures set out in our Statement are met.

The Safety Committee, will give advice and information on how to comply with this Safety Statement but everyone, especially if you are in a management or supervisory position, is responsible for ensuring compliance where they work.

I expect all employees to co-operate with us, so that we can achieve our target of avoiding accidents. Consultation on safety and health matters, between senior management and all employees will continue to be carried out through the Safety Committee, who are representative of the employees.

You as employees must play your part under the safety statement. Comply with all the safety and health rules for your area. Work safely and think of others as you do. Know and understand the risk assessments for your area. Report safety and health problems to your line manager. Know who your safety representative is and contact him or her with any safety and health enquiries you may have.

This Safety Statement is an integral part of everyday operations. It is grounded in risk assessments and the findings of risk assessments. Therefore the relevant risk assessment will be reviewed in light of experience, changes in legal requirements and operational changes. If there is a significant change or the risk assessment is no longer valid, then the Safety Statement will be updated. Change within the workplace is only one means to monitor and review the Safety Statement. The Company is also committed to periodic evaluation of the Safety Statement's relevance to the workplace. This review will be taken at least annually, while other reviews will take place post-accident/incidents to address any failings in the management systems, to minimise the recurrence of such accidents/incidents and ill-health. Any change which may be necessary, will be completed through the cycle of consultation and communication, with employees made aware of the revisions/additions.

Signed  Position -^o Chief Executive Officer
Date - 26-4-23

1.2 General Purpose of the Safety Statement

The purpose of DLDC's Safety Statement is to:

- Take all practical steps to safeguard the health, safety and welfare of all employees and of all clients, visitors, contractors, service providers or employees of other organisations / undertakings visiting our premises.
- Provide an overview of the purpose and content of the Company's Safety Statement.
- Outline the general principles of prevention.
- Encourage employees to co-operate with the DLDC's Board of Directors and management in all safety matters.
- Ensure that DLDC provides and maintains adequate working conditions for all employees with proper facilities to safeguard their safety, health and welfare to ensure that any work which is undertaken produces no risks to safety, health or welfare;
- Outline the general safety, health and welfare duties and responsibilities of DLDC's Board of Directors as your employer including those of the CEO and line managers/supervisors.
- Outline the role of The Safety Committee as the competent person(s) responsible for advising and coordinating health and safety management within the Company, including ensuring adherence by all parties to safety standards as well as carrying out routine fire and evacuation procedures.
- Outline the rights and responsibilities of employees.
- Outline protective and preventative measures.
- Promote awareness of the role of Safety Representative.
- Consult with employees and their Safety Representatives through the Health and Safety Committee
- Provide information to employees on matters relating to their safety, health and welfare at work in a form, manner and, as appropriate, language that is reasonably likely to be understood by the employees concerned.
- Ensure that where a contractor/service provider/visitor or employee of another undertaking is engaged in work activities in DLDC, the Company will take measures to ensure that that person and their employer (as appropriate) receives adequate information concerning Safety, Health and Welfare at DLDC.
- Outline the process of periodic health, safety and welfare audit inspections and reviews.

1.3 Code of Practice: General Principles of Prevention

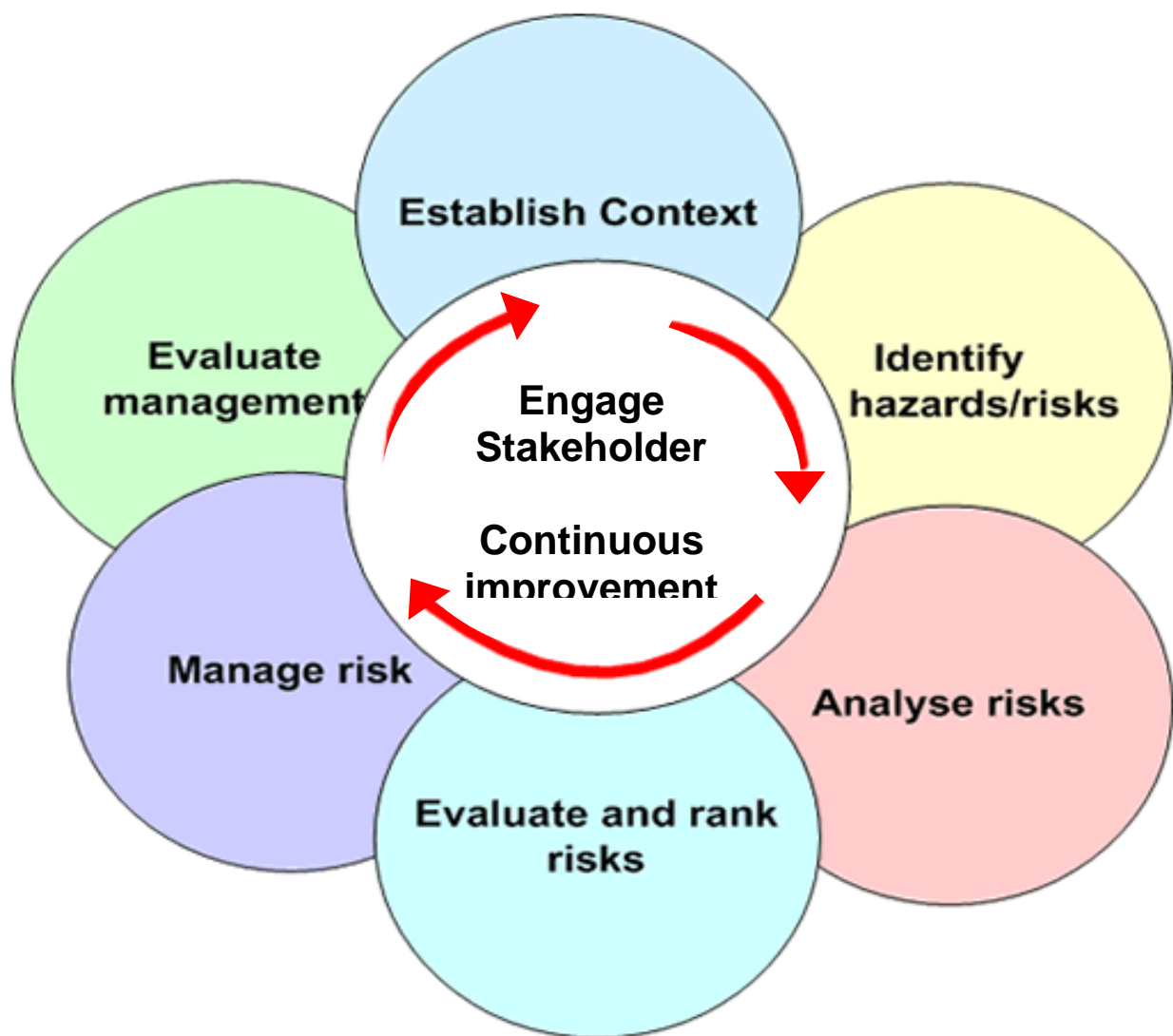
DLDC's Board of Directors is committed to the general principles of prevention in respect of all Safety, Health and Welfare issues at any place of work of the Company. The general principles of prevention include:

- The avoidance of risks.
- The evaluation of unavoidable risks.
- The combating of risks at source.
- 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.
- The adaptation of the place of work to technical progress.
- The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
- The giving of priority to collective protective measures over individual protective measures.
- 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.
- The giving of appropriate training and instructions to employees.

DLDC's Board of Directors also expects all employees, visitors, service providers or Contractors (and/or their employers), at any place of work of DLDC, to cooperate with and be committed to these general principles or any action which ensures in as far as is reasonably practicable, their implementation.

1.4 Safety Statement – the process

A comprehensive Safety Statement is a practical tool for reducing accidents and ill health at work. DLDC has prepared the Company's Safety Statement implementing the following process which is keeping with the Health and Safety Authority's six step process. This approach provides for engagement and consultation on the assessment between management, the Safety Representative and the employee as well as continuous improvement.



1.5 Safety Statement Revision Sheet

SAFETY STATEMENT Revision Sheet

Rev. No.	Date	Description	Sect.	Name
1	Sept.'16	Update Legislation	Doc. Control	S Mc D DLDC
2	Sept.'16	Added space for Organisation Chart	Sect.2	S Mc D DLDC
3	Sept.'16	Updated Supervisory Staff Responsibilities	Sect. 2.6	S Mc D DLDC
4	Sept.'16	Updated Employees Duties	Sect. 2.7	S Mc D DLDC
5	Sept.'16	Updated Office Risk Assessment Summary to Office Safety Audit Template	Table 3.2	S Mc D DLDC
6	Sept.'16	Added Risk Assessment Section to include a Risk Assessment Tool, Risk Assessments to cover DLDC tasks, and a Risk Assessment Template	Sect. 3.4	S Mc D DLDC
7	Sept.'16	Added Training for Placement with Sponsor Groups	Sect. 4.1	S Mc D DLDC
8	Sept.'16	Updated Section on Accident Investigation and Reporting	Sect. 4.2	S Mc D DLDC
9	Sept.'16	Added Contractors Duties and Contractors Check Lists	Sect. 4.3	S Mc D DLDC
10	Sept.'16	Updated Housekeeping policy to include adequate edge protection Added Section on PPE Guidelines	Sect. 4.7	S Mc D DLDC
11	Sept.'16	Removed obsolete information on Noise	Sect. 4.7	S Mc D DLDC
12	Sept.'16	Updated Electricity Policy	Sect. 4.7	S Mc D DLDC
13	Sept.'16	Updated Work at Height Policy	Sect. 4.7	S Mc D DLDC

SAFETY STATEMENT Revision Sheet

Rev. No.	Date	Description	Page No.	Name
14	Sept.'16	Updated Appendix to include Job Specific Safety Plan and RSS/TÚS Programme – Health & Safety Employee's Undertaking	Appendix 7 & 8	S Mc D DLDC
15	Oct.'16	Update Health & Safety Employee's Undertaking to include the Safety Statement and the Job Specific Safety Plan	Appendix 8	S Mc D DLDC
16	Jan.'18	Added - Vehicle Breakdown Procedure to General Safety Precautions and Controls	Sect. 4.7	S Mc D DLDC
17	Jan.'18	Updated Organisation Chart & Added List for Board of Directors	Sect. 2	S Mc D DLDC
18	Jan.'18	Added PPE Sign-Off Sheet	Appendix 9	S Mc D DLDC
19	Jan.'18	Updated Health & Safety Employee's Undertaking to include statement on Participant Handbook	Appendix. 8	S Mc D DLDC
20	Jan.'18	Added Placement Provider Evaluation Report	Appendix 10	S Mc D DLDC
21	Jan.'18	Added RSS/Tús Induction Training	Appendix 11	S Mc D DLDC
22	Jan.'18	Added First Aid Strategy	Sect. 4.4	S Mc D DLDC
23	Jan.'18	Added List of First Aiders	Sect. 2	S Mc D DLDC
24	Jan.'18	Added List of Fire Marshalls	Sect. 2	S Mc D DLDC
25	Jan.'18	Updated Contractor Requirements	Sect. 4.3	S Mc D DLDC
26	Jan.'18	Removed The Safety Committee Responsibilities and added Responsibilities to The Safety Committee	Sect. 2	S Mc D DLDC

SAFETY STATEMENT Revision Sheet

Rev. No.	Date	Description	Page No.	Name
27	Jan.'18	Added Safety Auditing Requirements	Sect. 4.8	S Mc D DLDC
28	Jan.'18	Added Safety Data Sheets for Cleaning Chemicals	Appendix 12	S Mc D DLDC
29	Sept.'18	Reviewed Safety Statement & Added Appendix 13 – Latest Safety Report	Appendix 17	S Mc D DLDC
30	Sept 19	Reviewed Safety Statement	Appendix 18	S MC D DLDC
31	May'20	Covid 19 Action Plan	Appendix 19	S MC D DLDC
32	Oct.'20	Added Risk Assessment on Covid-19	3.4	S MC D DLDC
33	Oct.'20	Added List For Covid-19 Compliance officers	2	S MC D DLDC
34	Oct.'20	Added Responsibilities for Covid -19	2.8	S MC D DLDC
35	Oct.'20	Updated section on Accident reporting	4.2	S MC D DLDC
36	Oct.'20	Updated Contractors weekly checklist	4.3	S MC D DLDC
37	Oct.'20	Updated Contractors checklist before work commences	4.3	S MC D DLDC
38	Oct.'20	Added PPE Register	Appendix 21	S MC D DLDC
39	Oct.'20	Reviewed Safety Statement	All	S MC D DLDC
40	Nov. '22	Update to people listings to reflect current: DLDC Management & Board Members, H&S Committee, First Aiders and Fire Wardens, Covid-19 Lead Representatives.	Section 2.1, 21a, b, c, & d	EMcC DLDC
41	Nov. '22	Reminder to notify the Supervisor/HR in relation to any reasonable adjustments or accommodations that need to be put in place in order to carry out their duties, owing to debility.	Section 2.7	EMcC DLDC
42	Nov. '22	Under Risk assessment: <ul style="list-style-type: none"> Reference to Driving for Work Policy to ensure a safe driving culture Reference to VDU related injury and access to VDU testing. Addition of treatment of suspected Meningococcal Disease (Bacterial Meningitis) Addition of Work-Related Stress risk assessment Addition of Lone Working / at risk in 1.1 type situations 	Section 3 3.4 H, 3.4 I & 3.4 S	EMC DLDC
43	Nov. '22	Clarification on induction training – that all core staff will be required to undergo an Ergonomic Self-assessment to help identify/remove risks.	Section 4.1	EMcC DLDC

44	Nov. '22	Reference to Fire Warden Training; that it will be provided every 2 years	Section 4.1	EMcC DLDC
45	Nov. '22	Replace Bully & Harassment Policy with new Dignity & Respect at Work Policy	Appendix 3	EMcC DLDC
46	Nov. '22	Update to training Matrix (those with certifications in First Aid and Fire Warden training)	Appendix 14	EMcC DLDC
47	Nov. '22	Update to COVID-19 response plan to reflect the current Transitional Protocol, as directed by latest guidance from HSA	Appendix 20	EMcC DLDC
48	Feb. '23	Update to Fire Evacuation Procedures – reflecting Donegal Town Pier 1 Office and new Carnamuggagh office evacuation route.	Appendix 2	EMcC DLDC
49	June 2023	Update to Committee Members	Section 2.4	AC DLDC
50	June 2023	Update to Training Matrix (Safepass)	Appendix 14	AC DLDC

Section Two – Overview of Structure & H&S Responsibilities

2.1 Health and Safety Responsibilities - DLDC Management

Forename	Surname	Position
Padraic	Fingelton	CEO
Margaret	Larkin	Head of operations interim
Joanne	Murphy	Finance Manager
Martin	McDevitt	Community Development Manager interim
Louise	Brogan	Employment Manager
Angela	Wren	Schemes Manager
Sinead	McLaughlin	Rural Development Manager interim
John	Curran	Volunteer Centre Manager
Donna	Campbell	Learning & Enterprise Manager
Emma	McCleary	HR Manager
Laura	Mannion	Communications Manager
Michael	Doran	IT Manager

In addition to the above, DLDC's organisation structure also contains assistant managers, team leaders, project co-ordinators and supervisors; all of whom provide line management at DLDC and who also have responsibilities under the DLDC Safety Statement.

Health and Safety Responsibilities

2.1a. Board of Directors

Forename	Surname	Position	Representation
Patsy	McGonagle	Chairperson	East Donegal Forum
Michael	Chance	Company Director	IFA
Benny	Trearty	Company Director	North Donegal Community Network
Noel	Foley	Company Director	An Taisce
Isobel	McGlinchey	Company Director	ICTU
Cllr. Noel A	Jordan	Company Director	Donegal County Council
Charles	Gorney	Company Director	Donegal ETB
Cllr. Patrick	McGowan	Company Director	Donegal County Council
Noirín	Ui Mhaoldomhnaigh	Company Director	Gaeltacht & Na hOileain
Máire	Uí Chomhaill	Company Director	Forám Pobail Ghaeltacht Thír Chonaill
Mary	Harte	Company Director	East Donegal Forum
Gary	Fisher	Company Director	Teagasc
Tony	Brogan	Company Director	Donegal County Council
Cllr. John	O'Donnell	Company Director	Donegal County Council
Paul	McCusker	Treasurer	ATU

2.1b. First Aiders

Forename	Surname	Location	Phone Numbers
Maeve	McCrea	Donegal Town Office	087 2595920
Maura	Moss	Donegal Town Office	087 4153446
Paula	Nic Gairbheith	Gaoth Dobhair Office	087 3120139

Mary	McFadden	Gaoth Dobhair Office	086 1720610
Michael	Doran	Letterkenny Office	087 4320322
Louise	Arthur	Letterkenny Office	Reception 11
John	Curran	Letterkenny Office	086 8186035
Brian	Carr	Letterkenny Office	0860753076
Margaret	Doherty	Kilcar Office	087 2792151

2.1c. Fire Marshalls

Forename	Surname	Location	Expiry Dates
Louise	Arthur	Letterkenny Office	29/9/2024
Anne	Crossan	Letterkenny Office	29/9/2024
Kate	Campbell	Letterkenny Office	29/9/2024
Emma	McCleary	Letterkenny Office	29/9/2024
Donna	McGettigan	Donegal Town Office	29/9/2024
Maeve	McCrea	Donegal Town Office	29/9/2024
Margaret	Doherty	Kilcar Office	29/9/2024

2.1d. Covid-19 Lead Worker Representative

Role	Forename	Surname	Location	Phone Numbers
Lead	Emma	McCleary	Letterkenny	086 0753078

Health and Safety Responsibilities

2.2 Board of Directors

The Board of Directors of DLDC acknowledges its responsibilities under the Safety, Health and Welfare at Work Act, 2005 and any regulations made there-under or amendments thereafter. In accordance with the requirements of the Act, the Board of DLDC is committed to providing, so far as is reasonably practicable, a safe and healthy work environment for all employees, contractors, authorised personnel/visitors and other persons who use DLDC's premises and resources or are engaged in activities which are under the supervision of DLDC employees.

The Act specifies the general duties of employers to employees.

Specific duties are:

- ✓ To design, provide, maintain and operate a place of work which is safe and without risk to health.
- ✓ To provide a safe environment that that upholds dignity & respect in the workplace and to prohibit any form of bullying, harassment or sexual harassment.
- ✓ To provide safe means of access to and egress from a place of work.
- ✓ To provide and maintain plant and equipment which is safe and without risk to health.
- ✓ To prevent risk to health at work relating to the use of any article or substance or to the exposure of noise, vibration or ionising or other radiations or any other physical agent.
- ✓ To provide and maintain systems of work which are planned, organised, performed, maintained and revised as appropriate so as to be safe and without risk to health.
- ✓ To provide and maintain appropriate welfare facilities.
- ✓ To provide information, instruction, training and supervision necessary for safe and healthy working.
- ✓ To take account of changing circumstances in relation to risk assessments and the safety statement.
- ✓ Where hazards cannot otherwise be eliminated or adequately controlled, to provide and maintain suitable protective clothing or equipment.
- ✓ To prepare adequate emergency plans.
- ✓ To prevent risks to health and safety in relation to use of articles or substances in the workplace.
- ✓ To report accidents and dangerous occurrences.
- ✓ To acquire, when necessary, the services of a competent person to ensure the safety and health at work of employees.

All the duties are expressed in such a way that the provision is one which obliges the employer to comply with the particular requirement 'so far as is reasonably practicable'.

The following section provides an overview of the Company's structure/roles and responsibilities in relation to implementing the Safety Statement.

2.3 The Chief Executive Officer

In fulfilling its responsibilities under the Act, the Board of DLDC delegates its duty to the Chief Executive Officer who ensures that the provisions of Safety, Health and Welfare at Work Act 2005 are adhered to through the implementation of the Health and Safety Policy and Safety Statement.

2.4 Health and Safety Committee

As a good-practice organisation, DLDC has an established a Health and Safety Committee. The Committee provides a vehicle for the safety consultation programme facilitating participation by all employees in safety and health matters. As provided for under the Safety, Health and Welfare at Work Act 2005, the Committee acts as the **consultative body** for the purpose of consultation, preparation and review of the Company's written safety statement. The Safety Committee sought representation from employees in relation to **employee representation** (safety representative) on the Health and Safety Committee in June 2022.

The Health and Safety Committee has a three-fold role:

- ✓ To plan and review safety and health performance
- ✓ To draft safety and health procedures
- ✓ To formally review the safety statement and procedures with the emphasis firmly on solving problems.

The Health and Safety Committee also have the following responsibilities:

- ✓ To carry out regular hazard inspections and report the findings to the CEO and the Board.
- ✓ To organise safety audits and advise on safety management systems.
- ✓ To assist in identifying training needs of employees, and source appropriate training courses, as well as additional competence requirements.
- ✓ To advise management of action that needs to be taken to reduce occupational risks.
- ✓ To liaise with Safety Representatives and cooperate whenever necessary.
- ✓ To keep records of examinations, tests, inspections, accidents including illnesses, dangerous occurrences, and emergency exercises.
- ✓ To increase safety awareness within the Company by regular staff and management briefings.
- ✓ To provide advice and guidance to identified persons in each office area regarding contractors coming onto site, ensuring that their respective safety procedures are in order and ensuring that they are provided with the same standards of health and safety requirements as Company employees.
- ✓ To investigate accidents, occupational illnesses and dangerous occurrences.
- ✓ To ensure that, where necessary, following accidents or dangerous occurrences that statutory notification is properly completed and submitted to the enforcing Authority (HSA).
- ✓ To build up an information base that will allow the company to keep abreast of health and safety requirements and to ensure that all appropriate information is passed on to employees.
- ✓ To participate in and ensure that an effective consultation mechanism is maintained within the Company for health and safety.
- ✓ To ensure that the Safety Statement is continually monitored and revised when necessary to comply with all relevant legislation and best safety practices.
- ✓ To liaise with Government and other bodies on matters pertinent to health and safety.

Current membership of DLDC's Health and Safety Committee

<u>Health and Safety Committee 2022</u>	
<i>Patrick Mc Daid</i>	
<i>Mary Mc Menamin</i>	
<i>Emma McCleary</i>	
<i>Sharon Docherty</i>	
<i>Anne Marie Rodgers</i>	
<i>Anne Crossan</i>	
<i>Michael Doran</i>	
<i>Donna McGettigan</i>	

2.5 Safety Representative

An employee representative on the Health and Safety Committee is known as Safety Representative. The Safety Representative has a major safety role, which is of a voluntary nature.

Safety Representatives have a number of specific rights conferred under the Safety, Health and Welfare Act which include:

- ✓ the right, upon giving reasonable notice, to inspect a workplace or part of workplace, immediately following an accident, dangerous occurrence, or where there is an imminent danger or risk to health and safety;
- ✓ investigate accidents and dangerous occurrences;
- ✓ after giving reasonable notice to the employer, investigate complaints relating to health and safety made by an employee;
- ✓ accompany an inspector who is carrying out an inspection of the workplace (other than for the purpose of investigating an accident or dangerous occurrence, and at the discretion of the inspector);
- ✓ attend the interview by an inspector of an employee in connection with an accident or dangerous occurrence, if the employee requests it and the inspector agrees;
- ✓ right to make representations to the employer on any aspects of safety, health and welfare at work and make written or oral representations to inspectors on such matters, including the investigation of accidents and dangerous occurrences;
- ✓ to investigate accidents, dangerous occurrences and complaints;
- ✓ to receive from his/her employer such information as is necessary to ensure the safety and health of employees.

Arising from the discharge of his or her functions under the Act, the Safety Representative will not be placed at any disadvantage in relation to his/her employment. He/she is entitled to paid time-off to fulfil his/her role and be trained to fulfil the role

2.6 Management and Supervisory Staff

Management and Supervisory Staff are responsible for implementing DLDC's health and safety policy within their authorised areas of responsibility. All line managers are responsible for the health and safety of staff, contractors and visitors in their specified location/area. They should have the necessary arrangements in place to ensure that:

- ✓ safe working practices are followed
- ✓ defects in equipment, plant and machinery are corrected
- ✓ physical arrangements for safeguarding employees are put in place
- ✓ accidents are reported and properly investigated
- ✓ disciplinary procedures are invoked for breaches of safety rules
- ✓ regular safety inspections of employees' work areas are carried out
- ✓ employees are competent to undertake tasks assigned to them
- ✓ effective consultation takes place
- ✓ the causes of accidents and conditions under which they occur are identified
- ✓ Safety factors are taken into account when designing buildings and purchasing plant and equipment.
- ✓ appropriate safety equipment and PPE is provided and use
- ✓ records are maintained
- ✓ A continuous programme of safety training is put in place.
- ✓ Inspection of equipment and the provision of properly maintained equipment.

2.7 Employee Duties

Employees have a key role to play in ensuring workplace safety. Employees have both rights and obligations. Employers are required to inform, consult and training employees and in turn, employees must be aware of safety, and take care to ensure that their own and co-workers safety and, if they are aware that work equipment or work systems are unsafe, to bring those to the attention of their supervisor or line manager. Employees have the right to make representations and to consult about safety matters; they may also select safety representatives.

Under the Act (Section 13) an employee is specifically required to:

- ✓ Comply with the relevant statutory provisions, as appropriate
- ✓ Take reasonable care for his/her own safety, health and welfare and that of others who may be affected by his/her acts or omissions.
- ✓ Ensure that he/she is not under the influence of an intoxicant (drugs which could include prescription medicine, or alcohol) to the extent that he/she is in such a state as to endanger his/her own safety or that of others.
- ✓ Where appropriate submit to any appropriate, reasonable and proportionate tests for intoxicants if required by his/her employer, or under the supervision of a registered medical practitioners, who is a competent person.
- ✓ Co-operate with his/her employer in relation to compliance with statutory requirements under this and other safety laws.
- ✓ Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of others.

- ✓ Attend such training and, as appropriate, undergo such assessment as may reasonably be required by his/her employer (or as may be prescribed) relating to health and safety. Employees cannot misrepresent themselves with regard to the level of health and safety training they have previously acquired.
- ✓ To use protective equipment clothing or other means provided for securing safety, health and welfare, but with the additional requirement that he/she must have regard to the training and instructions he/she has received.
- ✓ To report, without delay, any defects in workplace plant, equipment or systems of work which may involve danger and of which the employee becomes aware.
- ✓ To report any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare of any person or any contraventions of the law,
- ✓ Ensure that he/she does not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience equipment or other means provided to ensure the safety, health and welfare of persons at work. (*This duty extends to non-employees*).
- ✓ Inform their line management/HR in relation to any reasonable adjustments or accommodations that need to be put in place in order to carry out their duties. This related to any relevant information in relation to any underlying illness or debility.
- ✓ *Also*
Employees must;
 - *Check equipment before use & not use defective equipment.*
 - *Do not remove or by-pass any safety devices.*
 - *Only operate equipment for which you are competent and authorised.*

2.8 Employee Duties

COVID-19 Workers Rep

- Follow the latest guidance and protocol as set by DLDC and HSA
- Complete a COVID-19 related Induction, where necessary.
- Keep up to date with the latest information on COVID-19 - www.Gov.ie, www.hse.ie, www.hpsc.ie and www.hsa.ie
- Where necessary, follow Social Distancing when required and as directed during peak infectious times for e.g. >2m procedures (If this is not possible consult your COVID-19 Compliance Officer / Supervisor and a plan will be implemented)
- Adhere to any guidance issued by management related to COVID-19, via email, Posters and Leaflets.
- Wash hands regularly and thoroughly or sanitize, sufficient facilities are provided and maintained to allow this to happen.
- Cough / sneeze into sleeve or elbow, always cover up, dispose of tissues. COVID-19 is spread in sneeze or cough droplets.
- The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection: Cough, Difficulty in breathing, Fever (38.0° C [100.4° F])

- If anyone develop COVID-19 symptoms at work they will be ask to follow the protocol in the COVID-19 Action Plan which includes but is not limited to wearing PPE, Isolate and contact your GP
- DLDC will consult with employees on the measures being put in place to prevent the spread of COVID-19
- You must cooperate in the implementation of these measures
- You will have a clear channel of communication with management through the COVID-19 Lead Worker Representative or your supervisor
- Familiarise yourself with the cleaning procedures, such as wiping down shared desk space after use and using hand sanitiser. Report any issues on the supply of PPE to your manager without delay.
- Report immediately to your supervisor OR Lead Worker Representative any problems, areas of non-compliance or defects and record same
- Make yourself available to fellow workers to listen to any COVID control concerns or suggestions they may have and discuss with management - feedback to fellow employees
- Familiarise yourself with the company COVID-19 Response Plan which is being implemented

Section Three – Risk Assessment

3.1 Understanding Risk Assessment

An assessment of risk is nothing more than a careful examination of what could cause harm to people, so that you weigh up whether you have taken enough precautions or whether you should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill.

Risk assessment process



DLDC carries out risk assessments on those work activities that could cause injury or ill health, with the results reflected in the Company's Safety Statement. In doing so, the Company adopts best practice in relation to conducting risk assessments. This involves management fulfilling its duty in carrying out the risk assessments, together with the Safety Representatives and employees working within the specific area/task. This approach provides for engagement and consultation on the assessment as well as both the manager and Safety Representative understanding where the gaps in the tasks in relation to health and safety have come from, so both can agree on the necessary controls. The Safety Representative can also ensure that the agreed additional controls are implemented within the agreed timescale through their own inspections and checks.

The Safety Committee are responsible for ensuring risk assessments are conducted within DLDC and updated. Standard templates were used to provide a comprehensive checklist for identifying hazards, assessing risks and implementing controls.

An audit was then completed for each office area. Completed Risk assessments are available at each DLDC office location, and available from The Safety Committee.

Risks are graded accordingly to level of risk from high to low as per matrix below.

Grade of Risk	Risk	Characteristics
High Risk	“H”	Possibility of a single fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss.
Medium Risk	“M”	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
Low Risk	“L”	The possibility of injury or material loss is unlikely, although conceivable

3.2 Summary of Risk Assessments by office base

The following table provides the key hazards to be audited at the DLDC Offices.

Table 3.2:

Hazard Identified	YES NO N/A	Date	Location	Auditor's Names	Corrective Action	Responsibility	To Be Completed By	Complete
GENERAL FIRE SAFETY								
Fire Safety Training (Evacuation Procedure in place Map on the wall)								
Fire Safety Signs Emergency Exits Fire Points Assembly Point								
Checks on Fire Alarms								
Fire escape issues (Blocked, Exits)								
Access to Fire Extinguishers								
Fire Extinguisher Checks in Date								
Other Fire Safety Issues								

	YES NO N/A	Date	Location	Auditor's Names	Corrective Action	Responsibility	To Be Completed By	Complete
Hazard Identified								
FIRST AID								
First-Aid boxes In Place and Stocked Safety Sign								
First-Aid Training								
Designated First- Aiders (Info/ Signs)								
Defibrillator in Place and in date								
Other First Aid Issues								

Hazard Identified	YES NO N/A	Date	Location	Auditor's Names	Corrective Action	Responsibility	To Be Completed By	Complete
ELECTRICAL ISSUES								
Trailing Cables/ Overloaded Sockets/ Dangerous Wiring								
PAT Testing complete – PAT sticker on electrical item								
Old Electrical items (make redundant and remove)								
Extraction system in toilet/shower								
Broken Light bulbs								
Electric Door/Motor								
Other Electrical Issues								

Hazard Identified	YES NO N/A	Date	Location	Auditor's Names	Corrective Action	Responsibility	To Be Completed By	Complete
GENERAL HOUSEKEEPING/ MAINTENANCE								
Toilets (Cleaning & Maintenance)								
Sanitary Disposal Bins								
Locks on Toilet								
Hot water in toilet								
Bins Emptied Regularly								
Cleaning Chemical Safely Stored								
Shelving and Filling Cabinets secured to walls								
Storage Boxes/ Folders obstructing access								
Housekeeping notices needed 'Clean as you go'								
Broken/Loose ceiling tiles								

Torn/Worn Carpets								
Kitchen Hygiene & Cleaning Issues								
Slippy floor surface in Kitchen Signs available								
Unsecured fridges								
Other Housekeeping or Maintenance Issues								

Hazard Identified	YES NO N/A	Date	Location	Auditor's Names	Corrective Action	Responsibility	To Be Completed By	Complete
ERGONOMICS								
Footstools, Laptop stands, Anti-Glare Shield								
Fully Adjustable Chairs								
Blinds/Shade on Windows								
Air Conditioning / Heaters								
Ergonomic Work Station Self Assessment								
Visual Display Units								
Other Ergonomic Issues								

Hazard Identified	YES NO N/A	Date	Location	Auditor's Names	Corrective Action	Responsibility	To Be Completed By	Complete
EXTERNAL AREAS								
Holes, Damaged surfaces								
Overgrown Shrubbery								
Falling plaster								
Lined-Out Parking Spaces								
Safe Access and Egress to and from the building								
Adequate Lighting								
Other External Area Issues								

Hazard Identified	YES NO N/A	Date	Location	Auditor's Names	Corrective Action	Responsibility	To Be Completed By	Complete
OTHER								
Water Cooler								
Furniture in good condition								
Mobile Phone (coverage)								
Other Safety Issues								
OTHER TRAINING								
Safe Pass								
Manual Handling								
Fire Warden								
First Aid								
Ergonomic Assessment								
Safety Representative								
Other Safety Training								

3.3 Key Priority Actions

The key priority actions identified from the risk assessment process are outlined diagrammatically below:



3.4 Risk Assessments

A comprehensive set of Risk Assessments have been compiled to cover hazards associated with the type of work carried out by DLDC employees. In addition, a Job Specific Safety Plan will be completed for all main tasks (See Appendix 7)

Risk Assessment Tool

Risk Assessors can either use the quantitative method (numerical) or qualitative (L, M, or H).

Risk level = Severity x Likelihood

		Severity		
		Slight L (1)	Serious M (2)	Major H (3)
Likelihood	Seldom L (1)	L	L	M
	Occasionally M (2)	L	M	H
	Frequently H (3)	M	H	H

Risk level = (1-2) L - Low; (3-4) M - Medium; (6-9) H - High

Risk level	Action and Timescale
Trivial (1)	No action is required to deal with trivial risks, and no documentary records need be kept (insignificant risk).
Acceptable (2)	No further preventative action is necessary, but consideration should be given to cost-effective solutions, or improvements that impose minimal or no additional cost burden. Monitoring is required to ensure that the controls are maintained.
Moderate (3-4)	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should normally be implemented within three to six months, depending on the number of people exposed to the hazard.
Substantial (6)	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, the problem should be remedied as quickly as possible and certainly within one to three months.
Intolerable (9+)	Work should not be started or continued until the risk level has been reduced. While the control measures should be cost-effective, the legal duty to reduce the risk is absolute. This means that if it is not possible to reduce the risk, even with unlimited resources, then the work must not be started or must remain prohibited.

L
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W

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3.4. A

Risk Assessment Form

Company Name: DLDC

Risk Assessor: DLDC

Date of Assessment. - Sept.'16

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High			
			Before CONTROL in place									After Controls In Place									
			L	M	H	L	M	H				L	M	H	L	M	H		L	M	H
Exclusion of unauthorised persons and protection of members of public.	Broken Bones, Serious Injury,	Persons in the vicinity of the work area			X		X		H	No Keys left in vehicles Storage Areas Locked Safety Signage & Exclusion Zones erected around work area All work equipment stored inside the exclusion zone Equipment storage area kept tidy Job Specific Safety Plan (JSSP) completed PPE worn as appropriate to task See JSSP – minimum PPE is HiVis / Safety Boots / Gloves/ Work carried out by competent persons Second person in place if required (spotter) Well maintained Equipment	Maintain Current Control Measures - All Ensure signs are erected ‘No Unauthorised Persons’ Coordinate with the sponsor and ensure good communication – Worker Ensure Equipment is maintained -	X				X			Low		

Note: If in doubt ask your DLDS supervisor - **Review Risk Assessment annually or as a result of an audit finding, accident, or near miss**

3.4. B

Risk Assessment Form

Company Name: DLDC

Risk Assessor: DLDC

Date of Assessment. - Sept.'16

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High
			Before CONTROL in place									After Controls In Place						
			L	M	H	L	M	H				L	M	H	L	M	H	
Use of Hand Tools	Nips / Cuts / Bruises	Workers		X			X		M	Used only by competent persons Appropriate tools used for the task and cut in the direction away from the body. Check and maintain /replace equipment regularly Excess force not used during use of hand tools. PPE supplied and used. Gloves/Safety boots/safety glasses Trained in Manual Handling Equipment Checked before use Tools Stored Safely and Securely Job Specific Safety Plan (JSSP) completed	Maintain current control measures - All Conduct regular audits to ensure safe working practice - Supervisor	X			X			Low

Note: If in doubt ask your DLDS supervisor

Inspect all equipment before use. Never use defective equipment. Damaged equipment must be immediately taken out of service.

Use appropriate PPE for the job

Review Risk Assessment annually or as a result of an audit finding, accident, or near miss

3.4. C

Company Name: DLDC

Risk Assessment Form

Risk Assessor: DLDC

Date of Assessment. - Sept.'16

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring				Severity of Harm if injury occurs		RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High		
			Before CONTROLS in place									After CONTROLS In Place								
			L	M	H	L	M	H				L	M	H	L	M	H		L	M
Use and maintenance of Portable Power Tools, equipment and Plant	Damage to hearing. White finger from vibration. Eye injury from flying particles. Breathing problems from excess dust. Entanglement. Electrocution, Cuts and Amputation	Employees, contractor			X			X	H	Adhering to manufactures safety guidelines. Using appropriate PPE for task, e.g. safety glasses, gloves, hearing protection, safety boots, Rotating equipment - hair protection for long hair plus closely fitting cloths, no loose jewellery Check and maintain/replace equipment regularly, check leads for damage Check before use Used / maintained only by Competent & Authorised persons. Exclusion Zone set up as appropriate Job Specific Safety Plan completed Defective Equipment never used	Ensure manufactures safety guidelines are readily available – Supervisor / Sponser Conduct regular audits to ensure compliance with manufactures safety guidelines. – Supervisor Follow Manufacturers Guidelines - All Ensure present controls are maintained - All Ensure Equipment is only used by competent & Authorised personnel – Supervisor / Sponsor	X				X		Low		

Note: Never remove guards from power tools or equipment, always ensure guards are in place. Tools should be visually inspected (including cables) before each use, damaged tools should never be used. Report damaged tools to your supervisor immediately. These notes are not exhaustive and should be read in conjunction with the manufacturer's safety guideline. **Review Risk Assessment annually or as a result of an audit finding, accident, or near miss.** If in doubt ask your DLDV supervisor

3.4. D

Company Name: DLDC

Risk Assessment Form

Risk Assessor: DLDC

Date of Assessment. - Sept.'16

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High			
			Before CONTROL in place									After Controls In Place									
			L	M	H	L	M	H				L	M	H	L	M	H		L	M	H
Slips, Trips and Falls	Cuts, bruises and broken bones	Employees contractors and the public			X		X		High	Good Housekeeping and ‘Clean As You Go’ ethos Safety footwear worn with Non- Slip soles when required Awareness of slippery conditions and trip hazards No trailing leads/ hoses Due care and attention at all times. Exclusion Zone set up around work area Spillages Cleaned up immediately Slippery Floor Signs deployed Job Specific Safety Plan in place	Regular audits to ensure continuous good housekeeping – Supervisor Maintain current control measures - All	X			X			Low			

Notes: Slips trips and falls are one of the main causes of injury in the work place

A high standard of housekeeping is as important to safety as it is to efficiency and quality

'A place for everything and everything in its place'

Electrical leads and hoses must be routed in such a manner that will present no tripping hazard

All materials, tools and equipment must be stored safely

A safe access way must be maintained to all emergency exits

These notes are not exhaustive and should be taken as guidance and not a total solution to the prevention of injury from slips, trips & falls

If in doubt ask your DLDS supervisor - **Review Risk Assessment annually or as a result of an audit finding, accident, or near miss**

3.4. E

Company Name: DLDC

Sept.'16

Risk Assessment Form

Risk Assessor: DLDC

Date of Assessment. -

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High			
			Before CONTROL in place									After Controls In Place									
			L	M	H	L	M	H				L	M	H	L	M	H		L	M	H
Hazardous Substances	Irritation, Poison,	All			X			X	High	Due care attention during use. Used only by Competent & Authorised persons. EIA Environmental awareness course PA1 & PA6 Completed for use of Pesticides. Substances never decanted in unmarked or wrongly marked containers MSDS held for substances used Conditions on the MSDS adhered to for Storage / PPE Requirements / First Aid Requirements / Disposal All appropriate PPE is supplied and worn (see MSDS sheet) Good Coordination and communication with the Sponsor on the use of hazardous substances	Read and understand MSDS - All Obtain and ensure understanding of MSDS for any hazardous substances– Supervisor	X					X		Low		

Note: If in doubt ask your DLDC supervisor - **Review Risk Assessment annually or as a result of an audit finding, accident, or near miss**

3.4. F

Company Name: DLDC
Sept.'16**Risk Assessment Form**

Risk Assessor: DLDC

Date of Assessment. -

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High						
			Before CONTROL in place									After Controls In Place												
			L	M	H	L	M	H				L	M	H	L	M	H		L	M	H			
Manual Handling	Back /neck / shoulder / arm leg / foot injury	All			X			X	High	Manual Handling kept to a minimum. All tasks assessed and individual’s ability accounted for. Due care and attention at all times while carrying loads Appropriate PPE used i.e. gloves, safety boots. Manual handling training undertaken by all employees. Mechanical Aids used as appropriate and as a first option. Job Specific Safety Plan in place Area assessed for trip hazards and load assessed before lift	Maintain current control measures - All Ensure Manual Handling Training has been undertaken by all employees – Safety Manager	X					X			Low				

Notes: If in doubt ask your DLDD supervisor - **Review Risk Assessment annually or as a result of an audit finding, accident, or near miss**

3.4. G

Company Name: DLDC

Risk Assessment Form

Risk Assessor: DLDC

Date of Assessment. - Sept.'16

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High						
			Before CONTROL in place									After Controls In Place												
			L	M	H	L	M	H				L	M	H	L	M	H		L	M	H			
Fire	Burns, smoke inhalation, Death	ALL			X			X	High	Fire extinguishers provided in appropriate locations Staff awareness of fire prevention. No Smoking. Awareness of ignition sources. Fire Wardens appointed and trained extinguishers Fire Prevention consultant employed to service fire extinguishers Hot Work Permit completed for all hot work tasks Coordination & communication with the client Fire Assembly point in place and fire drills taken place Emergency exits and routes kept clear Job Specific Safety Plan in place	Maintain current control measures - All Conduct fire drills, highlighting assembly point - Supervisor No sparks / naked flames - All Employees to be trained in the use of fire extinguishers – Supervisor	X						X	Med					

Notes: If in doubt ask your DLDS supervisor - **Review Risk Assessment annually or as a result of an audit finding, accident, or near miss**

3.4. H

Company Name: DLDC

Risk Assessment Form

Risk Assessor: DLDC

Date of Assessment. - Sept.'16

Company Name: DECC																												
Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High										
																			Before CONTROL in place									After Controls In Place
			L	M	H	L	M	H				L	M	H	L	M	H											
			L	M	H	L	M	H				L	M	H	L	M	H											
Driving for work	Cuts, bruises, Broken bones, Concussion, Musculo- skeletal disorders, Serious Injury, Death	Employees Pedestrians Other road users,			X			X	High	Driving for Work Policy in place to ensure safe driving culture	Maintain current control measures - All Ensure loads are secured before embarking on a journey - Driver Develop and communicate to staff a procedure for dealing with breakdowns – Manager Report to Safety Manager any road accidents you have been involved in during work hours. – Drivers. Report to the Safety Manager any penalty points or prosecutions you receive for driving offences - Drivers	X					X	M										

Note: If in doubt ask your DLDS supervisor - **Review Risk Assessment annually or as a result of an audit finding, accident, or near miss**

3.4. I

Company Name: DLDC

Risk Assessment Form

Risk Assessor: DLDC

Date of Assessment. - Sept.'16

Company Name: DEEC		Risk Assessor: DEEC							Date of Assessment: Sept. 16	Severity of Harm if injury occurs			Severity of Harm if injury does occur			RISK					
Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High			
																			Before CONTROL in place		
			L	M	H	L	M	H				L	M	H	L	M	H				
Office Safety/ Administration	Ergonomic Injury, Repetitive Strain Injury. Cuts, Injury due to trips, slips and falls Electrocution Visual Display unit (VDU) – eye strain	Office Workers	X				X		M	Competent Office Staff No Trailing Leads All equipment used and maintained properly and checked before use Fully Adjustable seating used Spills cleaned up immediately And slippery floor signs used Drawers kept closed, Handbags / Briefcases stored out of walkways Good Housekeeping All 240V portable electrical appliances PAT Tested Defective Equipment not used Check eligibility to claim for an eye test under PRSI. With the relevant contributions you may be able to claim for a test, VDU lens and basic frame. Click here for more info.	Maintain current control measures - All Conduct regular audits to ensure safe practices – Supervisor Ensure an Ergonomic Assessment has been completed for all your office staff – Supervisor	X			X			Low			

Note: If in doubt ask your DLDC supervisor - **Review Risk Assessment annually or as a result of an audit finding, accident, or near miss**

3.4. J

Company Name: DLDC

Risk Assessment Form

Risk Assessor: DLDC

Date of Assessment. - Sept.'16

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High			
			Before CONTROL in place									After Controls In Place									
			L	M	H	L	M	H				L	M	H	L	M	H		L	M	H
Youth Worker	Stress Cuts, bruises due to slip, trips and falls. Injury due to violence	Staff	X				X		M	Competent and Authorised Youth Workers Full background check carried out on all youth workers Two adults at any time with youth were possible – follow Sponsor Group Procedures No private messages between youth workers and young person Follow Sponsor Group Procedures and Safety Rules Safety Induction given by Supervisor	Maintain current control measures - All Conduct regular audits to ensure safe practices – Supervisor	X			X			Low			

Note: If in doubt ask your DLDC supervisor Review ***Risk Assessment annually or as a result of an audit finding, accident, or near miss***

3.4. k

Company Name: DLDC

Risk Assessment Form

Risk Assessor: DLDC

Date of Assessment. - Sept.'16

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High						
			Before CONTROL in place									After Controls In Place												
			L	M	H	L	M	H				L	M	H	L	M	H		L	M	H			
Retail	Repetitive Strain Injury. Injury Trips, slips and falls	Workers	X				X		M	Competent Retail Staff No Trailing Leads All equipment used and maintained properly Fully Adjustable seating used Spills cleaned up immediately And slippery floor signs used Good Housekeeping In case of robbery don't try to be a hero Follow Sponsor Group Procedures and Safety Rules Safety Induction given by Supervisor	Maintain current control measures - All Conduct regular audits to ensure safe practices – Supervisor	X			X			Low						

Note: If in doubt ask your DLDC supervisor

Review Risk Assessment annually or as a result of an audit finding, accident, or near miss

3.4.1

Company Name: DLDC

Risk Assessment Form

Risk Assessor: DLDC

Date of Assessment. - Sept.'16

Company Name: DDC		Risk Assessor: DDC							Date of Assessment: Sept 16												
Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High			
			Before CONTROL in place									After Controls In Place									
			L	M	H	L	M	H				L	M	H	L	M	H		L	M	H
Kitchen Assistant	Repetitive Strain Injury. Cuts, Injury due to trips, slips and falls, Burns, Food Poisoning	Kitchen staff Customers		X				X		M	Competent And Authorised Kitchen Staff No Trailing Leads All equipment used and maintained properly Spills cleaned up immediately And slippery floor signs used Drawers kept closed Good Housekeeping Sharps stored in designated and marked area Hot surface signs at all hot surfaces Trained in food safety HACCP in place Follow Sponsor Groups Procedures and Safety Rules Safety Induction given	Maintain current control measures - All Conduct regular audits to ensure safe practices – Supervisor	X				X			Low	

Note: If in doubt ask your DLDC supervisor - **Review Risk Assessment annually or as a result of an audit finding, accident, or near miss**

3.4.m

Company Name: DLDC

Risk Assessment Form

Risk Assessor: DLDC

Date of Assessment. - Sept.'16

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High			
			Before CONTROL in place									After Controls In Place									
			L	M	H	L	M	H				L	M	H	L	M	H		L	M	H
Groundskeeper/ Caretaker	Cuts, Injury due to trips, slips and falls, Amputation, Electrocution, Burns, Impact injury from flying objects, Asphyxiation Death	Employee, Public,			X				X	H	Competent and Authorised Groundskeepers & Caretakers All equipment used and maintained properly – as per manufacturer’s guidelines. Appropriate PPE worn as per manufacturers guidelines and training Oil or petrol Spills cleaned up immediately All Equipment checked before use – Guards or Safety devices never removed or by-passed No keys left in equipment Petrol and other hazardous substances stored in appropriate containers Trained in the use of Equipment Follow Sponsors Safety Rules JSSP Completed	Maintain current control measures - All Conduct regular audits to ensure safe practices – Supervisor	X							X	M

Note: If in doubt ask your DLDC supervisor - **Review Risk Assessment annually or as a result of an audit finding, accident, or near miss**

3.4. n

Company Name: DLDC

Risk Assessment Form

Risk Assessor: DLDC

Date of Assessment. - Sept.'16

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High						
			Before CONTROL in place									After Controls In Place												
			L	M	H	L	M	H				L	M	H	L	M	H		L	M	H			
Working with animals	Cuts, Bites, Scratches, Illness	Workers			X			X	H	Competent and Authorised People working with animals All equipment used and maintained properly All relevant vaccinations taken Trained in the handling of animals Extra care taken when working with violent animals Wash hands before and after handling animals Follow Sponsors Procedures and Safety Rules Safety Induction given by supervisor	Maintain current control measures - All Conduct regular audits to ensure safe practices – Supervisor	X						X	M					

Note: If in doubt ask your DLDC supervisor

Review Risk Assessment annually or as a result of an audit finding, accident, or near miss

3.4. m

Company Name: DLDC

Sept.'16

Risk Assessment Form

Risk Assessor: DLDC

Date of Assessment. -

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	
			Before CONTROL in place									After Controls In Place							
			L	M	H	L	M	H				L	M	H	L	M	H		
Environmental Worker Caretaker	Impact Injuries from vehicles. Slip/ Trip / Fall injuries. Drowning. Broken Bones – Falls. Skin Disorder form chemical use. Respiratory issues form dust inhalation	Worker			X			X	High	No Construction Work. No Work on the Roads. No Work at height unless Site Specific Risk Assessment is completed and authorised by supervision. No Erection of Scaffolding No Use of Fixed Woodworking Machinery. No Use of Chain Saws. No Use of Naked Flames No Welding No Working in or on the Water. Equipment operated by competent and authorised persons only If working alongside water – Life Jacket Worn and no lone Working Job Specific Safety Plans Completed. Sponsor groups procedures and safety rules followed. Safety Induction given by supervisor	Maintain Current Control Measures – All Audit to insure Safe Operations - Supervisor	X					X		Low

Note: If in doubt ask your DLDS supervisor - **Review Risk Assessment annually or as a result of an audit finding, accident, or near miss**

3.4. o

Company Name: DLDC

Sept.'16

Risk Assessment Form

Risk Assessor: DLDC

Date of Assessment. -

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	
			Before CONTROL in place									After Controls In Place							
			L	M	H	L	M	H				L	M	H	L	M	H		
Work at Height	Broken Bones. Death	Workers and other in the vicinity			X			X	High	No Work at height unless a Site Specific Risk Assessment has been completed and signed off by supervision. Safe working platforms takes priority over ladders. Work at height equipment inspected and certified by a competent person and inspected before use. Two persons per ladder (one person securing the ladder). Three points of contact at all times while going up or down a ladder. No materials carried while climbing or descending a ladder. Ladders adequately secured, straight ladders will be at an angle of 75degrees (1:4). Only competent and authorised personnel operate Mobile Elevated Work Platforms (MEWPs). Scaffold erected and signed off by a competent person. Scaffold must be inspected by a competent person as per statutory requirements. JSSP Completed.	Maintain Current Control Measures – All Audit to insure Safe Operations - Supervisor	X						X	Med.

Note: If in doubt ask your DLDS supervisor - **Review Risk Assessment annually or as a result of an audit finding, accident, or near miss**

3.4. p

Company Name: DLDC

Risk Assessment Form

Risk Assessor: DLDC

Date of Assessment. - Sept.'16

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High
			Before CONTROL in place									After Controls In Place						
			L	M	H	L	M	H				L	M	H	L	M	H	
DLDC Participant	Injuries depended on placement. Slips/ Trips/ Falls. Broken Bones. Serious Injuries Death	DLDC Placement and others effected by their activities.			X			X		DLDC Participants interviewed and placed with a suitable sponsor group. Sponsor Groups Interviewed to insure suitability. Participants trained as appropriate to their rolls. Participants issued with PPE as appropriate to their duties. Induction given to each participant before commencement of work. Job Specific Safety Plan carried out for all main tasks. Participants told to ask their DLDC supervisor if in any doubt about any safety issues. Regular Supervisor Visits	Maintain Current Control Measures – All Audit to insure Safe Operations - Supervisor	X			X			Low

Note: If in doubt ask your DLDC supervisor - Review Risk Assessment annually or as a result of an audit finding, accident, or near miss

3.4. q

Risk Assessment Form

Company Name: DLDC

Risk Assessor: DLDC

Date of Assessment. - Sept.'16

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High			
			Before CONTROL in place									After Controls In Place									
			L	M	H	L	M	H				L	M	H	L	M	H		L	M	H
Weil’s Disease	Severe Illness	All		X				X	High	Competent Personnel Awareness of the dangers of Weil’s Disease Appropriate use of PPE in areas where Rats may have been or may be. Impervious Gloves, Safety Boots. No rubbing of eyes or nose with dirty hands / gloves All cuts covered Appropriate use of welfare facilities Washing hands before eating Awareness of the symptoms which can appear between 2 & 30 days; Fever, chills, muscle aches, headaches, cough, nausea, vomiting, loss of appetite Pest Control in place	If you suffer the symptoms of Weil’s Disease get medical attention and inform the doctor that you may have Weil’s Disease – All	X					X		Low		

Note:

3.4. r

Risk Assessment Form

Company Name: DLDC

Risk Assessor: DLDC

Date of Assessment. - Sept.'16

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High						
			Before CONTROL in place									After Controls In Place												
			L	M	H	L	M	H				L	M	H	L	M	H		L	M	H			
Legionella	Serious illness Death	All But there are more vulnerable groups refer to HSA/HSE		x					x	H	Systematic checking and operation of water sources (taps/ shower heads/ toilets etc.) Running of water through water system equipment regularly (taps/ shower heads/ toilets etc.) and in particular after breaks in operations e.g. Holidays / Weekends / COVID-19 restrictions. Procedures in place for the running of water periodically Review and implement HSA Advise on Control of Legionella Bacteria During and After the COVID-19	COVID-19 Compliance Officer Regular Audits to ensure compliance with COVID-19 requirements Implement current control measures	X				X		L					

Note:

3.4. s

Risk Assessment Form

Company Name: DLDC

Risk Assessor: DLDC

Date of Assessment. - Oct.20

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High			
			Before CONTROL in place									After Controls In Place									
			L	M	H	L	M	H				L	M	H	L	M	H		L	M	H
COVID-19	Serious Illness Death	All		x					x	M	<ul style="list-style-type: none">DLDC Covid response plan & Transitional Protocol guidanceRegular Washing of hands.Hand Sanitiser Provided and used.Regular cleaningGood ventilation.JSSP with specific COVID requirements, completed for all main tasks on site.COVID-19 Leader Worker appointed.Site Induction on COVID-19Appropriate COVID-19 signage posted throughout workplace.COVID-19 Plan in place.Initiation of Appropriate Welfare protocol under guidance from the latest instruction from HSA, in such peak infectious times protocol will be initiated such as facilities in place (2m distance / hand washing facilities / regular cleaning / packed lunches etc.).Procedure in place for dealing with potential case of COVID-19.Appropriate use of PPE – Face Mask, Gloves, Face shield.	COVID-19 Compliance Officer Regular Audits to ensure compliance with COVID-19 requirements Implement current control measures Regular review of COVID-19 announcements from HSE and the government with any additional controls implemented	X							X	M

Note:

3.4. s

Risk Assessment Form

Company Name: DLDC

Risk Assessor: DLDC

Date of Assessment. - Nov 22

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	
			Before CONTROL in place									After Controls In Place							
			L	M	H	L	M	H				L	M	H	L	M	H		
			L	M	H	L	M	H	L			M	H	L	M	H			
Suspected Meningococcal Disease	Bacterial meningitis is very serious and can cause severe brain and tissue damage if left untreated. Bacterial meningitis requires treatment with antibiotics and hospital admission. It can lead to meningococcal septicaemia (blood poisoning) which can be fatal.	All	X			X			High	<p>When a case of meningitis occurs in DLDC, the company should immediately inform the Department of Public Health, and follow any advise set out by the Health protection Surveillance Centre or associated health professionals.</p> <p>If there has been a localized case of meningitis or meningococcal septicaemia, the local public health team may offer antibiotics to people who have been identified as 'close contacts' in order to reduce the risk of further cases.</p>	<p>Be aware of the symptoms – early symptoms can include; fever, headache, vomiting, diarrhoea, muscle pain, stomach cramps, fever with cold hands and feet DO NOT WAIT FOR A RASH.</p> <p>For further information refer to Factsheets - Health Protection Surveillance Centre (hpsc.ie)</p>	X						X	Med

Note:

3.4. s

Risk Assessment Form

Company Name: DLDC

Risk Assessor: DLDC

Date of Assessment. - Nov 22

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High						
			Before CONTROL in place									After Controls In Place												
			L	M	H	L	M	H				L	M	H	L	M	H		L	M	H			
Work Related Stress	While Stress is not a disease or injury, it can lead to mental and physical ill health.	All Staff	X					X			Human Resources will support the line manager in carrying out a Workplace Stress Risk assessment in any cases of WRS. This assessment will involve examining the demands, control and support for the individual. Attempts will be made to informally and quickly resolve any reported cases of WRS. Any concerns may also be addressed through the Dignity & Respect at Work Policy (includes support contact persons) or the Employee Grievance procedure.	Dignity & Respect Support Contacts: A supervisor or manager in DLDC Human Resources Officer - Emma McCleary (emccleary@dldc.org / 086 0753078) Dignity & Respect Officer and DLDC Board Member - Isobel McGlinchey (imcglinchey.im64@ gmail.com / 087 2170080) Dignity & Respect Representatives – staff representatives across office locations: Teresa McDonnell (Donegal Town), Paula McGarvey (Gaeltacht) and Eamonn Bonner (Letterkenny) A Union Representative	X					X				Low to med.		

Note:

34. s

Risk Assessment Form

Company Name: DLDC

Risk Assessor: DLDC

Date of Assessment. - Nov 22

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High			
			Before CONTROL in place									After Controls In Place									
			L	M	H	L	M	H				L	M	H	L	M	H		L	M	H
Lone Working - those who work by themselves without close or direct supervision.	accidents or emergencies arising out of the work, including inadequate provision of first aid sudden illnesses inadequate provision of rest, hygiene and welfare facilities physical violence from members of the public and/or intruders	All Staff	X					X		Employees working alone must take reasonable care to look after their own safety and health & wellbeing. If in doubt, do not put yourself into a situation where you think you will be at risk. Notify your supervisor or per if you are in a lone working situation such as a site visit or remote client visit. Communication is important, ensure your mobile is switched on, keep your supervisor informed where necessary. In the case of lone working where you are in a1.1 with a client, where possible, position yourself nearest the exit. Seek help and support from your supervisor or HR if you are in any doubt. Take adequate rest breaks	In the event of an emergency call 999/112	X						X			Low to med.

Section Four - Managing Health and Safety

It is the policy of the Company to consult with staff in the preparation and completion of risk assessments, to provide a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work is considered and will continue to be prioritised as part of staff training and development plans.

4.1 Training

DLDC will provide training as required by Section 8(g) of the 2005 Act, to safeguard the safety, health and welfare of employees. Specifically, employees will be given the following safety training:

Induction Training

All employees will receive induction training to ensure that they fully understand the hazards to which they may be exposed during their work and the safety precautions and emergency procedures required. As part of this training they will be required to undergo an ergonomic self-assessment to help identify and remove any risks.

Manual Handling Training

Employees who are required to lift, push, pull or carry materials will be given training in correct manual handling techniques as appropriate for their position.

Safety Representative Training

The Safety Representatives will receive the necessary training as recommended by the Health and Safety Authority to carry out his/her role effectively.

Fire Warden Training

Fire Warden/Marshal training for all Fire Marshals will be provided every two years.

First Aid Training

First Aid Training for the Occupational First Aider will be updated every two years.

Training for Placement with Sponsor Groups

Appropriate training will be given in accordance with the tasks employees will be undertaking at their placement. This may include but not be limited to a Safety Induction, General Health and Safety + Manual Handling Training, Gardening Equipment Training, SOLAS Safe Pass Training, First Aid, Child Protection Training, Childhood Care & Education Training. This training will be given on a case by case bases.

General Training

Training, instruction and supervision will be in a form, manner and language that employees are reasonably likely to understand and may include other relevant training as identified. Training will be provided during working hours (unless agreed by both parties) and without loss of remuneration.

Records of Training

Training Records will be maintained by the Human Resources Officer and line managers as appropriate for participants.

4.2 Accident Investigation and Reporting

If an accident or incident occurs in the place of work or in the course of our work activities which has affected employees or a third party, we will:

Ensure that all accidents and dangerous occurrences are recorded.

Promptly investigate the accident or dangerous occurrence so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence.

Ensure that where a fatal accident has occurred the HSA are notified as quickly as possible (Tel: 1890 289 389) and Form of Notice of Accident (IR1) sent within 5 working days.

Ensure that other accidents are reported to the Health & Safety Authority on Form IR1 within 10 working days where:

Employees are out of work or not able to perform their normal work for more than 3 consecutive days (excluding the day of the accident but including any days which would not have been working days)

Members of the public injured due to a work activity and who are taken from the location of the accident to receive treatment in a hospital or medical facility

Ensure that dangerous occurrences are reported to the Health & Safety Authority on the Form of Notice of Dangerous Occurrence (IR3) within 10 working days

FURTHER INFORMATION

The employer of the injured party is responsible for the reporting of accidents on Form IR1 when required.

A record of any accident or dangerous occurrence reported to the HSA must be kept for a minimum of 10 years.

Any report to the Health & Safety Authority can be made online at www.hsa.ie, or by completing the relevant Form (IR1 or IR3) and posting it to:

Workplace Contact Unit,
Health & Safety Authority,
Metropolitan Building,
James Joyce Street,
Dublin 1.

4.3 Visitors and Contractors

DLDC has a responsibility to ensure, as far as is reasonably possible, the safety of visitors and contractors while on their project sites.

To that end the following rules will apply:

Visitors

All visitors must check-in at the reception desk or with line manager / contact on DLDC site. Visitors will be accompanied by an employee of DLDC at all times, while on DLDC office premises or project sites. Visitors will be made aware of and will abide by the site safety rules and emergency procedures at all times by the safety contact persons on all DLDC sites (list of contacts are displayed in all the reception areas of DLDC buildings).

Contractors

Contractors on DLDC work sites should abide by the following safety guidance:

- They will not be allowed to work on the sites unless covered by adequate employers and public liability insurance. Contractor's insurance policies must be submitted for examination prior to work commencing to ensure they conform to DLDC requirements.
- They are obliged to observe the "Safety Rules for Contractors" and comply with any other applicable regulations or instructions given by a representative of DLDC.
- Contractors must not commence with any work on the project sites until relevant safety procedures are read, understood and accepted.
- Contractors must provide their Safety Statement or a Method Statement prior to the commencement of work at the discretion of The Safety Committee and line managers/supervisors.
- Contractors will provide information on any addition, alteration or safety information to be taken into account during any subsequent construction work for retention in the Safety File by The Safety Committee.
- The Safety Committee and line managers will be assigned to monitor the work of the contractor on site to ensure adherence to the safe practices outlined in the Safety Rules for Contractors the DLDC Safety Statement and the Contractor's own Safety Statement.

Contractors Duties

Contractors requirements before work commences

This is required for extensive work of more than one day. This is essential where there are risks associated with the work. E.g. Pat testing, electrical work, building work and other work that is consider higher risk.

Each contractor & sub-contractor, before commencement of work will supply a Site Specific Safety Statement. This document will include Hazard Identification and Risk Assessments for their activities on site during the execution of the Works.

Contractors Safety Statements will be reviewed before being awarded the contract to work for DLDC. In addition to the aforementioned requirements for the Safety Statement, contractors will also be asked to provide evidence of competency i.e. examples of previous similar work, plus additional pre-qualification information as outlined in the checklist below. Competency checks will continue throughout the project and the contractors will be required to complete a weekly check as shown below.

Contractor Checklist Before Work Commences	YES NO N/A
Company Safety Statement (Including appropriate risk assessments and safe systems of work which are applicable to the work your company will be carrying out for DLDC)	
Certificates of thorough examination of plant & equipment (Certs Provided)	
List of Chemicals to be used on site and MSDS for same (MSDS provided)	
PPE appropriate to your tasks	
All Personnel have appropriate training and levels of competency to complete tasks safely (training certs provided)	
Copy of any previous HSA notices(improvement/prohibition)	
Covid-19 Action Plan in Place	
List of similar jobs you have completed in the recent past 1/ 2/ 3/	
Company Insurance Policy Details:	
Company Name _____ Completed By _____ (Print) Signed _____ Date _____	

Contractors Weekly Inspection Check List	
INSPECTION OF	Checked
House Keeping Good	
Hand Tools in good working order	
Portable Power Tools (check all leads)	
Mobile Plant (weekly inspection checklist completed)	
PPE (in good order, used and stored correctly)	
Personnel completed Site Safety Induction	
Personnel - completed Manual Handling Training	
No – Slip / Trip / Fall Hazards	
Unsafe conditions reported (if applicable)	
Near misses reported (if applicable)	
Toolbox Talks completed	
All work areas cordoned off to prevent falls	
No Lone Working	
All Chemicals have MSDS	
All waste disposed of appropriately	
Job Specific Safety Plans completed	
>2m Social Distancing (COVID-19)	
Hand Washing Facilities Available and being used	
Nobody on site with COVID-19 symptoms	
Employees completed a COVID-19 Questionnaire and Induction	
Tools and equipment cleaned and sanitised regularly	
Procedure in place and adhered to for <2m working	
Notes:	
Report of action taken for any items which did not pass inspection	
Name _____ Signed _____ Date _____	

4.4 First Aid

First Aid Supplies

First Aid Supplies

First aid boxes will be made available at DLDC sites and in DLDCs normal place of work. Each first aid box will be stocked in accordance with guidelines issued by the Health and Safety Authority (HSA). (As per Appendix 1).

First Aid Training

Training will be carried out by an organisation competent to do so. Refresher training will be provided at intervals not greater than 2 years. Each first aider will be responsible for the maintenance of appropriate first aid supplies. Wherever first aid is given a record of the injury and details of treatment given must be maintained by the First Aider and reported to HR/ Health & Safety Officer through the completion of the Accident, incident, near miss report form (see appendix 2a).

FIRST AID STRATEGY

Location	Name of First Aiders
<i>Letterkenny Office</i>	Louise Arthur, Michael Doran, John Curran, Brian Carr
<i>Donegal Town Office</i>	Maura Moss, Maeve McCrea
<i>Killybegs Office</i>	Refer to shared office reception
<i>Kilcar Office</i>	Margaret Doherty
<i>Gweedore Office</i>	Paula Nic Gairbheith, Máire Mhic Pháidin
<i>Regional Employment Service</i>	Refer to shared office reception
<i>Drimarone Office</i>	Refer to shared office reception

- List of First Aiders and contact Numbers posted in each Office.
- DLDC will review the Sponsor Groups First Aid Facilities before placements commence.
- First Aid box contents should be listed. (Refer to pg. 75)
- The First Aid boxes will be checked once a year if not used.
- If used the First Aid box will need to be restocked after use.

Schedule for checking First Aid Box		
SEPTEMBER 2018	Boxes were checked in each building. Some buildings required new boxes. Boxes were replaced.	
SEPTEMBER 2019	Boxes were checked. New box required in Donegal town and Ballyshannon office	
SEPTEMBER 2020	Boxes have been Checked. Additional supplies have been added to offices regarding COVID 19. Face mask, Face shields, gloves, and sanitiser	
SEPTEMBER 2021		
SEPTEMBER 2022	Boxes have been checked and restocked.	

4.5 Fire Safety Management

Overall responsibility for the management of fire safety in the offices of DLDC lies with the CEO. The Safety Committee carries out this function on a day to day basis.

Management is responsible for ensuring that **all** staff are instructed in fire prevention and evacuation procedures; Evacuation plans are posted; Fire drills are carried out on a regular basis depending on the length and nature of the project site. Fire protection equipment (Alarm, Fire Extinguishers, and Emergency Exits) is regularly inspected and maintained and appropriate records kept.

(Please see Appendix 2 & 2a for further information on Fire safety, emergency procedure, and evacuation procedures within DLDC)

4.6 Occupational Health

Violence and Aggression

DLDC will take all necessary measures to protect employees from acts of violence, or aggression during the course of work and will act on any complaints made by employees, or other persons. **(Please see appendix 3 – code of practice for the prevention and resolution of Bullying in the Workplace).**

Work Related Stress

DLDC will take all necessary steps to ensure so far as reasonably practicable that employees are not exposed to excessive stress levels. Employees must approach their Manager if suffering from excessive stress levels, and measures will be taken internally to relieve their workload and to identify the origin of the stress. **(Please see Appendix 3 for dignity & respect at work policy and section 3.4 risk assessment on WRS, and Appendix 4 for DLDCs' policy on Managing Stress in the Workplace)**

Dignity & Respect at Work Policy

The Board and management of DLDC are committed to providing a workplace free from harassment and bullying by complying with the Code of Practice on Workplace Bullying 2007. Harassment, or bullying by any member of the company, regardless of status, will not be tolerated. Victimisation of the complainant, and the alleged accused, or an employee who gives evidence will be subject to disciplinary action.

DLDC will not condone any behaviour relating to the adverse, differential treatment of a person due to sex, marital status, family status, sexual orientation, religion, disability, race, or membership of the traveller community.

DLDC will deal with all allegations of bullying. All complaints will be dealt with fairly, with discretion and as far as reasonably practicable confidentially maintained.

(Please see Appendix 3 for policy on Dignity & Respect at Work Policy and reporting and resolution channels).

Alcohol and Drug Policy

DLDC is committed to providing a safe, healthy and productive working environment for all employees and endeavors to ensure that employees' use of either alcohol or drugs does not impair the safe running of the Company or the health of its employees.

If an employee is known to be, or strongly suspected of being intoxicated by alcohol or drugs during working hours the CEO must be consulted. Arrangements will be made for the employee concerned to be escorted from Company premises immediately and the employee will be subject to subsequent disciplinary investigation.

Employees who are in possession of illegal drugs or are under the influence of drugs (including alcohol) on Company premises which have not been prescribed on medical grounds, will, in the absence of mitigating circumstances, be deemed to be committing Gross Misconduct and will be liable for summary dismissal. This will also apply to employees who are convicted of supplying illegal drugs or convicted of being in possession of illegal drugs.

Employees will not be disciplined for seeking help or requesting rehabilitation referral advice from the Company and are actively encouraged to seek the help of their Manager at an early stage. Where employees acknowledge that they have a problem and are given help and referral advice, this will be on the understanding that:

- Whilst they are undergoing treatment they will be on sick-leave.
- Every effort should be made to ensure that on completion of the recovery Programme, employees are able to return to the same or equivalent work.

However, where such a return would jeopardise a satisfactory level of job performance or present a safety hazard, a review of the full circumstances surrounding the case will be reviewed by Senior Management. If after employees have received such treatment, recovery seems unlikely, the Company may need to progress the situation. In such cases, dismissal may result.

Smoking Policy

DLDC operates a no-smoking policy in accordance with workplace smoking legislation. With the exception of the designated smoking areas. NB: Employees are not permitted to smoke on-site at any time.

Failure to comply with this policy will result in an employee being subject to the Company's Counselling & Disciplinary Procedure.

4.7 General Safety Precautions and Controls

Housekeeping

A high standard of housekeeping must be maintained at all times. Each employee of DLDC will be responsible for his or her own area ensuring that general clean-up of their workspace takes place on a daily basis or upon the completion of work. All access/egress routes must be kept clear at all times. Combustible waste must be safely disposed of in appropriate containers only. Materials should never be stored in positions, which would create hazards to workers. Management will monitor the work site to ensure housekeeping is maintained. All openings in floors, walkways, driveways etc. will be securely covered or have appropriate edge protection. Employees are expected to maintain welfare facilities and leave them as close to the way they found them as possible. All employees are expected to understand housekeeping requirements.

Personal Protective Equipment (PPE)

PPE will be provided free of charge to employees. See Risk Assessments for task specific PPE. PPE will be worn as per manufacturer's safety guidelines for power tools. If PPE is damaged, this needs to be reported immediately to a supervisor so that it can be replaced. All PPE will have a CE Mark and appropriate EN number. If an employee is in any doubt about the use of PPE, they must ask their supervisor. PPE should be properly stored when not in use to prevent damage. Where necessary training in the use of PPE will be given. Job Specific Safety Plans will be carried out by the supervisors and employees in conjunction with the sponsor organisation so as to identify the appropriate PPE requirements.

Hearing Protection

Regulation 129 states that the employer must supply sufficient numbers of suitable ear protectors, consulting with the workers regarding suitability and adequacy of the type chosen. Ear protectors are only suitable and adequate, if and when properly worn; they will reduce the level of noise experienced by the employee to a level below 85 dBA. Part of the necessary training will be to ensure that workers know how and when to use the ear protection chosen.

Electricity

Equipment in the interest of safety all portable power equipment used by DLDC outside, on a construction site or for maintenance shall operate on **110V**. All electrical equipment brought onto the site must be of safe design and construction and properly maintained at all times. All equipment which may be exposed to mechanical damage, the effects of weather, wet conditions or flammable / explosive environments must be protected. The use of fuses or circuit breakers to protect electrical systems is required. Only authorised, competent, personnel will use power equipment. Only competent electrical contractors will work on live electrical equipment (Electrical Work Permit must be completed and authorised for this work). Where temporary lighting is provided on during project completion, it shall be of safe design and properly installed.

All 240V portable electrical equipment will be PAT tested

Manual Handling

Reducing the Risk of Injury

Where it is not possible to avoid manual handling appropriate steps need to be taken to minimise the risk. The following aspects of the risk will be considered.

The Task

The task - is it possible to: Improve workplace layout to improve efficiency? Reduce the amount of twisting and stooping? Avoid lifting from floor level or above shoulder height? Avoid and / or minimise repetitive handling? Cut carrying distance or provide mobile lifting equipment?

The Load

Can the load be made? Lighter or less bulky? Easier to grasp? More stable? Less damaging to hold? - have you asked your suppliers to help?

The Working Environment

The Working Environment - is it possible to: Remove obstructions to free movement? Provide better footing? Avoid steps and steep ramps? Prevent extremes of hot and cold? Consider less restrictive clothing or personal protective equipment?

Manual Handling Training / Auditing

Training will be provided as needed and appropriate for all personnel for whom manual handling represents a significant part of their work. Assessments and on-going reviews will be conducted for each area where manual handling represents a significant part of the work performed.

Fire

Depending upon the characteristics of the office/ site, suitable firefighting equipment will be made available. Extinguishers are placed in accessible locations throughout the DLDC offices for use in the event of a fire. All equipment will be properly maintained. Easily recognisable signs indicate the location of equipment. Smoking is restricted to specified areas throughout the DLDC office. Combustible debris will be properly disposed of away from potential ignition sources.

Work at Heights

DLDC staff are not permitted to work at height unless a comprehensive site specific Work at Height Risk Assessment has first been completed and signed off by supervision. Safe working platforms will take priority over ladders. Work at height equipment will be inspected and certified by a competent person and inspected before use. Two persons per ladder (one person securing the ladder). Three points of contact at all times while going up or down a ladder. No materials to be carried while climbing or descending a ladder. Ladders must be adequately secured, straight ladders will be at an angle of 75degrees (1:4). Only competent and authorised personnel to operate Mobile Elevated Work Platforms (MEWPs). Scaffold must be erected and signed off by a competent person. Scaffold must be inspected by a competent person before first time of use, every seven days, after modifications or alterations and after adverse weather. Exclusion Zones must be set-up around scaffolding.

Vehicle Breakdown Procedure

Vehicle breaks down during working hours can cause alarm, leaving a staff member both unsure of what actions to take and distracted in what may be an unfamiliar environment.

While addressing the situation the staff member can unwittingly placing themselves and others in danger. To minimise personal and road safety risks associated with a breakdown, the following guidelines are provided to address the risks to help to keep all road users safe:

- Stop and park the vehicle in a safe place as far off the road as possible.
- Avoid stopping if possible close to blind corners, just over crests, on bridges or where roads are very narrow.
- On becoming aware of the issue use hazard lights to warn other road users.
- In poor light, activate the parking lights.
- Contact relevant roadside assistance providers (this cover is provided under many insurance policies) and contact DLDC to update on your position. It is recommended you contact your Manager and the reception in Letterkenny 074 9127056. Outside of work hours all reports should be made to the CEO on 086 8589540
- Should you decide to exit the vehicle do so following a review of the risk for you and other road users? From the point you decide it is safe to exit the vehicle wear a suitable High Viz from that point forward (inside & outside the vehicle)
- If it is safe to do so, leave the vehicle and move behind a safety barrier/fence or other safe area. If possible it is generally safer for the driver and passengers to keep away from the road and clear of the vehicle, while waiting for help to arrive. If it is not safe to leave the vehicle stay in the vehicle and buckle up the seatbelt.
- Think safety and if possible exit the vehicle on the side closest to the edge of the carriageway. Frequently it is safer for the driver and passengers to exit the vehicle via the passenger side.
- Close the vehicle's bonnet once help has been organised. If other drivers see an open bonnet they may stop to render assistance which could further compromise safety.
- Motor vehicle crashes should be reported in the same manner as any other work health and safety incident when travelling for work related purposes. Even relatively minor incidents should be reported.
- Contact DLDC with an update when the issue has been resolved or repairs have been completed and you are safely able to continue the journey or if you have made other arrangements for you to get home safely.

4.8 Continuous Improvement & Safety Audits

The Safety Committee is responsible for ensuring that risk assessments are reviewed and updated to reflect for example changes in legal requirements and operational changes. If there is a significant change or the risk assessment is no longer valid, then the Safety Statement will be updated. Change within the workplace is only one means to monitor and review the Safety Statement. The Company is also committed to periodic evaluation of the Safety Statement's relevance to the workplace. This review will be taken at least annually, while other reviews will take place post-accident/incidents to address any failings in the management systems, to minimise the recurrence of such accidents/incidents and ill-health. Any change which may be necessary will be completed through the cycle of consultation and communication, with employees made aware of the revisions/additions.

Safety Audits will be completed on a regular bases by competent staff (minimum 1/month in each location (office). Also a Safety Audit will be completed by an external Safety Advisor at least annually at two locations. Audit findings will be assigned to personnel for corrective action within a specified time frame

Appendix 1 - First Aid and Occupational First Aiders

The regulations require employers and the self-employed to provide at each place of work under their control such number (if any) of occupational first aiders as is necessary to render first aid at the place of work concerned, taking account of the size or hazards (or both) of the workplace. In this regard, the regulations define first aid as meaning either:

- in a case where a person requires treatment from a registered medical practitioner or a registered general nurse, treatment for the purpose of preserving life or minimising the consequences of injury or illness until the service of a practitioner or nurse are obtained,
- In a case of a minor injury which would otherwise receive no treatment or which does not need treatment by a registered medical practitioner or registered general nurse - treatment of that minor injury.

A minor injury would not involve an alteration in the casualty's vital signs (pulse, temperature, blood pressure or breathing rate). An example of a minor injury would be a small clean wound where any bleeding is easily controlled. An injury could not be considered to be a minor injury if function was in any way impaired.

Having regard to this definition of first aid, it is difficult to outline precisely when, where and how many occupational first aiders should be provided. The best indicators will arise in the process of identifying the hazards and assessing the risks arising in the context of the Safety Statement. Several factors need to be considered including; the numbers employed, the nature of the work, the degree of hazard, the level of accidents arising, the size and location of the workplace, the distribution of the employees within the workplace, whether there is shift working, the availability of an occupational health service within the workplace and the distance and duration from external medical services etc.

In each particular case a decision on whether any or how many occupational first aiders may be required should be taken after an assessment of all the relevant factors and not solely, for example, on the numbers of employees at work.

Even if the risk assessment indicates that there may be no necessity to have any occupational first aiders provided at a particular workplace, it may be considered prudent to encourage employees and to assist them in obtaining suitable training in basic lifesaving skills and the emergency treatment of injuries due to any special hazards arising. This could apply especially in workplaces where no special occupational hazards arise but where significant numbers of non-employees are likely to present such as in schools, crèches, places of entertainment etc.

As a general rule, where the risk assessment indicates the need for occupational first aider(s), the following general criteria should serve as a useful guide:

Type of Workplace	Maximum No. of employees present at any one time	No. of Occupational First Aiders
Factory, construction site, surface mine and quarries	Up to 49	1 if Safety Statement Risk Assessment shows it necessary
	50-149	Minimum 1
	150-299	Minimum 2
	More than 300	1 extra for every 150 employees or part thereof
Underground mines		1 for every 10 employees or part thereof.
Other workplaces	Up to 99	1 if Safety Statement Risk Assessment shows it necessary.
	100-399	1
	400-699	2
	More than 700	1 extra for every 300 employees or part thereof.

Where an occupational first aider is absent in temporary and exceptional circumstances, the employer must ensure that a person(s) is designated, to take charge of an injured or ill person until medical assistance is obtained. Such persons functions, if they have not received training in basic lifesaving skills, would, primarily be to seek appropriate assistance as soon as possible and to ensure that nothing further is allowed to occur which would exacerbate the problems of the injured person. It should be noted that, in this context, foreseeable absences, such as planned annual leave, are not considered to be “temporary and exceptional circumstances.”

Where an undertaking presents specific or unusual hazards, the occupational first aiders should have received additional or specialised training particular to the first aid requirements of the employer’s undertaking.

Occupational first aiders should be accessible to the majority of the workforce or situated where an injury is most likely to occur. However, such centralised arrangements might not be suitable for a large plant or premises with fewer employees dispersed over a wide area. In such conditions, occupational first aiders may need to be more widely dispersed. Effective means of communicating including the use of pagers, mobile phones and radio should be considered in these situations.

Where workplaces are more than one hour’s total travelling time from appropriate medical assistance, the numbers of occupational first aiders per workplace shown in the table should be doubled in each category. When employees of more than one employer are working together and the employee’s concerned wish to avoid duplication of provision, they may make an agreement whereby one of them provides the necessary occupational first aiders.

In the case of employees who regularly work away from their employer’s fixed location in isolated locations or where the work involves travelling long distances in remote areas from which access to accident and emergency facilities may be difficult, one of the working parties should be an occupational first aider. This would apply particularly in circumstances where potentially dangerous machinery and chemicals are used e.g. forestry operations, agriculture contractors.

Selection of Occupational First Aiders

Many employees are glad of the opportunity to undergo first aid training and employers should encourage those with a reasonable aptitude to do so. In selecting occupational first aiders, it is important that the other work tasks on which they are employed should be such as to allow them to leave these immediately and rapidly to the scene of an emergency.

In many circumstances training in general first aid will suffice however occupational first aiders will need to undergo additional training if a workplace has employees exposed to any special hazards.

In many cases the occupational first aider's skills will be used while the help of medical or nursing personnel or the ambulance service is being obtained. Employers should ensure therefore that occupational first-aiders are aware of possible sources of such advice e.g. from registered medical practitioners, registered general nurses and paramedics. Where there is an occupational health service available, whether at the workplace or otherwise, occupational first aiders should be supervised by such services.

Where occupational first aiders undertake certified training, written records of the dates on which first aiders obtained their certificates of competence should be kept at each workplace and should be made available on request to a Health and Safety Inspector. The existing certificate lapses, for people trained prior to 1st September 2008, 3 years from the date the training took place and will be indicated on your existing certificate. For those trained after the 1st September 2008, the period is 2 years.

First Aid Equipment

Employers are required to maintain suitably marked and easily accessible first-aid equipment, as is adequate and appropriate in the circumstances for enabling first-aid to be given to persons at every place where working conditions require it, at a place of work under the employer's control. Employers must also designate at each place of work under the employer's control the number of occupational first-aiders as is necessary to give first-aid at the place of work concerned and ensure that the number of occupational first-aiders, their training and the equipment available to them is adequate, taking account of the size or hazards, or both, of each such place of work. Where an occupational first-aiders is absent in temporary and exceptional circumstances, it shall be sufficient compliance with statutory provisions if the employer designates a person, or ensures that a person is designated, to take charge of an injured or ill person.

Recommended Contents of First Aid Boxes

In workplaces where there are occupational first aiders, first aid boxes should be under their control. The contents of the boxes and kits should be replenished as soon as possible after use in order to ensure that there is always adequate supply of all materials. Items should not be used after the expiry date shown. It is therefore essential that first aid materials/equipment be checked frequently, to make sure that there are sufficient quantities and that all items are usable.

Different work activities involve different hazards and therefore different first aid provision is required. Some places of work (e.g. offices, libraries) have relatively low hazards whereas others (e.g. factories and construction work etc.) often have a greater degree of hazard or specific hazards involved. Requirements for first aid provision at work will therefore depend on several factors including the size of the work-place, the numbers employed, the hazards arising, access to medical services, dispersal of employees, employees working away from their employer's premises, workers in isolated locations etc.

As a minimum, every workplace should have an occupational first aid box or kit. The following table gives a broad indication of the type of first aid materials/equipment and supplies which would be reasonable in different circumstances. Quantities indicated in the table are minimum numbers and can be increased.

RECOMMENDED CONTENTS OF FIRST-AID BOXES AND KITS

Materials	First Aid Travel Kit Contents	First Aid Box Contents		
		1-10 persons	11-25 persons	26-50 persons* 1
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmediated Wound Dressings Medium (No. 8) (10 x 8cm's)	1	2	2	4
Individually Wrapped Sterile Unmediated Wound Dressings Large (No. 9) (13 x 9cm's)	1	2	6	8
Individually Wrapped Sterile Unmediated Wound Dressings Extra Large (No. 3) (28 x 17.5cm's)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Examination Gloves Pairs	3	5	10	10
Sterile water where there is no clear running water* 2	2x20mls	1x500mls	2x500mls	2x500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10x10cm's)* 3	1	1	1	1
Water Based Burns Dressing Large*3	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

Notes

*1: Where more than 50 persons are employed, pro-rata provision should be made.

*2: 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 20ml and should be discarded once the seal is broken.

Eye bath/eye cups/refillable containers should not be used for eye irrigation due to risk of cross infection. The container should be CE marked.

*3: Where mains tap water is not readily available for cooling burnt area.

Where employees regularly work away from the employer's premises and there are no special hazards or problems of isolation, no first aid materials/equipment need to be provided by the employer. Where such work involves the use of dangerous tools or substances, the travel kit specified in column two of the table should be provided along with any special materials, equipment or anti-dotes as appropriate. It is not considered necessary that all employers should supply a travel kit to employees who travel in the course of their duties unless special hazard or isolation factors apply. Worker isolation may be accentuated on farms, forestry, mountainous areas. In such circumstances a first aid travel kit should be available even in the absence of other factors such as dangerous tools or special hazards and in those situations where the nearest medical facility is more than one hour's total travelling time from the place of work.

Where employees of more than one employer are working together, and the employees concerned wish to avoid duplication of provision, they may make an agreement whereby one of them provides the necessary first aid materials/equipment and facilities. In the absence of such an agreement each employer will need to carry their own responsibility.

Recording first aid treatment

Details of all cases treated by occupational first aiders should be entered in a first aid treatment record book in the table format as below, and kept in a suitable secure place, respecting the confidential nature of the records. They should always be made available upon request to a Health and Safety inspector.

Name of Patient	Type of injury	Treatment Given	Name of Occupational First Aider	Date

Appendix 2 - Fire, Emergency & Accident / Incident/ & Near Miss Reporting

Introduction

Employers must prepare and revise as necessary adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger. This includes providing the necessary measures to be taken appropriate to the place of work for first aid, fire-fighting and the evacuation of employees and any other individual present in the place of work, taking account of the nature of the work being carried on and the size of the place of work. Employers must also arrange any necessary contacts with the appropriate emergency services, in particular with regard to first aid, emergency medical care, rescue work and fire-fighting. For the purposes of implementing such plans, procedures and measures employers must designate employees who are required to implement those plans, procedures and measures, and ensure that the number of those employees, their training and the equipment available to them are adequate, taking into account either or both the size of and specific hazards relating to the place of work.

In the event of an emergency or serious and imminent danger, an employer shall as soon as possible inform all employees concerned of the risk involved and of the steps taken or to be taken to protect them from it and refrain from requiring employees to carry out or resume work where there is still a serious and imminent danger to their safety and health. Employers must also ensure that, in the absence of appropriate guidance or instruction and having regard to the knowledge of the employee and the technical means at his or her disposal, and where the employee's immediate superior responsible cannot be contacted, that the employee concerned may take appropriate steps to avoid the consequences of the danger.

In the event of a serious, imminent and unavoidable danger, employers shall:

- take action and give instructions to enable employees to either or both stop work and immediately leave the place of work and to proceed to a safe place, and
- ensure that an employee who leaves a place of work is not penalised because of such action.
- ensure that only employees who have received appropriate instructions have access to the area of the place of work where a serious, specific danger exists.

Fire, Emergency and Serious/Imminent Danger Evacuation Procedures

DLDC wishes to ensure that all employees, visitors and contractors enjoy safe occupation of buildings and places of work and those portions of buildings occupied regularly or occasionally.

In the interest of your own safety and in an effort to familiarise yourself with the designated fire and emergency escape routes, new employees will be provided with an orientation trip around your place of work during the induction process, to familiarise you with the escape routes and the location of fire hoses, extinguishers, fire alarms and the fire assembly point.

It is the duty of every person having control over premises (places of work) to take all reasonable measures to guard against the outbreak of fire on such premises, and to ensure as far as is reasonably practicable the safety of persons on the premises (employees, visitors, contractors, service providers) in the event of an outbreak of fire.

Fire Precautions which are put in place at places of work at DLDC include:

- The means of detecting and giving warning in case of fire (alarms/emergency procedure);
- The means of escape from the building in case of fire (this includes protection of escape routes and the provision of signs, lighting, etc.);
- The means for fighting fire (this includes training in use of fire- fighting equipment, preparing an emergency action plan and arranging contacts with the Fire Brigade (if necessary); and
- The training of staff in what action to take in the event of fire.

It is the duty of every person, being on premises to conduct themselves in such a way as to ensure that as far as is reasonably practicable any person on the premises is not exposed to danger from fire as a consequence of any act or omission. Fire authorities may give advice in relation to fire safety to the owner or occupier of any premises or to any person having control over any premises.

Basic Characteristics of Fire

To protect yourself, it is important to understand the basic characteristics of fire. Understanding the characteristics of fire and smoke may be critical in the event of being cut-off by fire. As such;

- Fire safety personnel refer to the fact that smoke “gasses off” i.e. narcotic gas emits from the material which is burning and then a room “flashes over” when all gases ignite and the entire room is on fire. Fire can take hold rapidly.
- Smoke generally causes disorientation. It is heavier than air and generally rises to the top of the room first. Therefore if you are cut-off by fire or if a room becomes smoky, crawl along the floor.
- If smoke is coming from the bottom of the door of a room which is on fire, it is indicative of that room being full of smoke and the door should not be opened. If there is smoke coming from a room, there will be smoke lines on the jam of the door. Therefore if you are cut off by fire and are seeking an alternative exit route, do not enter a closed room displaying these characteristics.
- Check closed doors for heat before you open them. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it. Never use the palm of your hand or fingers to test for heat - burning those areas could impair your ability to escape a fire (i.e., ladders and crawling).
- Once a fire starts it can grow very quickly and spread from one source of fuel to another. As it grows, the amount of heat it gives off will increase and this can cause other fuels to self-ignite.
- If your clothes catch on fire, you should stop, drop, and roll - until the fire is extinguished. Running only makes the fire burn faster.
- Heat and smoke from fire can be more dangerous than the flames. Inhaling the super-hot air can sear your lungs. Fire produces poisonous gases that make you disoriented and drowsy. Instead of being awakened by a fire, you may fall into a deeper sleep. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.

EVACUATION PROCEDURES - ON DISCOVERING A FIRE OR HEARING AN EVACUATION ALARM

If you discover a fire or hear an alarm, you will only have a short time to get out. If possible:

- Activate the nearest alarm point – in the event of a fire.
- Inform reception/other staff members/visitors of the location of the fire.
- Doors and windows should be closed – but only if that can be done safely. The reason is to limit the fire to the area in question, as oxygen will speed and spread the fire.
- Do not stop to pick up personal belongings.
- Leave the premises immediately, using the nearest available exit.
- Do not use the lift (if your place of work has a lift).
- Do not rush.
- Go to the designated fire assembly point and await the role call. Please cooperate with the Fire wardens in relation to the known whereabouts of team members and/or visitors.
- **DO NOT RE-ENTER THE PREMISES UNDER ANY CIRCUMSTANCES** until authorised by a Fire Warden or member of the Emergency Services, that it is safe to do so.

What to do if you are Completely Cut-off by Fire:

- Try to remain calm.
- Close the door and use towels or sheets to block any gaps.
- Try to make your way to the window.
- If the room becomes smoky, crawl along the floor.
- Open the window and try to attract the attention of others.

Role of the Fire Warden – or other competent persons assigned this role

- Familiarise yourself with other Fire Wardens (if any) at your place of work.
- Meet with other Fire Wardens (if any) at your place of work and establish a plan for checking your assigned building/floor.
- When the fire alarm sounds:
 - Don't panic – remain calm.
 - Put the agreed Fire Warden plan into action.
 - Commence checking all rooms for immediate hazards and alert people to evacuate to the assembly point using the fire emergency exits. Request that they do so in a calm manner. Remember to check all rooms including offices, meeting rooms, toilets (male, female, disabled), showers, stores etc.
- Do not open doors with hot handles or smoke emitting.
- If an area is smoky, try to keep below the smoke and proceed immediately to the fire escape exit.
- Problems which you may encounter include:
 - Locked doors – knock loudly and announce who you are. If there is no response then consider the room empty and proceed to the next room.
 - Difficult people – if people refuse to evacuate this is not your problem. Move on and continue checking rooms. Report the names of difficult people to the CEO for disciplinary action later.

- Injured people – seek First Aid assistance and/or an Ambulance (use the most available means of communication in this instance and give clear location details).
- Wardens absent – if other wardens are unavailable you may have to check your floor or building on your own.
- Perceived risk to yourself – never endanger your own life.
- Get out as quickly and safely as possible and stay out. Take advice from the Emergency Services as regards when it is safe to re-enter a building or place of work.
- You may be required to advise evacuees of when they can return to the building.

IMPORTANT – never endanger your own life when carrying out Fire Warden Duties

Fire and Emergency Drills

Fire and emergency drills should be coordinated on a regular basis and at least **twice** annually. Drills may be announced or unannounced. Fire Drills will be coordinated by the Fire Warden.

A review of the fire evacuation process should form part of the fire drill and changes to emergency or evacuation procedures made accordingly.

Fire Safety Features of Buildings

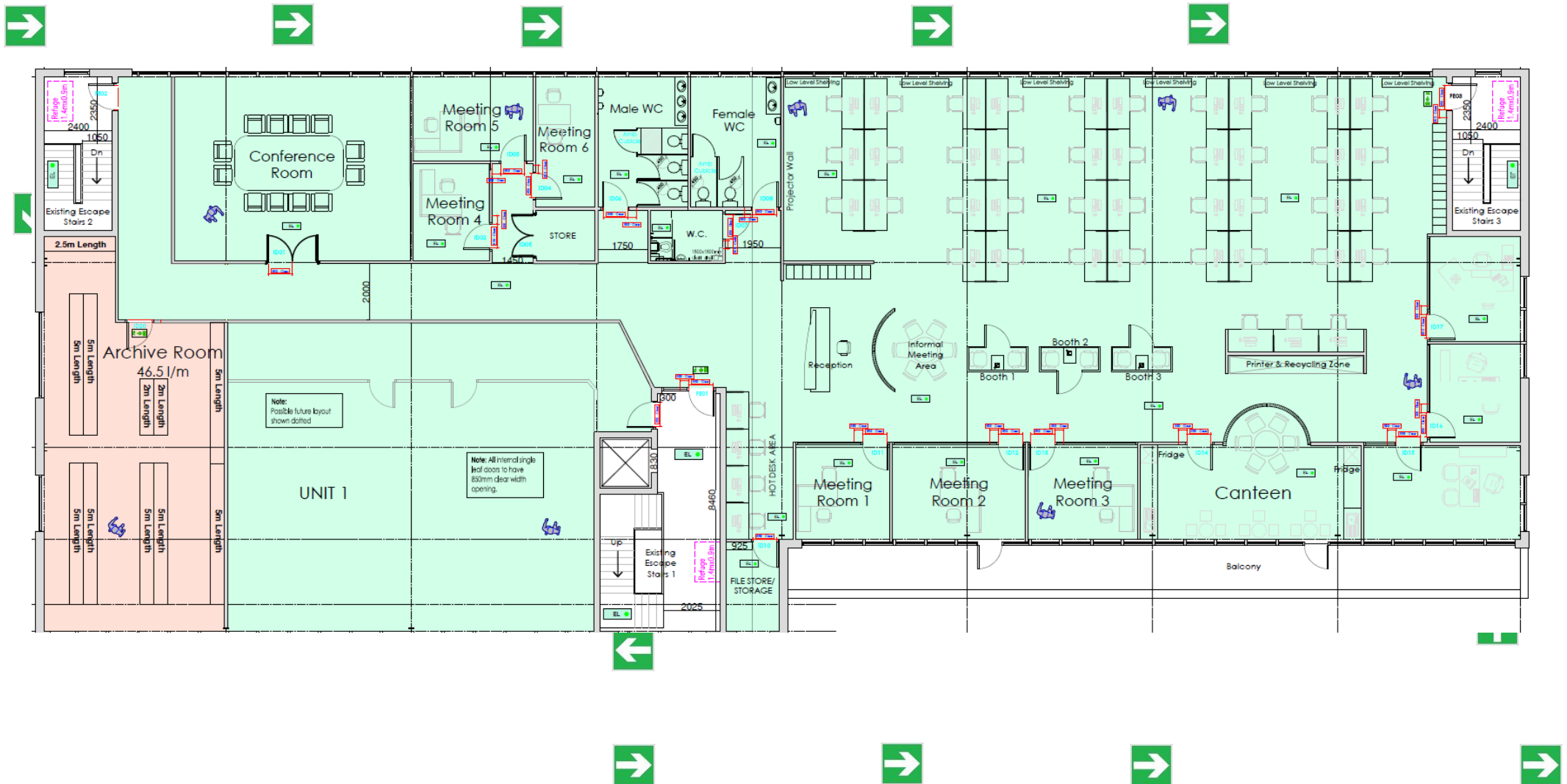
- Fire Detection / Alarm System.
- Fire Doors.
- Fire Action Notices.
- Fire Fighting Equipment.
- Emergency Lighting.
- Emergency Exit Routes.
- Assembly Points.

EMERGENCY ROUTES AND EXITS – KEEP CLEAR AT ALL TIMES

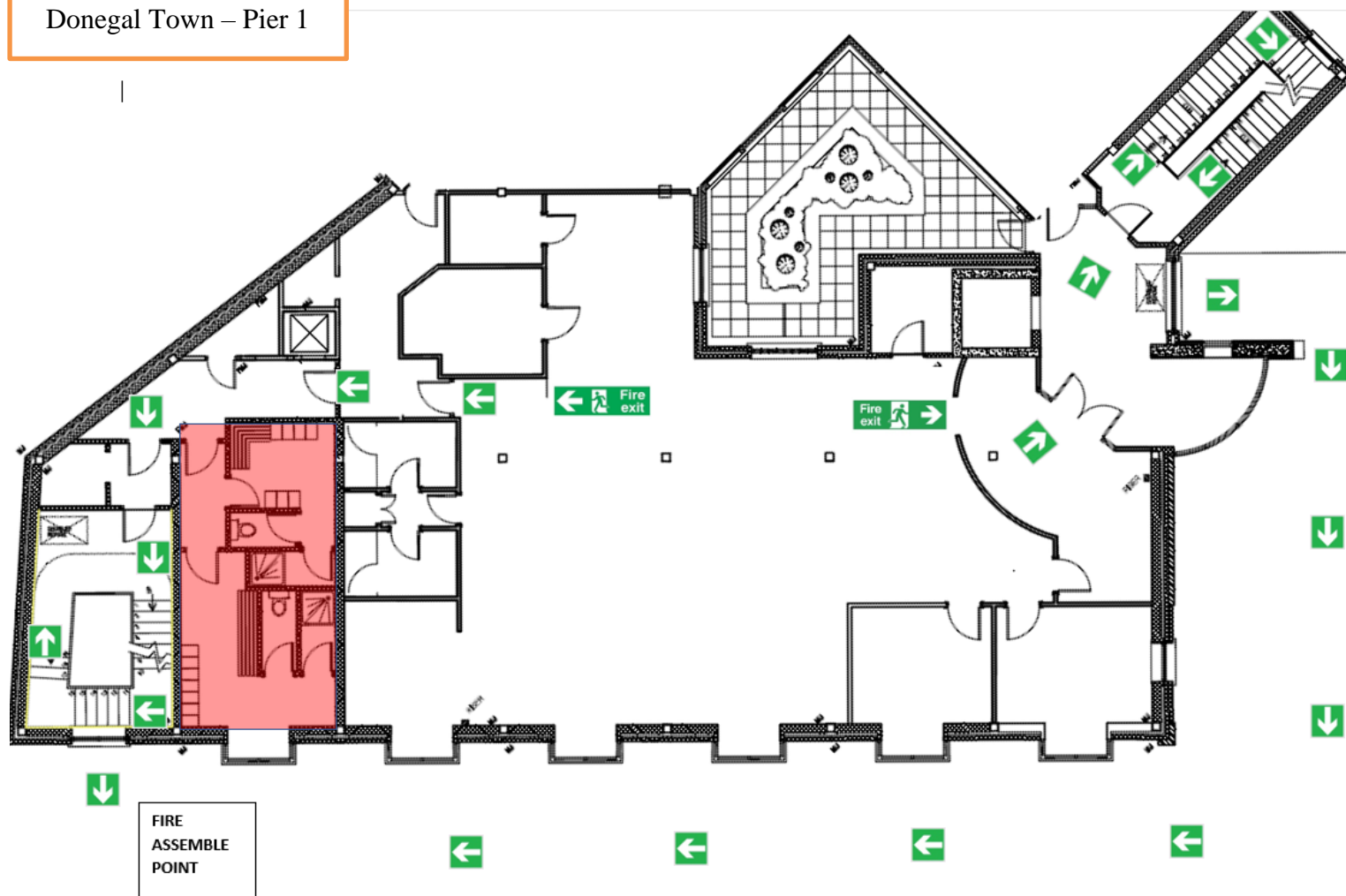
- Emergency routes to emergency exits and the exits themselves must be kept clear at all times and lead as directly as possible to the open air or to a safe area.
- In the event of danger it must be possible for employees to evacuate from all workstations as quickly and as safely as possible.
- The number, distribution and dimensions of the emergency routes and exits must be adequate for the use, equipment and dimensions of the place of work and the maximum number of persons that may be present.
- Emergency exit doors must open outwards. Any sliding or revolving doors that are fitted must not be used, or intended to be used, as emergency exits.
- Emergency doors and gates must not be so locked or fastened that they cannot be easily and immediately opened by any person who may need to use them in an emergency.
- Specific emergency routes and exits must be indicated by appropriate signs in accordance with the regulations and such signs must be placed at appropriate points and be adequately durable.
- Emergency routes and exits, and the traffic routes and doors giving access to them, must be free from obstruction so that they can be used at any time without hindrance, and emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in case the lighting fail

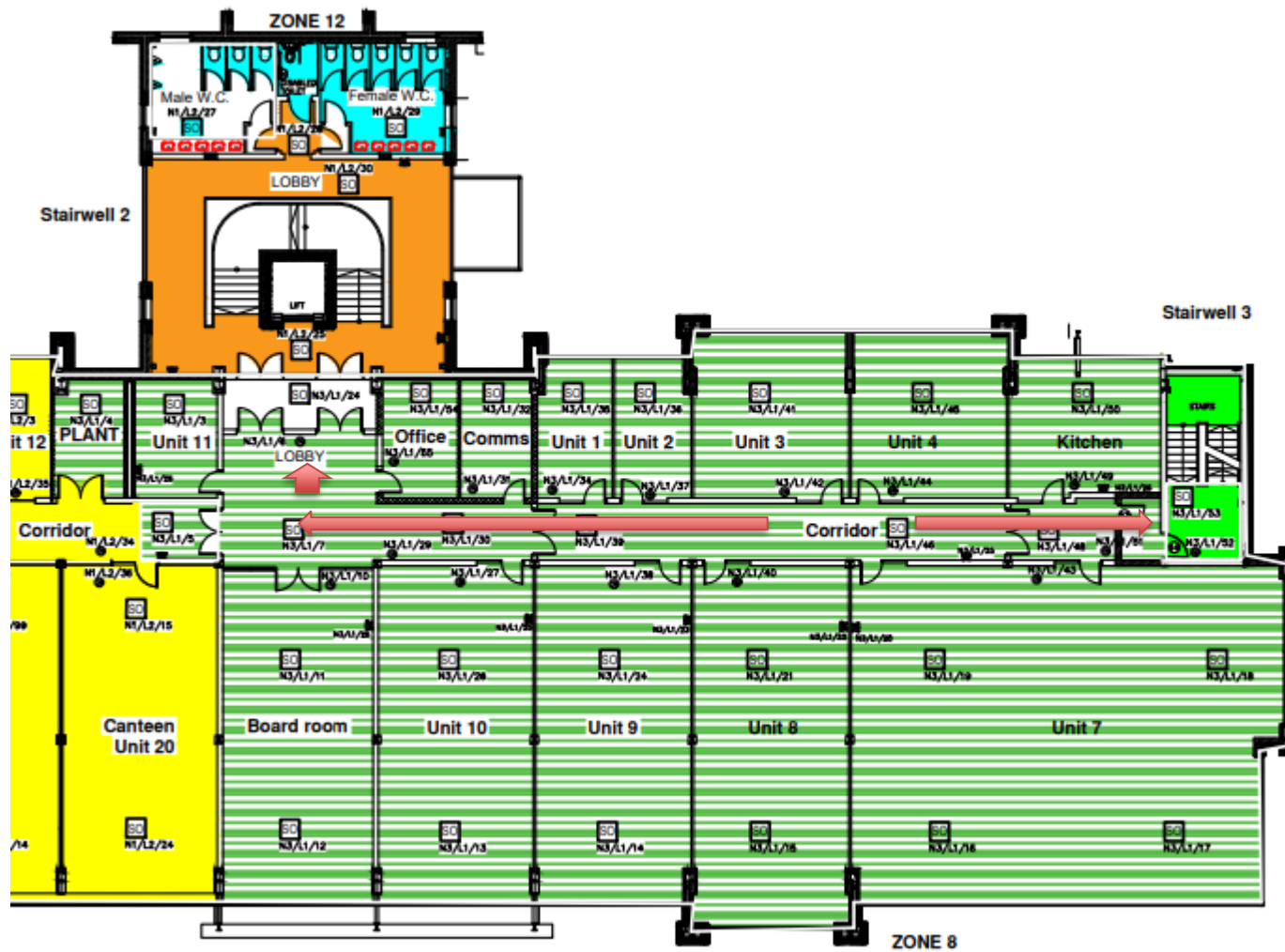
Appendix 2a - Map of Building Safety Features/Equipment & Evacuation Routes

**FIRE
ASSEMBLE
POINT**



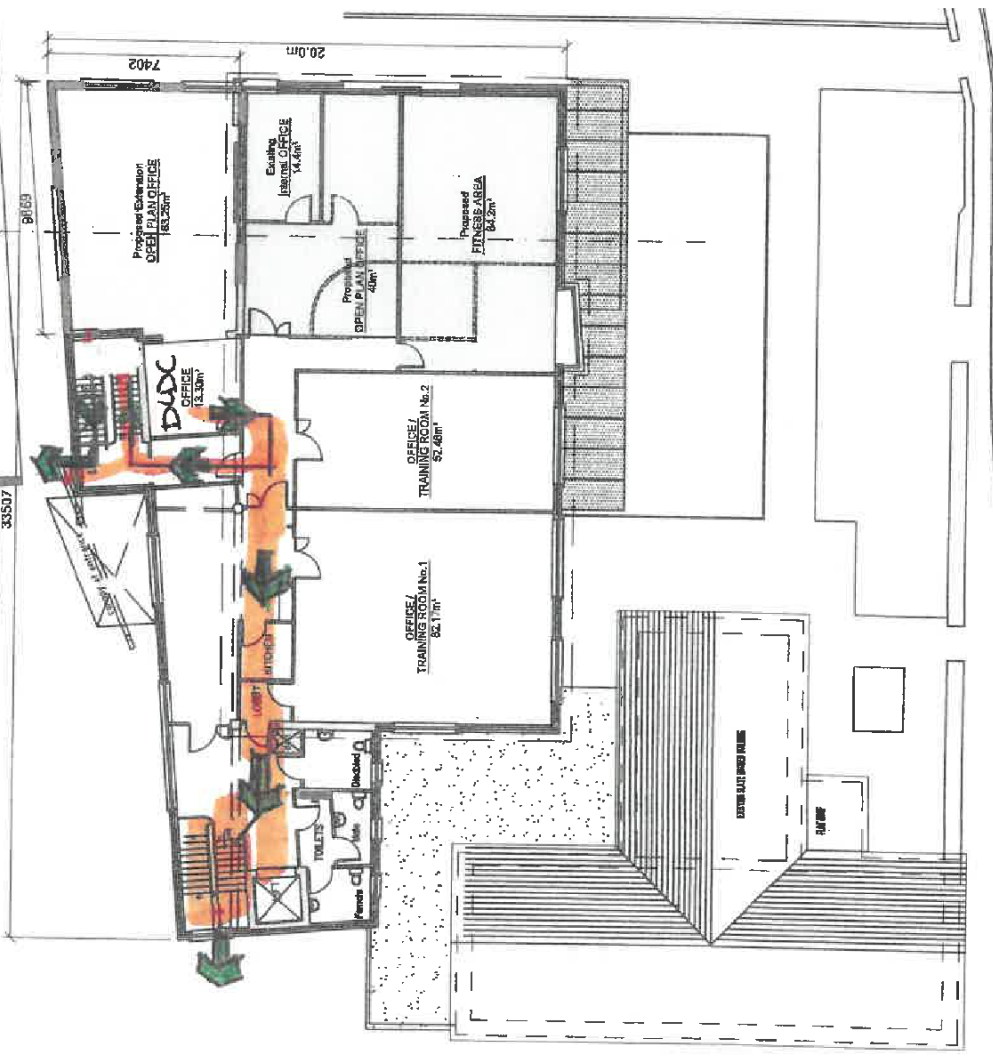
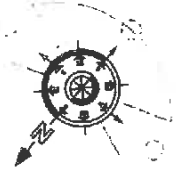
Donegal Town – Pier 1





General notes:
These notes take
This drawing to
and consultants
This drawing is
Any discrepancies
All dimensions to
components.
Any descriptions
equally binding
to be done that
works, conforming
from the drawing
incorporated.

DESCRIPTION OF THE BUILDINGS SAFETY FEATURES/EQUIPMENT



Ground Floor	Car-parking	Cycle-Parking
Greche (Existing)		
Floor Area = 281.15sqm		
Car-parking 1 per 5 employees	= 10	
+ 100 spaces per total (plants.)	= 15	
Cycle		
Floor Area = 11.6 sqm		
Car-parking 1 per 10 sqm	= 3	
Ulangi		
Floor Area = 50.0 sqm		
Car-parking 1 per 50 sqm	= 2	
Greche (Proposed Extension)		
Floor Area = 6.22sqm		
Car-parking 1 per employees (500)	= 2	
+ 500 spaces per total (No.)	= 2	
First Floor		
Commercial / Office (Existing)		
Floor Area = 246.35sq		
Car-parking 1 per 500 sqm	= 3	
Commercial / Office (Proposed Extension)		
Floor Area = 16.60sq		
Car-parking 1 per 500 sqm	= 1	
Total	Car-parking	Cycle-Parking
	= 46	= 13
NOTE:		
<p>Figures for Staff and children numbers, using facility supplied by Centre Directors.</p> <p>For buildings (including apartment buildings), at least 5% of the total number of Spaces should be designated car parking spaces, with a minimum provision of at least one such space. Therefore 3 no. designated car parking spaces required.</p> <p>* 45 no Car-parking spaces required and Total of 54 no. Car-parking to be provided.</p>		

[illegible]

Drawing Title
Proposed First Floor Plan
Schedule of Floor Areas/Car-parking

Drawing No. 7215/PL-03-A	Drawn By JB
Scale 1:200 @ A3	Date July 2017

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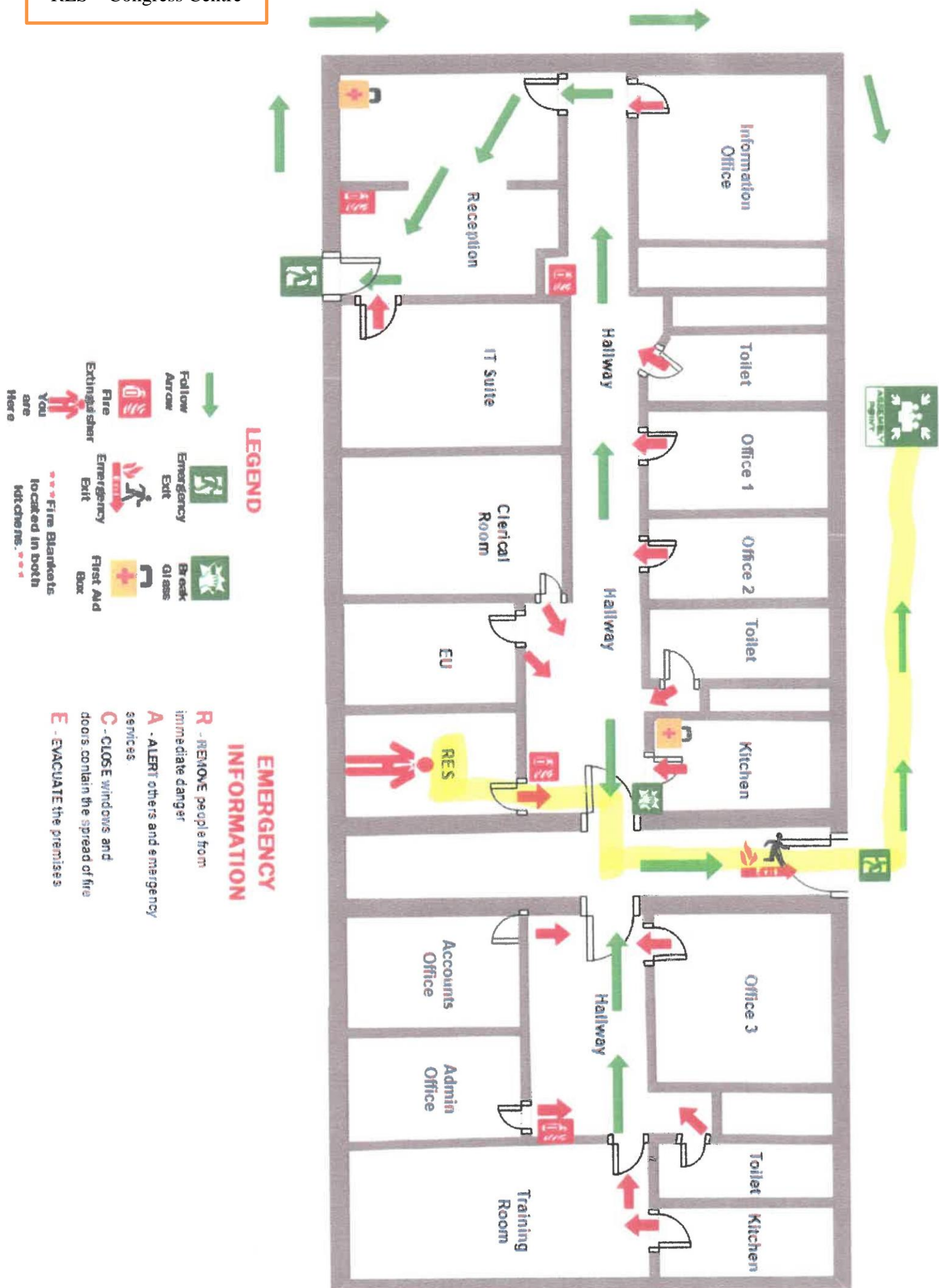
surveyors

Ass. at:
27 Chancery St.
London W1A 1PR
UK

Convent Road
Lutterbury
Co. Derbyshire
DE44 2PB

	Existing Structure		Proposed Alternative
	Proposed Structure		Proposed Alternative

FIRST FLOOR PLAN		Scale: 1/2" = 1'-0"
Existing First Floor Area		305.13 sq. ft.
Total Floor Area		305.13 sq. ft.
Enclosure Addition Area		11.65 sq. ft.



AND EVACUATION ROUTES

Safety Signs


Safety signs are used whenever a hazard or danger cannot be avoided adequately or reduced in another way. Before installing safety signs an employer should examine whether the hazard can be avoided or reduced by collective precautions (precautions that protect everybody) or safer ways of doing the work.




A safety sign provides information about safety or health and can be a signboard, colour, acoustic signal, verbal communication, or hand signal. A signboard is a sign that provides information or instruction using a combination of shape, colour and symbols but excludes information in writing. Safety signboards should not contain text. This is because the symbols or pictograms on a signboard are intended to be understood, independently of the language ability of the worker viewing it. Where a signboard is already in place before 1 November 2007 and it meets all the requirements of the General Application Regulations 2007, except that it contains text, an employer may leave that signboard in place until 1 January 2011.



Employers must provide information to employees on the meaning and requirements of any signs used in the workplace, especially where text on supplementary signboards is used.

Colours and shapes on safety signboards mean:

- **Red** for prohibition
- **Yellow** for caution
- **Green** for positive action
- **Blue** for mandatory actions
- **O** Discs for prohibitions and instructions
- **Δ** Triangles for warnings
- **□** Squares and rectangles for emergency and information signs

Smoke/Fire Alarms	Description
	<ul style="list-style-type: none">- Installed in each of the offices on the ground floor and first floors of the building.- Installed in the stairways and hallways, at reception, in the meeting room and in the kitchen of the building.- Located on the ceilings of these rooms- A high pitch alarm sounds continuously until deactivated.

Fire Alarm Activation Points	Description
	<ul style="list-style-type: none"> - Located at points “FIRE ALARM” within the building - Illustrated on the building maps. - Location - 1st Floor (upstairs): <ul style="list-style-type: none"> o At emergency exit door leading to stairwell. - Location Ground Floor (downstairs): <ul style="list-style-type: none"> o At emergency exit door through reception leading to front car-park. o At emergency exit door through kitchen leading to rear car-park. o At emergency exit door within third office to rear of downstairs hallway leading to side of building. - To activate alarm, press or break glass.
Evacuation/Egress Routes	Description
	<ul style="list-style-type: none"> - Identified as “EMERGENCY EXIT” and as “EMERGENCY ESCAPE ROUTES” from the building. - Illustrated on the building maps. - Identified by “Emergency Exit” and “Emergency Escape Route” signage. - Route - 1st Floor (upstairs): <ul style="list-style-type: none"> o Through emergency exit door leading to stairwell, down stairwell leading to reception and through emergency exit door leading to front car-park. - Route(s) Ground Floor (downstairs): <ul style="list-style-type: none"> o Through emergency exit door at reception leading to front car-park. o Through emergency exit door at kitchen leading to rear car-park. o Through emergency exit door within third office to rear of downstairs hallway leading to side of building.
Fire Assembly Point	Description
	<ul style="list-style-type: none"> - Located at point “FIRE ASSEMBLY POINT” outside the building - Illustrated on the building maps. - Identified by “Fire Assembly Point” signage. - Location:- <ul style="list-style-type: none"> o The Car-park at the Front Entrance to the Main Building, at the fourth car parking space, along the boundary wall from the front entrance doorway.

Fire Fighting Equipment	Description
	<ul style="list-style-type: none"> - Located at points “FIRE POINTS” and “FIRE EXTINGUISHER” within the building. - Illustrated on the building maps. - Identified by “Fire Point” and “Fire Extinguisher” signage. - Location - 1st Floor (upstairs): <ul style="list-style-type: none"> ○ Located beside the emergency exit door leading to stairwell, on the wall beside the photocopier - Location Ground Floor (downstairs): <ul style="list-style-type: none"> ○ Located beside the emergency exit door leading to the rear of the building, on the kitchen wall ○ Located inside the door at the hallway leading to the rear of the building. - Firefighting equipment should only be used by staff who have been trained in the use of this equipment (the Fire Warden), given that the type of extinguisher to be used will vary in accordance with the cause/nature of the fire.
First Aid Stations	Description
	<ul style="list-style-type: none"> - Located at point “FIRST AID POST” within the building. - Illustrated on the building maps. - Identified by “First Aid Post” signage - Location – 1st Floor (upstairs) <ul style="list-style-type: none"> ○ First aid kit stored on top of the shelf in-trays for staff postage. - First Aid kits and an appropriate supply of first aid equipment should be maintained by first aid representatives.

EVACUATION ROLE CALL – IN THE EVENT OF A FIRE, EMERGENCY OR EVACUATION

In the event of a fire, emergency or evacuation, all persons on the premises must make their way to the designated fire (emergency) assembly point where a roll call will be taken of:

- All staff who use the premises as their main base;
- All staff visiting the premises or who use it as a temporary base and are on site at that time;
- All other visitors, contractors, service providers or persons on the premises at that time.

The following tables detail staff who use the premises as their main place of work, staff who may visit the premises and be on site at any time, with space provided also to take a roll-call of all other visitors, contractors or persons on the premises at the time of an emergency or evacuation. The tables below should be completed by the fire warden who should record the names of all persons whom have evacuated the building successfully. A comparison should be made immediately (by the fire warden between these records and those maintained on a daily ongoing basis by the receptionist of all persons including contractors/visitors recorded in the visitor book) who are/were on-site at that time. This is to ensure that in the event of an emergency or evacuation that all staff, visitors/contractors can be accounted for individually as having evacuated the premises. The following key(s) may be assigned, in the column “evacuated” to aid completion of the roll call, which must be signed and dated by the person(s) completing the roll call. A record of these details should be maintained on file.

KEY: ✓ evacuated Successfully O Not on-site A/L on Holidays X Unaccounted for

Staff using these premises as their main place of work (Listed alphabetically):

Evacuated	Name	Evacuated	Name

Staff visiting these premises, temporarily onsite (Listed alphabetically):

Evacuated	Name	Evacuated	Name

On-site Visitors / Contractors / Persons:

Evacuated	Name	Evacuated	Name

Signed:

Signed:

Date:

Date:

Accidents Incidents & Near Misses

Introduction – Accidents, Incidents and Near Miss Reporting Procedure

An accident is an unplanned and undesired occurrence which results in injury to person/persons. A dangerous occurrence is an unplanned and undesired occurrence which has the potential to cause injury and which may or may not cause damage to property, equipment or the environment. Accidents and dangerous occurrences may result from a sequence of events and circumstances involving a combination of unsafe acts, unsafe conditions, system failures, human factors and/or omissions.

Whatever system of work is operating, whether it's in a manufacturing plant, an airplane, a school or a building site, people are usually involved in accidents. They are involved in either a managerial capacity, an operational capacity or a maintenance capacity. Even in systems which are highly automated, people will play some role, in terms of using the machinery, setting in train the machinations of the system, keeping it going, monitoring it and closing it off.

Accident Procedure

- If someone is injured in an accident, contact the occupational first aider in your place of work immediately.
- The occupational first aider will diagnose the nature of any injuries sustained, administer treatment for those injuries where practicable, contact the emergency services as appropriate or arrange treatment by a registered medical practitioner.
- If an occupational first aider is unavailable or if it appears that the situation so requires, the person(s) discovering the accident should contact the emergency services immediately and act to protect the health, safety and welfare of the person(s) involved in the accident. The person(s) should also take charge of an injured or ill person until medical assistance is obtained ensuring that nothing else is allowed to occur which would exacerbate the problems of the injured person.

If an accident occurs and it results in the loss of life of a person:

- The Gardaí should be notified immediately.
- No person shall disturb the place where it occurred or tamper with anything before that place has been inspected by an Inspector from the Health and Safety Authority (HSA) or the expiration of three clear days after notification of the accident to the HSA - unless an act is taken to secure the safety or health of any person.

Accident and Dangerous Reporting Internally

To establish the necessary documentation of an accident involving a visitor, employee, contractor or service provider, the responsibility for the reporting of accidents or dangerous occurrences rests with the appropriate employee and their line-manager.

If an accident or dangerous occurrence has taken place, the HR Manager should be notified. The IT Manager should also be notified. A copy of the Accident and Near miss log is located in the reception area in the Glenview office.

Details which should be provided in any such report should include:

- Type of injury.

- Type of dangerous occurrence.
- Parts of the body most seriously affected.
- The incident location, time and date.
- The names of person(s) present when the accident or dangerous occurrence took place and/or any witnesses to the accident or dangerous occurrence.

Reporting Accidents to the Health and Safety Authority

DLDC is required by law to promptly report lost time accidents and prescribed dangerous occurrences to the Health and Safety Authority. Similarly the Company is required, under the terms of its insurance policies, to report all accidents, fires and other occurrences to the Company's insurers, to facilitate prompt and efficient claims handling.

In addition to the above, the safety co-ordinator has a statutory right to investigate accidents and dangerous occurrences. Accordingly, the Safety Representatives need to be advised of such incidents.

An even more important dimension to the collection of information on accidents and dangerous occurrences is the requirement, of facilitating the Company, to collectively learn from each accident/incident so as to prevent recurrence.

Details on accidents and dangerous occurrences which must be reported to the Health and Safety Authority including the required reporting procedure are outlined above

Appendix 2b - DLDC Accident / Incident/ Near Miss Report Form

Person(s) Present:	
Name(s) of person(s) affected:	
Note if the person is a minor y/n	
Address:	
Accident / Incident / Near miss (circle as appropriate): Details (please indicate whether damage caused to property and/or injury to person(s) :	
Date:	
Time:	
Location:	
Injury (if applicable):	
How did it happen:	
Severity (please tick):	Minor <input type="checkbox"/> Considerable <input type="checkbox"/> Severe <input type="checkbox"/>
What corrective action can be put in place to avoid this in the future?	Comment:

First Aid (if required) Administered By:	Yes/No
Medical Attention Required	Yes/No
Next of Kin Informed	Yes/No
By Whom	
Work days lost due to Accident / Injury:	
Form Completed by:	
Signature:	
Date:	

Appendix 3 - Dignity & Respect at Work Policy

DLDC is committed to protecting dignity and respect of all employees. The code aims to promote respect, dignity, safety, and equality for all in the workplace. Every member of staff should be aware that all forms of bullying, harassment, and sexual harassment are unacceptable, and every member of staff has a duty to behave in an acceptable and respectful manner.

Dignity & Respect is underpinned by DLDC's Code of Conduct in maintaining a high reputation for ethical behaviour and fair dealing in the conduct of its business. All employees are required to observe the fundamental ethical principles, of: Integrity, Confidentiality, Obligations, Disclosure/declaration of Interest, Loyalty, Fairness, and Consideration for work/external environment.

The policy is in line with the Public Sector Equality and Human Rights Duty, as set out in Section 42 of the Irish Human Rights and Equality Commission Act 2014.

42. (1) A public body shall, in the performance of its functions, have regard to the need to—
(a) eliminate discrimination,
(b) promote equality of opportunity and treatment of its staff and the persons to whom it provides services, and
(c) protect the human rights of its members, staff and the persons to whom it provides services.

Equal Opportunity & Dignity at Work

DLDC values its reputation as a diverse organisation and recognises the added value that diversity brings to its business. The Company is committed to creating an environment that promotes equality and dignity at work. The Company is also committed to ending racism and discrimination by treating all employees, customers and business contacts equally regardless of gender, civil status, family status, sexual orientation, religious belief, age, disability, race or membership of the traveller community.

The Company believes that embracing equality and diversity in the workplace benefits not just the Company but also individual employees, departments and our customers/clients. All our employees bring their own background, work style, distinct capabilities, experience and characteristics to their work. We recognise that our talented and diverse workforce reflects the diversity of the communities we serve and we want to utilise the widest range of skills, knowledge and experience in our business while complying with legislation. As well as treating people with dignity and respect, the Company strives to create a supportive environment in which all employees can flourish and reach their full potential, regardless of differences, experience or education. Harnessing the wide range of perspectives this diversity brings promotes innovation and helps make us more creative and competitive.

Commitment to equality and diversity

It is a fact of life that discrimination, victimisation and harassment exist in our society and therefore the Company has developed an Equal Opportunities & Dignity at Work Policy to reinforce that such behaviour will not be tolerated within the Company.

The Company is committed to implementing policies and practices that value diversity, provide equality of opportunity, and ensure that no job applicant, employee, customer or business associate receives less favourable treatment on any of the nine aforementioned grounds which are gender, civil status, family status, sexual orientation, religious belief, age, disability, race or membership of the traveller community.

The Company will also ensure that other policies and practices reflect our commitment to treating people fairly, promoting an integrated way of working and respecting the dignity of employees at all times. Management are expected to promote an integrated workplace and proactively eliminate any potential inequities that may run against the Company policy. The policy applies to all aspects of employment including: recruitment and selection, promotion, training, career development, compensation and benefits, secondments and transfers, grievance and disciplinary procedure, redundancy and dismissal

Respect & Dignity at Work

All employees have the right to work in an environment that is free from sexual harassment, harassment and bullying and where each individual is respected. Any individual who experiences sexual harassment, harassment or bullying will be supported by the Company in bringing such unlawful behaviour to a close. All employees will be expected to comply with this policy and management will take appropriate measures to ensure that any form of bullying or harassment does not occur. Appropriate disciplinary action, including dismissal for serious offences, will be taken against any employee who violates this policy.

Scope

The policy applies to employees both in the workplace and at work-associated events such as meetings, conferences and work-related social events, whether on the premises or off-site. The policy applies to bullying/harassment not only by fellow employees but also by a client, customer or other business contact with whom an employee might reasonably expect to come into contact in the course of his or her employment.

Aim of the Policy

The key aims of this policy are to:

- Achieve a work environment where dignity and respect are to the fore front of our values; guided by our principles of equality, transparency and integrity
- Create an environment where bullying, harassment, and sexual harassment are not tolerated in any form
- Ensure that each individual is aware of his/her responsibility to behave in a way that reflects a culture of dignity and respect.

Donegal Local Development CLG will achieve this by:

- Creating an environment where all individuals feel valued and respected and want to work for the Company;
- Enabling employees to maximise their performance and fulfil their potential;
- Ensuring that all policies and procedures do not unfairly discriminate;
- Using training and awareness programmes where appropriate to ensure the Company achieves equality of opportunity;
- Ensuring that employees and job applicants are interviewed, selected and appointed on the basis of merit, using objective and justifiable criteria;

- Giving full and fair consideration to applications for employment from people with disabilities based on the assessment of their abilities rather than disabilities and consider adaptations to provide facilities for people with disabilities as far as is reasonably practicable;
- Endeavour to ensure continued employment for any employee who becomes disabled;
- Provide flexible working arrangements where operationally practicable;
- To protect all employees against any form of harassment;
- Regularly monitor and analyse the composition of the workforce in order to assess the application/effectiveness of the policy and to highlight areas to be addressed.

All employees have a responsibility to ensure that they:

- Treat everyone they come in contact with dignity and respect.
- Treat colleagues fairly at all times.
- Think about the support they give to others.
- Think about how their behaviour and language may affect others.
- Check their understanding of equal opportunities & diversity, victimisation and harassment, sexual harassment and bullying.
- Show both internally and externally that they are part of a Company that has a firm commitment to equality for all employees, customers and service providers.

All managers have additional responsibilities; they must:

Ensure the policy is implemented and that their direct reports are aware of the policy.

- Demonstrate personal commitment to equality, role modelling where appropriate, and make particular efforts to ensure that employees are managed fairly and objectively.
- Be mindful of their own behaviour towards other, irrespective of level or role in the organisation, to ensure their behaviour is appropriate and in no way demeaning.
- Promote equal opportunity & diversity awareness through appropriate meetings and training.
- Be vigilant of the behaviour of individuals within their teams and be responsible for addressing actions which might cause offence.
- Investigate and take appropriate action regarding any alleged claims of discrimination, victimisation and harassment.
- Take all practical steps to ensure that all employees feel valued and realise their potential.

It is important for all employees to understand that breaches of this policy may constitute serious misconduct liable to disciplinary action which may include summary dismissal. Therefore, employees have a duty to understand and comply with all aspects of this policy.

Definitions

Bullying

Definition of bullying The Task Force on the Prevention of Workplace Bullying defines bullying as: “Repeated inappropriate behaviour, direct or indirect, written, verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment which could reasonably be regarded as undermining the individual’s right to dignity at work.

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

Bullying/harassment can include conduct offensive to a reasonable person, e.g. oral or written slurs, physical contact, gestures, jokes, displaying pictures, flags/emblems, graffiti or other material which state/imply prejudicial attitudes which are offensive to fellow employees.

Other examples of bullying behaviour include:

Verbal

- Shouting or using aggressive or obscene language, in public or in private, to humiliate or intimidate;
- Making offensive comments about the same person regularly;
- Ridiculing the employee in front of other employees and individuals;
- Spreading false or malicious information about the individual around the Company etc.;
- Personal insults, name calling;
- Continuously refusing reasonable requests without good reasons;
- Intimidation and threats in general;
- Persistent unjustified criticism and sarcasm;
- Threatening job loss for trivial errors.

Non-Verbal

- Setting up a person to fail by overloading them with work or setting impossible deadlines;
- Withholding information and blaming the person for being ignorant;
- Exclusion with negative consequences,
- Creating a hostile environment / attitude,
- Spreading malicious rumours;
- Ignoring, excluding and isolating a person;
- Blocking promotion;
- Threatening body language;
- Damaging personal belongings;
- Excessive monitoring;
- Setting impossible deadlines;
- Unnecessary work interference;
- Sneering;
- Making offensive/inappropriate comments via text messaging, email or via social networking sites.

Physical

- Hitting;
- Bodily contact that is abusive in nature;
- Aggressive behaviour;
- Unwelcome physical contact up to and including assault

Harassment

Harassment on the grounds of gender, civil status, family status, sexual orientation, religious belief, age, disability, race, or membership of the traveller community is defined as any unwanted conduct that has the purpose or effect of violating a person's dignity.

Harassment includes any form of unwanted conduct related to any of the discriminatory grounds 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. The unwanted conduct may consist of acts, request, spoken words, gestures, or the production, display or circulation of written words, pictures or other material. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:

- Insensitive jokes and pranks;
- Lewd or abusive comments about appearance;
- Deliberate exclusion from conversations;
- Displaying abusive or offensive writing or material;
- Unwelcome touching;
- Abusive, threatening or insulting words or behaviour;
- The use of a mobile phone or other electronic devices to harass, bully or intimidate.

Sexual Harassment

Sexual Harassment is defined as any form of verbal, non-verbal 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. The unwanted conduct may consist of acts, requests, spoken words, gestures, or the production, display, or circulation of written words, pictures or other material. Examples of sexual harassment include:

- Sexual gestures;
- Displaying sexually suggestive objects, pictures, calendars;
- Sending suggestive and pornographic correspondence, including e-mails or text messages;
- Unwelcome sexual comments and jokes;
- Unwelcome physical conduct, such as pinching, unnecessary touching,

The examples stated in this policy are not an exhaustive list and the Company reserves the right to take action against these and other inappropriate behaviours

Management of Performance

It is the duty of management to be open with employees in relation to performance, attendance or general conduct. Bullying and harassment do not arise where critical comments are made in an honest and constructive manner, are backed up by clear facts and are imparted in a reasonable way. The following behaviour does not constitute bullying or harassment:

- The respectful exercise of authority by management;
- Constructive and fair criticism of an employee's conduct or work performance.

Where to Raise Concerns

Should an employee experience or observe unwanted conduct, he or she is encouraged to raise the issue so that it can be resolved speedily. Any investigation will be completed as quickly as possible. The Company guarantees that all complaints will be taken seriously and investigated promptly. The investigation will be thorough, impartial, objective and will be carried out with sensitivity and due respect for the rights of all those involved.

All conversations, written evidence and general dealings, which take place are strictly confidential. Breaches of confidence may lead to disciplinary action. Employees should keep a written record of any incidents including the date, time, and nature of incident, the names of those involved and the names of any witnesses who were present.

Support Contact Persons

An employee who experiences or observes unwanted conduct may wish to avail of the support from several individuals internally or externally. The support contact person can listen, be supportive and outline the options open to the employee. They can help explain the definitions of bullying/harassment and the various elements of the Dignity & Respect Policy and may assist the employee in making an informed choice about what action they may wish to take. The aim of the support contact person is to help the employee to clarify what they are experiencing or observing and empower them to decide what course of action, if any, they may wish to take.

The employee may seek information and advice regarding the Dignity & Respect at Work Policy and complaints procedure on a confidential basis from any of the following individuals:

- A **supervisor or manager** in DLDC
- **Human Resources Manager** - Emma McCleary (emccleary@dldc.org / 086 0753078)
- **Dignity & Respect Officer** and DLDC Board Member - Isobel McGlinchey (imcglinchey.im64@gmail.com / 087 2170080)
- **Dignity & Respect Representatives** – staff representatives across office locations: Teresa McDonnell (Donegal Town), Paula McGarvey (Gaeltacht) and Karen McGinley (Letterkenny)
- A Union Representative

Note that employees can seek support from the Dignity & Respect Officer at any point, and they are not required to raise a complaint internally in the first instance. The Dignity & Respect Officer is a competent person who has received training to provide support to employees who feel they are experiencing bullying, harassment and/or sexual harassment. The Dignity & Respect Representatives are trusted colleagues who are available to listen and signpost employees to the available channels within the Dignity & Respect at Work Policy.

Complaints Procedure

There is both an informal and formal procedure to deal with the issue of bullying/harassment at work. Any issue arising should be dealt with as quickly as possible.

Informal procedure

It is often preferable for all concerned that complaints of bullying or harassment are dealt with informally whenever possible. This is likely to produce solutions, which are speedy, effective and minimise embarrassment and the risk of breaching confidentiality. Thus, in the first instance a person who believes that they are the subject of bullying/harassment should ask the person responsible to stop the offensive behaviour.

Approach the Alleged Perpetrator Directly

In this case the employee may find it helpful to rehearse what s/he intends saying to the person concerned so that s/he feels more confident about initiating the discussion and articulating the precise nature of the offending behaviour and its effects.

If a person finds it difficult to approach the alleged perpetrator directly then a person should seek help and advice on a confidential basis from your Line Manager or next level management or Human Resources.

Request the Intervention of an Appropriate Supervisor/Manager

Where the employee is not confident about approaching the alleged perpetrator or where a direct approach has not resolved the matter, s/he should request the intervention of an appropriate supervisor/manager.

The supervisor/manager will attempt to resolve the matter in an informal low-key and non-confrontational manner by making the alleged perpetrator aware of the effects of his/her behaviour. Where this does not bring about a satisfactory outcome, the matter may be referred to a manager at a more senior level who will make every effort to resolve the matter between the parties.

A complainant may decide, for whatever reason, to bypass the informal procedure. Choosing not to use the informal procedure should not reflect negatively on a complainant in the formal procedure. It is recognised that it may not always be practical to use the informal procedure particularly where the bullying or harassment is serious or where the people involved are at different levels in the Company. In such instances the employee should use the formal mechanism set out below.

Formal Procedure

Where formal complaints have been made, then the employee should contact their Line Manager or next level management or Human Resources as soon as possible. The person making the complaint will be required to put their allegation in writing.

The investigation will be carried out by a designated member of the Management Team and Human Resource, as is deemed appropriate in the given situation. It will be conducted with sensitivity and respect for the rights of the complainant and the alleged bully.

In the interests of natural justice, the alleged bully or harasser will be made aware of the nature of the complaint, his or her right to representation and will be given every opportunity to rebut the detailed allegations made.

Whilst it is desirable to maintain utmost confidentiality, once an investigation of an issue begins, it may be necessary to interview other staff. If this is so, the importance of confidentiality will be stressed to them. Any relevant statements taken from witnesses may be circulated to the person making the complaint and the alleged harasser(s) for their comments before any conclusion is reached in the investigation.

Strict confidentiality and proper discretion will be maintained, as far as possible, in any necessary consultation to safeguard both parties from innuendo and harmful gossip. A record of all relevant discussions, which take place during the course of the investigation, will be maintained by management.

The person investigating the complaints will make every effort to carry out and complete the investigation as quickly as possible. When the investigation is complete, a written report will be submitted to Management which will contain the findings of the investigation. When the investigation has been completed both parties will be informed as to whether or not the complaint has been upheld. Both parties will be given the opportunity to comment on the findings before any action is decided upon by management.

All complaints received will be treated seriously, confidentially and dealt with as soon as is practicable. Both parties will be given an opportunity to comment on the conclusions of the investigation team. Both parties will be given a copy, in writing, of the conclusions reached by the investigating team.

Action Post Investigation

Where a complaint is upheld, the matter will then be treated under the Corrective Action Policy. Any disciplinary action to be taken will be in line with the Corrective Action Procedure. This may include transfer or other appropriate action up to and including dismissal. Records of any warnings for bullying/harassment will remain in the employee's file and will be used if any further allegations or offences of the same or similar nature occur in the future.

Regular checks will be made by the Management to ensure that the bullying/harassment has stopped, and that there is no victimisation. Retaliation of any kind against an employee for complaining or taking part in an investigation concerning bullying or harassment at work, is a serious disciplinary offence. If a complaint is found to be malicious, then the appropriate disciplinary action, up to and including dismissal, will be imposed.

Record Keeping

At all stages of the Formal procedure a clear record should be kept of:

- The investigation undertaken.
- All communications to/by the aggrieved staff member(s) and the Investigating persons at each stage of the procedure.
- The steps and all the decisions taken.

Where the complaint has been rejected or deemed unfounded, a statement to that effect shall conclude the record in the personnel file of the complainant. A statement of the outcome of the investigation will conclude all other files. Copies of correspondence and written records relating to the grievance will be kept in the employee's personnel file.

Equality and diversity training

The Company is committed to ensuring that all employees undergo equality and diversity training. This training includes raising awareness of equality and diversity related issues. The equal opportunities and dignity at work policy and legislative requirements will be included in training courses for managers, especially those involved in recruitment, selection and personal progress reviews.

Monitoring

This Code of Conduct will be reviewed on a regular basis to assess the effectiveness of its implementation and operation in creating a truly integrated workplace.

False Claims

Employees should be aware that if any complaint is unfounded and not made in good faith, for example, a malicious complaint, it could be very damaging to the reputation of the individual concerned. As a consequence, any false allegation, which is made deliberately, mischievously or recklessly, will be treated as a serious disciplinary matter.

Appendix 4 - DLDCs' Managing Stress in the Workplace Policy

The Company is committed to promoting a healthy and supportive working environment. To this end, the Company believes that its employees are its most important asset and that their well-being is essential to effective work performance and the provision of high quality services.

Whilst the Company has no control over external or personal factors, it is committed, where possible, to manage risks which are within its control. It is also committed to develop procedures, employees' development measures and support systems to help all employees understand and recognize the nature and causes of stress and to take positive steps to manage stress effectively including encouraging employees to achieve a good work-life balance in order to enhance their well-being.

Definition:

- Stress may be defined as the adverse reaction people have to excessive pressure or other types of demands placed on them. Work related stress occurs when people perceive that they cannot cope with what is being asked of them at work.
- Developing coping strategies such as taking exercise and finding ways of relaxing can help combat the effects of stress.

Principles:

- The Company will not disadvantage unfairly an employee who admits to suffering from work-related stress. An employee will be considered for any position for which he or she has the necessary skills and experience and are fit to undertake.
- All employees will be treated with respect and dignity and will be provided with information to make informed decisions regarding their options.
- Employees in Managerial roles will be offered appropriate management development for dealing with cases of stress and will also be responsible for discharging their responsibilities appropriately under relevant legislation.

Responsibility:

- Management are responsible for managing the risks to health by assessing the risks of psychosocial hazards in the workplace.
- It is the responsibility of each employee to seek assistance as early as possible if he or she is manifesting symptoms of stress.

Appendix 5 – Welfare, Working Conditions & Sanitation

General Welfare Requirements

DLDC is required to ensure that every place of work is kept in a clean state and accumulations of dirt, refuse, trade refuse and waste are removed by a suitable method as frequently as necessary to maintain an appropriate level of safety and health.

- The floor of every workroom must be cleaned by a suitable method as frequently as necessary to maintain an appropriate level of safety and health.
- Where any employees have in the course of their employment reasonable opportunities for sitting without detriment to their work or, where a substantial proportion of any work done by employees can properly be done sitting, suitable facilities for sitting should be provided and maintained for their use, or if this is not practical, they must otherwise be ergonomically supported.
- An adequate supply of potable drinking water must be provided and maintained at suitable points conveniently accessible to all employees.
- Suitable and adequate facilities for boiling water and taking meals must also be provided and maintained for the use of employees, or employees must have reasonable access to other suitable and adequate facilities for the taking of meals.
- The taking of meals by employees should be prohibited at any location in the place of work where there is likely to be a risk to safety, health or welfare.

Employers must also ensure that, where, because of the type of activity carried out, or, the presence of more than a certain number of employees, and where the safety, health and welfare of employees so requires, that employees are provided with an easily accessible rest room or appropriate rest area - except where the employees are employed in offices or similar workrooms providing relaxation during breaks. Such rest rooms must be large enough and equipped with tables with easily cleaned surfaces and seats with backs, adequate for the number of employees. If working hours are regularly and frequently interrupted and there is no rest room, other rooms must be provided in which employees can stay during such interruptions, wherever this is required for the safety, health or welfare of employees.

2.9.2 Temperature

There is no maximum temperature stated under the regulations but as a guideline a minimum comfortable working temperature for indoor sedentary workers is 17.5 degrees centigrade. In extremely hot weather conditions, measures such as for example, the provisions of fans, provision of cold water dispensers and regular water breaks for staff, the relaxation of formal dress codes, the introduction of flexible working patterns etc., can assist in maintaining comfortable working conditions.

In addition, each enclosed workplace must be adequately ventilated. In most cases the natural ventilation provided through windows and doors will be adequate. However in some cases forced ventilation may be required.

Windows, skylights and glass partitions in offices must be so arranged as to prevent the excessive build-up of temperature at workstations from excessive sunlight.

2.9.3 Air Conditioning

There is no requirement on Employers to provide air conditioning or mechanical ventilation to provide ventilation however:

(1) Steps should be taken to ensure that there is sufficient fresh air in enclosed places of work, having regard to the working methods used and the physical demands placed on the employees. In most cases this would be natural ventilation; it could include windows, doors, local fans etc.

(2) Where a forced ventilation system is used, it shall be maintained in working order. If an air conditioning system is installed then it must be adequately maintained. To look at it another way, the HSA does not insist that a company install air conditioning but if they have installed it then the HSA can insist that they maintain it so that it operates correctly.

Sanitary Facilities

The following table shows the minimum number of sanitary conveniences which should be provided. The number of people at work shown in column 1 refers to the maximum number likely to be in the workplace at any one time. Where separate sanitary accommodation is provided for a group of workers, for example men, women, office workers or manual workers, a separate calculation should be made for each group.

Number of people at work	Number of water closets
1 to 5	1
6 to 25	2
26 to 50	3
51 to 75	4
76 to 100	5

Washbasins

One washbasin must be provided for every 20 employees up to 100 employees and one for every 40 employees, or part thereof after that. Employees are advised not to drink the water which is provided at washbasins, this water is not suitable for drinking. The following “Not Drinkable” signage should be displayed throughout premises, using the following prohibition signage (in red).



Minimum recommended space

In offices, 4.65 square metres should be the minimum amount of floor space allowed for every person employed in any room to include the area occupied by the office desk and chair but excluding filing cabinets and other office furniture.

For places of work other than offices, at least 11.3 cubic metres should be provided for each person at work in a room at any one time. When calculating the volume, no space more than 4.3 metres from the floor should be taken into account.

Commons Rooms / Kitchen and Canteen Facilities

Kitchen and Canteen facilities are provided for the purposes of rest and the consumption of meals. These facilities are used in commune and as such it is recommended that staff using these facilities maintain an adequate level of hygiene – by tidying up after usage. Any faults with electrical appliances provided or risks to health and safety should be reported immediately to the Safety Co-ordinator.

Car-park Areas

DLDC has been allocated car-parking spaces in accordance with the terms of the Company's Lease Agreement. DLDC will not be held liable for any loss, damage or theft of staff, visitors or contractor's vehicles or property through use of allocated car parking facilities.

Disabled parking bays are located at both the front and rear entrances of the building, adjacent to the entrance and exit doorways. These spaces should not be used by staff, visitors or contractors unless they have a disability.

Waste Management Areas

Waste Management areas are provided and maintained outside places of work.

Radon

Employers have a responsibility under the Safety, Health and Welfare at Work Act (2005), the Radiological Protection Act (1991) and the Ionising Radiation Order (2000), to ensure that they are not exposing their employees to excessive levels of radon - more than 400 Bq/m³. Employers are obliged to use only approved detectors, which are accredited to INAB standards (Irish National Accreditation Board).

Testing for Radon is easy and inexpensive. Employers should have one detector in each ground floor office (including basements). Open plan offices should have one detector for every 200m² of floor area. Toilets, janitorial cupboards and other such unoccupied rooms are not required to be tested, but canteens and rest rooms should be tested. Work areas or warehouses that are open to the outside with good airflows are not required to be tested.

Breathing high concentrations of radon can cause lung cancer.

Appendix 6 - Employee Wellbeing

- We are conscious that Covid-19 has brought about increased worker anxiety and stress. We have managed this through the following control measures for those returning to work: -
 - **Flexible working hours** are offered to employees.
 - **Remote desktop access** allows employees to work from home
 - **An Equal Gender pay** review takes place annually to ensure no gender inequality occurs in relation to pay.
 - **Employee training** is promoted and supported at all levels within the company.
 - **Healthy Living** among staff is promoted through discounted gym membership and cycle2work scheme.
- Line Managers are available to discuss any matters which may be causing you stress in the workplace, if you feel unable to go to the line manager, you are also welcome to talk with the LWR in confidentiality, to raise issues on your behalf if you wish to remain anonymous for any reason.
- Employees are kept informed about the changes and where appropriate are involved in decision making.
- Fair work distribution, rewards, and autonomy to manage your work are implemented
- Open two-way communication between management and employees is facilitated.

Appendix 7 – Job Specific Safety Plan				
Sponsor Name:		Work Location:		Work Description:
Date: / /2018				
Highlight Work Hazards				
Work At Height	Manual Handling	Moving Vehicles	Water	Others
Slip, Trips & Falls	Tools & Equipment	Ergonomics	Animals	
Hazardous Subs	Weil's Disease	Confined Space	Excavations	
Fire / Explosion	Gardening Equipment	Electricity	Hot Surfaces	
Highlight Control Measures				
Review Company Risk Assessm	Competent &	Emergency Escape Routes		Others
	Authorised	No Lone Working		
Safe Working Platform	Safety Signage	Exclusion Zone		
Fire Extinguisher	Manual Handling	Test Certs for Equipment		
Welfare Facilities	Training	First Aid Facilities		
Clean as you go	Equipment Check	Communication - Sponsor		
Chemical Safety Data	Guards In Place	Safe Access / Egress		
Sheet Reviewed	Limit Switches	Access Weather Conditions		
Housekeeping	Operational	Task Lighting		
Other				
Participant Signature(s)				
PRINT NAME				
Participant Signature				
Supervisor Signature				

Appendix 8 - RSS/TÚS Programme, H & S Employee's Undertaking 2020-2021

Updated 22/9/20

I [First Name][Surname] wish to confirm my full understanding of health and safety requirements as an employee of Donegal Local Development CLG and Insurance Coverage of the programme that I am participating on. I confirm and acknowledge receipt of relevant safety equipment for work on the programme and agree to use it all times. In the event of mislaying any of the above, I agree that I will notify my Programme Supervisor of this so that replacement equipment can be provided. I confirm I have seen the DLDC Company Safety Statement and understand the risk assessments which apply to me and the Safety Statement is available for me to refer to at any time. I am also aware of the participant handbook which I have been provided with.

The following is the scope of work to be completed through the scheme:

1. Maintaining and enhancing Way marked ways, agreed walks and bog roads
2. Energy conservation work for the elderly and the less well off
3. Village and countryside enhancements projects
4. Social care and care of the elderly, community care for both pre-school and after-school groups
5. Environmental maintenance work
6. Maintenance and caretaking of community and sporting facilities
7. Projects relating to not for profit cultural and heritage centres
8. Others - Any other appropriate project

I further understand and accept that I will not complete the following works:

1. Building construction, structural alteration or demolition of buildings
2. Height restriction of 5 metres applies to where I will work. For any work taken above ground level and/or internally above existing floor level a safe and secure platform will take priority. Ladders must be used by at least two competent persons at all times and secured properly. Work at height will not be carried out unless the company risk assessment has been reviewed and a Job Specific Safety Plan (JSSP) has been completed and signed off.
3. No work will be completed without the completion of the company Job Specific Safety Plan.
4. No roofing work to be completed.
5. Erection of scaffolding including mobile tower scaffolding
6. Woodwork machinery, Chainsaws and Nail Guns are not to be used. Only handheld portable tools are to be used by competent and authorised persons.
7. I will not use oxyacetylene or electric welding or cutting plant or any blowlamp or blowtorch or naked flame.
8. I will not use equipment requiring skills and training levels for which I have not attained the appropriate standard, for example – **Elevated Work Platform** (also known as a **Cherry Picker, boom lift, man lift, basket crane or hydra-ladder**), **Forklift, etc.**
9. I will not use Hydrated Lime or engage in Backyard Burning.
10. I will not use Creosote, and other wood preservers will not to be used without first contacting the RSS/Tús supervisor to receive approval.
11. I accept and agree to the details of these working arrangements.

Signed by Employee: _____ **Print Name:** [Surname] **Date:** _/ _/ _

Sponsor Group: [Sponsor Name]_ **Signed Member** [Sponsor Group Contact Surname]

Date: _/ _/ _

Appendix 9 - RSS/TÚS Participant Health, Safety & Equipment

Name of Supervisor issuing Equipment:

Name of Sponsor Group:

Address of Sponsor Group:

Name of Participant:

Item	QUANTITY	SIZE	REASON ITEM REDUNDANT
Steel Toe Capped Boots			
Hi-Vis Vest			
Wet Gear Jacket			
Trousers			
Goggles			
Half Mask			
Ear Protectors			
Reflective Coats			
Life Jackets			
Steel Toe Cap Wellingtons			
Gloves			
Visor			
Other (Please State)			

PPE must be worn as appropriate to your training and according to the risk assessments, JSSP's & mandatory PPE signage in your area. Check Manufacturers safety instructions of tools & equipment for guidance on appropriate PPE. PPE must be checked before use and any defects reported to your supervisor immediately so it can be replaced. All PPE is of appropriate standard (CE Mark & EN number). Continuous non-use or miss-use of PPE may lead to disciplinary action.

Signed by Supervisor _____ Date _____

Signed by Participant _____ Date _____

All forms to be filed in the Participants Personnel File



Appendix 10 - Placement Provider Evaluation Report

1. Placement Provider Evaluation Report

Group Name:	
Location:	
Contact Name:	

Summary of Evaluation Conducted by the Implementing Body

Check List	Yes	No
Is the application adequately completed?		
Does the organisation meet the eligibility rules?		
Do they demonstrate active community involvement and service delivery?		
Does the proposed work placement meet the requirements of Tús?		
Is there existing paid staff in the organisation?		
Is the service and work proposed eligible?		
Have any staff members been made redundant or let go in past 9-12 months?		
Is the work all year round?		
Have seasonal factors been taken into account?		
Are any costs involved for the IB?		
Is there a child and vulnerable adult safeguarding policy in place?		
Is Garda Vetting required for the post?		
Is there adequate public liability insurance in place and has it been inspected?		
Are the necessary indemnities available from the work placement provider?		
Is a recent safety statement available or can one be easily prepared?		
Have health, safety and related issues been examined and determined to be adequate by the IB?		
Is lone working an issue with the placement?		
Can local monitoring of work be undertaken (via other staff or regular volunteer engagement)?		
Are the welfare facilities adequate and available (catering, toilet, heating, comfort)?		
Have access issues been considered?		
Can outputs be quantified?		

2. Assessment Report Form for Selection Committee

Profile of the work

How well structured is the placement – comment on nature of work proposed?

Quality of work experience

Will the work be meaningful and provide a good quality experience for the participant?

Environment

Comment on the work environment (and if there have been a site visit to meet the proposers) – address any health/safety or security/comfort concerns.

Costs

To what degree has the placement provider evaluated the costs involved? Can these be sustained?

Displacement or deadweight and substitution

Comment on any concerns about displacing workers in the organisation or displacing other workers locally.

Other Public Funding

Degree to which work placement proposed will impact on other publicly funded activities in the organisation (if any)

Organisational Policies

Have policies in respect of care and welfare of children and vulnerable adults been inspected and are they adequate?

Organisational capacity

Comment on the organisation capacity of the placement providers, board and management ability, direction, plans

Outputs

What type of outputs and impacts are expected? Will it be possible to evaluate the benefits?

Integration with other publicly funded programmes

Comment if other programmes are present (CE, RSS, JI, childcare supports)

Additional comments of the assessor**Overall recommendation to selection committee/board**

Signed: _____

Print Name: _____

Date: _____

Please retain on file for departmental or audit inspection



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Department of Social Protection
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European Social Fund





RSS/Tús Induction Training

I confirm that I have attended a Donegal Local Development CLG Induction Training Session on _____.

The training covered the following aspects:

- Outline and operation of the RSS/Tús Programme
- Outline of Donegal Local Development CLG
- Terms and Conditions of working with DLDC while under the RSS/Tús Programme
- The policies and procedures of the company as expressed in the Company Staff Handbook
- Health and Safety Procedures as per Employee Handbook
- Use of Vehicle for work purposes

Donegal Local Development CLG., may take your photograph for promotional purposes. These images may be used for our publications or on our website.

Please tick whether you consent for your image to be used.

Yes ☐

No ☐

I understand these arrangements and will adhere to them where required. I am also aware that I may be required to undertake further training and that the appropriate PPE will be issued if required.

Participant's name: _____
(PRINT BLOCK CAPITALS)

Participants signature: _____

Date: __/__/__

Supervisors signature: _____

Date: __/__/__



Appendix 12 - Safety Data Sheets (Cleaning Chemicals)

Revision Date 04-2012

Revision 2

Supersedes date 02-2008

SAFETY DATA SHEET BLEACH

According to Regulation (EU) No 453/2010

SECTION 1: IDENTIFICATION OF THE SUBSTANCE/MIXTURE AND OF THE COMPANY/UNDERTAKING

1.1. Product identifier

Product name BLEACH
Product No. DIS3BLEACH

1.2. Relevant identified uses of the substance or mixture and uses advised against

Identified uses Bleach.

1.3. Details of the supplier of the safety data sheet

Supplier Kitchenmaster NI Ltd
11 Comber Road
Belfast
BT8 8AN
Tel. 028 90814777
Fax. 028 90812881
email: sds@kitchenmaster-ni.com

1.4. Emergency telephone number

028 9081 4777
08:30 - 17:00 Monday to Thursday
08:30 - 16:30 Friday

SECTION 2: HAZARDS IDENTIFICATION

2.1. Classification of the substance or mixture

Classification (1999/45/EEC) Not classified.
Human health
Splashes in the eyes may cause redness and irritation. Prolonged skin contact may cause redness and irritation.
Environment
The product contains a substance which is very toxic to aquatic organisms.
Physical and Chemical Hazards
Warning! Do not use together with other products. May release dangerous gases (chlorine).

2.2. Label elements

Detergent Labelling:
< 5% chlorine-based bleaching agents
Risk Phrases
NC Not classified.
Safety Phrases
P6 Warning! Do not use together with other products. May release dangerous gases (chlorine).

2.3. Other hazards

SECTION 3: COMPOSITION/INFORMATION ON INGREDIENTS

3.2. Mixtures

SODIUM HYPOCHLORITE SOLUTION, ... % CI ACTIVE		1-5%
CAS-No.: 7681-52-9	EC No.: 231-668-3	
Classification (EC 1272/2008) EUH031 Skin Corr. 1B - H314 Aquatic Acute 1 - H400	Classification (67/548/EEC) C;R34 R31 N;R50	

The Full Text for all R-Phrases and Hazard Statements are Displayed in Section 16.

BLEACH

SECTION 4: FIRST AID MEASURES

4.1. Description of first aid measures

Inhalation

Remove victim immediately from source of exposure. Provide rest, warmth and fresh air. Get medical attention if any discomfort continues.

Ingestion

Remove victim immediately from source of exposure. Provide rest, warmth and fresh air. Get medical attention.

Skin contact

Remove victim immediately from source of exposure. Remove contaminated clothes and rinse skin thoroughly with water. Get medical attention if any discomfort continues.

Eye contact

May irritate eyes. Remove victim immediately from source of exposure. Immediately flush with plenty of water or eyewash solution for up to 10 minutes. Make sure to remove any contact lenses from the eyes before rinsing. Get medical attention if any discomfort continues.

4.2. Most important symptoms and effects, both acute and delayed

Inhalation.

No specific symptoms noted.

Ingestion

May cause discomfort if swallowed. May cause stomach pain or vomiting.

Skin contact

Prolonged skin contact may cause redness and irritation.

Eye contact

May irritate eyes.

4.3. Indication of any immediate medical attention and special treatment needed

The severity of the symptoms described will vary dependant of the concentration and the length of exposure.

SECTION 5: FIREFIGHTING MEASURES

5.1. Extinguishing media

Extinguishing media

The product is non-combustible. Use fire-extinguishing media appropriate for surrounding materials.

Unsuitable extinguishing media

Not relevant

5.2. Special hazards arising from the substance or mixture

Hazardous combustion products

During fire, toxic gases (CO, CO₂) are formed.

Unusual Fire & Explosion Hazards

No unusual fire or explosion hazards noted.

Specific hazards

Fire creates: Chlorine.

5.3. Advice for firefighters

Special Fire Fighting Procedures

Keep up-wind to avoid fumes.

Protective equipment for fire-fighters

Self contained breathing apparatus and full protective clothing must be worn in case of fire.

SECTION 6: ACCIDENTAL RELEASE MEASURES

6.1. Personal precautions, protective equipment and emergency procedures

Wear protective clothing as described in Section 8 of this safety data sheet.

6.2. Environmental precautions

Avoid discharge to the aquatic environment.

6.3. Methods and material for containment and cleaning up

Stop leak if possible without risk. Absorb in vermiculite, dry sand or earth and place into containers. Containers with collected spillage must be properly labelled with correct contents and hazard symbol.

6.4. Reference to other sections

Wear protective clothing as described in Section 8 of this safety data sheet. See section 11 for additional information on health hazards. For waste disposal, see section 13.

BLEACH

SECTION 7: HANDLING AND STORAGE

7.1. Precautions for safe handling

Read and follow manufacturer's recommendations. Avoid spilling, skin and eye contact. Wash hands after handling.

7.2. Conditions for safe storage, including any incompatibilities

Store in tightly closed original container in a dry, cool and well-ventilated place.

7.3. Specific end use(s)

The identified uses for this product are detailed in Section 1.2.

SECTION 8: EXPOSURE CONTROLS/PERSONAL PROTECTION

8.1. Control parameters

Ingredient Comments

No exposure limits noted for ingredient(s).

8.2. Exposure controls

Protective equipment



Engineering measures

Provide adequate ventilation.

Respiratory equipment

If ventilation is insufficient, suitable respiratory protection must be provided.

Hand protection

For prolonged or repeated skin contact use suitable protective gloves. The most suitable glove must be chosen in consultation with the gloves supplier, who can inform about the breakthrough time of the glove material.

Eye protection

Wear approved, tight fitting safety glasses where splashing is probable.

Hygiene measures

Wash hands after contact. Wash hands at the end of each work shift and before eating, smoking and using the toilet. When using do not eat, drink or smoke.

SECTION 9: PHYSICAL AND CHEMICAL PROPERTIES

9.1. Information on basic physical and chemical properties

Appearance	Liquid
Odour	Characteristic.

9.2. Other information

Not determined.

SECTION 10: STABILITY AND REACTIVITY

10.1. Reactivity

There are no known reactivity hazards associated with this product.

10.2. Chemical stability

Stable under normal temperature conditions and recommended use.

10.3. Possibility of hazardous reactions

Hazardous Polymerisation

Not relevant

10.4. Conditions to avoid

Avoid excessive heat for prolonged periods of time.

10.5. Incompatible materials

BLEACH

Materials To Avoid

Acids.

10.6. Hazardous decomposition products

None under normal conditions.

SECTION 11: TOXICOLOGICAL INFORMATION

11.1. Information on toxicological effects

Inhalation

May cause irritation to the respiratory system.

Ingestion

May cause discomfort if swallowed. May cause stomach pain or vomiting.

Skin contact

Prolonged and frequent contact may cause redness and irritation.

Eye contact

Splashes may irritate.

Toxicological information on ingredients.

SODIUM HYPOCHLORITE SOLUTION, ... % CI ACTIVE (CAS: 7681-52-9)

Acute toxicity:

Acute Toxicity (Oral LD50)

1100 mg/kg Rat

REACH dossier information

Acute Toxicity (Dermal LD50)

> 20000 mg/kg Rabbit

REACH dossier information

Acute Toxicity (Inhalation LC50)

> 10.5 mg/l (vapours) Rat 1 hour

REACH dossier information

SECTION 12: ECOLOGICAL INFORMATION

Ecotoxicity

The product contains a substance which is very toxic to aquatic organisms.

12.1. Toxicity

Ecological information on ingredients.

SODIUM HYPOCHLORITE SOLUTION, ... % CI ACTIVE (CAS: 7681-52-9)

Acute Toxicity - Fish

LC50 96 hours > .023 mg/l Pink salmon

REACH dossier information

Acute Toxicity - Aquatic Invertebrates

EC50 48 hours 35 µg/L Ceriodaphnia dubia

REACH dossier information

NOEC 48 hours 25 µg/L Ceriodaphnia dubia

REACH dossier information

Acute Toxicity - Aquatic Plants

EC50 96 hours ~ 0.01 mg/l Myriophyllum spicatum

REACH dossier information

NOEC 96 hours 0.02 mg/l Myriophyllum spicatum

REACH dossier information

12.2. Persistence and degradability

BLEACH

Degradability

There are no data on the degradability of this product.

12.3. Bioaccumulative potential

Bioaccumulative potential

No data available on bioaccumulation.

12.4. Mobility in soil

Mobility:

The product is soluble in water.

12.5. Results of PBT and vPvB assessment

Not determined.

12.6. Other adverse effects

Not determined.

SECTION 13: DISPOSAL CONSIDERATIONS

13.1. Waste treatment methods

Dispose of waste and residues in accordance with local authority requirements. Recover and reclaim or recycle, if practical.

SECTION 14: TRANSPORT INFORMATION

General

The product is not covered by international regulation on the transport of dangerous goods (IMDG, IATA, ADR/RID).

14.1. UN number

Not applicable.

14.2. UN proper shipping name

Not applicable.

14.3. Transport hazard class(es)

Not applicable.

14.4. Packing group

Not applicable.

14.5. Environmental hazards

Environmentally Hazardous Substance/Marine Pollutant

No.

14.6. Special precautions for user

Not applicable.

14.7. Transport in bulk according to Annex II of MARPOL73/78 and the IBC Code

Not applicable.

SECTION 15: REGULATORY INFORMATION

15.1. Safety, health and environmental regulations/legislation specific for the substance or mixture

Statutory Instruments

The Chemicals (Hazard Information and Packaging for Supply) Regulations 2009 (S.I 2009 No. 716).

Approved Code Of Practice

Classification and Labelling of Substances and Preparations Dangerous for Supply.

Guidance Notes

Workplace Exposure Limits EH40.

BLEACH

EU Legislation

Regulation (EC) No 1272/2008 of the European Parliament and of the Council of 16 December 2008 on classification, labelling and packaging of substances and mixtures, amending and repealing Directives 67/548/EEC and 1999/45/EC, and amending Regulation (EC) No 1907/2006 with amendments.

15.2. Chemical Safety Assessment

No chemical safety assessment has been carried out.

SECTION 16: OTHER INFORMATION

Revision Comments

Re-issued according to Regulation (EU) No 453/2010.

Revision Date 04-2012

Revision 2

Supersedes date 02-2008

Risk Phrases In Full

R34 Causes burns.

R31 Contact with acids liberates toxic gas.

NC Not classified.

R50 Very toxic to aquatic organisms.

Hazard Statements In Full

H314 Causes severe skin burns and eye damage.

EUH031 Contact with acids liberates toxic gas.

H400 Very toxic to aquatic life.

1. Identification:

14

Product Identity: Window Cleaner**Recommended Use:** General Purpose Water-Based Cleaner**Producer / Distributor**Multi-Clean
600 Cardigan Road
Shoreview, MN 55126**Telephone Number for Information:** 651-481-1900**Emergency Telephone Number:** 800-255-3924**2. Hazard Identification:****Classification:****Health Class**Mild Skin Irritation Category 3
Eye Irritant Category 2
Reproductive Toxicity Category 2
Specific Target Organ Toxicity - Single Exposure Category 2
Specific Target Organ Toxicity - Repeated Exposure Category 2**Physical Class**

Flammable Liquid Category 3

Environment Class**Label****Symbols****Signal Word**

Warning

Hazard Statements:Causes mild skin irritation.
Causes eye irritation.
Suspected of damaging fertility or the unborn child.
May cause damage to central nervous system, respiratory tract, kidneys, and/or ears.
May cause damage to liver through prolonged or repeated exposure.
Flammable liquid and vapor.**Precautionary Statements:**Do not handle until all safety precautions have been read and understood.
Use explosion-proof electrical/ventilating/lighting/equipment.
Use only non-sparking tools.
Take precautionary measures against static discharge
Wear protective gloves/protective clothing/eye protection/face protection.
Wash hands thoroughly after handling.
Do not breathe dust/fume/gas/mist/vapors/spray.
Wash hands thoroughly after handling.
IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water.
If skin irritation occurs: Get medical attention.
IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses if present and easy to do. Continue rinsing.
If eye irritation persists: Get medical attention.
If exposed or concerned: Get medical attention.
In case of fire: Use alcohol foam, CO2, dry chemical, water fog, or vaporizing liquid to extinguish.
Keep away from heat/sparks/open flames/hot surfaces. No smoking.
Keep container tightly closed.
Store locked up, in a well-ventilated place. Keep cool.
Dispose of contents in accordance with local regulations.**3. Composition/Information on Ingredients****Ingredient****CAS Number****Percent by Weight**

Isopropyl Alcohol

67-63-0

10 - 30

Propylene Glycol Monomethyl Ether

107-98-2

3 - 7

Water

7732-18-5

60 - 100

4. First-Aid Measures:**Ingestion:** If Swallowed: Call a physician immediately.**Eye Contact:** Flush eyes with running water for at least 15 minutes. If irritation persists, obtain medical attention.**Skin Contact:** Flush thoroughly with cool water. Remove and wash contaminated clothing before reuse.**Inhalation:** Move to fresh air.

5. Fire Fighting Measures:**Suitable Extinguishing Media:** Alcohol Foam - CO2 - Dry Chemical - Water Fog - Vaporizing Liquid**Special Fire Fighting Procedures:** Water hose stream may spread fire, Use water spray to keep containers cool**Unusual Fire and Explosion Hazards:** Vapors are heavier than air and may travel over distances to ignition sources(heat, flames, sparks, pilot lights etc.) where ignition may occur ground all equipment**6. Accidental Release Measures:**

Extinguish all sources of possible ignition (flames, sparks, pilot lights, etc.) and provide ventilation. For large spills, dike and contain spill with inert material (sand, earth, etc.). Collect spill with absorbent material (example; floor-dry). For small spills, wipe up spill with mop or rag. Dispose of or treat mop or rag properly to avoid fire.

7. Handling and Storage:**Handling:** Keep out of reach of children**Storage:** Do not store near heat sparks or flame.**8. Exposure Controls / Personal Protection:****Exposure Limits:**

Ingredients	CAS Number	Osha PEL	ACGIH TLV
Isopropyl Alcohol	67-63-0	400 ppm	400 ppm
Propylene Glycol Monomethyl Ether			

Exposure Controls:**Engineering Controls:** Ventilate to maintain vapor levels below exposure limits.**Personal Protective Equipment:****Eye Protection:** Approved Safety Goggles or Glasses**Skin Protection:** Chemical Resistant Rubber Gloves**Respiratory Protection:** Not required, Avoid breathing spray mist**9. Physical and Chemical Properties:****Physical State:** Liquid**Appearance:** Blue**Odor:** Alcohol**Solubility:** Complete**Evaporation Rate:** NA**Vapor Pressure (MM HG):** NA**Vapor Density (Air = 1):** > 1**pH:** 10 - 11**Specific Gravity (H2O = 1):** 0.971**Flammability:** Flammable**Flash Point:** 80°F (27°C)**Boiling Point:** 131 - 212°F (55 - 100°C)**%volatile:** > 95%**10. Stability and Reactivity:****Chemical Stability:** Stable**Possibility of Hazardous Reactions:** None are known**Incompatibility (Materials to Avoid):** Oxidizing Material, Anhydride, Isocyanate Monomer and Organometallic**Hazardous Decomposition or By-products:** None**Hazardous Polymerization:** Will not Occur**Conditions to Avoid:** None are known**11. Toxicological Information:****Signs and Symptoms of Overexposure:** May cause headaches or narcotic effects. Causes irritation to the skin and eyes.**Acute Effects:****Eye Contact:** Causes irritation on contact**Skin Contact:** Causes irritation on prolonged or repeated contact**Inhalation:** May be harmful**Ingestion:** May be harmful if swallowed**Target Organ Effects:** Central nervous system, Respiratory tract, Kidneys, Ears, Liver**Chronic Effects:** May cause damage to central nervous system, respiratory tract, kidneys, and/or ears. May cause damage to liver through prolonged or repeated exposure.**Acute Toxicity Values:**Oral LD₅₀ = > 5000 mg/kgDermal LD₅₀ = > 5000 mg/kgInhalation (Vapor) LC₅₀ = > 50 mg/l**12. Ecological Information:****Persistence and Degradability:** Not Available**Bio Accumulative Potential:** Not Available**Mobility in Soil:** Not Available**Aquatic Toxicity:** Not Available

13. Disposal Considerations:

Material that cannot be used during normal use should be disposed of in accordance with all applicable local, state and federal regulations. Waste from normal cleaning procedures may be disposed of in a sanitary sewer depending on the materials and/or contaminants being cleaned as well as local, state and federal sewer regulations.

14. Transportation Information:

UN Number: UN1993
Shipping Name: Flammable liquid N.O.S. (Isopropanol)
Transport Hazard Class: 3
Packing Group: III
Marine Pollutant: NO

15. Regulatory Information:

TSCA Status: All ingredients listed
Clean Water Act: None of the chemicals in this product are listed under the CWA
Clean Air Act: None of the chemicals in this product are listed under the CAA
CERCLA Reportable Quantity: None
SARA Title III Information:
Section 302 Extremely Hazardous Chemicals: None Listed
Section 311 / 312 Hazard Category: Immediate Health, Fire
Section 313 Toxic Chemicals: Isopropyl Alcohol (67-63-0)
State Regulations: None
International Regulations: WHMIS Controlled Product Hazard Class: B2, D2B

16. Other Information:

Prepared By: Ron Camp
Telephone Number: 651-481-1900
Revision Date: 6/7/2013
Supersedes: 4/1/2012

The information contained herein is based on data considered accurate; however no warranty is expressed or implied regarding the accuracy of this data or the results to be obtained from the use thereof. The company assumes no responsibility for personal injury or property damage to vendees, users, or third parties caused by the material. Such vendees or users assume all risks associated with the use of the

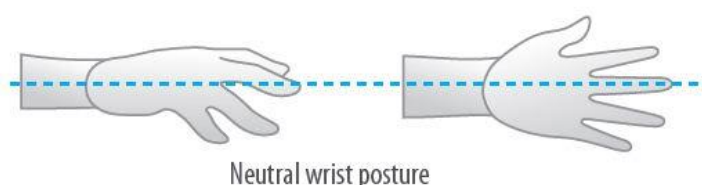
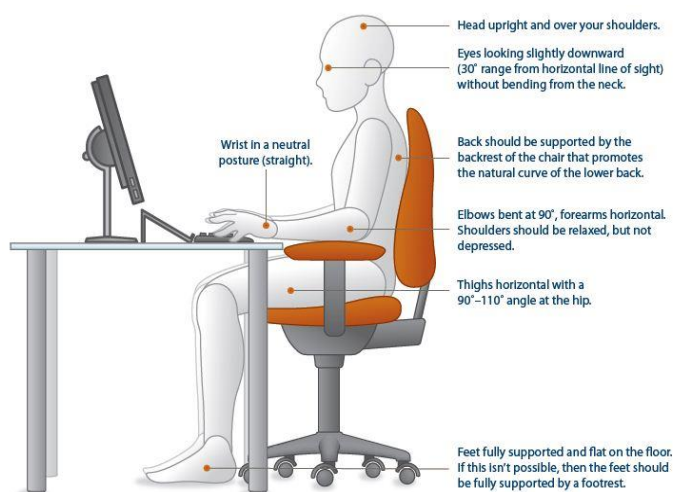


Health	1
Flammability	3
Physical hazards	0

Appendix 13 – Ergonomics Assessment

The Workstation Ergonomics Self-Assessment is best undertaken by two people e.g. with your supervisor or team member. This enables the person to sit at their workstation while a second person observes and assists them achieve the recommended posture.

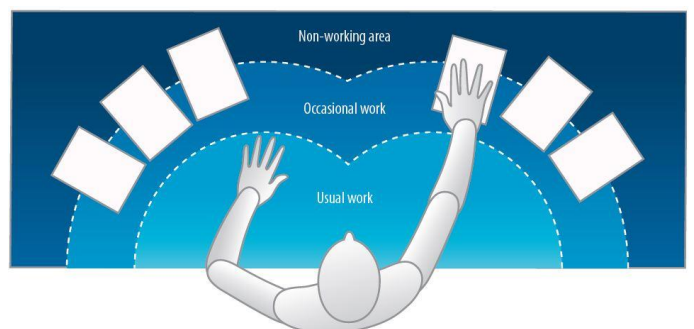
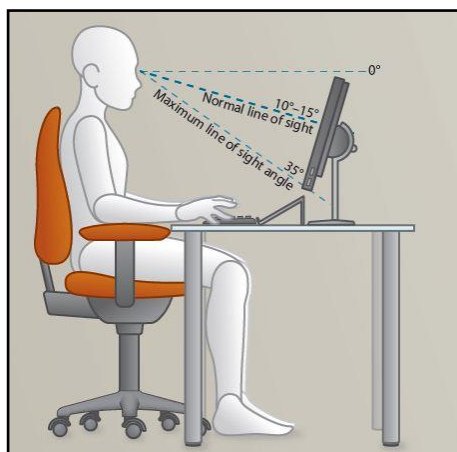
Item	The Office Chair	Yes	No	N/A	Suggested Actions
1.	Can the height, seat and back of the chair be adjusted to achieve the posture outlined below?				<ul style="list-style-type: none"> Obtain a fully adjustable chair
2.	Are your feet fully supported by the floor when you are seated?				<ul style="list-style-type: none"> Lower the chair Use a footrest
3.	Does your chair provide support for your lower back?				<ul style="list-style-type: none"> Adjust chair back Obtain proper chair Obtain lumbar roll
4.	When your back is supported, you able to sit without feeling pressure from the chair seat on the back of your knees?				<ul style="list-style-type: none"> Adjust seat pan Add a back support
5.	Do your armrests allow you to get close to your workstation?				<ul style="list-style-type: none"> Adjust armrests Remove armrests



Item	Keyboard and Mouse	Yes	No	N/A	Suggested Actions
6	Are your keyboard, mouse and work surface at your elbow height?				<ul style="list-style-type: none"> Raise / lower workstation Raise or lower keyboard Raise or lower chair
7	Are frequently used items within easy reach?				<ul style="list-style-type: none"> Rearrange workstation
8	Is the keyboard close to the front edge of the desk allowing space for the wrist to rest on the desk surface?				<ul style="list-style-type: none"> Move keyboard to correct position
9	When using your keyboard and mouse, are your wrists straight and your upper arms relaxed? <i>The keyboard should be flat and <u>not</u> propped up on keyboard legs as an angled keyboard may place the wrist in an awkward posture when keying.</i>				<ul style="list-style-type: none"> Re-check chair, raise or lower as needed Check posture Check keyboard and mouse height
10	Is your mouse at the same level and as close as possible to your keyboard?				<ul style="list-style-type: none"> Move mouse closer to keyboard Obtain larger keyboard tray if necessary

11	Is the mouse comfortable to use?				<ul style="list-style-type: none"> Rest your dominant hand by using the mouse with your non-dominant hand for brief periods (mouse buttons can be changed within the computer control panel) Investigate alternate mouse options.
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Item	Work Surface	Yes	No	N/A	Suggested Actions
12	Is your monitor positioned directly in front of you?				<ul style="list-style-type: none"> Reposition monitor
13	Is your monitor positioned at least an arm's length away? Note: the monitor's location is dependent on the size of the monitor, the font, screen resolution and the individual user e.g. vision/use of bifocal spectacles etc.				<ul style="list-style-type: none"> Reposition monitor Seek an alternative monitor if necessary e.g. flat screen that uses less space
14	Is your monitor height slightly below eye level?				<ul style="list-style-type: none"> Add or remove monitor stand Adjust monitor height
15	Is your monitor and work surface free from glare?				<ul style="list-style-type: none"> Windows at side of monitor Adjust overhead lighting Cover windows Obtain antiglare screen
16	Do you have appropriate light for reading or writing documents?				<ul style="list-style-type: none"> Obtain desk lamp Place on left if right-handed – place on right if left handed
17	Are frequently used items located within the usual work area and items which are only used occasionally in the occasional work area?				<ul style="list-style-type: none"> Rearrange workstation



Item	Breaks	Yes	No	N/A	Suggested Actions
18	Do you take postural breaks every 30 minutes? E.g. standing, walking to printer / fax etc.?				<ul style="list-style-type: none"> Set reminders to take breaks
19	Do you take regular eye breaks from looking at your monitor?				<ul style="list-style-type: none"> Refocus on picture on wall every 30 minutes

Item	Accessories	Yes	No	N/A	Suggested Actions
20	Is there a sloped desk surface or angle board for reading and writing tasks if required?				<ul style="list-style-type: none"> Obtain an angle board
21	Is there a document holder either beside the screen or between the screen and keyboard if required?				<ul style="list-style-type: none"> Obtain document holder
22	Are you using a headset or speakerphone if you are writing or keying while talking on the phone?				<ul style="list-style-type: none"> Obtain a headset if using the phone and keyboard
Item	Laptop	Yes	No	N/A	Suggested Actions
23	In the event of using a laptop computer for prolonged periods of time use of; <ul style="list-style-type: none"> A full sized external keyboard and mouse; Docking station with full sized monitor or a laptop stand 				<ul style="list-style-type: none"> Obtain appropriate laptop accessories
Item	"Hot Desking" (when applicable)	Yes	No	N/A	Suggested Actions
24	Provided time, support and supervision to make above adjustments.				

Following completion of this checklist, please discuss any concerns or requirements with your supervisor.

All completed assessments should be submitted to your supervisor.

Person Completing Assessment

Name		Position	
Signature		Date	

Supervisor

Name		Position	
Signature		Date	
Comments	<i>E.g. New ergonomic chair approved - please follow up directly with Administration / E.g. Formal ergonomic assessment approved</i>		

Appendix 14 – Training Matrix 2023
FIRE WARDEN (every 2 years)

Name	Dept	Fire Marshall	Completion Date	Expiry	Location
MAEVE McCREA	TUS	YES	29/09/2022	29/09/2024	Donegal Town
MARGARET DOHERTY	SICAP	YES	29/09/2022	29/09/2024	Kilkar
ANNE CROSSAN	ADMIN	YES	29/09/2022	29/09/2024	Letterkenny
LOUISE ARTHUR	RECEPTION	YES	29/09/2022	29/09/2024	Letterkenny
KATE CAMPBELL	J.I / C.E PROG.	YES	29/09/2022	29/09/2024	Letterkenny
EMMA MCCLEARY	HR	YES	29/09/2022	29/09/2024	Letterkenny
MICHAEL DORAN	IT	YES	29/09/2022	29/09/2024	Letterkenny

SAFEPASS (as required within the RDP team and Rural Recreation Officer)

Name	Dept	Safepass	Completion Date	Expiry
Sinead McLaughlin	RDP	Yes	May 2023	May 2027
Simon Canning	RDP	Yes	April 2023	April 2027
Aisling McGee	RDP	Yes	April 2023	April 2027
Inga Bock	Rural Recreation	Yes	April 2023	April 2027

FIRST AID

Letterkenny	Dept	First Aid	Completion Date	Expiry Date	Location
LOUISE ARTHUR	JI	YES	Aug-22	Aug-24	Letterkenny
MICHAEL DORAN	IT	YES	Aug-22	Aug-24	Letterkenny
JOHN CURRAN	DVC	YES	Aug-22	Aug-24	Letterkenny
MAURA MOSS	RSS	Yes	Nov-22	Nov-24	Donegal Town
MAEVE McCREA	TUS	Yes	Nov-22	Nov-24	Donegal Town
MARGARET DOHERTY	SICAP	YES	Nov-22	Aug-24	Kilcar
 AISLANN GHATH DOBHAI					
PAULA NIC GAIRBHETH	SICAP	YES	Nov-22	Aug-24	Ghath Dobhair
MÁIRE MHIC PHÁIDIN	SICAP	YES	Nov-22	Aug-24	Ghath Dobhair
BRIAN CARR	SICAP	YES		Mar - 2023	Letterkenny

Appendix 15 - Internal Audit Template

DONEGAL LOCAL DEVELOPMENT CLG **SAFETY INSPECTION CHECKLIST**

NAME OF OFFICE: _____

Area(s) Inspected: _____ **Inspected by:** _____ **Date:** _____

ITEM	YES	NO	CORRECTIVE ACTION DATE	LOCATION
1. Is there litter or spilled liquid on the floor?				
2. Are floor surfaces chipped: does carpeting show worn spots or holes?				
3. Are warning signs posted near cleaning areas, repair work or redecorating efforts?				
4. Are aisles free of boxes, wastebaskets, chairs, and other obstacles that impede traffic?				
5. Are restrooms kept clean and floors dry?				
6. Do cords present a tripping hazard?				
7. Do cords look frayed?				
8. Are cords draped over hot pipes and/or appliances?				
9. Are flimsy extension cords in use?				
10. Are all appliances connected with three-pronged plugs?				
11. Are electrical outlet boxes or bonnets exposed so that they present a hazard?				
12. Are cover plates for electrical switches or receptacles cracked or broken?				

ITEM		YES	NO	CORRECTIVE ACTION DATE	LOCATION
13.	Do employee's lean way back in chairs with their feet off the floor?				
14.	Are stairwells well lit?				
15.	Are stairway handrails, treads and/or risers in good condition?				
16.	Are stairs free of litter, spills or clutter?				
17.	Are desk or file drawers left open?				
18.	Are files, lockers, cabinets, and bookcases bolted securely?				
19.	Is more than one file drawer open at once?				
20.	Are files top-heavy with empty drawers at the bottom and full drawers on top?				
20.	Are transparent glass doors marked so they can be seen?				
21.	Must employees step up or down to go through a doorway? If so, is a warning sign posted?				
22.	Do self-closing doors have too much spring tension?				
23.	Are employees using spike files (a piece of metal about four (4) to six (6) inches in length that is attached to a small board and is designed to hold papers, especially receipts)?				
24.	Are pencils kept in pencil holders with the points down?				
25.	Are paper cutters kept in a safe location with the blade secured in the down or closed position?				
26.	Are fire exits clearly marked?				
27.	Are fire extinguisher locations marked in such a way that they are visible from a distance?				

ITEM	YES	NO	CORRECTIVE ACTION DATE	LOCATION
28. Are fire extinguisher tags current?				
29. Are fire extinguishers readily available?				
29. Do all employees know the locations of the exits, alarms, and extinguishers?				
30. Are nonflammable fluids used whenever possible?				
31. Are flammable liquids/fluids stored in approved containers?				
32. Are emergency numbers for medical, fire, law enforcement/security and ambulance posted?				
33. Are fire drills conducted frequently?				
34. Are combustible materials stored near machinery or heat sources?				
35. Are features of fire protection, such as sprinklers, fire alarms and hoses, kept clean and in good working order?				
36. Are the tags on the features of fire protection current?				
37. Are doors to enclosed stairwells kept closed at all times?				
38. Are company parking lots well-lit and clearly marked?				
39. Is medical help readily available?				
40. Are adequate first-aid supplies available?				
41. Are all incidents/accidents properly reported, investigated and documented?				
MISCELLANEOUS:				
42. Are Safety Inspections conducted in accordance with the time frame specified in the agency's loss prevention manual?				

ITEM		YES	NO	CORRECTIVE ACTION DATE	LOCATION
43.	Are Safety Meetings conducted in accordance with the time frame specified in the agency's loss prevention manual?				
44.	Are Hazard Control Logs posted throughout the workplace?				
45.	Is the Worker's Compensation Notice of Compliance posted?				
46.	Is the safety bulletin board current?				

OVERALL EVALUATION-ANY OTHER COMMENTS

EXCELLENT		
SATISFACTORY		
UNSATISFACTORY		

Appendix 16 – Fire Drill Report

FIRE DRILL REPORT

Date: _____ Time: _____

Report Completed by: _____

Property / Building: _____

Address: _____

Pre-Fire Drill Procedures	Yes	No
Emergency Services contacted?		
Fire Alarm Monitoring Company contacted?		

During the Fire Drill	Yes	No
Were individuals closing the doors upon exiting rooms?		
Were individuals remaining calm and proceeding towards the nearest exit?		
Were individuals assembling at the designated assembly point?		
Did fire wardens/designated persons ensure the safe evacuation of all individuals?		
Were all individuals accounted for?		
Were exits guarded to prevent re-entry into the building?		
Were individuals given the clear notification to re-enter the building?		

Post-Fire Drill Procedures	Yes	No
Emergency Services contacted after fire drill?		
Fire Alarm Monitoring Company contacted after fire drill?		
Is the fire alarm system back to normal operating condition?		
Total evacuation time: _____ (min/sec)		

Comments / Recommendations: _____

Signature _____

Statement of Intent

At **Donegal Local Development CLG** we believe that the safety of staff and visitors is of paramount importance. We make staff aware of the dangers of fire and how to react if they ever experience a fire at our company. Our service complies with all **Health and Safety** legislation relevant in the area of safety and fire prevention.

Procedures

Fire Safety

- Fire drill practices take place every six months to ensure that all staff are familiar with fire procedures, should a fire take place. Days of fire drills are changed so that all staff attending the company are involved in the practice at some stage during their work in DLDC.
- Records of the fire drills are kept detailing the day, time, duration and difficulties encountered in evacuating staff from the premises. Difficulties during fire drills are dealt with immediately.
- Fire drill instructions indicating exit routes and the fire assembly point outside the building is clearly displayed in each room.
- Staff attend regular fire safety training and (**Designated Person**) is the appointed Fire Safety Warden.
- Fire extinguishers and fire blankets are available as recommended by **Fire Safety Company** contracted to the building and serviced annually. Written records are kept of the checks on the firefighting equipment.

Fire Drill

Raise Alarm

- The person discovering the fire will immediately sound the fire alarm
- The Designated person will collect the register and make their way to the nearest fire assembly

Evacuate Building

- Staff are to evacuate the premises safely to the fire assembly point outside the building.
- The Fire Safety Warden/ Designated person checks all areas of the building to make sure that there are no persons left in the building. No one is permitted to enter the building after all areas have been checked and cleared.
- Designated person checks staff present against the register

Call Fire Brigade

- The Fire Safety Warden or Designated person calls the fire brigade from a mobile phone.
- A debrief will take place with all staff following the fire drill and recommendations will be acted upon for the next safety drill

Date Adopted:	23 rd October 2018
At meeting of:	Health and Safety Committee
Signed by:	
Reviewed by:	

Safety Review

Review & Summary
September'18

By: Seamus Mc Dermott & DLDC

SOLAS Safe Pass Tutor Accreditation
Higher National Diploma in Mechanical Engineering
BSc from the Open University
IOSH Managing Safety Certificate
NUI Certificate in Training and Continuing Education
NEBOSH Safety & Health Certificate
Member of IOSH

In association with and
For



Donegal Local Development CLG
Pearse Road,
Letterkenny,
Co Donegal

Aims & Objectives of Report

Following is a Report based on a Survey in relation to Donegal Local Development CLG

The objectives of the review are to:

- Provide a systematic examination of the Safety Management System within the company.
- Identify the principal Health and Safety Legislation relevant to the business activity and provide advice on compliance.
- Offer professional advice on the management of Health and Safety and make recommendations for risk improvement.

Seamus Mc Dermott T/A The Safety Man does not claim to have identified an exhaustive list of issues during the review visit.

The objective is to provide an overview of the standard of Risk Control and provide advice and guidance of areas in need of attention.

We hope benefit was derived during the review visit made by us and the advice and guidance given verbally at that time.

This report is not intended to be a detailed transcript of the visit, rather a summary of the key issues and recommendations discussed.

Please be advised that compliance with Surveyors' Risk Controls does not necessarily imply compliance with current Building, Local Authority, Fire, Environmental, Health and Safety or other Legislation. It is your duty to ensure you comply with all aspects of relevant Legislation.

Overview

All appropriate safety structures & systems are in place for DLDC.

Health and Safety committee is established, but needs to meet on a more regular bases (monthly)

Employees on the ground are encouraged to participate in health and safety matters through training and the completion of Job Specific Safety Plans (JSSPs).

Health and Safety records are being maintained but some improvements required as per report below.

Safety Statement is being updated at least annually (this is the legal requirement) and safety systems are under continuous review.

Some improvements are required in DLDC safety systems as outlined in the following report.

Safety Statement

- Signed copy of the latest Safety Statement (including company Risk Assessments) not at hand in each DLDC location (office)
- Safety Committee meetings need to be held monthly and Safety Statement updated to include any changes in organisation or safety systems.
- Schedule for regular Internal Safety Audits must be implemented.
- Ergonomic Assessment to be completed for all office staff every 3 years. (This was a recommendation from the risk assessments completed in previous years).
- Fire Drills have to be completed
- Complete 2 x Fire Drills annually on each building, and complete reports on each.
- No complete & up to date training matrix in the Safety Statement
- No PAT testing records
- No Records of the Periodic Testing of the building electrical system. (This needs to be available for all DLDC buildings)
- No Emergency Exit Plan/Map for ground floor open office.
- No Emergency Exit Plan/Map for new DLDC Office (Volunteer Centre)
Emergency Exit Plan/Map needs to be available for all DLDC offices.

Employee Training Records

- Induction training 'health & safety' section is item number 24 this needs to be the first item in the induction.

- Induction training needs updated to reflect same as the Employee Handbook and Safety Statement
- Induction training refers to ‘no working on roads’, this is not the case as environmental workers are involved in work close to and on the road.
- No reference to JSSP’s in the induction training
- Lawn Mower / Strimmer Training – No training pack available.
- Inconsistencies in some Employees Records (5 employees records chosen at random)
 - Anthony Mc Bride had no Manual Handling Cert (or invite to a course) and no Gardening Equipment Training Cert.
 - Kane O’Hagan – Old Safety Induction used.
 - Paul Sweeney – No nonconformities
 - Christina Brfaman – No nonconformities
 - John Mc Gowan – No nonconformities

Job Specific Safety Plan’s (JSSPs)

- Folders need to be identified by Supervisor & Location
- In general JSSP’s are in good use and completed to a relatively good standard with safety issues being highlighted, but some further training or on site audits required to further improve JSSP completions.

Folder 1 (3 JSSPs reviewed)

- Description - Caretaker
 - No nonconformities
- Description - Cleaning Litter
 - Gloves not ticked
- Description - Befriender
 - No nonconformities

Folder 2 (3 JSSPs reviewed)

- Description - Men’s Shed
 - Tools and Equipment was the only Hazard ticked
 - Appropriate Controls not ticked
- Description – Environmental Worker
 - Slip / Trip / Falls not ticked
- Description – Caretaking
 - No Hazards Identified

Folder 3 (3 JSSPs reviewed)

- Description - Caretaker
 - No nonconformities
- Description – Environmental Worker & Receptionist
 - Two different jobs on the one JSSP
- Description – Childcare Assistant
 - No nonconformities

Safety Meetings

- Safety Meetings are not being held monthly
- Last minutes recorded – 29th Aug.'17
- More Structured approach required for Safety Meetings, see below some examples of topics for discussion;
 - Internal Audits
 - Accidents / Incidents / Near Misses
 - Safety Training
 - New Employees
 - Fire Safety
 - Fire Drills
 - Statutory Inspections
 - Fire Extinguishers
 - PAT testing
 - Building Electrical Systems
 - Emergency Lighting
 - New Sponsor Groups
 - Completion of pre-qualification checklist
 - Review of Safety Documents for new participants
 - Safety Induction
 - PPE
 - Undertaking
 - Handbook
 - Any Other Business

Accident Record Book

- Requires a section 'HSA Informed' and an explanation of when the HSA needs to be informed & how to inform the HSA.
- One Accident Reviewed
 - Corrective Action should have included review of JSSP for the job and a company re-induction
 - No Record of Days of Work

Employee Handbook

- 7.3 Add – “If you require additional training ask your supervisor”
- 7.4 Add – “you must take into consideration the company risk assessments and the JSSP’s for PPE use”
- 7.5 (Height Restriction) Application of a 5 meter rules is not appropriate. Risk Assessment / JSSP / Permit to Work is a better option – review and update.
- 7.5 (Hazardous Machinery)” No use of Nail Guns” to be added here. Also add – “tools to use as per Risk Assessments, JSSP’s and Manufacturer’s Instructions”
- 7.5 (Hazardous Substances) Add “refer to Risk Assessments, JSSP’s and Safety Data Sheets for all hazardous substances”.
- Add a section on Sponsor Groups Health & Safety Statement
 - Be aware of and adhere to Sponsor Groups Health & Safety Statement
 - Be aware of and adhere to Sponsor Groups Emergency Procedures
- Add a section on JSSP’s “Complete a Job Specific Safety Plan (JSSP) along with your supervisor for all main tasks”

Safety Audit - DLDC Offices Pearse Rd.

- General
 - Fire Warden – sign needs to be posted with names
 - First Aiders – sign needs to be posted with names
 - New First Boxes required
 - Fire Drills to be completed
 - Fire Assembly Point needs to be more visible
 - Signed copy of the Company Safety Statement required at reception
 - Safety Representative to be elected from among the staff
- Kitchen
 - No PAT testing
 - Kitchen Area used as store

- Floor Strip needs repaired
 - Storage of materials on very high shelves
 - Equipment stored in toilet (fan / hoover)
 - No safety catch on toilet window blind
- Hall
 - No PAT testing
 - Electrical Socket Loose
- Meeting Room 1
 - No PAT Testing
 - No safety catch on window blind
- Meeting Room 2
 - No cap on electrical trunking
 - No safety catch on window blind
- Administration Office
 - Electrical socket/cover missing
 - No PAT testing
 - Ergonomic Assessment required
 - Shelves at low levels above desks and cabinets (head knockers)
 - No cap on electrical trunking
- Reception
 - Staff Sign In/Out board not 'up to date' and not being used by some staff.
 - Ergonomic Assessment required
- Meeting Room 3
 - No PAT Testing
- Ground – Back Hall
 - High Shelving – No Access
 - Ladder not EN131 (dump ladder)
 - Ladders not inspected
 - Tiles off toilet wall
 - No safety catch on window blind
- Ground Floor Office
 - No PAT testing
 - Ergonomic Assessments required
 - Boxes on floor (trip hazard)
 - No safety catch on window blind
- Car Park
 - Car Parking spaces need lined out
 - Disabled Parking Sign is a trip hazard
- Up Stairs Offices
 - Light sensor required in stairwell
 - Step Ladder not inspected
 - Filing Cabinet not secured

- Shelving not secure
- No PAT testing
- First Aid Box – Materials out of date (some materials up to 18years out of date)
- No safety catch on window blind
- Ergonomic Assessment required for all office staff
- No Guard on fan
- Some boxes stored in aisles

Safety Audit - Volunteer Centre

- General
 - Fire Warden – sign needs to be posted with names
 - First Aiders – sign needs to be posted with names
 - New First Boxes required
 - Fire Drills to be completed
 - Signed copy of the Company Safety Statement required at reception
 - Safety Representative to be elected from among the staff
 - Fire Extinguishers required
 - Electrical Hazard sign required for the fuse box.
 - Fall from Height risk at hallway PVC window – Support Bar required
- All Areas:
 - Housekeeping good
 - Windows require ‘opening restrictors’
 - Ergonomic Assessment required for office staff
 - Office Shelves / Filing not secured to wall
 - Yellow Strips required at the top and bottom steps
 - No safety catch on window blind
- Store Area:
 - Poor housekeeping
 - Poor Cable Management
 - Glass Door Open at Junction Cabinet (Head Knocker)
 - Extension Leads & Hoover require PAT testing
- Kitchen:
 - No PAT testing

Safety Report

Review & Summary 2019

By: Seamus Mc Dermott & DLDC

SOLAS Safe Pass Tutor Accreditation
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BSc from the Open University IOSH Managing
Safety Certificate
NUI Certificate in Training and Continuing Education
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Overview

As far as is reasonably practicable the appropriate safety structures & systems are in place for DLDC and they are being reviewed on an ongoing bases including the annual review by “The Safety Man”. Health and Safety committee is established, but needs to meet on a more regular bases (monthly) Employees on the ground are encouraged to participate in health and safety matters through training and the completion of Job Specific Safety Plans (JSSPs).

The safety induction was reviewed and no amendments were required Health and Safety records are being maintained but some improvements required as per the Safety Review completed. Safety Statement is being updated at least annually (this is the legal requirement) and safety systems are under continuous review. Some improvements are required in DLDC safety systems and facilities as outlined in the following report.

Safety Statement

- Signed copy of the latest Safety Statement (including company Risk Assessments) should be at hand in each DLDC location (office). □ Safety Committee meetings are being held every 6 weeks
- Schedule for regular Internal Safety Audits must be implemented.
- Ergonomic Assessments are taking place on an ongoing basis and any issues which arise are being addressed.
- Fire Drills are taking place twice a year – last one gweedore was in January ‘19
- Training Matrix is up to date, Put up to date training matrix in the Safety Statement
- PAT testing required (Testing of Electrical Equipment)
- Emergency Exit Plan/Map needs updated to include new route through Millennium court to HSE offices.
- New Emergency Exit Plan/Map needs to be available for all DLDC offices.
- Audit system in place and being carried out quarterly

Job Specific Safety Plan’s (JSSPs)

- Folders need to be identified by Supervisor & Location
- In general JSSP’s are in good use and completed to a relatively good standard with safety issues being highlighted, but some further training or ‘on-site audits’ required to further improve JSSP completions.

Folder JSSPs reviewed

- Description - Strimming in Gardens ○ “Guards in Place” not Ticked,
“Limit Switches” not ticked

Observations

Fire Safety

- Fire extinguishers due service in sept. 2019
- New fire escape map to be developed and posted around building -First Aider and Fire Warden signs not filled in

Manual Handling/Ergonomics

- Sicap Payments boxes stored on top of shelving needs to be archived in meeting room 1
- Boxes in hallway are a tripping hazard – will be archived
- Folders stored too high in Joanne’s Office
- Tripping hazards on floor of Stationary cupboard – general tidy of cupboard to take place
- TUS Office and Reception have items stored under desks – Don’t store items under desks
- unused Ethernet cable lying on floor in office 2 -Sink room/Store overfilled

Electrical Hazards

- “PAT” Testing needs to be carried out in all buildings
- Sockets in Patricks office poorly blanked off
- Ensure sockets are not overloaded
- Broken Socket in office 1
- Loose socket in office 2
- extension lead sitting on top of radiator in office 2

Hazardous Substances

- Hazardous substances stored in Toilets – Store in Sign posted lockable cupboard
- All chem. stores under sinks need to be locked
- Shower room used as chem. store not locked -Chem. Store under sink not lockable

First Aid & Work at Height

- First Aid Points not Sign Posted
- Ladders in use – ensure ladders are inspected and record kept
- Ensure all first floor and higher windows have restrictors fitted
- Table missing a leg

Safety Review

Review & Summary

By: The Safety Man & DLDC

In association with and
For



Donegal Local Development CLG
Pearse Road,
Letterkenny,
Co Donegal

Aims & Objectives of Report

Following is a Report based on a Survey in relation to Donegal Local Development Company Ltd

The objectives of the review are to:

- Provide a systematic examination of the Safety Management System within the company.
- Identify the principal Health and Safety Legislation relevant to the business activity and provide advice on compliance.
- Offer professional advice on the management of Health and Safety and make recommendations for risk improvement.

The Safety Man does not claim to have identified an exhaustive list of issues during the review visit.

The objective is to provide an overview of the standard of Risk Control and provide advice and guidance of areas in need of attention.

We hope benefit was derived during the review visit made by us and the advice and guidance given verbally at that time.

This report is not intended to be a detailed transcript of the visit, rather a summary of the key issues and recommendations discussed.

Please be advised that compliance with Surveyors' Risk Controls does not necessarily imply compliance with current Building, Local Authority, Fire, Environmental, Health and Safety or other Legislation. It is your duty to ensure you comply with all aspects of relevant Legislation.

The following documents were available for review

- Health & Safety folder for 2019/2020
- Supervisor JSSP folders
- Manual Handling training pack
- Safe use of Gardening Equipment training pack
- Participant test results from Manual Handling and Safe use of gardening equipment training
- Accident Report book

Safety Statement

- Organisation Section missing
 - Human Resources
 - Safety Representatives
 - Office Supervisors
 - Area Supervisors
- Safety Audits must be implemented. (This was a recommendation from the risk assessments completed last year)
- Sponsor Groups Pre-Qualification Health & Safety checklist required
- Periodic Checks not completed on Emergency Lighting
- No records of Fire Extinguisher Training (This was a recommendation from the risk assessments completed last year)
- No Driving - Break Down Procedure developed (This was a recommendation from the risk assessments completed last year)
- No PAT testing records
- No Records of the Periodic Testing of the building electrical system. (This needs to be available for all DLDC buildings)

Employee Training Records

- Add Statement in PPE section of health and safety training “Covid PPE is not to interfere with PPE required for the task at hand”
- Add section on Covid-19 to Health and safety training Booklet
- Gardening equipment training records kept in manual handling records folder

- **Out of Date Training**

- John Curran- SP, FA, FM
- Sinead McLaughlin- SP
- Kate Campbell- FA FM SP
- Maeve McIvor- FA
- Inga Bock- FA FM SP
- Lareina Toland- FA FM
- Renata Musial- FA
- Lorraine McGowan- FM
- Kathy Cunningham- FM
- Margaret Doherty- FM
- Bridget Nic Gairbheith- FM
- Mary Higgins- FA

FA- First Aid **FM-** Fire Marshall **SP-** Safe pass

Job Specific Safety Plan's (JSSPs)

- In general JSSP's are in good use and completed to a relatively good standard with safety issues being highlighted, but some further training or on site audits required to further improve JSSP completions.

Safety Meetings

- More Structured approach required for Safety Meetings, see below some examples of topics for discussion
 - Internal Audits
 - Accidents / Incidents / Near Misses
 - Safety Training
 - New Employees
 - Fire Safety
 - Fire Drills
 - **Statutory Inspections**
 - Fire Extinguishers
 - PAT testing
 - Building Electrical Systems
 - Emergency Lighting
 - **New Sponsor Groups**
 - Completion of pre-qualification checklist
 - **Review of Safety Documents for new participants**
 - Safety Induction
 - PPE
 - Undertaking
 - Handbook
 - Any Other Business

Accident Record Book

No Issues

Safety Audit - DLDC Offices Pearse Rd.

(Note – some of these safety items have not been completed from previous Safety Audit)

- Staff to wear masks when not at socially distant workstation
- Replace all Carpeted desk dividers with wipe able material
- Tidy Stationary cupboard and remove everything from walkway
- Decommission sink in upstairs store or stop using as store
- Offices partially blocked by photocopier – move photocopier

- **Kitchen**

- No PAT testing
- Electrical Socket Broke (Replace)
- Kitchen Area used as store

- **Hall**

- No PAT testing

- **Meeting Room 2**

- No PAT Testing
- Replace single table with two tables in separate corners

- **Administration Office**

- Electrical socket/cover missing
- No PAT testing
- Administration Staff – Fire Wardens, no training

- **Reception**

- Make Water Dispenser hands free

- **Meeting Room 1**

- No PAT Testing

- **Ground Floor Office – Back Hall**

- High Shelving – No Access
- Tiles off toilet wall

- **Tús/RSS room**

- No PAT testing

- Lack of space (when all supervisors are at their desks)
- Ergonomic Assessment required for all office staff
- Extension lead on Radiator
- Folders stored too high in Joanne's office
- Replace Sockets in Angela's (Schemes) Office
- **Up Stairs Finance Office**
 - Light sensor required in stairwell
 - Chemical Hazard Sign required
 - Low level shelving above seat (head knocker)
- **Tús/RSS PPE Closet**
 - Heavy Items stored too high

Safety Audit - DLDC Offices Tobin's

- Make Water Dispenser Hands free
- Replace or cover Carpet Dividers with wipe able material
- Erect Sign at tea station "only one person at a time & wipe Down touch points.
- No isolation Room in place

A physical inspection was carried out of by Ferry Site Services of the Glenview office in Carnamuggah, Letterkenny on 22/12/2022. Below is a summary of the findings:

1. Car Park	Large Shared Car Park. People will tend to try and park towards the front entrance of the building. I would recommend reverse parking to improve visibility when leaving again. Also, who is responsible for gritting, salting the car park, pavements and entrance during cold weather?	
2. Access/ Egress	Stepless entrance with drop kerbs at front door. No visible signage in place at time of initial inspection. Visitors/ deliveries need to know where to go	
3. Emergency Procedures	Emergency Exits at both gable ends. Needs to be communicated in the Fire Plan and kept clear at all times. On my second visit, I was alerted to the fire exit is being used as an access/ egress. The fire exits should not to be used as a main access/ egress.	
4. Escape Plan	Again, needs to be displayed and communicated to all parties	
5. Assembly Point	Signage not in place at time of inspection. Suitable areas discussed and identified.	
6. Fire Points – Fire Wardens	Designated people should be displayed and communicated to all parties. Training kept up to date for all personnel, and everyone aware of their responsibilities.	
7. First Aid Room/ Kit Locations – First Aiders	Needs to be displayed and communicated to all parties who the first aiders are and the locations of the first aid kits	
8. Health Surveillance	DLDC have access to an occupational health consultant. This is highlighted in the Safety Statement	
9. Noticeboard	Recommended to have in place with emergency plans and health advice displayed and communicated to the staff.	
10. Signage	Was not complete at time of initial inspection	
11. Communication	DLDC have an internal staff portal and have regular team meetings.	

		Recommendations of safety briefings at a regular interval and the chance for interaction and feedback on HSEQT matters.	
12. Maintenance Schedules for Building		Maintenance was on-going at the time of initial inspection and had been almost completed on return visit. Plan should be in place for on-going maintenance.	
13. Landlord liaison		Emma McCleary confirmed that there is a good relationship with the landlord. Recommendation to have designated landlord liaison persons in place and regular communication to maintain that good relationship.	
14. Documentation		Safety Statement is in the process of being up-dated. Recommendations to have all documentation available and communicated to all parties where needed and to be kept up to date at all times.	
15. Caretaker		Not in place at the time of inspection	
16. Lighting		Adequate lighting inside and good natural light in the main working areas of the premises. Again, keeping an eye on communal lighting – on stairs and in car park. Who records such incidents and who are they reported to? Who is responsible for checking the indoor lighting as well?	
17. Noise		Do they need to be sound proof for privacy?	
18. Dust		Maintenance was on-going at the time of initial inspection and there was minimal evidence of dust during the works.	
19. Heating & Ventilation		Question would be how is the temperatures regulated and are there remote controls for the private office units? On return visit the temperature was comfortable throughout the floor.	
20. Windows and doors		2 doors from an office space and the canteen lead onto an outside veranda which needed cleaned and remedial work carried out on the paving slabs which are damaged. There is also a step to get in and out of both these doors. On the second visit to the floor, there were keys left in locks in a number of rooms.	

		A central key box for security could offer a solution.	
21. Workstations		VDU Assessments to be carried out by DLDC	
22. Floor Layout		Open plan with lockers in against the wall containing computer keyboards and other personal items.	
23. Shelving		Sliding doors with paper stacked. Recommendations to use correct manual handling techniques when placing, removing items from the shelves.	
24. Storage		Archived files are stacked above head height which means that a podium would be needed to reach the top shelves of the racks. It is also important to ensure that the storage racks are not over-loaded and are stable and will not collapse.	
25. Deliveries		I witnessed vans off-loading at the main door and then using the lift to get materials to the required floor. Is there a delivery policy in place, and if so, are the drivers aware?	
26. Manual Handling		Trolleys are on site for moving loads. Important that all staff in the building have their manual handling training in date. As mentioned before, there are some items stacked above head height.	
27. Stairs/ Lift		There are stairs to the floor and 1 lift	
28. Security		The building is alarmed At the time of inspection, there wasn't procedure for securing the floor where DLDC are operating	
29. Welfare facilities		There are Disabled, Female and Male toilets on the floor.	
30. Canteen		Well set up kitchen with good facilities. There is a door that leads onto an outside patio. It is easily accessible for all, as there is no key to lock, instead there is a latch on the inside to lock.	
31. Other tenants		There are tenants on other floors and the possibility of a tenant on the same floor. Still not confirmed.	

		Recommended to include other tenants in any emergency plans DLDC are putting in place.	
32. Privacy		Glass booths and side offices available Is there booking required to use these spaces?	
33. Social Distancing		Can be done where required Space is large enough	
34. H&S Reps		Good practice to have H&S reps in place and all parties know their duties.	
35. Housekeeping		Good housekeeping must be a priority at all times, including when there is building or maintenance work being carried out.	
36. Cleaning Program		There is an outside cleaning contractor in place, but it is also good practice to operate a tidy as you go policy during all operations.	
37. Special Considerations		There was work being carried out at the time of the initial inspection, and although this is necessary, it must be done in a manner where it is inobtrusive to the personnel in the building. If this cannot be achieved after risk assessing the situation, then it needs to be addressed immediately, with either work ceasing until the personnel are not present, or else the personnel have to leave their working area and alternative working arrangements made for them. Balcony, patio area needs attention before any personnel should be allowed outside.	
38. Other		In the boardroom, there are no floor sockets to avoid trailing leads, although there is around the wall trunking which can be used and DLDC have their own IT personnel who will set up the boardroom and the other office spaces in a comfortable, efficient manner.	

Date of Initial Visit - 19th December 2022

Follow up visits on 12th (Outside only) & 17th January 2023

Note All actions were closed by the Landlord and H&S Committee in March 2023

COVID-19 Response Plan



COVID-19 Policy

At DLDC we take very serious the responsibility we have to all employees, clients, visitors, contractors, service providers and others in relation to infectious diseases and in particular COVID-19.

DLDC is committed to preventing the spread of COVID-19 in our workplace. We have developed the following COVID-19 Response Plan and have reviewed it in line with the updated Transitional Protocol: Good Practice Guidance for Continuing to Prevent the Spread of COVID-19. A combined effort by managers, supervisors and workers is required to ensure the success of this Plan in preventing the spread of COVID-19 in our workplace. We will:

- continue to monitor our COVID-19 response and update this Plan in consultation with our workers
- communicate the Response plan to our workers, once finalised
- provide up to date information to our workers on the public health advice issued by hse.ie, gov.ie and hpsc.ie
- ensure all workers receive a briefing on COVID-19 infection prevention and control (IPC) measures
- display information on the signs and symptoms of COVID-19, and other IPC measures
- facilitate the appointment of at least one Lead Worker Representative, in consultation with our workers and their representatives

- communicate the identity of the appointed Lead Worker Representative(s) and their role
- keep workers informed about the importance of adhering to IPC measures - hand hygiene, respiratory etiquette, and ventilation requirements
- adapt or continue to adapt the workplace to facilitate COVID-19 IPC measures. In doing so we will ensure that workers are not inadvertently exposed to additional occupational health and safety hazards and risks
- consult with our workers and their representatives in advance, where the introduction of a programme of Rapid Antigen Diagnostic Testing (RADT) is being considered
- adapt or continue to adapt the workplace to prevent the spread of COVID-19
- take into account workers' individual risk factors
- take into account workers' fitness for work following COVID-19 (or a suspected COVID-19 case) absence
- ensure measures are in place to deal with a suspected case of COVID-19 in the workplace, or an outbreak of COVID-19
- provide clear instructions for workers to follow if they develop signs and symptoms of COVID-19 during work
- inform workers that they must stay at home from work if they have symptoms of COVID-19, to self-isolate, and get tested
- inform workers to follow Public Health advice in relation to their test result
- identify a lead person (s) to communicate specific measures to workers whose first language is not English and how often they will be updated.
- ensure contingency measures are in place to address the effects of COVID-19 in the workplace
- continue with the cleaning measures in place and disinfection measures, where necessary.
- comply with all GDPR requirements in relation to maintaining personal information.

All managers, supervisors, Lead Worker Representative(s) and staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. Feedback / concerns can be communicated through Lead Worker Representative(s) or ASAP (Employee Representative Group) or H&S Committee.

Latest work safely protocol

The latest work safely protocol (the Transitional Protocol) was issued by the HSA on 31 January 2022. It reflects the Government announcement on the easing of public health measures and places a greater emphasis on supporting the safe return to physical attendance in the workplace.

The Transitional Protocol:

- Describes the steps that employers and employees should take before a workplace reopens to make sure they can return to work safely
- Sets out infection prevention and control measures to allow a safe return and a continued safe operation of the workplace

Further information from the HAS is available [Transitional Protocol \(pdf\)](#).

The [Health Safety Authority \(HSA\) website](#) has checklists and templates on ventilation, rapid antigen testing and returning to the office.

DLDC Covid-19 Response Plan (updated March 2022)

Symptoms at home? Stay home. Contact your Lead Worker Rep.

Symptoms in the office? Isolate. Contact your Lead Worker Rep.

Why are we updating DLDC's COVID-19 Response Plan? A lot has changed since our last policy update (and some things haven't changed). The purpose of this plan is to ensure that DLDC, as a major employer with a large variety of workplace settings, protects our staff and beneficiaries by implementing Government and public health guidance to curb the spread of COVID-19.

What's our strategy for protecting staff and beneficiaries? In a nutshell, we aim to protect staff and beneficiaries in the workplace by doing three things:

1. applying the Government's Transitional Protocol (see accompanying document)
2. keeping the advice simple and easy to remember
3. having an obvious point of contact for all COVID-19 related queries (your Lead Worker Rep)

What's the Transitional Protocol? It's a government document which reflects the most recent public health advice, is the current guidance for the safe return and continued safe operating of workplaces.

What does the Protocol advise?

1. Make sure DLDC has a Lead Worker Representative in place

2. Prompt identification and isolation of workers who may have symptoms of COVID-19
3. Maintaining COVID-19 Infection Prevention and Control (IPC) Measures like hand hygiene, supporting at-risk workers, and managing a COVID-19 case in the workplace

Who is my Lead Worker Representative? Emma McCleary

What's the job of the Lead Worker Representative? The job of the Lead Worker Rep is to: - help with putting in place the COVID-19 control measures - communicate regularly with staff, including the latest public health advice - carry out regular checks that COVID-19 control measures are in place - keep a record of non-compliance with COVID-19 workplace controls - help as part of a response team in managing someone with symptoms of COVID-19 at the workplace DLDC Covid-19 Response Plan (updated March 2022)

When should I contact my Lead Worker Representative? You should contact your Lead Worker Representative in the following scenarios:

1. You have symptoms of COVID-19 (either at home or in the office)
2. A colleague has symptoms of COVID-19 and they are unable or unwilling to contact the Lead Worker Representative
3. You have a question regarding the latest public health advice
4. You are concerned about non-compliance with COVID-19 workplace controls

What if I have COVID-19 symptoms and I'm at home? If you develop symptoms of COVID-19 while working at home, we ask that you do the following:

1. Stay home – do not come into the office
2. Get in contact with the Lead Worker Representative (and, if appropriate, your Department Manager) for further advice and next steps

What if I have COVID-19 symptoms and I'm in the office? If you develop symptoms of COVID-19 while working in the office, we ask that you do the following:

1. Isolate within the office

2. Get in contact with the Lead Worker Representative (and, if appropriate, your Department Manager) for further advice and next steps

What if a colleague has developed COVID-19 symptoms but they are unable or unwilling to contact the Lead Worker Representative?

In this unlikely scenario, please contact the Lead Worker Representative as a precautionary measure. They will then contact the staff member personally.

I have a small cough (or another COVID-19 symptom) but I don't think it's COVID-19 related as I've recently tested negative. What should I do?

A negative test does not mean that you do not have COVID-19. It just means that the virus was not found on the sample you took. If you have symptoms of COVID-19, continue to self-isolate until you've had no symptoms for 48 hours.

I'm considered a vulnerable or at-risk individual and I'm worried about coming back into the office. What should I do? In the first instance, share your concerns with your manager who, in turn, can ask the Lead Worker Representative for advice. A fitness for work medical risk assessment may need to be completed before at-risk workers return to the physical workplace. A copy of this assessment can be requested from the Lead Worker Representative

This plan is a live working document and it will be reviewed on an ongoing basis and amended to take into account new guidance from www.Gov.ie, www.dbei.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie . DLDC will bring this Response Plan to the attention of staff during training and if it is changed.

COVID-19 Workers Representative - Responsibilities

Aside from the normal day-to-day responsibilities that workers must comply with, the spread of COVID-19 brings new challenges that workers should also address, in order that they can be protected from the virus and the Transitional Protocol can be implemented effectively.

Workers should:

- continue to keep themselves updated on the latest advice from gov.ie and hse.ie.
- co-operate in maintaining any measures put in place to help prevent the spread of the virus
- report any issues or concerns they may have to their manager / supervisor or the Lead Worker Representative(Emma McCleary)

- know to stay at home from work if they have signs or symptoms of COVID-19 (even if fully vaccinated/ boosted), or if they have had a positive COVID-19 test
- report to managers immediately if they develop any symptoms during work, and co-operate with Public Health personnel and their employer for contact tracing purposes, where required
- follow any Public Health advice given in the event of a case or outbreak in their workplace.

Ventilation

Ventilation will not stop the spread of COVID-19 on its own and it is not a substitute for other infection prevention measures, such as vaccination, cleaning, face masks/ coverings, maintaining good hand and respiratory hygiene, staying at home if you have symptoms of COVID-19. However, increase ventilation wherever possible may be required, particularly where workplaces are occupied or poorly ventilated.

Hygiene Do & Don't

DO:

- Wash your hands properly and often. Hands should be washed:
 - after coughing or sneezing
 - before and after eating
 - before and after preparing food
 - if you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)
 - before and after being on public transport if you must use it
 - before and after being in a crowd (especially an indoor crowd)
 - when you arrive and leave buildings including your home or anyone else's home
 - before having a cigarette or vaping
 - if your hands are dirty
 - after toilet use
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
- Put used tissues into a bin and wash your hands.
- Clean and disinfect frequently touched objects and surfaces.

DON'T:

- Do not touch your eyes, nose or mouth if your hands are not clean.
- Do not share objects that touch your mouth – for example, bottles, cups.

General tips for cleaning/disinfecting rooms that persons with suspected or confirmed COVID-19 were isolated in.

- Keep the door to the room closed for at least one hour before cleaning. Do not use the room until the room has been thoroughly cleaned and disinfected and all surfaces are dry.
- The person assigned to clean the area should avoid touching their face while they are cleaning and should wear household or disposable single use non-sterile nitrile gloves and a disposable plastic apron (if one is available).
- Open the window while you are cleaning.
- Clean the environment and the furniture using disposable cleaning cloths and a household detergent followed or combined with Chlorine based product such as sodium hypochlorite (often referred to as household bleach). Chlorine based products are available in different formats including wipes.
- If you are not familiar with chlorine based disinfectants then please refer to the HPSC Management of Infectious Diseases in Schools available at <https://www.hpsc.ie/az/lifestages/schoolhealth/>
- Pay special attention to frequently touched flat surfaces, the backs of chairs, couches, door handles and any surfaces or items that are visibly soiled with body fluids.
- Place all waste that has been in contact with the pupil, including used tissues, and masks if used, in a plastic rubbish bag and tie when full. Remove your apron and gloves and discard into the waste bag and clean your hands. Place the plastic bag into a second bin bag and tie it, then clean your hands.
- Store the bag in a safe place until the result of the test is available. If the pupil tests negative, place the waste in the normal domestic waste bin. In the event the pupil tests positive, Public Health will advise what to do next.
- Once the room has been cleaned and disinfected and all surfaces are dry, the room can be put back into use.
- There is no need to clean carpets (if present) unless there has been a spillage.

Waste disposal

- All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a normal waste bag. Tie the bag when it is almost full. Double bagging should be used. Note the date and time on the bag with a permanent marker when the waste is placed in the bag. The waste bag should be kept for 72 hours, then thrown into the normal waste.

Defence – CHECKLIST

What to do when a suspect case occurs?

Appoint dedicated resource to manage prevention measures e.g. COVID 19 Manager

Segregate suspected cases from others – separate area where possible, advised on steps to minimise contamination e.g. minimise surface contact, disposal of tissues etc

Segregation of disposable tissues/towels used by suspected case

Call the General Practitioner of the person

Follow advice regarding self-isolation and other prevention measures e.g. sending to hospital/home

Keep log/record of close contacts of person

Cleaning of area where suspected case operated

Assessment of incident and follow-up actions necessary

Provide information to HSE on request

Follow up with close contacts of suspected case and carry out necessary risk assessment for possible contamination

Review contact logs to identify possible contamination risks.

Use of Personal Protective Equipment

Supply suitable PPE as necessary when physical distancing measures are not suitable/appropriate

Cleaning staff to be provided with disposable gloves and gowns

Change PPE regularly to reduce risk of exposure to COVID 19

All PPE should be carefully removed and disposed of to minimise risk of contamination.














Breaches in PPE equipment to be reported

COVID-19 Risk Assessment

Company Name: DLDC			-Risk Assessors: DLDC in consultation with The Safety Man				- Date of Assessment: May'20											
Hazard	Type of injury	Type of People & number affected	Likelihood of injury occurring		Severity of Harm if injury does occur		RISK	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring		Severity of Harm if injury does occur		RISK				
			Before CONTROL in place							After Controls In Place								
			L	M	H	L				M	H	L	M		H	L	M	H
COVID-19 Infectious Disease	Serious Illness Death	All	x			x	H	Regular Washing of hands. Hand Sanitiser Provided and used. 2m social distancing implemented Procedure in place for <2m work. No shared tools. All regular contact spots (handles, handrails etc.) cleaned regularly. JSSP with specific COVID requirements, completed for all main tasks on site. COVID-19 Compliance Officer & Workers Representative appointed. Site Induction on COVID-19 COVID-19 Pre-work questionnaire completed for all site personnel. Consultation with Sponsor Groups on COVID-19 requirements. Safety Guidelines in place for Supervisors visiting Sponsor Group Sites Appropriate COVID-19 signage posted throughout workplace. COVID-19 Action Plan in place. No access for non-essential personnel to work area. COVID Travelling Procedure in place Appropriate Welfare facilities in place (2m distance / hand washing facilities / regular cleaning / packed lunches etc.). Procedure in place for dealing with potential case of COVID-19. Were possible a one-way system in place for moving around the workplace. Regular review of COVID-19 announcements from HSE and the government with any additional controls implemented. Appropriate use of PPE – Face Mask, Gloves, Face shield.	COVID-19 Compliance Officer & Worker Rep. in place Regular Audits to ensure compliance with COVID-19 requirements Implement current control measures	X			X			L		
No person with symptom on site- fever (temperature), cough, breathing difficulties. Also, no person who is living with someone who is self-isolating or waiting a C-19 test 'Short Cuts Leave Long Scars' - TheSafetyMan.ie																		

COVID-19 FORMS

DLDC - COVID-19 INDUCTION

 <p>Stop shaking hands or hugging when saying hello or greeting other people</p>	 <p>Distance yourself at least 2 metres (6 feet) away from other people, especially those who might be unwell</p>	 <p>Wash your hands well and often to avoid contamination</p>	 <p>Cover your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue</p>	 <p>Avoid touching eyes, nose, or mouth with unwashed hands</p>	 <p>Clean and disinfect frequently touched objects and surfaces</p>	<p>Symptoms</p> <ul style="list-style-type: none"> > Fever (High Temperature) > A Cough > Shortness of Breath > Breathing Difficulties 		
<ul style="list-style-type: none"> Complete a COVID-19 Questionnaire before returning to work Apply Social Distancing >2m (If this is not possible consult your COVID-19 Compliance Officer and a plan will be implemented) Adhere to guidance on COVID-19 Posters and Leaflets. Wash hands regularly and thoroughly or sanitize, sufficient facilities are provided and maintained to allow this to happen. Cough / sneeze into sleeve or elbow, always cover up, dispose of tissues. If you develop COVID-19 symptoms at work you will be asked to follow the protocol in the COVID-19 PLAN which includes but is not limited to wearing PPE, Isolate and contact your GP <p>Your COVID-19 Compliance Co-Ordinator/Officer is _____</p>								
	RPE may be required in certain circumstances to prevent the spread of COVID-19 The RPE may take the form of FFP3 / FFP2 or surgical mask – Refer to your Risk Assessment and/or COVID-19 Compliance Officer for advice.							
	Eye Protection or Full-Face Shield may be required to prevent the spread of COVID-19 Refer to your Risk Assessment and/or COVID-19 Compliance Officer for advice.							
	Gloves may be required in certain circumstances to prevent the spread of COVID-19. Note- Gloves should not be a substitute for washing your hands - Refer to your Risk Assessment and/or COVID-19 Compliance Officer for advice.							
	A disposable full body suit may be required to prevent the spread of COVID-19 Refer to your Risk Assessment and/or COVID-19 Compliance Officer for advice.							
	COVID-19 PPE should not be mistaken for your normal job specific PPE e.g. Face Shields designed and authorised as PPE against respiratory droplets should not be mistaken or used as a substitute for impact protection PPE in the workplace							
	<p>The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection: Cough, Difficulty in breathing, Fever (38.0° C [100.4° F])</p> <p>If you feel the onset of any of these symptoms you must self-isolate and phone your GP immediately If you feel any of these symptoms at work you must inform your supervisor or COVID-19 Officer immediately Are you in an At Risk Group? let your supervisor know privately if you fall into any of the categories – More information can be found at https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html</p>							
	<p>A COVID-19 Response Plan is being implemented and is available to you at any time, this plan is a live document which will be reviewed regularly and contains the following information:</p> <table border="0"> <tr> <td> <p>COVID-19 Policy</p> <p>Symptoms and how COVID-19 is spread</p> <p>COVID-19 Compliance Officer assigned</p> <p>Duties of the COVID-19 Compliance Officer</p> <p>Site Induction to include COVID-19 measures</p> <p>COVID-19 Workers Representative</p> <p>COVID-19 Safety Guidelines for Supervisors</p> <p>Sponsor Letter</p> <p>COVID-19 Induction</p> <p>Pre-Site COVID-19 Questionnaire</p> <p>Contractors / Visitors</p> <p>Zoning</p> <p>Cleaning</p> <p>Strategy to minimise spread – Outside & inside Premises</p> <p>Job Specific Safety Plan (JSSP) to include COVID-19</p> <p>At Risk/Vulnerable Workers</p> </td> <td> <p>Use of PPE – Personal Protective Equipment</p> <p>Work Related Stress</p> <p>>2m Distancing</p> <p>Travelling Measures</p> <p>Welfare Facilities Measures</p> <p>Dissemination of COVID-19 information</p> <p>One-way systems / Safe site entrance and exit</p> <p>Restructuring and splitting teams/shifts</p> <p>Hygiene Do & Don't</p> <p>COVID-19 Risk Assessment</p> <p>Close Working</p> <p>Permit for Close Working</p> <p>Action Plan if Symptoms occur on site</p> <p>Return to work after COVID-19 Measures</p> <p>Safe Use of Face Masks</p> <p>COVID-19 Posters</p> </td> </tr> </table>						<p>COVID-19 Policy</p> <p>Symptoms and how COVID-19 is spread</p> <p>COVID-19 Compliance Officer assigned</p> <p>Duties of the COVID-19 Compliance Officer</p> <p>Site Induction to include COVID-19 measures</p> <p>COVID-19 Workers Representative</p> <p>COVID-19 Safety Guidelines for Supervisors</p> <p>Sponsor Letter</p> <p>COVID-19 Induction</p> <p>Pre-Site COVID-19 Questionnaire</p> <p>Contractors / Visitors</p> <p>Zoning</p> <p>Cleaning</p> <p>Strategy to minimise spread – Outside & inside Premises</p> <p>Job Specific Safety Plan (JSSP) to include COVID-19</p> <p>At Risk/Vulnerable Workers</p>	<p>Use of PPE – Personal Protective Equipment</p> <p>Work Related Stress</p> <p>>2m Distancing</p> <p>Travelling Measures</p> <p>Welfare Facilities Measures</p> <p>Dissemination of COVID-19 information</p> <p>One-way systems / Safe site entrance and exit</p> <p>Restructuring and splitting teams/shifts</p> <p>Hygiene Do & Don't</p> <p>COVID-19 Risk Assessment</p> <p>Close Working</p> <p>Permit for Close Working</p> <p>Action Plan if Symptoms occur on site</p> <p>Return to work after COVID-19 Measures</p> <p>Safe Use of Face Masks</p> <p>COVID-19 Posters</p>
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Name:		Signature:						
Company:		Date:						

Short Cuts Leave Long Scars – TheSafetyMan.ie



Pre-return to Work Form / Questionnaire / Self-declaration

In the interests of safety of the people at DLDC, their families, sponsor groups and the community, Management ask that you complete the following questionnaire / self-declaration. Your co-operation and support are appreciated. You will be requested to leave or not enter the business premises and seek medical advice if you answer 'YES' to any of the following Questions.

Question	YES	NO
Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness, loss of the sense of smell / taste or flu like symptoms now or in the past 14 days?		
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?		
Have you been advised by a doctor to self-isolate at this time?		
Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work.		







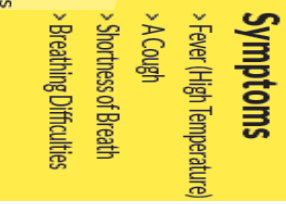
I confirm that I have answered the above questions truthfully and to the best of my knowledge. I will inform management if at any-time in the future I answer yes to any of the above questions











Name - _____

Signature - _____

Date- _____

Job Specific Safety Plan – DLDC

Description & Location of Work:		      									
DLDC											
Date :											
<h3>Highlight Work Hazards</h3>											
COVID-19	Manual Handling	Moving Vehicles	Water	Hot Surfaces							
Work At Height	Tools & Equipment	Ergonomics	Animals	Others							
Slip, Trips & Falls	Well's Disease	Confined Space	Excavations								
Hazardous Subs	Gardening Equipment	Electricity	Fire / Explosion								
<h3>Highlight Control Measures</h3>											
Complete COVID-19 Questionnaire	Clean & Disinfect Touch Spots	Competent & Authorised	Emergency Escape Routes	Fire Extinguisher							
COVID-19 Risk Assessment	Site Specific Risk Assessment Required	Safety Signage	No Lone Working	Others							
No site Access if COVID19 symptoms	Adequate Welfare Facilities	Manual Handling Training	Exclusion Zone								
COVID-19 Compliance Officer			Test Certs for Equipment								
COVID-19 Poster & Leaflets			First Aid Facilities								
>2m Distancing	Clean as you go	Equipment Check	Communication - Sponsor								
Wash Hands Regularly	Safety Data Sheet	Guards In Place	Safe Access / Egress								
Cough/Sneeze into Tissue or Sleeve	Housekeeping	Limit Switches	Asses Weather Conditions								
Avoid touching eyes, nose, mouth	Fire Extinguisher	Operational	Task Lighting								

PPE	Team Signatures										Other
         											

This is an Non Exhaustive List of Hazards and Controls – IF IT IS NOT SAFE DON'T DO IT AND INFORM MANAGEMENT

'Short Cuts Leave Long Scars' TheSafetyMan.ie



CLOSE WORKING PERMIT - <2m Distancing

TASK: _____

LOCATION: _____

CREW DETAILS:

Print Name	Signature	Date

VALID THIS DATE ONLY: _____ FROM: _____ TO: _____

DESCRIPTION & DURATION OF WORKS:

ASSESSMENT OF EACH ACTIVITY WITHIN WORK AREA:

Activity	<2m Required	Operatives in physical contact?	Adequate Air Circulation	Number of personnel

APPROVER ASSESMENT:

Scenario A - no physical contact between colleagues

Scenario B - physical touching will occur (manual handling / pushing or pulling side by side, shared tools and equipment).

Scenario A ☐ - Face Shield ☐ , Glasses ☐ Face Mask ☐ , Disposable Gloves ☐

Scenario B ☐ ~~Face Shield~~ ☐ Goggles ☐ Glasses ☐ Face Mask ☐ Disposable Gloves ☐ Disposable Suit ☐

ADDITIONAL CONTROLS:

- | | | | |
|------------------------------------------|--------------------------------------------|--------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Exclusion Zone | <input type="checkbox"/> Symptom free Crew | <input type="checkbox"/> Declarations completed | <input type="checkbox"/> Regular Hand washing |
| <input type="checkbox"/> Detailed SPA | <input type="checkbox"/> C-19 Waste Bin | <input type="checkbox"/> Disinfecting & Cleaning | <input type="checkbox"/> No Sharing PPE or Tools |
| <input type="checkbox"/> Contact Tracing | <input type="checkbox"/> Tool Sanitizing | <input type="checkbox"/> Covid-19 Induction | <input type="checkbox"/> Screen between personnel |

At the end of the task, all tools, equipment & surfaces must be sanitised. Face shields must be sanitised. Disposable gloves will be removed and placed into the C-19 waste bin.

SUPERVISOR: _____ Sign: _____

COVID-19 Workers Representative is

 <p>Stop shaking hands or hugging when saying hello or greeting other people</p>	 <p>Distance yourself at least 2 metres (6 feet) away from other people, especially those who might be unwell</p>	 <p>Wash your hands well and often to avoid contamination</p>	 <p>Cover your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue</p>	 <p>Avoid touching eyes, nose, or mouth with unwashed hands</p>	 <p>Clean and disinfect frequently touched objects and surfaces</p>	<p>Symptoms</p> <ul style="list-style-type: none"> > Fever (High Temperature) > A Cough > Shortness of Breath > Breathing Difficulties
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Workplace Representative has a role in helping to help prevent the spread of COVID-19 in their workplace and in the community. Further information can be found at www.Gov.ie, www.hse.ie, www.hpsc.ie and www.hsa.ie

- Complete a COVID-19 Questionnaire before returning to work
- Complete a COVID-19 Induction
- You need to keep up to date with the latest information on COVID-19 - www.Gov.ie, www.hse.ie, www.hpsc.ie and www.hsa.ie
- Apply Social Distancing >2m procedures (If this is not possible consult your COVID-19 Compliance Officer / Supervisor and a plan will be implemented)
- Adhere to guidance on COVID-19 Posters and Leaflets. Wash hands regularly and thoroughly or sanitize, sufficient facilities are provided and maintained to allow this to happen.
- Cough / sneeze into sleeve or elbow, always cover up, dispose of tissues.
- The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection: Cough, Difficulty in breathing, Fever (38.0° C [100.4° F])
- If anyone develop COVID-19 symptoms at work they will be ask to follow the protocol in the COVID-19 Action Plan which includes but is not limited to wearing PPE, Isolate and contact your GP
- COVID-19 is spread in sneeze or cough droplets.
- You could get the virus if you:
 - come into close contact with someone who has the virus and is coughing or sneezing
 - touch surfaces that someone who has the virus has coughed or sneezed on and bring your unwashed hands to your face (eyes, nose or mouth)
- Audit your work area regularly to ensure the appropriate signage is in place to inform fellow worker on the latest COVID-19 precautions Latest Information and signage can be found at <https://www2.hse.ie/coronavirus/>
- Your employer will consult with you on the measures being put in place to prevent the spread of COVID-19
- You must cooperate in the implementation of these measures
- You will have a clear channel of communication with management through the COVID-19 Officer or your supervisor
- Familiarise yourself with the cleaning procedures and schedules that have been put in place
- Complete regular walk-arounds to check the measures are in place and being implemented
- Report immediately to your supervisor OR COVID-19 Compliance Officer any problems, areas of non-compliance or defects and record same
- Make yourself available to employees to listen to any COVID control concerns or suggestions they may have and discuss with management - feedback to fellow employees
- Familiarise yourself with the company COVID-19 Action Plan which is being implemented and is available to anyone at any time, this plan is a live document which will be reviewed regularly and contains the following information:

COVID-19 Policy
 Symptoms and how COVID-19 is spread
 COVID-19 Compliance Officer assigned
 Duties of the COVID-19 Compliance Officer
 Site Induction to include COVID-19 measures
 COVID-19 Workers Representative
 COVID-19 Safety Guidelines for Supervisors
 Sponsor Letter
 COVID-19 Induction
 Pre-Site COVID-19 Questionnaire
 Contractors / Visitors
 Zoning
 Cleaning
 Strategy to minimise spread – Outside & inside Premises
 Job Specific Safety Plan (JSSP) to include COVID-19
 At Risk/Vulnerable Workers

Use of PPE – Personal Protective Equipment
 Work Related Stress
 >2m Distancing
 Travelling Measures
 Welfare Facilities Measures
 Dissemination of COVID-19 information
 One-way systems / Safe site entrance and exit
 Restructuring and splitting teams/shifts
 Hygiene Do & Don't
 COVID-19 Risk Assessment
 Close Working
 Permit for Close Working
 Action Plan if Symptoms occur on site
 Return to work after COVID-19 Measures
 Safe Use of Face Masks
 COVID-19 Posters

I agree to act as a Worker Representative for my workplace / area

Signature:

165

Name:

Date:

Sponsor Letter

21st May 2020

Re: COVID-19 Response Plan

A Chara,

We hope this correspondence finds you well, in light of the past few months, many changes are now taking place in the working environment. Given that some of the economy is slowly trying to re-establish, from this week onwards, we are aiming to encourage some participants who work in an outdoor setting to return to work.

In order for their safe return under the Return to work safety protocol, we have enclosed a COVID-19 checklist for you to review, and confirm that you have made the necessary changes to enable and support participants on their return to work.

We would be grateful, if you could complete the table below and return to us via scanned/email to pmcdaid@dlcd.org or alternatively you can post or hand deliver to one of our DLCD's offices.

If you are unsure or would like help, please do not hesitate to contact us.

Yours sincerely,

Please confirm you have a COVID-19 Response Plan which includes but is not limited to the following;	Confirmed
Highlights of how Symptoms and how COVID-19 is spread	
COVID-19 Compliance Officer assigned	
Duties of the COVID-19 Compliance Officer	
COVID-19 Risk Assessment	
COVID-19 Induction	
COVID-19 Cleaning Procedures	
Strategy to minimise spread – Outside & inside Premises	
Policy on - At Risk/Vulnerable Workers	
Measures being implemented to achieve >2m Social Distancing	
COVID-19 Welfare Facilities Measures	
One-way systems / Safe site entrance and exit	
Hygiene Do & Don't	
Close Working Measures – Contact supervisor	
Action Plan if Symptoms occur on site	
Return to work after COVID-19 Measures	
Notes:	

Sponsor Group - _____

Manager Name - _____

Manager Signature - _____

Date - _____







COVID-19 Questionnaire

Visitor/Contractor Covid-19 Questionnaire
Name:
Company:
Mobile No.:
Visiting:
Date:

To ensure the Safety & Health of all people interacting with (insert Company Name), visitors and contractors must complete this declaration form prior to entering our sites. If you indicate to us you have symptoms of COVID-19 OR you have been abroad in the last 14 days with exception to Northern Ireland you will be required to either restrict your movements or self-isolate. Where this is the case, you are prohibited from entering the site and advised to seek professional medical help/ assistance

1.	Have you visited any of the countries outside Ireland excluding Northern Ireland?	Yes / No
2.	Are you suffering any flu like symptoms/symptoms of coronavirus covid-19?	Yes / No
3.	Are you experiencing any difficulty in breathing, shortness of breath?	Yes / No
4.	Are you experiencing any fever like/Temperature symptoms?	Yes / No
5.	Did you consult a Doctor or other medical practitioner?	Yes / No
6.	How are you feeling Healthwise?	Well / Unwell
7.	Have you been in contact with someone who has visited an affected region in the past 14 days?	Yes / No
NOTE: When on site, please adhere to our on-site standard processes/procedures regarding infection control, i.e. hand washing/hand sanitising and general coughing/sneezing etiquette?		
Signature Visitor:		Date:
Signature Company:		
(Please circle your answers above)		

Appendix

Safety Guidelines for supervisor carrying out site visits						
 Stop shaking hands or hugging when saying hello or greeting other people	 Distance yourself at least 2 metres (6 feet) away from other people, especially those who might be unwell	 Wash your hands well and often to avoid contamination	 Cover your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue	 Avoid touching eyes, nose, or mouth with unwashed hands	 Clean and disinfect frequently touched objects and surfaces	Symptoms > Fever (High Temperature) > A Cough > Shortness of Breath > Breathing Difficulties
Supervisors have a role in helping to prevent the spread of COVID-19 in the workplace and in the community. Further information can be found at www.Gov.ie , www.hse.ie , www.hpsc.ie and www.hsa.ie						
<ul style="list-style-type: none"> Do Not come to work if you have COVID-19 symptoms Sanitise contact points of vehicle on every trip – handles/ Steering Wheel/ Gear stick etc.) Regular Washing of hands and sanitizing before and during each site visit Maintain 2m social distancing at all times No Signing of documents by participants during visit Documents may be signed before/after visit and photographed No sharing of equipment pens, paper, phones All employees to complete COVID-19 Induction All employees made aware of who the DLDC COVID-19 Compliance Officer is COVID-19 Pre-work questionnaire completed by all employees and returned 3 days prior to working Wear Hi Vis, promoting 2m Social Distancing COVID-19 Response Plan to be available to all employees and available to supervisors during site visits COVID-19 Travelling – One person per vehicle. Use One-way systems if in place Abide by COVID-19 signage and floor markings Appropriate Use of PPE <p>At Risk/Vulnerable Workers</p> <ul style="list-style-type: none"> If an at risk or vulnerable worker cannot work from home and must be in the workplace, employers must make sure that they are preferentially supported to maintain a physical distance of 2 meters. However, employers should enable vulnerable workers to work from home where possible. A Risk Assessment must be completed for all vulnerable workers <p>Action Plan if COVID-19 Symptoms occur on site</p> <ul style="list-style-type: none"> Treat people with dignity at all times Refer to the DLDC COVID-19 Response Plan The unwell person should be removed to a well-ventilated area which is at least 2 metres away from other people. Request individual to wear a mask to prevent contamination of area and personnel. The individual who is unwell should call their doctor and be asked to self-isolate Establish if the person is capable of driving home, if not arrange the suitable transport; <ul style="list-style-type: none"> A family member DLDC Vehicle ensuring social distancing & cleaning of touch points + face mask Ambulance Closure of the workplace is not recommended. HSE will initiate Contact Tracing Staff who have not had close contact with the original confirmed case can continue to attend work. Note: Close contact is defined by the HSE as spending more than 15 minutes face-to-face (accumulative in 1 day), contact within 2 metres of an infected person / living in the same house or shared accommodation as an infected person. <p>Restructuring and splitting teams/shifts</p> <ul style="list-style-type: none"> Avoid switching of employees from one team or location to another Reduce unnecessary interactions between different team personnel Minimise the sharing of equipment and/or tools Ensure a full cleaning/disinfection of all shared equipment, <p>Hygiene Do & Don't</p> <p>DO:</p> <ul style="list-style-type: none"> Wash your hands properly and often. Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze. Put used tissues into a bin and wash your hands. Clean and disinfect frequently touched objects and surfaces. <p>DON'T:</p> <ul style="list-style-type: none"> Do not touch your eyes, nose or mouth. Do not share objects that touch your mouth – for example, bottles, cups. <p>Close Working Measures</p> <ul style="list-style-type: none"> There is a particular risk during short-term work that must be completed where workers are <2 metres apart. Elimination of close working is preferable. Explore every available option other than < 2m work. If <2m work is the only option then refer to the DLDC COVID-19 Action Plan and complete a '<2m Work Permit' 						

Short Cuts Leave Long Scars – TheSafetyMan.ie

Safe Use of Masks

COVID-19

HAND HYGIENE BEFORE
AND AFTER USING A MASK



Coronavirus
COVID-19
Public Health
Advice

Safe use of Masks

WEARING THE MASK

DO: Wear your mask so it comes all the way up, close to the bridge of your nose, and all the way down under your chin.



DO: Press the metal band so that it conforms to the bridge of your nose.



DO: Tighten the loops or ties so it's snug around your face, without gaps. If there are strings, tie them high on top of the head to get a good fit.



DO NOT:
Wear the mask below your nose.



DO NOT:
Leave your chin exposed.



DO NOT:
Wear your mask loosely with gaps on the sides.



DO NOT:
Wear your mask so it covers just the tip of your nose.



DO NOT:
Push your mask under your chin to rest on your neck.



ONCE YOU HAVE ADJUSTED YOUR MASK TO THE CORRECT POSITION, FOLLOW THESE TIPS TO STAY SAFE:

- ALWAYS change your mask when you answer the telephone or you take a drink/break.
- ALWAYS change mask when leaving a cohort area or exiting a single patient isolation room
- NEVER fidget with your mask when it's on.
- ALWAYS wash your hands before and after handling a mask.
- ALWAYS change mask if it is dirty, wet or damaged
- NEVER store your mask in your pocket.

REMOVING THE MASK



Use the ties or ear loops to take the mask off.

Do not touch the front of the mask when you take it off.

DISPOSING OF THE MASK



Dispose of mask in a healthcare risk waste bin.

IF HEALTHCARE RISK WASTE SERVICE IS NOT AVAILABLE:

The mask, along with any other PPE used, needs to be double-bagged and stored for 72hrs in a secure location, then put in the domestic waste.



Rialtas na hÉireann
Government of Ireland



Coronavirus COVID-19



Coronavirus
COVID-19
Public Health
Advice

Know the signs



High Temperature



Shortness of Breath



Breathing Difficulties



Cough

For 8 out of 10 people, rest and over the counter medication can help you feel better.



Wash



Cover



Avoid



Clean



Stop



Distance

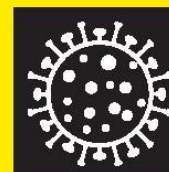
If you have symptoms, self-isolate to protect others and phone your GP. Visit hse.ie for updated factual information and advice or call 1850 24 1850.

Protection from coronavirus.
It's in our hands.



Rialtas na hÉireann
Government of Ireland

Coronavirus COVID-19



Coronavirus
COVID-19
Public Health
Advice

Help prevent coronavirus



Wash your
hands



Cover mouth if
coughing or sneezing



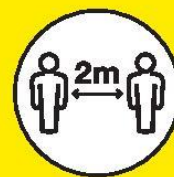
Avoid touching
your face



Keep surfaces
clean



Stop shaking
hands and hugging



Keep a safe
distance

The virus spreads in sneeze and cough droplets, so regularly taking the above measures helps reduce the chance of it spreading.

Visit **HSE.ie**

For updated factual information and advice
Or call 1850 24 1850

Protection from coronavirus.
It's in our hands.



Rialtas na hÉireann
Government of Ireland

Protect yourself and others from getting sick

Wash your hands

- after coughing or sneezing
- when caring for the sick
- before and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after touching cuts, blisters or any open sores
- you can use alcohol hand rub, if hands are not visibly dirty



www.hse.ie/handhygiene



Appendix 21 – PPE Register

PPE Register						
Name	Gloves	Safety Footwear	Hi Vis	Goggles	Safety Helmet	Hearing Protection

PPE is provided by DLDC. PPE must be worn as appropriate to your training and according to the risk assessments. PPE must be checked before use and any defects reported to your site supervisor immediately so it can be replaced. All PPE will be of appropriate standard (CE Mark & EN number)

Note: COVID-19 PPE should not be mistaken for your normal job specific PPE e.g. Face Shields designed and authorised as PPE against respiratory droplets should not be mistaken or used as a substitute for impact protection PPE in the workplace. For example, where standard CE marked Face Visor/Face protection PPE is required for work activities such as welding, grinding or to protect against chemical splashes.