



SAFETY STATEMENT

JD SCAFFOLDING LTD.

DOCUMENT HISTORY SHEET

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Health and Safety Policy Statement

JD Scaffolding Ltd aims as a business to act as a responsible employer and to conduct all aspects of its business activities in such a way as to achieve the best possible standards of Health, Safety and Welfare for its employees, customers and others.

The company and management staff regard the successful management of health and safety as equal to all of its other business activities including as important as sales and quality.

The co-operation of all the company's employees, contractors and service providers is vital for the promotion of health and safety within the business.

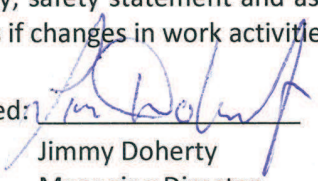
The company commits to complying with all of the relevant statutory requirements and codes of practice. We will use authoritative advice on best business practice in furtherance of our health and safety arrangements. In particular we will:

- Carry out an assessment of risks to all employees or other persons potentially affected by our activities,
- Provide and maintain safe working environments, systems of work, conditions and equipment,
- Provide instruction, information, training and supervision to employees and visitors,
- Provide information on site specific hazards to third parties to ensure they can carry out their work in a safe and health manner,
- Provide suitable protective equipment where necessary,
- Provide adequate resources to fulfil the policy,
- Encourage active consultation with employees and invite suggestions for improvement in safety measures.

As an employer, we recognise that we cannot fulfil this policy without the support of all of our staff. In this regard, employees in JD Scaffolding Ltd have a duty to co-operate by:

- Taking reasonable care for their own safety, the safety of employees, contractors and customers,
- Participating in risk assessments and notifying management of any hazards noted in the work place,
- Adhering to company safety rules and requirements and exercising due caution and care,
- Using the correct equipment, products and clothing provided and as instructed,
- Reporting any incidents and near misses that caused or may cause injury, ill health or damage.

Further details including duties in safety matters and particular arrangements to implement the policy are outlined in the company's Safety Statement and associated safety documentation. This policy, safety statement and associated documents will be reviewed annually or on a more regular basis if changes in work activities, duties, hazards and risks occur.

Signed: 
Jimmy Doherty
Managing Director

Date: 18/01/2014

18th October 2014

2. Organisational Responsibilities

The organisational responsibilities for developing and implementing health and safety arrangements and the responsibilities and the duties allocated to Company personnel are set out in this Safety Statement. These duties may be amended where changes occur in the safety management structure. These duties shall be communicated to all employees within the Company and a copy shall be kept in the office on site in the Safety Folder and be accessible to all staff.

2.1 Managing Director

Under Regulation 8 of the Safety, Health and Welfare at Work Act, 2005, the Managing Director as the employer, has overall responsibility for Safety, Health and Welfare within JD Scaffolding Ltd. His duties include:

- Setting and approving policies and goals for the health and safety management system,
- Providing leadership in driving the Company and all key personnel towards compliance with and on-going improvement of performance in health and safety issues,
- Ensuring that adequate resources and infrastructure are provided to provide safe workplace,
- Taking a direct interest in this Safety Statement and arrangements made under it and positively supporting any person(s) with specific responsibilities for development and implementation,
- Periodically reviewing their responsibilities and that of all other persons concerned with implementing policies and procedures outlined in this Safety Statement ensuring that all employees are held accountable for their performance in relation to Occupational Safety and Health,
- Remaining familiar with this Safety Statement and any subsequent revisions to it,
- Including in the company annual report, a report on health and safety on the company as required under the Safety Health and Welfare at Work Act, 2005.

2.2 Foreman's Responsibilities

The Foreman on site has a duty to collaborate and support efforts to implement the Health and Safety Policy through a variety of activities such as:

- Leading by example and demonstrating in their day to day management their awareness and support for creating a safe and healthy work environment,
- Participating in risk assessments, incident investigations, training, and other events required from time to time,
- Carry out site specific inspections as devised from time to time,
- Giving feedback and actively communicate in all health and safety matters, including advising the Managing Director of:
 - any changes affecting current safety arrangements requiring a review of the relevant risk assessment, method statement or both. For example, installation of new equipment or implementation of a new work process,
 - advising on safety concerns raised, defective equipment reported or unsafe systems of work observed / detected,
- Facilitating and supervising adherence to risk control measures and safe operating procedures.

2.3 Employees

Under Regulation 13 of the Safety, Health and Welfare at Work Act, 2005, employees have a duty comply with the following duties:

- Each employee of JD Scaffolding Ltd shall take reasonable care to protect their own health and safety and that of others who may be affected by their acts or omissions,
- Co-operate fully with all arrangements and provisions made by the Company for ensuring the safety, health and welfare of other employees, visitors and contractors,
- Adhere to all safe systems of work, wear any personal protective equipment and correctly use any articles or substances, including protective clothing and equipment provided to protect their health and safety, in the manner outlined in relevant training and instructions,
- Report to their Foreman as soon as possible, defects in systems of work, damage to equipment, articles or substances, including any PPE or work being carried out which might endanger health and safety,
- Always discharge their work in a safe manner so as to avoid injury to themselves or others and avoid damage to equipment and property,
- Any employee who does not adhere to the Company Safety Statement may be subject to appropriate disciplinary action,
- Not to be under the influence of an intoxicant to the extent that they may endanger their own or others health and safety. This includes recreational and prescription drugs and alcohol.
- To attend training and undergo such assessment as may reasonably be required.
- Co-operate with your employer or other persons to enable JD Scaffolding Ltd or other employers to comply with statutory requirements.
- Not to engage in improper conduct or behaviour that is likely to endanger their own or others health and safety.
- Employees, visitors and contractors must not interfere with safety or welfare facilities provisions on the Company grounds.

3. Consultation & Communication

3.1 Safety Statement

In accordance with Section 20(3) of the Safety, Health and Welfare at Work Act, 2005, every employer must bring the Safety Statement, in a form, manner and, as appropriate, language that is reasonably likely be understood, to the attention of:

- his staff, at least annually and, at any other time, following its amendment,
- newly recruited staff upon commencement of employment,
- other persons at the place of work who may be exposed to any specific risk to which the Safety Statement applies, e.g. contractors carrying out work on the premises.

All employees of JD Scaffolding Ltd will have access to the Safety Statement and other documentation made under it. Contractors and visitors are given access to the Safety Statement and other relevant information on reasonable request and / or as required.

All employees must be aware of the content of the Safety Statement, safety policies and procedures, risk assessments and other arrangements and were relevant results of audits / inspections or other pertinent information.

3.2 Consultation with Employees

We at JD Scaffolding Ltd are committed to meeting our obligations under Section 26 of the Safety, Health and Welfare at Work Act, 2005. It is accepted that we are required to consult with our employees about the making and maintaining of arrangements for effective co-operation for the purpose of promoting and developing measures to ensure health and safety.

Furthermore, it is recognised by us that employees will be consulted in advance and in good time and will have the right to be consulted about any measures, plans, activities or hazards that may affect their health and safety.

All employees are invited to raise any health and safety concerns with their Foreman or Managing Director as appropriate and/or to inform of potential solutions. Their experience in participating in the work activities is seen as a valuable source of information for ensuring controls are in place and are practicable for the organisation.

3.3 Meetings

Health and safety is an integral part of all Company meetings. Regular meetings take place within JD Scaffolding Ltd on Health and Safety issues. All issues are then dealt with as soon as possible and will be closed out at the following meeting.

Currently JD Scaffolding Ltd is carrying out all consultation in an open and informal or unstructured manner; however the company is open to facilitate the formation of a formal Safety Committee if this is requested by employees.

3.4 Communication

Communications in health and safety matters are typically made during meetings, during training or information sessions or via e-mail as well as signage or notices posted. A safety folder shall be maintained in the site office, which can be accessed by all employee and it shall contain:

- Health and Safety Policy,
- Safety Statement,
- Nearest emergency first-aid kits,
- Nearest fire/emergency assembly point,
- General emergency procedures & numbers,
- Names of the persons with specific responsibilities for safety,
- Copies of relevant policies, method statements or communications made from time to time,
- Results of audits and inspections identifying areas for improvement may also be highlighted here if appropriate.

The Managing Director and / or Forman are required to keep employees informed of issues and developments relating to health and safety in JD Scaffolding Ltd and are expected to take up and address any issues, concerns or suggestions raised by employees.

3.5 Company Policies

The Company's Health and Safety Policy, procedures and arrangements and their revisions will be communicated via some or all of the following ways as appropriate:

- During induction training,
- Tool box talk sessions,
- Circulation of revisions and updates via the safety statement,
- Safety alerts discussed by the Foreman and / or the Managing Director,
- Posters and Notices.

4. Training

4.1 Safety Training Requirements

Under Section 8(g) of the Safety, Health and Welfare at Work Act, 2005, JD Scaffolding Ltd will provide such training to safeguard the Safety, Health and Welfare of their employees. Specifically, employees will be given the following safety training:

- All existing and new personnel joining the Company shall undertake induction training at the start of their employment. This includes agency, contract and temporary employees where applicable. Such induction training will include Safety Statement and Emergency Plan arrangements.
- The method statement will be discussed with all employees who are involved in the day to day operations of the company.
- All employees will receive manual handling training.
- All employees will be given appropriate fire safety advice.
- Toolbox Talks will be provided and carried out on a regular basis on specific health and safety issues that may arise.
- All operators of the fork truck are given relevant fork truck training including refresher training when required.
- All personnel using machinery and equipment will be given in house training on such equipment.

4.2 Safety Training Records

Training Records will be maintained by management and will contain the following information:

- Date of training,
- Name of training instructor,
- Name of employee receiving training,
- Nature and content of the training.

Any certificates of training (typically issued by 3rd party training providers) are passed on to individuals and copies held in the safety folder. Training needs are reviewed regularly.

5. Workplace Safety Management

5.1 Stress

Stress is a negative feeling, associated with physical symptoms including increased heartbeat, swiftness of breath, dry mouth, and sweaty palms and over the longer term, digestive upset and cramp.

Psychological symptoms range from heightened emotional states, lack of impulse control, and feelings of being overpowered, losing control and fearfulness generally. People under stress behave differently. They may be angrier, more confrontational, show less time for others and impose an urgency on situations which is unrealistic.

“Work Related Stress (WRS) is stress, which is caused or made worse by working. It simply refers to those reactions due to pressures/deadlines/threats/anxieties within the working environment”. (HSA; 2009)

JD Scaffolding Ltd must ensure that the demands that are placed on employees are reasonable and will take all necessary steps to ensure so far as is reasonably practicable that employees are not exposed to excessive stress levels.

There are 3 interventions in which JD Scaffolding Ltd can manage work related stress:

1. Primary Intervention; which looks at the issue of stress at source, where systems of work-what is done/who does it, is focused on.
2. Secondary Intervention; which focuses on the employee at work including training, health and safety training etc. a role in which manages an employee’s social and technical aspects of their working life.
3. Tertiary Intervention; which focuses on the provision of counselling.

Employees must approach their Foreman or the Managing Director if suffering from excessive stress levels to enable JD Scaffolding Ltd to take appropriate internal measures to identify and combat the origin of stress.

5.2 Harassment & Bullying

Bullying in the Workshop has been described in various ways. The Health and Safety Authority’s definition is that it is:

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

The management of JD Scaffolding Ltd are committed to providing a Workshop free from harassment and bullying by referring to the Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work, 2007, in accordance with Section 60 of the Safety, Health and Welfare at Work Act, 2005. The code provides practical guidance for the employer on identifying and preventing bullying at

work arising from their duties under Section 8(2) (b) of the Safety, Health and Welfare at Work Act, 2005 as regard managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health and welfare at work of his/her employees at risk.

It also applies to employees in relation to their duties under Section 13(1) (e) of the Safety, Health and Welfare at Work Act, 2005 to not engage in improper conduct or behaviour that is likely to endanger his/her own safety, health and welfare or that of any other person.

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.

JD Scaffolding Ltd 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.

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

5.3 Violence & Aggression

Workplace violence occurs where people, in the course of their employment, are aggressively verbally abused, threatened or physically assaulted.

JD Scaffolding Ltd will take all necessary measures to protect employees from acts of violence or aggression during the course of work, predominantly utilizing a suitable combination of security measures including unauthorised access to site.

JD Scaffolding Ltd will review their security arrangements regularly and investigate and act on any reports or complaints made by employees or other persons affected.

5.4 Alcohol & Drugs

Under Section 13 of the Safety, Health and Welfare at Work Act, 2005, an employee must:

“not be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that he or she is likely to endanger his or her own safety, health or welfare at work or that of any other person.”

“if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests, by or under the supervision of a registered medical practitioner who is a competent person, as may be required by Regulations made under the 2005 Act.”

JD Scaffolding Ltd will not tolerate the consumption of drugs or alcohol before or during the working period. Any employee found to be taking drugs or alcohol will be subject to disciplinary proceedings.

JD Scaffolding Ltd reserves the right to direct anyone to leave the premises or hand over the keys of the forklift due to reasonable suspicion of being under the influence of drugs or alcohol. Reasonable suspicion involves two persons agreeing that there are signs and symptoms of drugs and/or alcohol use, however is not necessarily proof thereof.

Any employee that is taking prescription drugs that may interfere with their ability to operate equipment, machinery or vehicles or carry out certain work tasks, as advised by their doctor or pharmacist should inform their Foreman and alternative work is assigned where necessary on safety grounds (e.g. operation of a Fork truck, machinery).

With regard to driving for work, regardless of whether this involves the use of a company vehicle or own vehicle, the relevant road traffic acts and provisions for drugs and alcohol testing outlined therein apply.

5.5 Smoking

JD Scaffolding Ltd will comply with the Tobacco Act, 2004. Smoking is not permitted in the Workshop building, the office, canteen and other welfare facilities. If smoking outside in the open environment keep the area tidy and all smoking material should be safely extinguished.

5.6 Pregnant Employees

“The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 6, Chapter 2, Protection of Pregnant, Post Natal and Breastfeeding Employees apply when an employee informs her employer that she is pregnant, has recently given birth or is breastfeeding and provides an appropriate medical certificate. As the earliest stages of pregnancy are the most critical ones for the developing child it is in the employee’s best interest to let her employer know she is pregnant as soon as possible. This can be facilitated in a confidential manner via the Managing Director.

On receiving notification that an employee is pregnant, the Managing Director will assess the specific risk to that employee and take action to ensure that she is not exposed to situations, which could damage either her health or that of her developing child. If the assessment reveals that there is a risk, the employee will be informed and every effort will be made to eliminate exposure of this risk. Every effort in terms of privacy, flexible work arrangements, and facilities should be made to facilitate nursing mothers.

5.7 Display Screen Equipment / Visual Display Units

In accordance with Chapter 5 of Part 2 of the Safety, Health and Welfare at Work (General Application) Regulations 2007, JD Scaffolding Ltd will ensure that all employees working at a computer for more than one hour a day can do so in comfort and ergonomically good manner. This is achieved through a mixture of

- providing ergonomic and high quality office furniture, including adjustable office chairs,
- workstation assessments,
- training and instruction in the set up and use of workstations,
- making available provisions for appropriate eye and eyesight tests.

A workstation assessment is also carried out as part of a pregnancy risk assessment.



5.8 Young Persons

In accordance with Chapter 1, Part 6 of the Safety, Health and Welfare at Work (General Application) Regulations 2007, JD Scaffolding Ltd will ensure that adequate measures and controls are in place for the protection of children (under 16 years) and young persons (16 – 18 years) that may carry out light industrial or casual work in JD Scaffolding Ltd, including work experience or other education programmes.

JD Scaffolding Ltd will comply with legal requirements including provisions laid out in the General Application Regulations and as well as the Protection of Young Persons (Employment) Act 1996. Each work placement or hiring of Young Persons requires individual, specific and recorded assessments and instructions.

Minimum controls include:

- obtaining birth certificates for employees under 18 years,
- obtaining written parental permission for children under 16 years,
- confirming insurance cover (e.g. for work experience) with school,
- investigating the potential for harm to safety of health for the intended task, i.e. carry out a risk assessment that complies with Regulation 144 of the General Application Regulations,
- ensure close supervision and limitation of tasks to those deemed safe taking into account his or her lack of experience, absence of awareness of existing or potential risks or lack of maturity,
- ensuring break and work times comply with legislative requirements.

General, non-exhaustive rules:

- Work prohibited under Regulation 145 and Schedule 7 of the General Application Regulations is not offered to Children and Young Persons,
- no Young Person under 18 is permitted to work or enter the Workshop while unaccompanied,
- no Young Person is permitted to carry out work involving use of chemicals or equipment using compressed air,

- Young Persons, including over 18, are closely supervised when starting work or any newly assigned task, until the supervisor is satisfied that they have gained sufficient understanding, experience, knowledge and competency to carry out tasks assigned safely.

5.9 Safety Representative

“The 2005 Act provides for consultation between employers and employees to help ensure co-operation in the prevention of accidents and ill health. Under Section 25 of the 2005 Act, employees are entitled to select a safety representative to represent them on safety and health matters with their employer.

Section 26 sets out the arrangements for this consultation on a range of safety and health issues at the workplace. (Where a safety committee is in existence in a Work place it can be used for this consultation process.) These are key provisions of the 2005 Act and a central part of the preventive system of promoting safety and health at work.

Under these Regulations, at the employee’s request, JD Scaffolding Ltd will facilitate the election of a Safety Representative to make representations to the employer with regard to matters related to safety and health. The rights of the Safety Representative include:

- To receive information from the employer as necessary and particularly from the Safety Statement, to ensure the Safety Health and Welfare of employees,
- To be informed by the employer of a visit by the HSA Inspectorate,
- Make representations to management on behalf of employees,
- Investigate accidents and dangerous occurrences provided it does not interfere with the performance of any statutory obligation required to be performed by any person,
- Make representations to and receive advice from the HSA,
- Carry out inspections and investigate hazards and complaints subject to agreement,
- Accompany a HSA Inspector on his or her request during any visit except when this is for accident investigation,
- Time off as may be reasonable to act as Safety Representative or to acquire the knowledge to carry out that function.

5.10 Plant, Installation and Equipment Certification & Inspection

JD Scaffolding Ltd management will ensure that all plant, installations and equipment brought onto the premises carries appropriate certification (e.g. CE marking, certificate of conformance and other equipment specific certification) and will be inspected, serviced and maintained on a regular basis in accordance with the relevant statutory requirements and manufacturer’s instructions. User manuals and Manufacturer’s instructions are obtained and used for risk assessment and operational instruction purposes as well as reference for maintenance scheduling.

For all hired in equipment e.g. forklift, the annual certificate must be obtained from the supplier on arrival of the equipment to site. The driver of the forklift will then complete a visual inspection on a weekly basis and complete the GA2 form.

5.11 Personal Protective Equipment

The Safety, Health and Welfare at Work (General Application) Regulations, 2007 state that “an employer shall ensure personal protective equipment (PPE) is provided where risks cannot be avoided or sufficiently limited by other means. The Regulations require that the employer providing PPE should ensure it is properly maintained and replaced as necessary. PPE should be provided free-of-charge to the employee.

It is the policy of JD Scaffolding Ltd to engineer out all hazards where possible and only use PPE when further risk reduction is not feasible. JD Scaffolding Ltd will supply all relevant personal protective equipment e.g. safety shoes, high visibility vests, ear defenders or plugs, safety gloves, safety glasses and respiratory protection as necessary.

All protective equipment purchased by the Company will be of approved standards. It is essential that all protective measures are correctly selected and users are instructed in their correct use. In this respect, training will be provided as found necessary. Whenever possible, appropriate manufacturer's guidance will be referred to.

All PPE and clothing shall be used in a safe manner and maintained in a clean and serviceable condition. All equipment and clothing must only be used for the purpose they were intended. All faulty or damaged protective equipment or clothing must not be used and shall be reported and replaced as soon as possible. Employees should not interfere with or alter any item of protective equipment or clothing.

The Company will ensure that adequate supplies of all the necessary protective clothing and equipment is available as required and that when issued to new employees, a signature is obtained for the equipment. It will also ensure any necessary protective clothing is provided and used.

Correct use of PPE will be monitored / supervised regularly and where any person is observed carrying out any activities which requires the use of protective clothing or equipment or both according to statutory and company policy requirements, such persons will be instructed not to continue working until protective clothing or equipment is obtained and used.

Finally, at a minimum, all personnel on site must wear a hi-visibility vest and safety shoes and the Managing Director and the Foreman will set a good example in the wearing of this personal protective equipment and other PPE where required.

5.12 Welfare Arrangements

In accordance with Part 2 Chapter 1 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007, JD Scaffolding Ltd will provide adequate welfare facilities for all employees on site. All employees will be expected to leave facilities provided as they found them and will not misuse any facilities on site.

A portaloos is provided for employees. Where female personnel are employed on site, separate facilities will be provided. Portaloos are emptied and cleaned by the supplier on a weekly basis. It is up to each

individual to keep the facilities clean and tidy at all times. A canteen will be provided for all site staff to use and will contain a fridge, microwave, kettle and drinking water.

5.12.1 General Hygiene Precautions

- Wash your hands frequently during the day using hot water and soap. Cover your nose and mouth when sneezing and coughing. Wash your hands after coughing, sneezing or using tissues; before taking meals or smoking, after handling hazardous substances,
- Try to avoid touching your eyes, nose or mouth as viruses and/or hazardous substances can transfer from your hands / gloves and into the body,
- Beware of hazardous substances such as chemicals used and minimise potential for secondary transfer onto clothing, work bench or other surfaces in the environment,
- Keep food and drink away from tools, equipment or other work materials,
- Stay home if you are sick, to avoid passing infections or viruses onto fellow employees.

Additional provisions and instructions may be issued in the event of an epidemic following advice from the Department of Health.

5.13 Purchasing

JD Scaffolding Ltd will take health and safety into consideration when purchasing or hiring machinery, equipment, tools, goods or services. They will ensure that the required standards are met prior to such purchases being made. The Managing Director and / or the Foreman should be consulted on purchasing decisions made, which may have an implication for health and safety.

5.14 Driving for Work

In accordance with Legislation and our Health and Safety Policy Statement, JD Scaffolding Ltd recognises the requirements to protect the Safety, Health and Welfare of all employees while at work.

“Driving for Work” is any driving on behalf of work as opposed to “Driving to/from Work” or commuting, irrespective if a company car or a private vehicle is used. Some employees regularly drive for work, others only occasionally, but this general policy applies to all.

Control measures around Driving for Work are built around:

5.14.1 The Driver:

- Full Driving Licence (JD Scaffolding Ltd will require you to provide a copy),
- Notify any penalty points, prosecutions, accidents, incidents, near misses and property damage caused through driving to JD Scaffolding Ltd,
- Comply with Road Safety Act and Rules of the Road (including Drugs & Alcohol, use of mobile phones, responsible driving behaviour such as observing speed limits),
- Employees are required to discuss with their Manager where they feel that their Workshop driving requirement, driving skills, health condition (e.g. medical or other condition or medication potentially affecting their ability to drive) or vehicle condition causes concern,
- Where necessary additional driver training may be provided as needed on a case by case basis.

5.14.2 The Journey

- Plan each journey appropriately, giving yourself enough time to reach your destination without hurrying and allowing for adequate breaks and keeping to rules of the road and speed limits,
- Part of planning involves checking for road works or other potential delays, prevailing road conditions, speed and load limits,
- Avoid travelling as much as possible in extreme adverse weather conditions utilising alternative technology such as video / tele conferencing.
- Never drive while under the influence of an intoxicant or drug, including prescription drugs potentially affecting their ability to drive.

Remember that road traffic accidents that occur while driving for work must be reported and investigated as per accident / incident reporting and investigation procedure outlined in this document.

5.14.3 The Vehicle

- All vehicles used for Driving for Work are regularly serviced and in road worthy condition. Tax insurance and NCT where applicable will be displayed on the vehicle,
- For company cars this is assured through a combination of appropriate leasing and fleet management agreements as well as responding to defects reported,
- For private vehicles used in the course of work, this is the responsibility of the vehicle owner,
- Each driver must regularly carry out car visual checks of vehicles ,
- For Company Cars, advise the Managing Director of any defects who will arrange for repair or replacement car as necessary.

Further information on vehicle checks is available:

http://www.hsa.ie/eng/Vehicles_at_Work/Driving_for_Work/Vehicle_Safety_Pre-checks/Car_Walkaround_Check_Poster.pdf

http://www.hsa.ie/eng/Vehicles_at_Work/Driving_for_Work/Vehicle_Safety_Pre-checks/Light_Goods_Vehicle_Walkaround_Check_Poster.pdf

5.14.4 Using Phones while Driving

Under the Road Traffic Act, 2006, it is an offence to hold a mobile phone while driving. It is acknowledged that use of a mobile phone while driving, even using a “Hand Free” device, impairs concentration and can impact on the safety of the driver and other road users.

JD Scaffolding Ltd requires all employees to comply with the requirement of legislation and not to hold a mobile telephone while driving on business. Where employees are required to drive frequently in the course of their duties and to remain contactable, JD Scaffolding Ltd will supply hands free mobile phone kit as standard. Drivers are advised that use of a mobile phone while driving, even hands free, impairs safety and are advised to only make or receive calls when it is safe to do so.

5.15 Work Place Transport Management

JD Scaffolding Ltd recognises their duty to manage vehicle movements on their premises and take appropriate measures, both in terms of physical provisions and safe systems of work, to reduce the risk of collisions. The key measures in place are:

- Anyone entering the site grounds and the workshop is required to wear a hi-visibility vest/jacket.
- Fork Truck operations take place for the following:
 - General storage of equipment and access to equipment within the storage points on site, located inside and outside the workshop.
 - Loading and unloading of stillage's (i.e. scaffolding stillage's), boards, trestles, steel bins etc.
 - General loading / unloading of onto vehicles e.g. onto flatbed trucks.
 - Transporting of material around yard.
- All Fork Truck Drivers are competent and trained in operating the fork truck and are closely supervised.
- All vehicle circulation areas on site is provided with good lighting levels.
- Icy surfaces are treated during winter.
- Sufficient clear space is maintained in the yard to facilitate vehicles turning and reversing and only the forklift is permitted in the workshop yard.
- Car parking is available outside the site boundary entrance gate.

Employees, contractors and visitors who use parking spaces provided need to be aware as with any on street parking of the movement of vehicles and pedestrians. Driving and reversing should be in accordance with rules of the road guidance and training. Assembly Point is located away from expected emergency vehicle operation.

It is vital that any near miss incidents or risks noted (such as blind spots, poor visibility, inappropriate driving behaviour etc.) are reported immediately to enable the company to further develop their risk & traffic management arrangements.

5.16 Disciplinary Procedures

The terms of the Redundancy Payments Acts 1967 to 2007, Minimum Notice and Terms of Employment Act 1973, Organisation of Work Time Act 1997 and the Unfair Dismissals Act 1977 / 1993 will be observed. In cases of unsatisfactory conduct or work performance, the following steps will be taken:

1. Verbal warning (documented),
2. Written warning (final or otherwise),
3. Suspension,
4. Dismissal.

Gross misconduct may lead to instant dismissal, without notice or prior verbal or written warnings. Some examples of Gross Misconduct:

- Theft or any other indictable offence,
- Falsification of records,
- Malicious damage,
- Physical violence,
- Provoking or threatening behaviour or instigating a fight,
- Serious contravention of Health and Safety Regulations,
- Interference with Safety Equipment or other safety provisions.

The company acknowledges the right of any employee to be accompanied by his / her legal team, trade union representative / shop steward during a disciplinary hearing or meeting. The company also acknowledges the right of any employee to appeal any disciplinary action taken against him/her.

6. Accident, Incident & First-Aid Procedures

6.1 General Information and Definitions

It is a goal of JD Scaffolding Ltd to prevent any accident from occurring. However should an accident, near miss or dangerous occurrence take place, this procedure should be followed.

- An **accident** is an unplanned and undesired occurrence, which results in injury to person/persons;
- A **dangerous occurrence** does not result in injury but can cause serious damage or have had the potential to have serious consequences to the health and safety of people and the environment.
- A **near miss / incident** is when an accident nearly occurs, but does not. There is no damage to people / the environment / equipment. It is however very important to report near misses as near misses indicate potentially serious accidents may occur in the future and greatly assists JD Scaffolding Ltd in their Risk Management.

JD Scaffolding Ltd recognises our legal obligation to investigate and report all accidents, serious incidents and dangerous occurrences as is required Part X and the 12th Schedule under S.I No, 44, of the Safety, Health and Welfare at Work (General Application) Regulations, 1993.

The purpose of Accident Investigation is not to apportion blame, but to investigate events to determine the causes and prevent reoccurrence.

For all accidents / near misses or dangerous occurrences an internal accident report must be completed, regardless of how small the incident may appear. A minor accident or near miss indicates the possibility of a much more serious event occurring with potentially fatal consequences.

The following type of accidents must be reported to the Health and Safety Authority (H.S.A.) by completing Incident Report Form IR1 (available at www.hsa.ie).

- The death of any employed or self-employed person which was caused by an accident during the course of their work.

- An injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the safety of the accident. Calendar days include Saturdays and Sundays.
- A death or an injury that required treatment by a registered medical practitioner which does not occur while a person is at work but is related to either a work activity or a place of work.
- A road traffic accident that meets the criteria above excluding an accident that occurs while a person is commuting either to or from work.
- A road traffic accident that meets the criteria above as a result of construction work on or adjacent to a public road.
- Additionally dangerous occurrences must be reported to the Health & Safety Authority by completing Incident Report Form IR3 (available at www.hsa.ie).

Note: reporting of accidents and dangerous occurrences is the responsibility of the Managing Director.

6.2 Incident Response Procedure

- Get the person professional medical attention if required.
- Ideally use a mobile phone to contact the emergency services, or ask a colleague. This will enable the person to be given advice and guidance whilst beside the injured person.
- Before touching or approaching the injured person make sure it is safe to do so and you are not putting yourself in any danger.
- Always isolate electricity where there is a danger of electric shock.
- Do not move the casualty unless absolutely necessary.
- Protect others and ensure the injured person's privacy by moving bystanders not involved in the incident management away from the scene and cordon off location if safe to do so.
- Minimise property damage.
- Stabilise the scene and preserve evidence (e.g. if slip on a liquid, take a sample, take photographs, preserve physical items such as broken equipment etc.) For serious injury accidents or fatalities the complete area must be preserved / cordoned off to facilitate investigation.
- If serious damage has occurred, the area must be isolated until made safe, or equipment inspected by competent person before it is used again.
- If the incident involves chemicals then always give a copy of the Safety Data Sheet to the emergency services.
- The person who witnessed the accident and first aiders should give as many details as possible to the emergency services and also later to investigators.

6.3 Incident Investigation & Reporting

Incidents should be reported and investigations recorded using the form in appendix 3.

Good incident investigation practices are:

- Ensure access to the scene is restricted.
- Emphasis should be placed on gathering facts; not to place blame, or swiftly determine the cause of accident.
- Inspect the accident site before any changes occur.

- Preserve essential and critical evidence such as faulty equipment.
- Take photographs and/or make sketches of the accident scene.
- Interview the injured employee and witnesses as soon as possible after an accident. Record interviews, pre-accident conditions, the accident sequence, and post-accident conditions.
- Re-interview injured employee and witnesses to resolve conflicting accounts of the accident.
- Document the location of injured employee, witnesses, machinery, equipment, energy sources, and hazardous materials.
- Ask who, what, when, where, and how during interviews. AVOID WHY at this stage.
- Ask all questions in a logical sequence.
- Do not comment on liability or fault as to do could so will hinder the investigation.
- Listen for clues surrounding the conversation around you, unsolicited comments are often invaluable.
- Remain completely objective during interviews and in documentation i.e. no opinions, just the facts.
- Investigator to satisfy themselves that sufficient information has been gathered to determine immediate, root and contributory causes of the accident / incident. At this stage it is appropriate to keep asking yourself “WHY” until satisfied that all causes have been considered.
- Ensure that appropriate corrective and preventative actions are set and implemented in a timely manner – i.e. commensurate with risk – addressing all causes of the incident.
- Keep complete and accurate notes of all interviews, documentation.
- Ensure Accident and Witness forms are completed and signed.
- Ensure that findings of accident and incidents are fed back into the risk management process and that risk assessments, policies and procedures are adjusted as necessary.

6.4 First Aid

First aid is defined as

- providing treatment for the purpose of preserving life or minimising the consequences of injury or illness until the services of a medical practitioner or registered general nurse are obtained or
- treatment of minor injury which would otherwise receive no treatment or which does not need treatment by a registered medical practitioner or registered general nurse.

Any first aid wastes involving bodily fluids should be double bagged to protect unsuspecting cleaners but small quantities can be disposed of via regular waste.

6.5 First Aid Training & Supplies

A first aid box is provided in the canteen. It shall be stocked at minimum with the appropriate first aid supplies in accordance with the Health and Safety Authority's guidelines. See appendix 4 for the list of supplies required in a first aid box. Additional items such as eye wash and burn gel will also be provided in the kit.

The Foreman will be responsible for checking the contents of the first aid kit including looking for out of date items regularly and replenish as necessary.

First aid does not cover the administration of drugs or medications and they should not be kept in the Workshop first aid box or kit. In certain circumstances first aiders can assist in the administration of aspirin if available for suspected cardiac chest pain; however aspirin should not be kept in First Aid boxes.

Occupational First Aid Training to FETAC level 5 will be carried out by an approved training organisation if a first aider is appointed and refresher training will be provided at intervals not greater than 2 years.

6.6 Emergency Contacts

The person taking charge of an injured or ill person must seek appropriate (medical) assistance as soon as possible, coordinate such efforts and ensure that nothing further is allowed to occur which would exacerbate the problems of the injured person.

Emergency Contact Numbers are maintained on the notice board in the canteen and a copy is also kept in the Safety Folder. See appendix 5 for Emergency Contact List.

7. Consultants / Contractors / Suppliers / Visitors

Consultants / Contractors / Suppliers / Visitors must have regard to the law and established practices relating to safety and health.

7.1 Cooperation / Competency / Information

JD Scaffolding Ltd has a responsibility to cooperate with consultants / contractors / suppliers while they are on their premises and to provide a safe place of work. In particular JD Scaffolding Ltd must ensure that consultants and contractors are competent in their area of service or supply and inform these persons of any hazards and risks that are present on site before entering. This is achieved by a suitable combination of signage, general induction and task specific exchange of relevant information.

All contractors must comply with safety rules and co-operate with management and employees to ensure safety is maintained and relevant statutory provisions are met.

All work by these persons must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the premises and the general public.

For contractor works JD Scaffolding Ltd to request a copy of the Contractors Safety Statement, site / task specific Risk Assessment and Method Statement as well as proof of insurance.

7.2 Visitors

JD Scaffolding Ltd has a responsibility to ensure, so far as is reasonably practicable, the safety of visitors while on its premises or sites. All visitors are to ring their JD Scaffolding Ltd contact to gain access to site. Visitors are either escorted or accompanied for the duration of their visit and their host ensuring that any safety rules and emergency procedures are adhered to. Unaccompanied visitors (or contractors) will be given a brief safety induction on arrival, which outlines the safety rules and emergency procedures and any

further information pertinent to their stay. Visitors shall be accompanied by a member of staff at all times while in the workshop.

8. Emergency Procedures

This section outlines general evacuation procedures. The workshop, office and canteen or full site may need to be evacuated due to Fire, gas leak, bomb threat (confirmed or where Gardaí have advised to evacuate the area or if decision is made to evacuate) or other threat to the safety of occupants. Most of the section deals with a Fire Emergency however a brief section outlines basic handling of Bomb threat and or what to do if you smell Gas.

JD Scaffolding Ltd shall formulate prior arrangements in potential events of emergency situations arising and ensure that all employees and contractors are familiar with same. They shall distribute all 24 hour emergency and contact telephone numbers to appropriate management, employee and contractor personnel.

8.1 General Fire Safety Provisions

- Rubbish must be placed in bins provided. Bins must be emptied on a daily basis.
- Smoking is not permitted in any part of the workshop, office or canteen or close to doorways and windows.
- Escape routes and access to fire extinguishers must be kept clear at all times.
- Emergency exits to be kept clear at all times.
- Faults in electrical, fire extinguishers, and fire alarm equipment must be reported to management immediately.

All employees, contractors and unaccompanied visitors should familiarise themselves with the following on induction or as soon as possible:

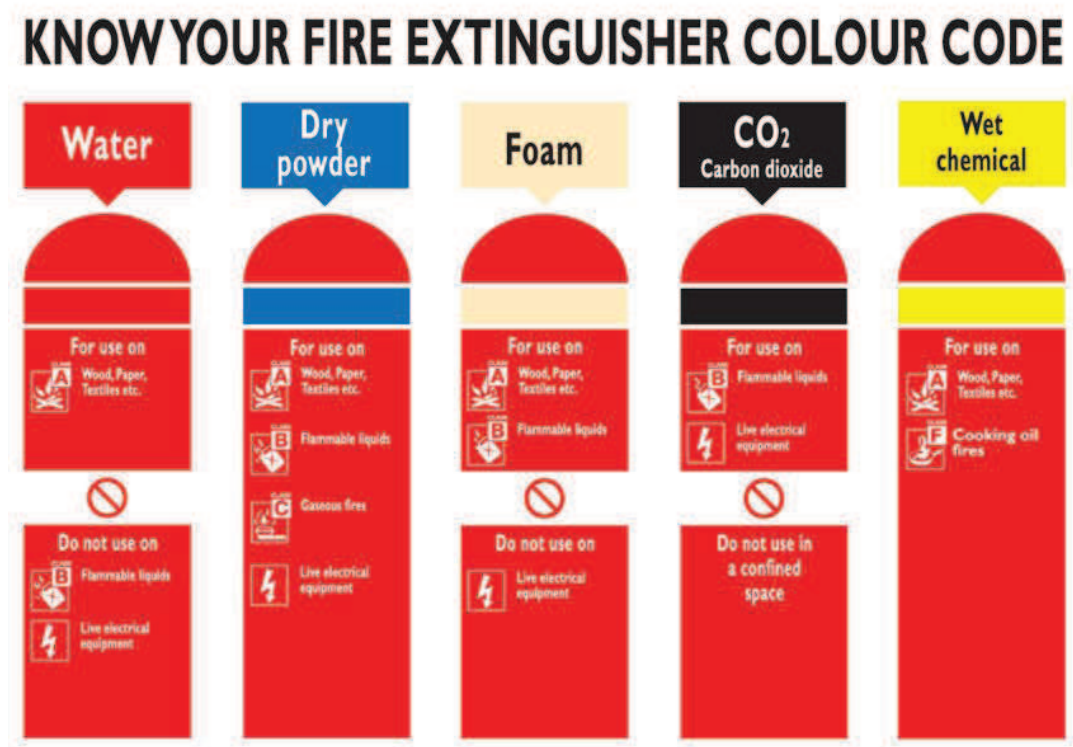
- The overall layout and design of the site,
- The location and operation of fire fighting/fire detection equipment such as fire extinguishers,
- The location and operation of both nearest exits,
- The correct action to be taken on evacuation.

All employees should in addition observe the following rules to reduce the likelihood and possible consequences of fire:

- Ensure that exits and emergency equipment are never blocked or obstructed.
- Ensure that any faults in electrical equipment, gas appliances or any emergency equipment is reported immediately to the Managing Director and / or Foreman.
- Observe no smoking/naked lights policy in the workshop area and only smoke in designated smoking areas outside ensuring that all cigarettes are extinguished before disposal.
- No work should be completed involving any fire hazard (e.g. hot works) without permission of the Foreman, assessment of the risks and determination and implementation of suitable controls prior to work commencing.
- Beware of any hot works being carried out and advise if flammable materials are nearby.

- All electrical systems and wiring shall be maintained by a competent person and comply with relevant statutory provisions and relevant ECTI National Rules for Electrical Installations.
- All electrical items should be operated and maintained in accordance with manufacturers recommendations.
- Any smouldering material should be extinguished prior to disposal.
- Any electrical equipment such as printers, computers, copiers and other machines shall be turned off when leaving the office.
- No personal chargers shall be left plugged in unattended.
- Combustible materials should never be stored or kept even for short periods of time near ignition sources, including potential electrical or heat ignition sources.
- Any flammable materials to be stored even for short periods of time away from ignition sources, in original containers and kept closed.
- Appropriately manage wastes containing flammable materials (e.g. rags used for cleaning / spill).

8.2 Fire Extinguishers



The Managing Director ensures that all Fire fighting equipment is provided, maintained and serviced in accordance with relevant fire regulations, fire safety strategy and standards.

Fire fighting equipment shall always be accessible and must only be used for fire fighting and nothing else e.g. not for holding doors open. Any defects shall be reported to the Managing Director promptly.

Never direct foam extinguishers that are not rated for electrical use at any electrical installation or appliances.

8.3 Arrangements, Organisation, Assembly Points

The Assembly Point is located outside the main gate to the site, away from the entrance to allow for emergency services to enter.

The Forman on site will take control of the situation acting as the lead Fire Warden on site. The Foreman may direct actions to be taken to other staff where required.

8.4 Bomb Threat

Anyone could be the one receiving a Bomb Threat. In the event of a Bomb Threat, the person receiving the threat (e.g. by phone) should:

- Immediately tell someone if at all possible, but Do Not put down the handset or cut off caller,
- Try get as much information as you can,
- Try and keep caller talking for as long as possible,
- Note as much as the following as possible:

Where is it (the bomb/package)?	
When will it go off?	
What kind of bomb is it?	
Why are you doing this?	
Who are you?	
Where are you from?	
Note Details / Wording of message	
Note Details of caller / call	
Voice	Adult <input type="checkbox"/> Child <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Accent _____ Intoxicated <input type="checkbox"/> Rambling <input type="checkbox"/> Laughing <input type="checkbox"/>
Background Noises	People <input type="checkbox"/> Machinery <input type="checkbox"/> Children <input type="checkbox"/> Typing <input type="checkbox"/> Phone ringing <input type="checkbox"/> Music <input type="checkbox"/> Traffic <input type="checkbox"/> Talking <input type="checkbox"/> other _____
Demeanour	Irrational <input type="checkbox"/> Angry <input type="checkbox"/> Serious <input type="checkbox"/>
Message	Speech impediment <input type="checkbox"/> read out <input type="checkbox"/> spontaneous <input type="checkbox"/>
Other details	

- Hand to Lead Fire Warden/Foreman and stay available for questions.

The Foreman in consultation with the Managing Director may decide to evacuate the site on a precautionary basis and/or contact the Gardaí for advice. The decision may be based on a number of risk factors, including general perceived threat level; impression formed on seriousness of threat, but always follows the advice given. Do not attempt a search of the premises; however take note of any obvious unexplained packages or other information matching threat.

If evacuation is ordered, same process as for Fire Evacuation is followed but additional calls are placed to the Gardaí.

8.5 If you smell Gas

For safety, gas has a particular smell. If you smell any gas:

- Ensure gas appliances are turned off and have not been left on and unlit.
- Don't smoke or use naked flame.
- Don't unplug or switch anything electrical on or off.
- Open windows and doors.
- If the smell persists notify the Foreman.

8.6 Procedure for Evacuation

- Should you discover a fire or one is reported to you, IMMEDIATELY raise the ALARM (inform others in the workshop, office, canteen) and,
- Open the nearest available exit in your area and direct people to this exit. Offer assistance to visitors and mobility impaired persons.
- All persons on the site to evacuate without delay via the nearest available exit and proceed to the assembly point.
- Do not take anything with you (delay, items may pose trip hazards on way out).
- Report any pertinent information such as injured persons, details of fire situation or similar to the Fire Warden.
- Remain at the assembly and do not re-enter the site until permitted to do so by either the Fire Services or Lead Fire Warden. Follow any instructions given.
- Do not go home. You must wait until you have been given permission to leave.

8.7 Fire Warden

In addition to above, Fire Wardens shall:

- Put on High Vis Vest and check all areas including Toilets, canteen, workshop and office are swept for stragglers.
- Proceed to the assigned Assembly Point.
- Report evacuation status any areas not clear or not swept or other pertinent information to the Emergency Services.
- The Fire Warden will remain at assembly point to manage staff assembled there.
- No person shall be allowed back into the site until the all clear has been given by the fire services or leave until such instructions have been given.

- Assist Emergency Services as directed during the emergency situation.
- Participate in any drills and report any fire safety or other issues of concern to the Managing Director.

8.8 Fire Fighting

- Only persons who are trained in the use of fire fighting equipment (extinguisher) should only attack a **small** fire but only if it is safe to do.
- Do not attack any fires that are starting to become big or that are in close proximity to flammable substances or carry the risk of quickly spreading.
- Try to be accompanied by a second person to watch your back.
- Ensure an escape route is always available.
- Try to ensure someone reports to the Fire Warden as soon as possible that you remained behind to attempt to put out the fire.
- Do not use Water or Foam extinguishers on electrical Fires.
- Do not continue to attempt to fight a fire if one extinguisher has not put it out – it is likely to be too big to manage.
- If fire is extinguished, ensure electrical equipment is unplugged to prevent reigniting (CO2 only displaces Oxygen for a short period of time).
- Report to the Assembly Point as soon as possible.

8.9 Calling the Fire Brigade / Ambulance

During normal operating hours the Foreman typically ensures that Emergency Services are called. If in doubt anyone shall call the Emergency Services.

- Dial 999 or 112.
- Ask the operator for the fire brigade / ambulance services.
- When the fire brigade / ambulance service answers, state clearly:
 - “Fire at JD Scaffolding Ltd site @ Naas Industrial Estate.
- Be prepared to give nearest main road or landmark.
- Your phone number is.....
- Do not assume that the call has been received until the above information has been acknowledged by the Fire Brigade.
- If safe to do so, remain near the telephone in case the Fire Brigade should ring back to confirm details.

9. Site Specific Hazards

9.1 Overhead Powerlines

A high proportion of accidents occur when vehicles, machinery or equipment make contact with overhead lines. If a vehicle, machine or equipment becomes “live” then anyone touching it is in mortal danger.

Anyone in the cab of a machine or vehicle may be in less danger but may be threatened by the vehicle or machine catching fire.

Site personnel are at serious risk if equipment they are holding or driving tips off an overhead line. This may happen in a number of different scenarios:

- the equipment is high enough to reach the line while driving or walking along in its normal configuration,
- a hydraulic boom or jib, controlled from a cab, makes contact with an overhead line, e.g. a crane lifting a load,
- a hydraulic boom, jib, pipe or conveyor, controlled by an operator in a standing position, makes contact with a line while lifting or conveying material.

Vehicles on site will pass under the live overhead line. Defined Crossing Points is established under the line in addition to the provision of barriers, bunting and warning signs. No work will take place under this line.

Where movement of vehicles is necessary under the live overhead electricity line, JD Scaffolding Ltd will erect height restricting goalposts made from rigid non conducting high visibility material at the entrance to the Crossing Point on each side of the line.

- The goalposts will be erected outside the Hazard Zone (**3 metres**) and in line with the protection barriers.
- The maximum height of the crossbar must not exceed **4.2 metres** measured relative to the original site ground level.
- The width of the Crossing corridor should be as narrow as possible and will not exceed **9 metres**.
- Suitable rigid barriers (**0.8 to 1.4 metres in height**) will be placed on both sides of the Crossing Point corridor to prevent deviation from the corridor.
- Bunting must not be erected along the sides of the passageway as this may compromise safety clearances where it crosses under the line.
- **Two** warning signs will be placed near the goalposts at each entrance to the Crossing Point and at spacing's of not more than **20 metres** along the route of the barriers.

9.1.1 Maintenance of Goalposts and barriers

JD Scaffolding Ltd will take care of and maintain the system in place in order to ensure that barriers, bunting, warning signs, goalposts etc. remain effective at all times.

- A system of daily visual checks and weekly recorded checks will be in place.
- All defects are followed up immediately by the site Forman to ensure the integrity of barriers, bunting, warning signs, goalposts etc.
- See Appendix 8 for checklist.

9.2 Control of Chemical and Hazardous Substances

The safety requirements pertaining to individual chemicals and hazardous substances brought on to site will depend on the nature of the substance and how it is being used. The following general requirements apply to all substances used or stored on site.

- Safety Data Sheets should be available for all substances brought into the workshop by JD Scaffolding Ltd or Contractors.
- Necessary information for employees to safely complete their work activities should be provided. This includes at minimum:
 - MSDS sheet with hazard information including routes of exposure (e.g. ingestion, inhalation, absorption) and short term as well as long term adverse effects as applicable.
 - Safe usage arrangements and restrictions.
 - Prescription of PPE requirements.
 - Information on and provision of the PPE specification (e.g. glove or filter type / rating).
 - Instruction on how to correctly use the PPE (e.g. put on/take off, fit testing).
- General Good Practice:
 - The storage of all substances should be in containers that are labelled stored and disposed of in accordance with their safety data sheet and legislation.
 - Cover all cuts, abrasions or other skin penetrations with waterproof plasters, bandages or gloves.
 - Wear long sleeve clothing, where appropriate and disposable overalls.
 - Beware of transfer from clothing, plant, equipment, tools, waste or other contaminated items handled.
 - Beware of weather conditions, particularly wind direction.
 - Where the potential exists for any substance or article to splash or spray, suitable safety glasses or goggles shall be worn.
 - Where the potential exists for a substance, particularly dusts or aerosols, to be inhaled, suitable respiratory protection shall be worn
 - Beware of the potential of and avoid transferring substances to mouth or eyes.
 - Ensure all contaminated materials such as rags, nominally empty tins, used masks, gloves, and clothing are treated as hazardous materials, from a handling, storage and disposal perspective.
 - Adherence to Risk Control measures shall be monitored by the Managing Director and the Foreman.

9.3 Manual Handling

Manual handling is the movement of loads, which due to the characteristics of the load or unfavourable ergonomic conditions may involve a risk of injury to the person, particularly back injury. The movement of a load can involve lifting, putting down, pulling, pushing, carrying or moving.

More than one third of lost time accidents reported to the Health and Safety Authority are the result of injuries sustained during manual handling activities, making manual handling activities the largest scale of Workshop accidents in Ireland.

JD Scaffolding Ltd have drawn up the following procedures to assist in preventing manual handling accidents from occurring in addition to the manual handling risk assessment which is located in the Risk Assessment section of this document.

9.3.1 Steps to Safe Manual Handling

Personnel ensure strenuous manual handling is avoided. Use forklift and trolleys for larger, awkward or heavy loads.

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 Workshop 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?

Personnel aware to ask another member of employees who is stronger than you to lift the load or ask another member to help you i.e. dual lift.

9.3.2 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.

Before carrying out manual handling, stop and think. Is there a safer alternative? If so, use it; if not then assess the load, then:

1. Assess the load (consider shape, weight, ability to grip, stability etc.)

2. Broad stable base
3. Bend your knees
4. Back straight
5. Firm palm grip
6. Lift the load
7. Arms in line with your trunk
8. Point your feet in the direction you are travelling

9.4 Workshop Machinery and Equipment

JD Scaffolding Ltd will ensure so far as is practicable that all work equipment and machinery used in the Workshop is safe and suitable for the purpose for which it is be used.

All work equipment used by JD Scaffolding Ltd will be compliant with legislation and is at minimum CE marked. Manufacturer's instructions, user manuals, load charts or markings will be followed at all times and staff will receive appropriate training and where necessary will be issued with appropriate personal protective equipment.

Equipment and associated accessories and attachments will be maintained, inspected, examined and where appropriate tested by a competent person in accordance with legal requirements such as Chapter 2, Part 2, Use of Work Equipment in the Safety, Health and Welfare at Work (General Application) Regulations, 2007. Records such as first use inspection, GA1 and GA2 forms for lifting equipment, test certificates and GA3 forms for work at height equipment will be maintained at the main office for a period of 5 years.

9.5 Work at Height

JD Scaffolding Ltd shall ensure that all work at height is avoided as much as possible; however if required it is managed in compliance with the requirements of Part 4 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007.

Work at height is defined as any work carrying the risk of a fall liable to cause injury, which includes work near openings, manholes, and shafts or similar.

Work at height is avoided where possible; however it is acknowledged that it may be required from time to time. Where work at height is planned it shall be carried out from a safe working platform appropriate for the task and the work environment and appropriately managed to reduce the risk to as low a level as reasonably practicable.

Site specific risk assessment and method statements outline the specific controls agreed to suit a particular project or work situation.

In general, the preferred method for working at height is using equipment that provides suitable edge protection. Stepladders are used only for short duration tasks and where above means are not reasonably practicable.

10. Risk Assessment Procedure

It is the Policy of JD Scaffolding Ltd to identify the hazards to its employees and others and to assess the risks presented by these hazards in accordance with Section 19 of the Safety, Health & Welfare at Work Act 2005.

A risk assessment is based on the linking of the probability of a hazardous event taking place with the potential severity of loss and / or injury. When a safety audit, inspection, incident or near miss, observation, reporting or other means identifies hazards, it is necessary to rank them so that they can be controlled in an orderly way. The risk of a hazard leading to injury or ill health is a measure of the likelihood or probability of an accident, coupled with the severity of the injury or loss. A safety audit assesses the risk of each hazard by ranking according to the categories described below prior to the implementation of control measures.

JD Scaffolding Ltd has used a quantitative risk assessment methodology for primary risk assessments using a 1 to 5 numbering system for likelihood and also for severity. Therefore the maximum risk rating achievable using this method is 25. Explanations are provided for in Tables 1 and 2 below.

The Managing Director shall ensure that all areas accessed and activities carried out by JD Scaffolding Ltd staff as well as areas accessed by customers and contractors are appropriately risk assessed and that the results of these risk assessments are made available to those who may reasonably require them.

Certain activities and situations may use specific, checklist based risk assessment formats, such as the risk assessment of pregnant, post natal and breastfeeding employees assessments or utilize specific measurements (e.g. Noise Assessment).

These Risk Assessments shall be reviewed:

- On introduction of new processes, plant, chemical or other hazard.
- Changes in equipment likely to impact on the validity of the current Risk Assessment.
- Changes in process likely to impact on the validity of the current Risk Assessment.
- After an Incident/Accident, where investigation indicates that a review of the Risk Assessment is required.
- Where an audit or investigation finding indicates that a review of the Risk Assessment is required.
- Where a particular new hazard is being brought to the attention of the Company.
- Or where there is another reason to think it is no longer valid.

Risks shall be qualified using the following steps:

10.1 Step 1 – Analyse Work Activities and Work Areas

JD Scaffolding Ltd must assess not only the work areas and activities of direct employees, but those areas they control and where third parties work on behalf of the JD Scaffolding Ltd.

10.2 Step 2 – Hazard Identification

Hazards can be grouped in to Physical, Biological, Chemical, Health and Human Factor Hazards. Consider all reasonably foreseeable hazards, including normal, abnormal and emergency operation.

10.3 Step 3 - Estimate the Risk

The assessor should identify the likelihood [L] of the hazardous event occurring using Table 1:

Table 1 Likelihood “L”

	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost certain
Descriptor	< 1% Not expected to occur except in exceptional circumstances	< 1% < 5% Expected to occur at least annually	> 5% < 20% Expected to occur at least monthly	> 20% < 50% Expected to occur at least weekly	> 50 % Expected to occur at least daily

The assessor should identify the consequence [C] of the hazardous event using the table 2:

Table 2: Consequence “C”

	1	2	3	4	5
	Insignificant	Minor	Moderate	Major	Catastrophic
Descriptor	No or minor injury not requiring first aid.	Minor injury or illness requiring first aid treatment.	IR1 / IR3 reportable	Major injuries or long term incapacity / disability (loss of limb)	Death or major permanent incapacity

10.4 Step 4 - Evaluate the Risk

Multiplying the Likelihood by the Consequence gives you a Risk Rating [RR], see table below.

Table 3: Risk Rating Matrix

Consequence

5	5	10	15	20	25
4	4	8	12	16	20

3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

Likelihood



Acceptable Level of Risk. Manage by Routine Procedures.



ALARP* Region. Management Responsibility must be specified in control measures.



Unacceptable Level of Risk. Senior Management Attention Needed.



Unacceptable Level of Risk. Immediate Action Required.

*ALARP – **As Low as Reasonably Practicable** – as defined in 2005 Act and other relevant legislation.

Higher risk scenarios are considered to have the highest priority for improvement action, Medium risk scenarios require further analysis of enhancement options and Low risk scenarios are subject to normal, continual improvement process.

10.5 Step 5 – Identify suitable control measures

Control measures shall be selected and implemented according to the following hierarchy of controls with PPE being the last resort:

- **Elimination**, e.g. providing mechanical lifting aids or making appropriate design changes.
- **Substitution**, e.g. substituting with a less hazardous chemical.
- **Engineering Solutions**, e.g. guarding or segregating of people from hazard.
- **Administrative Solutions**, e.g. safe systems of work, training, job rotation, information or instruction.
- **Personal Protective Equipment & Clothing**, e.g. belt and braces measure for less likely hazards or a suitable combination of controls.

10.6 Step 6 – Record Findings & Manage Risks

Record the findings of the Risk Assessment and put in place a suitable action and management plan to reduce risks to acceptable levels. Appropriate auditing and evaluation shall take place to ensure that the risk control measures are still effective or require to be changed.

Hazard Identification and associated Risk Assessments have been completed and cover generic hazards identified during a site visit to the site and the workshop some discussion with the Managing Director.

JD Scaffolding Ltd relies also on all employees to report any deficiencies or hazards or near misses they observe to the relevant manager to enable management to carry out or review risk assessment and risk control. Examples are:

- Poor Housekeeping
- Poor Lighting
- Faulty, broken or unsuitable equipment
- Fire Hazards

Scaffolding								
Falls of Persons or Materials from the platform	5x5			General Operatives, Contractors	<ul style="list-style-type: none"> ✓ All scaffolding will be checked before use by the Site Supervisor to ensure they are in accordance with the standards required and or design drawing issued for the project. ✓ Bracing members must be fitted ✓ Guardrails and toe boards must be fitted. ✓ Fixed guardrails, toe boards etc, all work to be carried out in accordance with NASC Guidance Note SG4:05 as per company training in the standard. ✓ All operatives to be suitably trained in scaffolding operations to CSCS standards. ✓ No person is permitted to erect, alter or dismantle any scaffold unless they are in possession of relevant CSCS Training Tickets. ✓ All safety harnesses to be thoroughly inspected within last 6 months (minimum) by a trained competent person and prior to use by the scaffolder. ✓ Pre dismantle checks of the scaffold structure are to be carried out by the operatives (i.e. guard rails, boards and ties) prior to starting work. 		3x2	
Collapse of scaffolding structure			2x2	JD Scaffolding Employees, Client, Contractors	<ul style="list-style-type: none"> ✓ Only competent operatives are permitted to be involved in the erection, dismantling and modification of scaffold equipment. ✓ All operatives must comply with relevant codes of practice and standards. Do not overload the scaffold with materials. ✓ Scaffolding must be ✓ Ensure the scaffold is securely tied at all times. Operatives will check all materials to ensure that they are fit for purpose prior to them being used. ✓ All structures to be built to the relevant standard and tie / pull tests to be carried out and results recorded when applicable. ✓ Scaffold to be formally inspected at least every 7 days or after adverse weather conditions by a trained and competent person. ✓ Comprehensive method statement to be undertaken to ensure a safe system of work is devised and the correct sequence of work identified. ✓ Scaffold structure to be erected/dismantled in accordance with the design drawings issued. 			2x1
Falling Scaffolding Materials			2x2	JD Scaffolding Employees, Client, Contractors	<ul style="list-style-type: none"> ✓ All surplus materials to be removed to grade as dismantling process progresses. ✓ Equipment to be stored in suitable receptacles whilst erecting/dismantling. ✓ All lifting operations to be planned and carried out by, or under the supervision of a nominated competent person. ✓ Under no circumstances must materials be 'bombed' (throwing materials) from/to a person on a scaffold or other structure. ✓ When passing materials from hand to hand clear instructions voiced as per CSCS training. ✓ Scaffolding installation area will be cordoned off against access by other trades. ✓ Scaffolding boards to be adequately tied down using batten clamps. 			2x2
Injury whilst Handling (Lifting,				JD Scaffolding Employees,	<ul style="list-style-type: none"> ✓ All persons to be suitably trained in manual handling as per company training. ✓ Mechanical equipment to be used where practicable (equipment to be suitably tested), awareness of environment and team lifting where possible. 			

Reference No.:		RA-047GEN				Activity:		All Activities				
Location of Activity:		On Site Locations				Assessed By:		Aisling Cox				
Date of Assessment:		18/10/14										
Activity Specific Hazards		Risk Without Controls (LxC)			Who Might be Harmed	Standard Controls				Risk With Controls (LxC)		
		High	Med	Low						High	Med	Low
Pushing, Pulling or Carrying)			3x3		Client, Contractors	<ul style="list-style-type: none">✓ Materials to be stored in a suitable designated area and ground conditions to be assessed prior to storing material.✓ Particular attention to be taken with boards where nails may be present or bands damaged. Suitable gloves to be worn.✓ Hands to be kept out of impact areas i.e. pulling / pushing transoms etc against fixed surfaces. When tightening / loosening fittings etc this to be done away from body to avoid self injury.						2x2
Suspension in a safety harness			3x3		JD Scaffolding Employees, Client, Contractors	<ul style="list-style-type: none">✓ Should an operative become suspended in a harness immediately contact site management.✓ Where practicable position a ladder under the operative to rescue. If a ladder of the required length is not present then the operative must attempt to built a temporary working platform and pull the operative into you (ensure you are 100% tied off during this operation).✓ While this rescue procedure is underway encourage the operative to flex his legs or rest them off the adjoining structure.✓ Do not attempt to lower the operatives to the ground yourself. After a fall ensure the scaffolder is ok.✓ When medical assistance arrives advise that the person should be treated for suspension trauma. Contact JD Scaffolding Safety Officer and fill in an accident report with details of the accident.						2x2
Overloading or point loading structure				2x2	JD Scaffolding Employees, Client, Contractors	<ul style="list-style-type: none">✓ Material to be spread evenly on structure when erecting or dismantling structure, never point loaded in excess of the scaffold safe load working requirements.✓ Materials to be gradually lowered to ground throughout the dismantling process.						1x2

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Activity Specific Hazards	Risk Without Controls (LxC)			Who Might be Harmed	Standard Controls	Risk With Controls (LxC)					
	High	Med	Low								
	High	Med	Low			High	Med	Low			

Harness/Fall arrest equipment								
Falls from Height	4x5			General operatives	<ul style="list-style-type: none"> ✓ A harness is a form of Personal Protective Equipment (PPE) and should only be used in exceptional cases when it is reasonably practicable (e.g. on the grounds of short duration). ✓ Like all PPE it is dependent on the discipline of the user and the level of supervision provided. Only operatives trained in the correct use of fall arrest equipment will be permitted to use harnesses. Management will monitor conditions closely. ✓ Due regard will be paid to the setting up operation – particularly ensuring that there is no approach within 2m of an unprotected edge before fall arrest is attached. Lanyards will remain connected until safe egress is reached ✓ The gate of a karabiner should be secured on every occasion it is used. ✓ Harnesses must be worn on every occasion when working in a man-riding cradle. With cradles on telescopic handlers, cherry pickers and scissors lifts the lanyard should be attached to a robust part of the cradle. ✓ With cradles lifted by cranes the lanyard must be attached to the hook of the crane (usually via an additional sling) and not the cradle itself 			
Damaged work equipment	4x4			General operatives	<ul style="list-style-type: none"> ✓ All fall arrest equipment should be individually inspected before use. Operatives and supervisors will monitor colleagues on an ongoing basis. Non-compliance with key procedures will result in the offender being removed from the workplace ✓ Storage of fall arrest equipment should be in a clean dry area free of any corrosive chemicals. ✓ Each item will have an identifiable mark and be subjected to regular inspection as per the supplier's instructions. 			
Risk of untrained operatives	4x4			General operatives	<ul style="list-style-type: none"> ✓ Only competent experienced operatives in possession of relevant work at height and harness and lanyard training are permitted to use the item in question. ✓ Full body harnesses should be adjusted to suit the user as per the supplier's demonstration. Lanyards and shock absorbers (capable of reducing the deceleration forces to less than 6g) will also be issued. No inertia reels will be used unless Site Management has verified that adequate clearance is available. Lanyards will not be connected in series 			
Slips and Trips		4x3		General operatives	<ul style="list-style-type: none"> ✓ Lines will not run over any sharp objects or edges. A high standard of housekeeping must be maintained in the area. 			

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Date of Assessment:		18/10/14									
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		High	Med						Low	High	Med
Inadequate anchor devices		3x4		General operatives	✓ Anchorages are to be clearly identified. They should be chest height or above with the amount of slack in the line reduced to the minimum that is reasonable. The aim is to provide a restraint rather than allow free-fall. Any doubt about the capacity of an anchorage to withstand the relevant shock loading should be referred to a competent Engineer						
Suspension in Safety Harness	4x5			General operatives	✓ Should an operative become suspended in a harness immediately contact management. ✓ Where practicable position a ladder under the operative to rescue. If a ladder of the required length is not present then the operative must attempt to built a temporary working platform and pull the operative into you (ensure you are 100% tied off during this operation). ✓ While this rescue procedure is underway encourage the operative to flex his legs or rest them off the adjoining structure. ✓ Do not attempt to lower the operatives to the ground yourself. After a fall ensure the operative is ok. ✓ When medical assistance arrives advise that the person should be treated for suspension trauma. Contact JD Scaffolding Ltd Site Foreman and fill in an accident report with details of the accident.						

Reference No.:	RA-047GEN					Activity:	All Activities				
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	High	Med	Low								High

Working at Height								
Falls from Height	4x5			General Operatives	<ul style="list-style-type: none"> ✓ Work will be planned to ensure that safe access/egress and working place is provided for operatives to work at heights before work commences on site. ✓ Suitable and sufficient material and equipment will be provided to site for work to be carried out safely in accordance with the relevant standards. ✓ Safety Department will be engaged for advice on safe working methods, precautions and safety equipment required for work at heights. ✓ All operatives working at height will be in possession of relevant training. ✓ Operatives will be trained in the safe use and inspection of harness and lanyards. ✓ Work will be carried out as planned and in accordance with the standards. All operatives will receive instructions in safe working procedures and the use of any safety equipment provided. ✓ All safety equipment, safety belts, harnesses, anchorages, etc. will be inspected at least weekly and any defects noted. 			2x3
Falling Objects	4x5			General Operatives, Members of the Public	<ul style="list-style-type: none"> ✓ All personnel on sites where work at height is being carried out must wear safety helmets. ✓ The safety of the other site workers will be a priority consideration during the working period. Access to the working area will be removed or fenced outside working hours. ✓ All necessary precautions are to be taken to ensure that persons do not walk or work beneath operatives carrying out work at high level. ✓ Work at Height rescue to be determined prior to commencement of works. 			

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	High	Med	Low								High

Use of ladders								
Serious falls, back injury, head injuries etc.	5x5			General operatives	<ul style="list-style-type: none"> ✓ An employer shall ensure that a ladder is used for work at height only if the risk assessment has demonstrated that the use of more suitable work equipment is not justified because of a low risk and: the short duration of use, existing features on site that he or she cannot alter. ✓ Any surface upon which a ladder rests shall be stable, firm, of sufficient strength and of suitable composition to support safely the ladder, so that the ladders rungs or steps and any loading intended to be placed on it remain horizontal. ✓ A suspended ladder shall be attached in a secure manner so that, with the exception of a flexible ladder, it cannot be displayed and swinging is prevented. ✓ Ladders will be in good condition and free from obvious defects. ✓ Ladders will be secured near the top (even if they are to be used for short periods only). ✓ Ladders, which cannot be secured at the top, will be secured near the bottom, by setting where practical at an angle of not more than 4 vertical to 1 horizontal and weighted or footed to prevent slipping. ✓ Ladders will rise at least 1.00m (3ft 3inches) above their landing places or the highest rung used. If not there will be adequate handholds. ✓ Ladders will be properly positioned for access; ladder wells should not exceed 500mm in width, should be as short as practicable in length and be provided with guardrails where practical. ✓ Ladder access to Scaffold should be fixed to the outside of the scaffold where possible. Each stile should be equally supported on a firm and level footing. ✓ The maximum vertical distance between landings should be 9 meters. ✓ Where a ladder or run of ladders rises a vertical distance of 9 metres or more above its base, sufficient safe landing areas or rest platforms shall be provided at suitable intervals. ✓ A secure handhold and secure support are always available to the employee. 			2x3

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	High	Med	Low								High

Mobile Plant & Vehicles								
Risk of collision with pedestrians	5x5			Vehicle drivers Plant operators General operatives Visitors Members of the public	<ul style="list-style-type: none"> ✓ All persons on site must wear high visibility clothing at all times ✓ A pedestrian exclusion zone must be enforced in all areas where mobile plant and vehicles are operating ✓ If a pedestrian enters an exclusion zone the mobile plant/vehicle operator must stop immediately until it is safe to continue ✓ Mobile plant and vehicles must be fitted with clearly visible hazard beacons and audible reversing sirens ✓ All persons are strictly prohibited from attending any site while under the influence of alcohol or drugs ✓ Sufficient and adequate lighting must be available in all areas where mobile plant/vehicles are operating ✓ Mobile plant/vehicle operators must not carry any passenger on the working platform or in the cab unless the plant/vehicle is specifically designed to carry passengers 			1x5
Risk of collision with other mobile plant/vehicles	5x5			Vehicle drivers Plant operators	<ul style="list-style-type: none"> ✓ Mobile plant/vehicles must be parked on firm level ground with the parking brake engaged and the engine disengaged ✓ The mobile plant/vehicle must be chocked at the front and back of the tyres if parked on an incline 			1x5
Risk of reversing vehicles	3x5			General operatives Visitors Members of the public	<ul style="list-style-type: none"> ✓ Where possible reversing operations must be kept to a minimum ✓ Where reversing operations need to be undertaken the mobile plant/vehicle operator must appoint a competent person to act as a banksman to manage and control the reversing operation ✓ The mobile plant operator and banksman must enforce an exclusion zone around the area where plant is operating ✓ If fitted the CCTV reversing camera must be engaged at all time on all mobile plant/vehicles while operating on site ✓ The hazard beacons must be operating and visible on all mobile plant/vehicles while operating on site ✓ A reversing siren must be audible on all mobile plant/vehicles ✓ Convex mirrors must be fitted and adjusted on all mobile plant/vehicles ✓ The use of mobile phones, iPods, walkmans etc are prohibited on site unless in they are used in a designated safe area 			1x5

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		High	Med	Low						High	Med	Low
Risk of defective mobile plant/vehicles		4x5			Vehicle drivers Plant operators General operatives Visitors Members of the public	<ul style="list-style-type: none">✓ All mobile plant/vehicles must be maintained on a regular basis and as per the manufacturers guidelines as a minimum✓ Mobile plant where required must have a valid and current statutory inspection certificate✓ Road going vehicles must be tested and maintained in accordance with applicable jurisdiction requirements i.e.; HGV, DoE etc✓ Mobile plant/vehicle operators must check the vehicle before use to ensure it is safe and fit for use						1x5
Risk of untrained operators		4x5			Vehicle drivers Plant operators General operatives Visitors Members of the public	<ul style="list-style-type: none">✓ Mobile plant/vehicle operators must not be under the influence of alcohol or drugs✓ The vehicle driver must be in possession of a current and valid license for the vehicle being operated✓ Mobile plant operators must be trained and competent in the safe operation of the item of plant✓ Mobile plant operators must hold where applicable a current and valid training certificate for the item of plant✓ Mobile plant/vehicle operators must never use a mobile phone while operating the plant/vehicle✓ Mobile plant/vehicle operators must check the vehicle before use to ensure it is safe and fit for use, and report any defects immediately to his/her supervisor✓ Defective mobile plant/vehicles must never be used under any circumstances✓ Lone working is strictly prohibited on all sites✓ Operators must never undertake maintenance activities unless they are trained, competent and have been authorised to undertake the work						1x5
Vehicles overturning		3x5			Vehicle drivers Plant operators General operatives Visitors Members of the public	<ul style="list-style-type: none">✓ Mobile plant/vehicle operators must be aware of the maximum laden weight of the plant/vehicle and this must never be exceeded✓ Forklift/telescopic handler operators must be aware of the maximum safe Working Load of the plant and this SWL must never be exceeded✓ The mobile plant/vehicle must be parked on firm level ground away from any unprotected edges and the edges of any excavations✓ All material must be stacked and stored on firm and level ground✓ Telescopic handler operators must be aware of the lifting capacity with and without the stabilising jacks in position✓ Telescopic and forklift operators must be aware that different attachments will alter the rated lifting capacity and centre of gravity of the machine						1x5
Slips, Trips & Falls												

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		High	Med	Low			High	Med	Low	
Risk of slipping, tripping or falling over objects		5x4			Vehicle drivers Plant operators General operatives Visitors Members of the public	<ul style="list-style-type: none">✓ All operatives working on site must wear the following PPE; head protection (hard hat), foot protection (steel toe capped and steel mid soled boots), hi-visibility clothing and hand protection (gloves)✓ All operatives must be aware of the site conditions and their surroundings. Look out for potholes, loose material lying on the ground✓ All tools and materials must be stored, stacked and tidied away in a safe and secure manner✓ Materials, tools and equipment must be tidied away when not in use✓ Operatives must always use the designated and approved means of access to and egress from the work location✓ Operatives must never take unapproved short cuts to the work site✓ Access and egress routes must never be blocked or obstructed✓ Only the minimum amount of materials and tools which are required to undertake the work must be kept in the work area✓ Operatives must implement and maintain a clean as you go policy while working on site✓ Operatives must check the work area for potential slip, trip and fall hazards prior to performing any task✓ Operatives must report and clean-up spillages/breakages immediately✓ Waste packaging and waste material must be removed from the work area and placed in the appropriate bin/skip✓ The working platform/cab of mobile plant/vehicles must be keep clean, tidy and tools must not be stored on the floor✓ When placing or removing skids or preparing the ground for accepting a load operatives must walk at all times and never run✓ Sufficient and adequate lighting must be available in the work area at all times✓ Outdoor work must be carried out during day light hours where practicable			1x2	
Risk of falling from a height		5x5			Vehicle drivers Plant operators General operatives Visitors Members of the public	<ul style="list-style-type: none">✓ Mobile plant/vehicle operators must not climb onto a load to remove straps, bands etc✓ Operators of goods delivery vehicles must not climb onto the load to secure or unsecure the material and where possible should remain in the cab during loading and unloading✓ Mobile plant and vehicle operators must maintain a three point contact with the plant/vehicle when climbing up and down from the working platform or cab		2x5		
Falling Objects										
Risk of load collapsing		3x5			Vehicle drivers Plant operators	<ul style="list-style-type: none">✓ The delivery vehicle driver is responsible for removing straps/chains from the load			1x5	

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		High	Med	Low						High	Med	Low
					General operatives Visitors Members of the public	<ul style="list-style-type: none">✓ Prior to removing straps/chains etc from a load the delivery vehicle driver must check the load for any signs of movement, shifting or displacement of the load✓ All material must be stacked and stored on firm and level ground✓ Material must not be stacked beyond the approved safe stack height for the material✓ The operative stacking the material must consult the material manufacturers guidance regarding safe storage arrangements✓ The operative stacking the material must check pallets and other storage containers to ensure they are in good condition and that material is properly secured to them✓ The loading, unloading and storage areas must be located away from the main pedestrian areas and routes✓ Stacks must be evenly loaded and distributed✓ Forklift and telescopic handler operators must ensure that if the fork tips extend beyond the load that they do not contact other loads in the rack/stack✓ All plant and equipment used to lift material must be statutorily tested and inspected, and a current and valid test/inspection certificate must be available. Plant and equipment includes; forklifts, telescopic handlers, chains, slings, clamps etc						
Electricity												
Risk of contact with overhead power-lines		3x5			Vehicle drivers Plant operators General operatives	<ul style="list-style-type: none">✓ Mobile plant/vehicle operators must not be under the influence of alcohol or drugs✓ The vehicle driver must be in possession of a current and valid license for the vehicle being operated✓ Mobile plant operators must be trained and competent in the safe operation of the item of plant✓ Forklift and telescopic handler operators must never load unload or store materials directly underneath any overhead power-lines. Operators must never assume overhead lines are telephone lines✓ When loading, unloading or stacking material in the vicinity of overhead power-lines the forklift/telescopic handler operator must appoint a competent person to act as a banksman to watch, coordinate and manage the operation✓ The forklift/telescopic handler operator and the banksman must ensure that all pedestrian and other unauthorised persons are kept well away from the vicinity of the operation✓ Forklift and telescopic handler operators must operate the plant at a slow rate when travelling underneath or adjacent to overhead power-lines✓ Where overhead power-lines cross the access route to the loading, unloading or storage area plant operators must only cross underneath the overhead power-lines at designated access points i.e. goal post junctions						1x5

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	High	Med	Low							High	Med	Low

Manual Handling								
Risk of musculoskeletal injuries	5x4			Vehicle drivers Plant operators General operatives	<ul style="list-style-type: none"> ✓ Operatives must avoid manual handling materials and equipment where possible ✓ All operatives must have received training in safe manual handling techniques ✓ Operatives must use mechanical lifting equipment where possible such as forklifts, telescopic handlers etc ✓ Operatives must never lift a load that is beyond their capability. Use two person lifts for large, heavy or unusual loads. Always seek assistance or use mechanical aids ✓ Never climb onto vehicle wheels to access a trailer or load ✓ Check and ensure the route to be travelled with the load is safe and the underfoot conditions are adequate ✓ Operatives must always employ the correct manual handling techniques ✓ Operatives must never run while carrying or moving a load ✓ Where possible timber skids must be placed on top of the load being moved by the forklift/telescopic handler and transported to the unloading area with the load 		3x4	

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	High	Med	Low								
	High	Med	Low			High	Med	Low			

Operation of Abrasive Wheels								
Improper selection of cutting disc	5x5			Abrasive Wheel operator Other site personnel.	<ul style="list-style-type: none"> ✓ Persons involved in the mounting of abrasive wheels must be competent to mount a wheel, have received training in the mounting of abrasive wheels and be appointed by the company to mount abrasive wheels (or alternatively the person mounting the abrasive wheel must be under the immediate supervision of a person with other training). ✓ The following items of PPE should be worn when using abrasive wheels: Heavy duty firm grip protective gloves; ear protection; protective glasses; dust masks (as required); snug fitting heavy duty comfortable clothing that allows full freedom of movement; and anti-slip boots with steel toe caps. Check that no-one is in the immediate vicinity when the machine is started or while working with the machine to ensure that people, animals or other things cannot affect the control of the machine ✓ Ensure that you have a firm foothold and make sure the clothing and parts of the body do not come into contact with the blade when started. ✓ The working area should be sufficiently illuminated to create a safe working environment. ✓ Ensure that no pipes or electrical cables are routed in the area to be cut 			1x5
Disc Shattering					<ul style="list-style-type: none"> ✓ Never use a blade that does not conform to the manufacturers guidelines (i.e. a blade with a lower speed rating than that of the power cutter / saw). Check the speed rating of the blade versus the speed rating of the machine. ✓ Inspect the blade to ensure that it is not damaged or cracked in any way. ✓ Never use a blade that has fallen on the floor. ✓ Check that the blade is properly assembled in accordance with the machine operating manual. ✓ Check the spindle hole (or centre hole) matches the spindle / drive shaft (e.g. use a 20mm blade on a drive shaft of 20mm). Plastic reducing bushes may be used with abrasive wheel discs when the spindle hole is greater than the spindle. However it is recommended that the spindle is replaced to that it fits the blade rather than using a reducing bush. ✓ Check that the blade runs free of the guard. Clean the inside of the guard before fitting a new blade. ✓ Diamond cutting blades should be cooled with water to prevent overheating that can cause the blade to break and pieces being thrown off resulting in injury and damage. If dry cutting blades are used they should be cooled by lifting the blade out of the cut every 30-60 seconds and letting it rotate in air for approximately 10 seconds. 			1x5

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Activity Specific Hazards		Risk Without Controls (LxC)			Who Might be Harmed	Standard Controls	Risk With Controls (LxC)				
		High	Med	Low						High	Med
					✓	The cutting blade will be kept sharp and will be removed from the machine when being transported.					
Loss of Control due to Kickback or Pull In	5x5				✓	Ensure that you have a firm foothold and make sure the clothing and parts of the body do not come into contact with the blade when started.					1x5
					✓	The working area should be sufficiently illuminated to create a safe working environment					
					✓	Always hold the machine in a firm grip with both hands. Hold the machine so that the thumb and finger grip around the handle.					
					✓	Support the piece in such a way that pinching is minimised and that you can predict what will happen.					
					✓	Start cutting gently (Do not force or squeeze the blade in) and move the blade forwards and backwards slowly.					
					✓	Use a small part of the blade as a cutting edge. Never cut with the top segment of the blade and always cut with the blade fully vertical and at right angles to the work piece.					
					✓	Keep a good balance and a firm foothold. Stand a comfortable distance from the work piece.					
					✓	Run the power cutter / concrete saw at full throttle.					
					✓	Take care when inserting the blade in an existing cut.					
					✓	Always be alert to the movement of the work piece of anything else that can occur which could cause the cut to close or pinch.					
Risk of defective plant	5x5			Abrasive Wheel operators General operatives	✓	Abrasive Wheels (Consaws, grinders) must be maintained on a regular basis and as per the manufacturers guidelines as a minimum					1x5
					✓	The abrasive wheels operator must check the plant before use to ensure it is safe and fit for use					
Risk of untrained operators	5x5			General operatives Visitors Members of the public	✓	The abrasive wheel operators must hold a current and valid training certificate.					1x5
					✓	The abrasive wheel operator must not be under the influence of alcohol or drugs					
					✓	The abrasive wheel operator must be trained and competent in the safe operation of the item of plant					
					✓	The abrasive wheel operator must check the plant before use to ensure it is safe and fit for use, and report any defects immediately to his/her supervisor					
					✓	Defective abrasive wheel discs must never be used under any circumstances					
					✓	Lone working is strictly prohibited on all sites					
					✓	Operators must never undertake maintenance activities unless they are trained, competent and have been authorised to undertake the work					
Slips, Trips & Falls											

Reference No.:		RA-047GEN				Activity:		All Activities					
Location of Activity:		On Site Locations				Assessed By:		Aisling Cox					
Date of Assessment:		18/10/14											
Activity Specific Hazards		Risk Without Controls (LxC)			Who Might be Harmed	Standard Controls					Risk With Controls (LxC)		
		High	Med	Low							High	Med	Low
Risk of slipping, tripping or falling whilst carrying abrasive wheels		5x4			Abrasive wheel operators General operatives Visitors Members of the public	<ul style="list-style-type: none">✓ All operatives working on site must wear the following PPE; head protection (hard hat), foot protection (steel toe capped and steel mid soled boots), hi-visibility clothing and hand protection (gloves)✓ All operatives must be aware of the site conditions and their surroundings. Look out for any evidence of services routed through the area.✓ All tools and materials must be stored, stacked and tidied away in a safe and secure manner✓ Materials, tools and equipment must be tidied away when not in use. Remove the blade from the grinder or consaw when storing or during transport.✓ Access and egress routes must never be blocked or obstructed✓ Operatives must implement and maintain a clean as you go policy while working on site✓ Operatives must check the work area for potential slip, trip and fall hazards prior to performing any task✓ Operatives must report and clean-up spillages/breakages immediately✓ Waste packaging and waste material must be removed from the work area and placed in the appropriate bin/skip✓ Sufficient and adequate lighting must be available in the work area at all times✓ Outdoor work must be carried out during day light hours where practicable							2x2
Fire													
Risk of Burns		5x5			Abrasive wheel operators General operatives Visitors Members of the public	<ul style="list-style-type: none">✓ Never fill the power cutter / concrete saw when the engine is running.✓ Provide good ventilation when mixing or filling fuel.✓ Move the machine at least 3m from the refuelling area before starting it.✓ Ensure that any spillages on the machine are wiped up before starting.✓ Always store the machine so that any leakage of fuel or vapours do not risk coming into contact with sparks or naked flames.✓ Ensure that only approved containers are used for the storage of fuels.✓ When storing for long periods (say over holiday breaks) the fuel should be removed from the machine.							1x5
Manual Handling													
Risk of musculoskeletal injuries		5x4			General operatives	<ul style="list-style-type: none">✓ Operatives must avoid manual handling materials and equipment where possible✓ All operatives must have received training in safe manual handling techniques✓ Check and ensure the route to be travelled with the load is safe and the underfoot conditions are adequate✓ Operatives must always employ the correct manual handling techniques✓ Operatives must never run while carrying or moving a load.							2x3
Noise & Vibration													

Reference No.:		RA-047GEN				Activity:		All Activities				
Location of Activity:		On Site Locations				Assessed By:		Aisling Cox				
Date of Assessment:		18/10/14										
Activity Specific Hazards		Risk Without Controls (LxC)		Who Might be Harmed	Standard Controls				Risk With Controls (LxC)			
		High	Med						Low	High	Med	Low
Risk of hand arm vibration		5x4			Abrasive Wheel operators General operatives	✓ Abrasive Wheels must be maintained in accordance with the manufacturers requirements						1x4
Risk of noise induced hearing loss		5x4			Excavator operators General operatives	✓ Hearing Defenders to be worn at all times when operating the power cutter/consaw or grinder. ✓ Persons in vicinity of machine required to wear hearing defenders in addition.						1x1
Dust												
Inhalation of Dust- Leading to silicosis		5x4			Abrasive Wheel Operator Operatives in vicinity of machine	✓ Wet dust suppression or local exhaust ventilation will be used to reduce exposure of operators (where necessary). ✓ Dust mask will be used when cutting stone. ✓ Cutting operatives will not be permitted internally or where means of ventilation is poor						1x4
Carbon Monoxide												
Carbon Monoxide Poisoning		5x4			Abrasive Wheel Operator Operatives in vicinity of machine	✓ Cutting operatives will not be permitted internally or where means of ventilation is poor.						1x4

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Date of Assessment:	18/10/14											
Activity Specific Hazards	Risk Without Controls (LxC)			Who Might be Harmed	Standard Controls					Risk With Controls (LxC)		
	High	Med	Low							High	Med	Low

Use of Hand Held and Portable Tools								
Cuts to hands.	5x4			Handheld or portable tool operators General operatives	<ul style="list-style-type: none"> ✓ All personnel using hand held or portable tools must be in possession of and wearing appropriate personal protective equipment. This should include heavy duty gloves, safety glasses. ✓ Only competent, experienced operatives will be permitted to operate handheld or portable tools. 			1x5
Electrocution	4x5			Handheld or portable tool operators General operatives	<ul style="list-style-type: none"> ✓ No power tools or electrical equipment of greater voltage than 110V shall be used in external locations unless special arrangements have been made. Lower voltage tools and lighting may be required in damp or confined situations. ✓ Where power tools have to be used off the main supply the source of supply must be fitted with residual current devices (ELCB) rated at 30 m amps at 30 m sec ✓ Only authorised persons are permitted to repair or alter electrical equipment. Any defects noted in electrical equipment must be reported to the Site Supervisor so that immediate steps can be taken to have defects remedied by an Electrician. ✓ All cable connections must be properly made; under no circumstances is insulation tape to be used for any repair or point in extension. ✓ Power tools must be maintained in good condition with casing intact and label fitted showing voltage and other information 			1x5
Injuries from Flying particles	4x4			Handheld or portable tool operators General operatives	<ul style="list-style-type: none"> ✓ All hand held and portable tools must be maintained on a regular basis and as per the manufacturers guidelines as a minimum ✓ Guards to be put in place where fitted. ✓ Where there is a risk of flying particles operatives must wear safety glasses during operation. 			1x5
Risk of defective tools	5x5			Handheld or portable tool Operators General operatives	<ul style="list-style-type: none"> ✓ All hand held and portable tools must be maintained on a regular basis and as per the manufacturers guidelines as a minimum ✓ The operator must check the tool before use to ensure it is safe and fit for use 			1x5

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Activity Specific Hazards	Risk Without Controls (LxC)			Who Might be Harmed	Standard Controls					Risk With Controls (LxC)		
	High	Med	Low							High	Med	Low

Slips, Trips & Falls								
Risk of slipping, tripping or falling whilst carrying abrasive wheels	5x4			Handheld or portable tool operators General operatives Visitors Members of the public	<ul style="list-style-type: none"> ✓ All operatives working on site must wear the following PPE; head protection (hard hat), foot protection (steel toe capped and steel mid soled boots), hi-visibility clothing and hand protection (gloves) ✓ All operatives must be aware of the site conditions and their surroundings. Look out for any evidence of services routed through the area. ✓ All tools and materials must be stored, stacked and tidied away in a safe and secure manner ✓ Materials, tools and equipment must be tidied away when not in use. ✓ Access and egress routes must never be blocked or obstructed ✓ Operatives must implement and maintain a clean as you go policy while working on site ✓ Operatives must check the work area for potential slip, trip and fall hazards prior to performing any task. ✓ All cables and extension leads must be routed away from access/egress routes so as not to cause a trip hazard. ✓ Operatives must report and clean-up spillages/breakages immediately ✓ Waste packaging and waste material must be removed from the work area and placed in the appropriate bin/skip ✓ Sufficient and adequate lighting must be available in the work area at all times ✓ Outdoor work must be carried out during day light hours where practicable 			2x2
Fire								
Risk of Burns	4x5			Handheld or portable tool operator	<ul style="list-style-type: none"> ✓ Provide good ventilation when operating the tool ✓ Do not overload any electrical sockets. ✓ Ensure good housekeeping in areas where tools are being operated. 			1x5
Manual Handling								
Risk of musculoskeletal injuries	5x4			Handheld or portable tool operators General operatives	<ul style="list-style-type: none"> ✓ Operatives must avoid manual handling materials and equipment where possible ✓ All operatives must have received training in safe manual handling techniques ✓ Check and ensure the route to be travelled with the load is safe and the underfoot conditions are adequate ✓ Operatives must always employ the correct manual handling techniques ✓ Operatives must never run while carrying or moving a load. 			2x3
Noise & Vibration								
Risk of hand arm vibration	5x4			Handheld or portable tool operators	<ul style="list-style-type: none"> ✓ All portable and handheld must be maintained in accordance with the manufacturers requirements 			1x4

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Activity Specific Hazards		Risk Without Controls (LxC)		Who Might be Harmed	Standard Controls				Risk With Controls (LxC)		
		High	Med						Low	High	Med
				General operatives							
Risk of noise induced hearing loss	5x4			Handheld or portable tool operators General operatives	✓ Hearing Defenders to be worn at all times when operating the portable or handheld tools which exceed the noise threshold. ✓ Persons in vicinity of machine required to wear hearing defenders in addition.						1x1
Dust											
Inhalation of Dust-Leading to silicosis	5x4			Handheld or portable tool Operator Operatives in vicinity of machine	✓ Dust mask will be used when cutting stone. ✓ Cutting operatives will not be permitted internally or where means of ventilation is poor						1x4

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Activity Specific Hazards	Risk Without Controls (LxC)			Who Might be Harmed	Standard Controls	Risk With Controls (LxC)					
	High	Med	Low								High

Working near overhead power lines								
Electrocution	5x5				<ul style="list-style-type: none"> ✓ All overhead power lines to be identified on site prior to commencement of works. ✓ Before commencing work in the vicinity of the small section of overhead cables, Site Management should consult with the ESB regarding the protection that must be provided on site. The emphasis should be on de-energising the line at the earliest opportunity. ✓ The protection provided shall be in accordance with HSE Guidance Note GS6 "Avoidance of Danger from Overhead Electric Power Lines" and the ESB leaflet derived from it. ✓ Fit and maintain ground level barriers and high level bunting along the entire length of the overhead power lines. Ensure these barriers are highlighted so they can be seen at night. ✓ All verticals to bunting poles to be made of timbers or other non conducting material. They must be robust enough to provide stability in all weather. ✓ If machines do not have to pass directly underneath the powerline there should be a minimum distance of 6m at ground level between the line and the barrier. ✓ If machinery or vehicles have to pass between the lines there should be then barriers can be use to create a passageway. ✓ Site Management will supervise the erection of overhead warning barriers and then inspect all bunting on a daily basis. After periods of severe weather or suspected vandalism, all overhead line protection will be inspected by Site Management. ✓ All relevant operatives will be informed of the dangers of overhead power lines as part of site induction and the ongoing training programme. ✓ A check should be made of the poles of overhead power lines and report any abnormalities to either site management or the ESB. ✓ When a ladder may be long enough to come into contact with an overhead power line- ensure that ladders are fully extracted to their shortest length before moving. ✓ After a storm or high winds there may be a risk of fallen power lines- re-inspect all works areas for presence of fallen lines. Ensure you never approach a loose or fallen overhead powerline- always assume a powerline is LIVE 			1x5
Driver making contact with								

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Activity Specific Hazards	Risk Without Controls (LxC)			Who Might be Harmed	Standard Controls	Risk With Controls (LxC)					
	High	Med	Low								High

overhead powerline.								
Driver stuck in cab	5x5				<ul style="list-style-type: none"> ✓ Driver of vehicles who make contact with overhead powerlines should remain in the cab where possible. ✓ Operative should contact emergency services ✓ If you have to leave the cab you should jump well clear so no contact is made between you and the vehicle. ✓ Do not go back to the vehicle even if you think it is safe to do so. No one will be permitted to access the machine until the ESB states that it is safe to do so. 			2x2
Fire								
Risk of Burns	5x5				<ul style="list-style-type: none"> ✓ Never fill the power cutter / concrete saw when the engine is running. ✓ Provide good ventilation when mixing or filling fuel. ✓ Move the machine at least 3m from the refuelling area before starting it. ✓ Ensure that any spillages on the machine are wiped up before starting. ✓ Always store the machine so that any leakage of fuel or vapours do not risk coming into contact with sparks or naked flames. ✓ Ensure that only approved containers are used for the storage of fuels. ✓ When storing for long periods (say over holiday breaks) the fuel should be removed from the machine. ✓ Stacking of any item is not permitted under an overhead power line. 			1x5
Damage to Property								
					<ul style="list-style-type: none"> ✓ All vehicle drivers will be instructed on the safe practices. Particular emphasis will be placed on avoiding travel with raised booms etc. ESB notices will be placed on the windscreen of vehicles (-these are freely available from local ESB offices). ✓ Signs stating "Danger Overhead Power Lines" or similar will be prominently displayed. ✓ Ensure that machines of appropriate height can pass safely under the overhead lines. ✓ Access route is to be planned in advanced to working with overhead power lines. 			2x3

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	High	Med	Low							High	Med	Low

Mobile Tower Scaffolding								
Falls of Persons or Materials from the platform				General Operatives	<ul style="list-style-type: none"> ✓ No person is permitted to erect, alter or dismantle any mobile tower scaffold unless they are in possession of relevant CSCS Training Tickets. ✓ All mobile towers will be checked before use by the Site Supervisor to ensure they are in accordance with the standards required. All operatives required to use mobile tower scaffolds will be instructed in safe use and movement of scaffolds. ✓ The Site Supervisor will ensure that mobile tower can be used safely and efficiently on site taking into account floors, type of work etc. ✓ Height must be relative to effective base dimension. (Normally maximum height to least base ratio of 3.5 to 1 is specified from towers used inside a building and 3 to 1 used outside. However. Lower ratios may be specified by manufactures of very light mobile towers) ✓ Outriggers or stabilisers must be extended where applicable ✓ Towers must not be used or moved on sloping, uneven or obstructed surfaces ✓ No person is to remain on platform whilst tower is being moved ✓ Materials and tools to be removed or secured on platform ✓ Bracing members must be fitted ✓ Guardrails and toe boards must be fitted. ✓ Wheels must be locked when platform in use ✓ Safe working load of platform must not be exceeded 			
Overturning due to overloading, uneven ground, wind				General Operatives	<ul style="list-style-type: none"> ✓ The Site Supervisor will ensure that mobile tower can be used safely and efficiently on site taking into ground/floor conditions. ✓ Tower must not be used externally in adverse weather conditions. Site Supervisor to determine where wind conditions are too high to safely carry out works. ✓ Mobile Power Scaffolding will be inspected on a weekly basis and items recorded on Form GA3. ✓ Stabilisers to be used in accordance with manual. 			
Contact with overhead power lines				General Operatives	<ul style="list-style-type: none"> ✓ Overhead obstructions must be noted - in particular, overhead electric cables ✓ All overhead power lines to be identified on site prior to commencement of works. 			

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Activity Specific Hazards		Risk Without Controls (LxC)			Who Might be Harmed	Standard Controls	Risk With Controls (LxC)		
		High	Med	Low			High	Med	Low
					<ul style="list-style-type: none">✓ Before commencing work in the vicinity of the small section of overhead cables, Site Management should consult with the ESB regarding the protection that must be provided on site. The emphasis should be on de-energising the line at the earliest opportunity.✓ The protection provided shall be in accordance with HSE Guidance Note GS6 “Avoidance of Danger form Overhead Electric Power Lines” and the ESB leaflet derived from it.✓ Fit and maintain ground level barriers and high level bunting along the entire length of the overhead power lines. Ensure these barriers are highlighted so they can be seen at night.✓ All verticals to bunting poles to be made of timbers or other non conducting material. They must be robust enough to provide stability in all weather.✓ If machines do not have to pass directly underneath the powerline there should be a minimum distance of 6m at ground level between the line and the barrier.✓ If machinery or vehicles have to pass between the lines there should be then barriers can be use to create a passageway.✓ Site Management will supervise the erection of overhead warning barriers and then inspect all bunting on a daily basis. After periods of severe weather or suspected vandalism, all overhead line protection will be inspected by Site Management.✓ All relevant operatives will be informed of the dangers of overhead power lines as part of site induction and the ongoing training programme.✓ A check should be made of the poles of overhead power lines and report any abnormalities to either site management or the ESB.✓ When a ladder may be long enough to come into contact with an overhead power line- ensure that ladders are fully extracted to their shortest length before moving.✓ After a storm or high winds there may be a risk of fallen power lines- re-inspect all works areas for presence of fallen lines. Ensure you never approach a loose or fallen overhead powerline- always assume a powerline is LIVE				
Risk of musculoskeletal injuries	5x4			General operatives	<ul style="list-style-type: none">✓ Operatives must avoid manual handling materials and equipment where possible✓ All operatives must have received training in safe manual handling techniques✓ Operatives must use mechanical lifting equipment where possible such as forklifts, hi-ab etc✓ Operatives must never lift a load that is beyond their capability. Use two person lifts for large, heavy or unusual loads. Always seek assistance or use mechanical aids✓ Check and ensure the route to be travelled with the load is safe and the underfoot conditions are adequate✓ Operatives must always employ the correct manual handling techniques✓ Operatives must never run while carrying or moving a load		3x4		

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	High	Med	Low								
	High	Med	Low			High	Med	Low			

Working in Adverse Weather Conditions								
High Winds								
Falls from heights Falling materials, tools.	3x5			General Operatives, Third Parties	<ul style="list-style-type: none"> ✓ Work on fully boarded and guard railed platforms only. ✓ Do not work of temporary platforms in high winds. ✓ Take extra care when handling equipment and ensure that materials are secured against being blown away ✓ If too windy cease work until told to return. 			2x3
Ice and Snow								
Slips trips and falls. Manual handling risks		3x3		General Operatives	<ul style="list-style-type: none"> ✓ Wait for snow and ice to melt. Ask your supervisor for advice and guidance. ✓ Grit work areas if required. ✓ Do not work on any platforms that are not fully boarded and guard railed ✓ Wear appropriate clothing and foot ware. 			2x3
Heavy Rain/Wet conditions								
Slips trips and falls. Manual handling risks. Falls from heights			2x3	General Operatives	<ul style="list-style-type: none"> ✓ Consider the following:- ✓ The site manger must make the call ✓ The type of work to be done ✓ Do not strike/erect grandstands in heavy rain. Decks and steel work becomes slippery and difficult to walk on. ✓ The lighting conditions fade. ✓ If becomes unsafe to use power tools. ✓ The handling of wet/slippy materials and tools becomes unsafe. ✓ Wearing appropriate clothing 			2x3
Sunny Conditions								

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		High	Med	Low							High	Med	Low
Sunstroke Sunburn Skin cancer				2x3	General Operatives	<div>✓ Wear sun block or suntan lotion</div> <div>✓ You must keep you top and shorts on. It is against company policy to work with anything less than a T shirt and knee length shorts.</div> <div>✓ It is also advisable to wear a cap to protect your head and neck.</div> <div>✓ Try not exposing too much flesh to the sun’s rays</div>							2x3
Dehydration				2x3	General Operatives	<div>✓ Take regular drinks of water (water to be readily available)</div> <div>✓ You need to drink at least 2 Lt’s of water in a normal day. You can add more when working in hot conditions.</div>							
Working in the dusty conditions													
Foreign objects entering and irritating eyes				2x3	General Operatives	<div>✓ The risk of dust from the normal working at scaffolding is low. The issue could change pending on what other work is being carried out in the area.</div> <div>✓ Methods of suppressing dust should be addressed. Such as dampening down with water.</div> <div>✓ When cutting, do so in an open environment away from other workers.</div> <div>✓ Use an industrial vacuum cleaner to pick up dust.</div> <div>✓ For any residual dust – identify what it is an issue appropriate respiratory protection</div> <div>✓ Wear safety glasses if working in a dusty area.</div> <div>✓ Wear safety Glasses if using power tools.</div> <div>✓ Report to the first aid officer if a medical problem should arise.</div> <div>✓ If visibility is so poor, remove scaffold team until dust settles, and carry out a risk assessment prior to restarting work.</div>							2x2

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	High	Med	Low								
	High	Med	Low			High	Med	Low			

Health and Wellbeing	Exposed: Staff working on site with the presence of contaminated needle sticks. Staff working on site where there may be the presence of vermin leading to the risk of Weils Disease/Leptospirosis. First Aiders coming into contact with operatives with a Blood Borne Virus. Operatives coming into contact with bodily fluids contaminated with a blood borne virus.							
				<p>Staff Working in Groundwork's and Sewage,</p> <p>Operatives working in active health care units where presence of needles exists.</p> <p>Operatives working on site where presence of needle sticks, vermin or where blood borne viruses may exist.</p>	<ul style="list-style-type: none"> ✓ Staff may come into contact with vermin contracting Leptospirosis or Weils disease (an infectious disease caused by coming into contact with waste products from infected animals). ✓ Staff may suffer puncture injuries from discarded needles, which may result in serious ill-health problems. Sharps include any items that can cause laceration or puncture wounds. They present a special hazard if there is contamination by blood and, although they may not be visibly soiled, they should be handled with care if contamination is known or suspected. ✓ Staff may come into contact with contaminated blood during first aid measures. Blood and body fluids may contaminate the site of industrial and site accidents (including healthcare areas). Provided that there is no direct contact, there is no risk for those in the vicinity. It should, however, be remembered that the viability of BBV on surfaces can continue for extended periods. ✓ Company will keep a list of employees who have contracted a Blood Borne virus. indicating the type of work done by each employee, and, whenever possible, the blood borne virus to which they have been exposed, as well as records of exposures, accidents and incidents, as appropriate. ✓ Company will make available relevant health surveillance for those employees for whom the results of any risk assessment reveals a risk to their safety or health. Such health surveillance, where appropriate, must be made available prior to exposure to blood borne viruses and at regular intervals thereafter ✓ Company to ensure that effective vaccines are made available when necessary. ✓ Additionally, the company will provide such information to any employer of other employees or any self-employed person who may be affected by exposure to a blood borne virus arising from his/her undertaking. The Company shall put in place procedures to deal 			

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	High	Med	Low			High	Med	Low	
					with a serious accident or incident involving the handling of a blood borne disease or contact with leptospirosis. ✓ The Company will ensure that employees or safety representative (or both) are informed as quickly as possible of any accident or incident which may have resulted in the release of a blood borne virus which could cause severe human infection and of the causes of and measures taken in relation to any such serious accident or incident. This procedure will be made available to all relevant staff.				
Contact with Sharps/ Needle stick				Staff Working on Groundworks and Sewage, Operatives working in active health care units where presence of needles exists. Operatives working on site where presence of needle sticks or vermin may be present	✓ Operative to survey the works area for the presence of Sharps/needle sticks prior to commencement of works. Information to be received from the client on any previous instances with needlestick injuries in the area. ✓ Operatives to ensure that they wear safety gloves (with adequate punch resistance either to levels 3-4). If sharps/needlestick is encountered operatives are to adequately dispose of when possible and discard sharps/ needlesticks directly into the sharps container immediately after use, and at the point of use. If sharps container is not present then the needle is to be discarded into an appropriate container for later disposal. ✓ Ensure that operatives protect all breaks in exposed skin by means of waterproof dressings and/or gloves. Operatives to ensure that they protect the eyes and mouth by means of a visor or goggles/ safety spectacles and a mask when splashing is a possibility. Operatives to apply good, basic hygiene practices including hand-washing before and after glove use, and avoid hand-to-mouth/eye contact. ✓ Dispose of all contaminated waste safely and refer to safety department if you are uncertain how to classify and dispose of your waste. Operatives to inform management immediately where if contact is made with a needlestick or sharps				
Lepto-spirosis (Weils Disease)				Operatives working on site where vermin may be present.	✓ All operatives will wear appropriate gloves when working in wet areas. ✓ Cover any cuts or grazes on your skin with a waterproof dressing prior to administering first aid to any operative. ✓ Wash hands thoroughly before eating / drinking and smoking. ✓ All waste should be disposed of in adequate bins- do not dispose any food waste on the ground. ✓ Adequate vermin bait boxes (or other control techniques) should be applied within the yard or on site. ✓ In the event of influenza symptoms operatives will inform their General Practitioner and Manager of the possible exposure to Weils Disease.				

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	High	Med	Low								High

Contact with other Blood Borne Viruses (HIV/Hepatitis)				Staff Working on Groundworks and Sewage,	<ul style="list-style-type: none"> ✓ Operatives are reminded to always assume that a Blood Borne Virus is present in the workplace and ensure that you are fully protected at all times. If you think you may have been infected with a BBV, you should have access to support, advice and reassurance. ✓ Cover any cuts or grazes on your skin with a waterproof dressing prior to administering first aid to any operative. ✓ Ensure you wear suitable disposable gloves when dealing with blood or any other body fluids. In addition to this use suitable eye protection and a where relevant a disposable plastic apron where splashing is possible. ✓ Use devices such as face shields when you give mouth to mouth resuscitation, but only if you have been trained to use them. ✓ Ensure you wash your hands after each procedure. ✓ Operatives to inform management immediately where if contact is made with a needlesticks/sharps or bodily fluids. 			
				Operatives working in active health care units where presence of needles exists.				
				Contact with bodily fluids contaminated with a BBV.				

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	High	Med	Low								
	High	Med	Low			High	Med	Low			

Operation of Cross Cut Saw								
Ejection of materials		4x4		Cross Cut Saw operator Other site personnel.	<ul style="list-style-type: none"> ✓ Wear safety glasses or a face shield. Wear an approved respirator or dust mask when exposed to harmful or nuisance dusts. Keep work areas tidy at all times. Cross Cut Saws are designed for right-hand operation; left-handed operation will demand more care to operate safely. ✓ Check the retracting lower blade guard frequently to make certain it works freely. It should enclose the teeth as completely as possible, and cover the unused portion of the blade when cutting. Check that the retracting lower blade guard has returned to its starting position before laying down the saw. Keep upper and retracting lower blade guard clean and free of sawdust. ✓ Disconnect power supply before adjusting or changing the blade. Allow the saw to reach full power before starting to cut. Use two hands to operate saws - one on a trigger switch and the other on a front knob handle. Do not force it. ✓ Secure work being cut to avoid movement ✓ Do not hold or force the retracting lower guard in the open position. ✓ Do not place hand under the shoe or guard of the saw. ✓ Do not over tighten the blade-locking nut. Do not twist the saw to change, cut or check alignment. Do not use a saw that vibrates or appears unsafe in any way. ✓ Do not force the saw during cutting. ✓ Do not cut materials without first checking for obstructions or other objects such as nails and screws. ✓ Do not carry the saw with a finger on the trigger switch. ✓ Do not rip stock without using a wedge or guide clamped or nailed to the stock. 		3x4	
Improper selection of cutting disc	5x5			Cross Cut Saw operator	<ul style="list-style-type: none"> ✓ Persons involved in the mounting of saw blade must be competent to mount a wheel, have received training in the mounting of saw blade and be appointed by the company to mount 			1x5

Reference No.:		RA-047GEN			Activity:		All Activities		
Location of Activity:		On Site Locations			Assessed By:		Aisling Cox		
Date of Assessment:		18/10/14							
Activity Specific Hazards	Risk Without Controls (LxC)			Who Might be Harmed	Standard Controls	Risk With Controls (LxC)			
	High	Med	Low			High	Med	Low	
				Other site personnel.	<p>saw blade (or alternatively the person mounting the saw blade must be under the immediate supervision of a person with other training).</p> <ul style="list-style-type: none">✓ The following items of PPE should be worn when using abrasive wheels: Heavy duty firm grip protective gloves; ear protection; protective glasses; dust masks (as required); snug fitting heavy duty comfortable clothing that allows full freedom of movement; and anti-slip boots with steel toe caps. Check that no-one is in the immediate vicinity when the machine is started or while working with the machine to ensure that people, animals or other things cannot affect the control of the machine✓ Check the retracting lower blade guard to make certain it works freely.✓ Ensure that the blade that you have selected is sharp enough to do the job. Sharp blades work better and are safer.✓ Check the saw for proper blade rotation.✓ Keep all cords clear of cutting area✓ Ensure that you have a firm foothold and make sure the clothing and parts of the body do not come into contact with the blade when started.✓ The working area should be sufficiently illuminated to create a safe working environment.✓ Ensure that no pipes or electrical cables are routed in the area to be cut				
Entanglement in Rotating part	5x4			Cross Cut Saw operator	<ul style="list-style-type: none">✓ Do not overreach whilst the machine is running.✓ Do not place hand under the shoe or guard of the saw. Do not over tighten the blade-locking nut. Do not twist the saw to change, cut or check alignment. Do not use a saw that vibrates or appears unsafe in any way. Do not force the saw during cutting.✓ Emergency stop button to be located and in good working order				
Risk of untrained operators	5x5			General operatives Visitors Members of the public	<ul style="list-style-type: none">✓ The Cross Cut Saw operators must hold a current and valid training certificate.✓ The circular saw operator must not be under the influence of alcohol or drugs✓ The Cross Cut Saw operator must be trained and competent in the safe operation of the item of plant✓ The Cross Cut Saw operator must check the plant before use to ensure it is safe and fit for use, and report any defects immediately to his/her supervisor✓ Defective Cross Cut Saw discs must never be used under any circumstances✓ Lone working is strictly prohibited on all sites✓ Operators must never undertake maintenance activities unless they are trained, competent and have been authorised to undertake the work			1x5	
Fire									
Risk of Burns	5x5			Cross Cut Saw operators	<ul style="list-style-type: none">✓ Keep the motor free from accumulation of dust and chips.✓ Provide good ventilation within works area			1x5	

Reference No.:		RA-047GEN				Activity:		All Activities		
Location of Activity:		On Site Locations				Assessed By:		Aisling Cox		
Date of Assessment:		18/10/14								
Activity Specific Hazards		Risk Without Controls (LxC)			Who Might be Harmed	Standard Controls	Risk With Controls (LxC)			
		High	Med	Low						
					General operatives Visitors Members of the public	✓ Fire Extinguishers present within works area. ✓ Regular Maintenance checks to be carried out on machine. Machine to be placed out of use where defects are found. ✓ All cables to be in good working condition.				
Manual Handling										
Risk of musculoskeletal injuries		5x4			General operatives	✓ Operatives must avoid manual handling materials and equipment where possible ✓ All operatives must have received training in safe manual handling techniques ✓ Check and ensure the route to be travelled with the load is safe and the underfoot conditions are adequate ✓ Operatives must always employ the correct manual handling techniques ✓ Operatives must never run while carrying or moving a load.			2x3	
Noise & Vibration										
Risk of noise induced hearing loss		5x4			Cross Cut Saw operators General operatives	✓ Hearing Defenders to be worn at all times when operating the Cross Cut Saw. ✓ Persons in vicinity of machine required to wear hearing defenders in addition.			1x1	
Dust										
Inhalation of Dust- Leading to silicosis		5x4			Cross Cut Saw Operator Operatives in vicinity of machine	✓ Local exhaust ventilation will be used to reduce exposure of operators (where necessary). ✓ Dust mask will be used when cutting stone. ✓ Cutting operatives will not be permitted internally or where means of ventilation is poor			1x4	

Reference No.:	RA-047GEN					Activity:	All Activities				
Location of Activity:	On Site Locations					Assessed By:	Aisling Cox				
Date of Assessment:	18/10/14										
Activity Specific Hazards	Risk Without Controls (LxC)			Who Might be Harmed	Standard Controls	Risk With Controls (LxC)					
	High	Med	Low								High

Operation of Nail Gun								
Injuries to eyes ears and head,					<ul style="list-style-type: none"> ✓ Only people who are properly trained and competent are to use cartridge operated tools. ✓ Because cartridges are of different explosive strength and are identified by their colours it is essential that the proper colour is chosen for the piece of equipment being used. ✓ When using cartridge-operated tools it is essential that safety helmet, safety goggles and ear protection is used. ✓ Always hold the tool at right angles to the workpiece and hold it firmly against the workpiece. ✓ When a misfire occurs, do not immediately remove the tool from the workpiece. Allow several seconds to pass and only then remove the misfired cartridge with the tool supplied by the manufacturer. ✓ Never leave loaded tools lying around. Only load tools immediately prior to use. Ensure that all other personnel are well clear before firing the tool. 			
Risk of untrained operators	5x5			General operatives Visitors Members of the public	<ul style="list-style-type: none"> ✓ The nail gun operator must not be under the influence of alcohol or drugs ✓ The Nail gun operator must be trained and competent in the safe operation of the item of equipment ✓ The Nail gun operator must check the plant before use to ensure it is safe and fit for use, and report any defects immediately to his/her supervisor ✓ Defective Nail gun must never be used under any circumstances ✓ Lone working is strictly prohibited on all sites ✓ Operators must never undertake maintenance activities unless they are trained, competent and have been authorised to undertake the work 			1x5
Fire								
Risk of Burns	5x5			Nail gun operators	<ul style="list-style-type: none"> ✓ For battery operated nail guns the battery must be fully charged prior to operation. Ensure battery is in good condition and free from defects. 			1x5

Reference No.:		RA-047GEN				Activity:		All Activities			
Location of Activity:		On Site Locations				Assessed By:		Aisling Cox			
Date of Assessment:		18/10/14									
Activity Specific Hazards		Risk Without Controls (LxC)		Who Might be Harmed	Standard Controls				Risk With Controls (LxC)		
		High	Med						Low	High	Med
				General operatives Visitors Members of the public	✓ Checks to be made of battery charger prior to charging. All defects to be noted and repairs carried out. ✓ Fire Extinguishers present within works area. ✓ Regular Maintenance checks to be carried out on piece of equipment. Machine to be placed out of use where defects are found. ✓ All cables to be in good working condition.						
Manual Handling											
Risk of musculoskeletal injuries	5x4			General operatives	✓ All operatives must have received training in safe manual handling techniques ✓ Check and ensure the route to be travelled with the load is safe and the underfoot conditions are adequate ✓ Operatives must always employ the correct manual handling techniques ✓ Operatives must never run while carrying or moving a load.						2x3
Noise & Vibration											
Risk of noise induced hearing loss	5x4			Nail gun operators General operatives	✓ Hearing Defenders to be worn at all times when operating the nail gun. ✓ Persons in vicinity of machine required to wear hearing defenders in addition.						1x1

Reference No.:	RA-047GEN					Activity:	All Activities					
Location of Activity:	On Site Locations					Assessed By:	Aisling Cox					
Date of Assessment:	18/10/14											
Activity Specific Hazards	Risk Without Controls (LxC)			Who Might be Harmed	Standard Controls					Risk With Controls (LxC)		
	High	Med	Low							High	Med	Low

Operation of Screw gun								
Binding of Bit				General operatives	<ul style="list-style-type: none"> ✓ Follow manufacturers' instructions when selecting and using a bit. Use only bits and attachments that turn true. Do not use a bent drill bit Replace dull bits. ✓ Ensure that the bit or attachments are properly seated and tightened in the chuck. Tighten the chuck securely. Remove chuck key before starting drill/screw gun. ✓ Always keep your mind on the job when using the power tools. ✓ Select the bit or attachment suitable for the size of the drill and the work being done. ✓ Inspect for frays or damage on power cords before each use. Do not raise or lower the screw gun by its power cord. ✓ Use the auxiliary (second) handle for larger work or continuous operation. ✓ Keep drill air vents clear to maintain adequate ventilation. ✓ Do not reach under or around stock being drilled. ✓ Disconnect power supply before changing or adjusting bit or attachments. 			
Entanglement in moving parts				General operatives	<ul style="list-style-type: none"> ✓ Do not overreach. Always keep proper footing and balance. ✓ Secure work piece being drilled to prevent movement. ✓ Clamp stock so work will not twist or spin. ✓ 			
Contact with moving parts					<ul style="list-style-type: none"> ✓ Clamp stock so work will not twist or spin. ✓ Do not drill with one hand while holding the material with the other. ✓ Do not exceed the manufacturer's recommended maximum drilling capacities. ✓ Do not use a hole saw cutter without the pilot drill. ✓ Do not attempt to free a jammed bit by starting and stopping the drill. Unplug the drill and then remove the bit from the work piece. ✓ Disconnect power supply before changing or adjusting bit or attachments. 			

Reference No.:		RA-047GEN				Activity:		All Activities					
Location of Activity:		On Site Locations				Assessed By:		Aisling Cox					
Date of Assessment:		18/10/14											
Activity Specific Hazards		Risk Without Controls (LxC)			Who Might be Harmed	Standard Controls					Risk With Controls (LxC)		
		High	Med	Low							High	Med	Low
Risk of untrained operators		5x5			General operatives Visitors Members of the public	<ul style="list-style-type: none">✓ The screw gun operator must not be under the influence of alcohol or drugs✓ The Screw gun operator must be trained and competent in the safe operation of the item of equipment✓ The Screw gun operator must check the plant before use to ensure it is safe and fit for use, and report any defects immediately to his/her supervisor✓ Defective Screw gun must never be used under any circumstances✓ Lone working is strictly prohibited on all sites✓ Operators must never undertake maintenance activities unless they are trained, competent and have been authorised to undertake the work							1x5
Fire													
Risk of Burns		5x5			Screw gun operators General operatives Visitors Members of the public	<ul style="list-style-type: none">✓ Keep work areas tidy at all times.✓ Fire Extinguishers present within works area.✓ Regular Maintenance checks to be carried out on piece of equipment. Machine to be placed out of use where defects are found.✓ All cables to be in good working condition.							1x5
Manual Handling													
Risk of musculoskeletal injuries		5x4			General operatives	<ul style="list-style-type: none">✓ All operatives must have received training in safe manual handling techniques✓ Check and ensure the route to be travelled with the load is safe and the underfoot conditions are adequate✓ Operatives must always employ the correct manual handling techniques✓ Operatives must never run while carrying or moving a load.							2x3
Noise & Vibration													
Risk of noise induced hearing loss		5x4			Screw gun operators General operatives	<ul style="list-style-type: none">✓ Hearing Defenders to be worn at all times when operating the screw gun.✓ Persons in vicinity of machine required to wear hearing defenders in addition.							1x1

Reference No.:	RA-047GEN					Activity:	All Activities					
Location of Activity:	On Site Locations					Assessed By:	Aisling Cox					
Date of Assessment:	18/10/14											
Activity Specific Hazards	Risk Without Controls (LxC)			Who Might be Harmed	Standard Controls					Risk With Controls (LxC)		
	High	Med	Low							High	Med	Low

Operation of Pneumatic Nail Gun								
Ejection of materials				General operatives	<ul style="list-style-type: none"> ✓ Only people who are properly trained and competent are to use cartridge operated tools. ✓ Because cartridges are of different explosive strength and are identified by their colours it is essential that the proper colour is chosen for the piece of equipment being used. ✓ When using cartridge-operated tools it is essential that safety helmet, safety goggles and ear protection is used. ✓ Always hold the tool at right angles to the workpiece and hold it firmly against the workpiece. ✓ When a misfire occurs, do not immediately remove the tool from the workpiece. Allow several seconds to pass and only then remove the misfired cartridge with the tool supplied by the manufacturer. ✓ Never leave loaded tools lying around. Only load tools immediately prior to use. Ensure that all other personnel are well clear before firing the tool. 			
Pneumatic Air Supply				General operatives	<ul style="list-style-type: none"> ✓ Inspect a tool before connecting it to air supply: <ul style="list-style-type: none"> -Check tool safety mechanisms if applicable. -Tighten securely all screws and cylinder caps. -Make sure the air pressure is as specified by the manufacturer of the tool. Do not operate the tool at air pressures above the manufacturer's specifications. ✓ Check that the tool is correctly and securely connected to the air supply hose and that it is in good working order with the safety mechanism operative, before using. ✓ Always handle a tool as if it loaded with fasteners (nails, staples, etc.) ✓ Equip tools with a work-contacting element that limits the contact area to one that is as small as practical. 			

Reference No.:		RA-047GEN			Activity:		All Activities		
Location of Activity:		On Site Locations			Assessed By:		Aisling Cox		
Date of Assessment:		18/10/14							
Activity Specific Hazards	Risk Without Controls (LxC)			Who Might be Harmed	Standard Controls	Risk With Controls (LxC)			
	High	Med	Low			High	Med	Low	
					<ul style="list-style-type: none">✓ Make sure that the mechanical linkage between work-contacting element and trigger is enclosed.✓ Ensure you have the right amount of air pressure for the size and type of nail you are using (caution: too much pressure can cause a nail to go right through the material and could cause a serious injury to other workers).✓ Disconnect the tool from the air supply and exhaust all air from the tool by squeezing the trigger when:<ul style="list-style-type: none">-Not in use-Cleaning or adjusting-Clearing a blockage✓ Before clearing a blockage, be sure that depressing the trigger exhausts all air from the tool.✓ Do not use compressed air to blow debris or to clean dirt from clothes.				
Risk of untrained operators	5x5			General operatives Visitors Members of the public	<ul style="list-style-type: none">✓ The nail gun operator must not be under the influence of alcohol or drugs✓ The Nail gun operator must be trained and competent in the safe operation of the item of equipment✓ The Nail gun operator must check the plant before use to ensure it is safe and fit for use, and report any defects immediately to his/her supervisor✓ Defective Nail gun must never be used under any circumstances✓ Lone working is strictly prohibited on all sites✓ Operators must never undertake maintenance activities unless they are trained, competent and have been authorised to undertake the work			1x5	
Fire									
Risk of Burns	5x5			Nail gun operators General operatives Visitors Members of the public	<ul style="list-style-type: none">✓ For battery operated nail guns the battery must be fully charged prior to operation. Ensure battery is in good condition and free from defects.✓ Checks to be made of battery charger prior to charging. All defects to be noted and repairs carried out.✓ Fire Extinguishers present within works area.✓ Regular Maintenance checks to be carried out on piece of equipment. Machine to be placed out of use where defects are found.✓ All cables to be in good working condition.			1x5	
Manual Handling									
Risk of musculoskeletal injuries	5x4			General operatives	<ul style="list-style-type: none">✓ All operatives must have received training in safe manual handling techniques✓ Check and ensure the route to be travelled with the load is safe and the underfoot conditions are adequate✓ Operatives must always employ the correct manual handling techniques			2x3	

Reference No.:		RA-047GEN			Activity:		All Activities				
Location of Activity:		On Site Locations			Assessed By:		Aisling Cox				
Date of Assessment:		18/10/14									
Activity Specific Hazards		Risk Without Controls (LxC)		Who Might be Harmed	Standard Controls				Risk With Controls (LxC)		
		High	Med						Low	High	Med
					✓ Operatives must never run while carrying or moving a load.						
Noise & Vibration											
Risk of noise induced hearing loss	5x4			Nail gun operators General operatives	✓ Hearing Defenders to be worn at all times when operating the nail gun. ✓ Persons in vicinity of machine required to wear hearing defenders in addition.						1x1

Appendix 1- Information on Workplace Stress

Some of the symptoms and effects of stress are:

<i>Behavioural symptoms:</i> <ol style="list-style-type: none">1. Constant and increased anxiety and irritability with people2. Tendency to drink/smoke more3. Poor concentration4. Inability to finish tasks before starting others5. Constant fatigue6. Inability to cope7. Feeling of victimisation	<i>Physical Symptoms:</i> <ol style="list-style-type: none">1. Raised heartbeat/palpitations2. Hypertension3. Increased Sweating4. Headaches5. Dizziness6. Blurred Vision7. Skin Rashes8. Lowering of resistance to infection9. Insomnia10. Lack of appetite11. Cramps and muscle spasms
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Note: The above list is not exhaustive nor does it suggest that the above symptoms are related to stress alone and may be symptomatic of some other physical problem. Stress can have serious effects on the individual, colleagues and the organisation.

Effects of Stress:

1. Reduced morale/commitment to work
2. Poor judgement
3. Physical/mental ill-health
4. Tension and conflict with colleagues

Intervention / Prevention measures:

- Adequate and achievable demands in relation to the agreed hours of work.
- Employee's skills and abilities are matched to the job demands.
- Where possible, employees have control over their pace of work, breaks and work patterns.
- Employees are encouraged to use their skills and initiative to do their work and to develop new skills to help them undertake new and challenging pieces of work.
- Employee's concerns about their work environment are addressed.
- Policies and procedures to adequately support employees, both manager to employee as well as between colleagues.
- Employees know what support is available and how and when to access it.
- Employees are given information to enable them to understand and carry out their role and responsibilities, know how to access the required information and resources to do their job and employees receive regular and constructive feedback.
- Ensuring that, as far as possible, the requirements it places upon employees are clear; and systems are in place to enable employees to raise concerns about any uncertainties or conflicts they have in their role and responsibilities.
- Promoting positive behaviours at work to avoid conflict and ensure fairness.
- Agreed policies and procedures to prevent or resolve unacceptable behaviour.
- Adequate employee consultation on changes .

Appendix 2- Reportable Accidents and Dangerous Occurrences:

Reportable Accidents, General injuries involving employees and self-employed.

Accidents, where a person is injured at a place of work and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident, are reportable.

Road traffic/vehicle accidents involving employees and self-employed

Such accidents are reportable if the person was injured while driving or riding in the vehicle in the course of work, and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident.

General injuries involving members of the public

Accidents related to a place of work or a work activity where a person requires treatment from a medical practitioner is reportable.

Accidents related to medical treatment or pre-existing medical conditions are not reportable.

Road traffic/vehicle accidents involving members of the public

Road traffic accidents are only notifiable if they relate to vehicle loads or to the construction or maintenance of roads or structures adjacent to roads.

Dangerous Occurrence

Below a relevant extract of what the Health and Safety Authority defines a Dangerous Occurrence is provided. For full details see the Twelfth Schedule, General Application Regulations S.I. No. 44 of 1993.

A "Dangerous Occurrence" means an occurrence arising from work activities in a place of work that causes or results in:

- The uncontrolled or accidental release, the escape or the ignition of any substance liable to cause serious injury to any person.
- An explosion or fire occurring in any plant or place of work which resulted in the stoppage of that plant or suspension of normal work in that place of work for more than twenty four hours, where such explosion or fire was due to the ignition of process materials, their by-products (including waste) or finished products, or malfunction of any work equipment.
- The collapse, overturning, failure, of lifting machinery.
- The Explosion, collapse or bursting of any pressure vessel including boilers where internal pressure is either above or below atmospheric pressure.
- An electrical short circuit discharge or overload attended by fire or explosion with results in the stoppage of the plant involved for more than 24 hours.
- the collapse or partial collapse of any building or structure under construction or in use as a place of work.

Appendix 3 – Incident Report & Investigation Form

Section 1 – Report

Business Unit /Location:		Date of Incident:	Time of Incident:
Exact Location:			
Supervisor / Manager in Charge:			Present At Time: Y/N
Employee <input type="checkbox"/>	Contractor <input type="checkbox"/>	Visitor <input type="checkbox"/>	Member of Public <input type="checkbox"/>
Type of Incident: Accident (Injury) <input type="checkbox"/> Dangerous Occurrence <input type="checkbox"/> Near Miss <input type="checkbox"/> Ill Health <input type="checkbox"/>			
Name:			
Address:			
Sex: M/F	Age:	Days absent due to accident:	
INCIDENT DETAILS			
Indicate type of injury e.g. bruising		Indicate part of the body most seriously injured	
<input type="checkbox"/> Bruising, contusion <input type="checkbox"/> Concussion <input type="checkbox"/> Internal injuries <input type="checkbox"/> Open wound <input type="checkbox"/> Abrasion, graze <input type="checkbox"/> Amputation <input type="checkbox"/> Open fracture <input type="checkbox"/> Closed Fracture <input type="checkbox"/> Dislocation <input type="checkbox"/> Sprain, torn ligaments	<input type="checkbox"/> Infection <input type="checkbox"/> Burns, scalds, frostbite <input type="checkbox"/> Effects of radiation <input type="checkbox"/> Electrical injury <input type="checkbox"/> Injury not ascertained <input type="checkbox"/> Other <input type="checkbox"/> None	<input type="checkbox"/> Head, except eyes <input type="checkbox"/> Eyes <input type="checkbox"/> Neck <input type="checkbox"/> Back, spine <input type="checkbox"/> Chest <input type="checkbox"/> Abdomen <input type="checkbox"/> Shoulder/upper arm/elbow <input type="checkbox"/> Lower arm, wrist <input type="checkbox"/> Hand <input type="checkbox"/> Fingers, one or more	<input type="checkbox"/> Hip joint, thigh, knee cap <input type="checkbox"/> Knee joint, lower leg, ankle <input type="checkbox"/> Foot <input type="checkbox"/> Toes, one or more <input type="checkbox"/> Extensive parts of the body <input type="checkbox"/> Multiple injuries <input type="checkbox"/> Other (please specify) <hr/> <hr/> <hr/>

Treatment:- First Aid <input type="checkbox"/> Doctor/Hospital <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/>	
Witnesses: No: <input type="checkbox"/> Yes <input type="checkbox"/> ; Witness report attached <input type="checkbox"/>	
Name(s) & Department(s)	
CCTV <input type="checkbox"/> ; Notes:	
Who was Incident Reported To:	
By Whom:	Time & Date:
Date of This Report:	Completed By:
Managers Signature:	Date:

Immediate /Direct Cause:

Root Cause:

Contributing Causes

Section 3 – Corrective / Preventative Actions

Note: Please ensure that all causes noted in Section 2 are addressed.

[illegible]

Appendix 4– First Aid Box Requirements

Materials	Travel First-Aid Kit Contents	First-Aid Box Contents		
		1 - 5 Persons	6 - 25 Persons	26 - 50 Persons
Adhesive Plasters	20	12	20	40
Sterile Eye Pads (Bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Medium (<i>approx. 10 x 8 cm</i>) Individually Wrapped Sterile Unmedicated Wound Dressings	1	2	2	4
Large (<i>approx. 13 x 9 cm</i>) Individually Wrapped Sterile Unmedicated Wound Dressings	1	2	6	8
Extra Large (<i>approx 28x17.5cm</i>) Individually Wrapped Sterile Unmedicated Wound Dressings	1	2	3	4
Crepe Bandage	1	1	2	3
Individually Wrapped Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Pairs of examination gloves (<i>Latex or other suitable impervious material</i>)	3	5	10	10
Pocket Face Mask	1	1	1	1
Sterile Water (<i>Where there is no running water</i>)	2x 20ml	1x500ml	2x500ml	2x500ml
300mg of acetylsalicylic acid (<i>aspirin</i>) only to be used for assisted self administration for suspected cardiac chest pain	1	1	2	3
Small (<i>10x10cm</i>) Water Based Burns Dressing where there is no ready access to running mains water to cool the burned area	1	1	1	1
Large Water Based Burns Dressing where there is no ready access to running mains water to cool the burned area	1	1	1	1
<p>NOTES: Where more than 50 persons are employed pro rata provision should be made.</p> <p>Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. Eye bath/eye cups/refillable containers should not be used for eye irrigation.</p>				

Appendix 5 – Emergency Contact List

Emergency Contact List

Emergency Services

Fire and Rescue

Details

Dial 112 or 999 and ask the operator to put you through to the Fire Service. Wait to be connected to the service, and then clearly state the location of where the assistance is required.

Ambulance Service

Dial 112 or 999 and ask the operator to put you through to the Ambulance Service. Wait to be connected to the service, and then clearly state the location of where the assistance is required.

Gardaí (Police)

Dial 112 or 999 and ask the operator to put you through to the Gardaí (Police). Wait to be connected to the service, and then clearly state the location of where the assistance is required.

These numbers should only be used in cases of genuine emergency

Do not hang up until you have verified that the service you require has the correct address. Be prepared to give your name and contact phone number.

Other Services

National Poisons Information Centre Beaumont Hospital

Details

Tel 01-809 2566 / 01 837 9964

Alt: 01 809 2166 (public poisons information helpline)

ESB Networks (Electricity Supply Board)

Supply Failure and Emergencies, Reporting dangerous situations or damage to electricity networks:

Tel 1850 372 999

New electricity connections, increased capacity, voltage enquiries, safety and technical queries:

Tel 1850 372 757

Bord Gais Networks (Gas Board)

Emergency 24-Hour Call Line: 1850 20 50 50

Appendix 6 Ladder Use

- Avoid work at height where possible and only use ladders where other methodologies are impracticable and if task has been assessed and found safe for ladder use and persons in the area.
- Only use ladders where the risk is low, i.e. because the nature of the work makes a fall unlikely or where a fall would be unlikely to cause injury.
- Only ladders that are suitable for the task should be used.
- Only use ladders that are tagged i.e. are under a regular inspection regime.
- Do not use ladders of unknown history or ownership.
- All ladders should be fully inspected before use. The inspection of the ladders should look for defective rungs, cracks, damaged hinges, cracks and sharp edges.
- Ladders should only be erected on even and stable ground and strong and even upper resting point.
- Only use ladders for short term use (max 30 min in one position).
- Only use ladders for 'light work'.
- Avoid carrying heavy or awkward tools or equipment on a ladder.
- Avoid overreaching or work that causes sideways loadings.
- Three points of contact should be maintained at all times on the ladder.
- Ladders should be securely fastened at the top even if they are only used for a short period of time.
- If it is not possible to secure ladder at the top, ladders should be secured near the bottom, weighted or fitted to prevent slipping.
- Ladders that are used for access should extend the access platform by at least 1.0m.
- The top two rungs of the ladder should not be used for gaining access or carrying out work practices.
- A - Frame ladders should not be straddled during use.
- Ladders should be properly positioned for access 1:4m rule should be used. For every 4 meters up the ladder must extend outwards by 1 metre.
- Ladders should not be painted as defects or cracks may not be identifiable.
- Wooden ladder should be stored in well ventilated areas where they will not be exposed to the elements.
- Signage should be in place if it is necessary to place ladder near a door or aisle through which traffic may pass. Ladder should be moved as work progress in order to avoid unnecessary overstretching.

For further guidance refer to HSA publications such as:

- Using Ladders Safely - Information Sheet
- Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 4: Work at Height

Appendix 7 General Safety Rules

These rules are a selection of essential, generic safety rules. All employees must also be familiar with additional safety precautions as identified in specific risk assessments as per this Safety Statement and Method Statement for the Workshop as they are relevant to their job.

GOOD HOUSEKEEPING

- Keep work place tidy; use the proper place for rubbish and waste. Maintain a clean desk policy in the office and clean and tidy floors in the workshop and canteen.
- Leave the area safe after you; replace loose tools to the correct place, clean up any spillages, etc.
- Keep walkways clear.
- Use lockers and cloak stands for personal belongings and clothing.

MATERIALS HANDLING

- When manually handling loads ensure that it is within your capability.
- Keep a straight back and bend the knees when lifting from a low level.
- Stack and de-stack materials carefully.
- Get help with heavy and awkward loads, or when moving furniture or equipment.

FIRST AID / INCIDENTS

- Report all injuries, however slight, and ensure that they are adequately treated.
- Injury to eyes (chemicals, flying particles, etc.) always requires medical attention.
- Report all accidents, incidents and near misses to the Foreman or Managing Director.
- Complete incident report form and submit to the Managing Director.

CHEMICALS AND SUBSTANCES

- All packages of hazardous chemicals have suitable hazard symbols if required. Be sure that you understand them.
- Ensure that you know the hazardous properties of all chemicals before you handle them and follow the risk control measures outlined in the chemical risk assessment.
- Always wash hands after handling chemicals and particularly before taking any meals, snacks, drinks, chewing gum, or smoking, etc.
- Always wash spillages of chemicals off the body immediately. Always report if chemicals have been splashed into the eye.
- Ingestion of chemicals should be avoided.
- For any accidental exposure, follow first aid measure advice in Safety Data Sheet.
- Ensure a copy of the Safety Data Sheet is sent with an injured person requiring medical assistance.

OFFICES

- Keep desks and floors tidy. Tie down trailing cables.
- Tea / Coffee being taken to desk should be in cups with lid affixed.