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Health and SAFETY STATEMENT

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Safety Statement

1.1 INTRODUCTION

Section 20 of the Safety, Health and Welfare at Work Act 2005, requires the employer to prepare a written statement to safeguard:

- ◆ the safety and health of employees while they work;
- ◆ the safety and health of other people who might be at the workplace, including students, visitors, contractors and members of the public.

This Safety Statement represents a commitment to their safety, health and welfare by Castleknock School of Music. The areas that should be covered by the Safety Statement are specific and set out in Section 20 of the Safety, Health and Welfare at Work Act 2005.

This Statement has been developed based on the identification of hazards and associated risk assessments carried out as per Section 19 of the 2005 Safety, Health and Welfare at Work Act. This Statement, supplemented by detailed operating documentation and records describes the health and safety management system in operation at Castleknock School of Music.

The Statement:

- ◆ specifies how the safety and health of all employees of CSM will be secured and managed;
- ◆ specifies the hazards identified and risks assessed at CSM;
- ◆ give details of how CSM manages its safety and health responsibilities, including (a) a commitment to comply with legal obligations, (b) the protective and preventive measures taken, (c) the resources provided for safety and health at the workplace, and (d) the arrangements used to fulfill these responsibilities;
- ◆ includes the plans and procedures to be used in the event of an emergency or serious danger;
- ◆ specifies the duties of employees including the co-operation required from them on safety and health matters;
- ◆ includes the names and job titles of people appointed as responsible for safety and health or performing the tasks set out in the statement;
- ◆ contains the arrangements made for appointing safety representatives, and for consulting with and the participation of employees on safety and health matters;
- ◆ is in a written form, manner and language understood by all, and;
- ◆ has due regard to the relevant safety and health legislation.

Safety Statement

1.2 SAFETY STATEMENT DISTRIBUTION and MAINTENANCE

This section establishes the procedure to be used for the control, distribution and maintenance of CSM Safety Statement.

Classification

Controlled

Controlled Safety Statements are kept up-to-date with the latest revisions, amendments and additions.

These are as follows;

- (a) the original signed Master Copy which is held by the Safety Officer (To be appointed)
- (b) soft copies on the network which are password protected and located in Dropbox

Uncontrolled

All other printed copies of the Safety Statement are uncontrolled and it is the responsibility of the reader to ensure that it is the latest revision by checking it against the network.

Distribution / Safety Statement Awareness

CSM is responsible for ensuring that this Safety Statement is brought to the attention of all employees and others at the workplace that may be exposed to risks covered by the Safety Statement.

- (a) It is the responsibility of the Safety Officer to ensure that the latest revision of the Safety Statement is
 - available on the network.
- (b) All new employees (including temporary staff) will be made aware of the CSM Safety Statement.
- (c) The Safety Officer is responsible for advising employees via the email system, written notification or other appropriate means of all changes to this Safety Statement.
- (d) The Safety Statement will be brought to the attention of employees annually.
- (e) CSM will also take steps that are reasonably practicable to ensure that employees understand the contents of the Safety Statement therein.

Safety Statement

Maintenance

The Safety Officer is responsible for the maintenance of the Safety Statement and ensuring that its provisions are kept up to date. The Safety Statement shall be reviewed and / or updated annually or as required to ensure its appropriateness and compliance with legal obligations.

1.3 SAFETY POLICY

At CSM, we recognize and accept not only our legal duties, but also our obligations as a good employer to ensure; so far as is reasonably practicable, the safety, health and welfare at work of each individual employee. This is a challenge that CSM welcomes as we believe that there is no job more important than that of securing the safety, health and welfare of our employees. It is our duty as safety practitioners and guardians, to conduct risk assessments of all our key operations and processes in the workplace, and implement appropriate controls to protect the safety and health of employees and others affected by our operation. The company's Safety Statement, supplemented by detailed operating documentation and records describes the health and safety management system in operation at CSM.

As Director, I am committed to ensuring that the safety and health measures set out in our Safety Statement are met the Safety Officer will give advice and information on how to comply with this Safety Statement but everyone, particularly if you are in a management or supervisory position is responsible for ensuring compliance where they work.

We expect all employees to co-operate with us and accept their responsibility for improving and maintaining health and safety in the workplace, so that we can achieve our target of avoiding accidents. You must play your part under the Safety Statement. Comply with all the health and safety rules for your area. Work safely and think of others as you do. Know and understand the risks in your work area. Report safety and health problems to the Safety Officer. Know who your Safety Representative is and contact them with any safety and health enquires you may have.

Eileen Brogan Date: 01/01/2015

Safety Statement

Director, CSM

2.1 CSM - BUSINESS DESCRIPTION

Castleknock School of Music was formally established in academic 1994-1995. The School's founder and current director Eileen Brogan has provided music education in Castleknock since 1981. The school's philosophy is to provide excellent music tuition and to provide stimulating music classes that will develop in our students an enduring and lifelong love and appreciation of music. Our excellent team of highly qualified teachers provide quality music education for all ages and levels from beginners up to and including Diploma standard.

The school has three music education centres located at Castleknock Community College (1998), a purpose-built music school at 4-5, The Mall, Ongar Village, Dublin 15 (2009) and our new centre located at Saint Brigid's National School, Beech Park Lawn, Castleknock (2013).

CSM specialize in **Early Childhood Music Education** and our very young students in our **Mini Music Academy** can begin an instrument from as early as 4 years in our **Stairway to Music Programme**. Our teaching is based on the teaching methods of Hungarian composer and music educator Zoltan Kodály (1882-1967). We also embrace the pedagogical philosophies of **Emile Dalcroze** and **Carl Orff**.

CSM are affiliated with the Fingal Youth Orchestra (<http://www.fingalorchestra.ie>), the Dublin Youth Orchestra (<http://dyo.ie>) and the Hibernian Orchestra (<http://www.thehibernianorchestra.ie>). It is our mission that all our students studying an orchestral instrument work towards becoming a member of one of our affiliated orchestras. Our Ensemble Groups: Junior Strings, Senior Chamber Group and Wind Ensemble are primarily for our students to develop the ensemble skills so necessary to being a successful member of an orchestra. Ensemble experience and being a member of an orchestra is a fantastic way to make new friends and develop as a musician.

Safety Statement

2.2 ORGANISATIONAL CHART

Safety Statement

Director

Company Administrator

Accounts Manager

Teaching Staff

Office

Concerts Manager

Reception

Cleaning

Safety Statement

3.1 CONSULTATION – SAFETY COMMITTEE

Section 26 (1) of the Safety, Health and Welfare at Work Act 2005 requires CSM to consult with employees for

the purpose of making and maintaining arrangements that will enable the company and its employees to cooperate

effectively to ensure the best safety and health practices. CSM actively promotes and supports employee

involvement in all aspects of safety and health management in its operation.

CSM understands that by combining knowledge and experience through active employee participation, the

company gains their commitment and greater involvement in ensuring that safety and health at work really

becomes everybody's business. Under the 2005 Act, Safety Committees may be used for this consultation

process and mechanism to work effectively. The Safety Committee will;

- ◆ Consider any representations made to it by the employer or employees on matters affecting the safety,

health and welfare of persons employed at CSM.

- ◆ Meet on a bi-annual basis. Minutes of the meeting are held by the Safety Officer and circulated via email.

- ◆ A quorum for a meeting of the Safety Committee shall be 3 members.

- ◆ All employees are actively encouraged by CSM to communicate their comments/ concerns to the Safety

Committee through any of its members.

- ◆ Members of the Safety Committee may be selected and appointed by employees.

- ◆ Where a Safety Representative has been appointed under Section 25, at least one such Safety Representative shall be selected and appointed by the employees to be a member of the Safety Committee.

Safety Statement

3.2 SAFETY REPRESENTATIVE – *On Appointment*

Section 25 of the Safety, Health and Welfare at Work Act 2005 entitles employees to decide on,

select and appoint a Safety Representative, or by agreement with the employer, more than one Safety Representative to represent them in consultations with the employer on matters relating

and pertaining to safety, health and welfare

at the place of work.

Selection and Period of Office

The appointment will typically be for a 3-year period. As a general rule Safety Representatives will have been employed for at least 1 year, either by CSM or in similar employment and will understand the role intended for and expected from them under the 2005 Act.

Overall Function Section 25 (2) (a) and 25 (4)

A Safety Representative may consult with, and make representations to, the employer on safety, health and welfare matters relating to employees in the place of work. CSM will consider these representations and act on them if necessary.

Other Entitlements

Section 25 (2) (a) – (j) outlines the entitlements of Safety Representatives at CSM. These include, but are not limited to:-

- ♦ Inspect the whole or part of the workplaces subject to giving reasonable notice to the company.
- ♦ Inspect immediately where an accident or dangerous occurrence has taken place, or where there is an imminent danger or risk to safety, health and welfare of any person.
- ♦ Accompany an inspector carrying out an inspection under Section 64 of the 2005 Act, other than the investigation of an accident or dangerous occurrence (Discretion of the Inspector).
- ♦ Receive advice and information from inspectors in relation to safety, health and welfare at CSM.

Safety Statement

3.3 DUTIES OF EMPLOYEES

Chapter 2, Section 13 of the Safety, Health and Welfare at Work Act 2005 details the duties of employees while at work. These include:-

- ♦ Comply with all relevant statutory provisions.
- ♦ Take reasonable care to protect the safety of themselves and others who might be affected by their acts and omissions.
- ♦ Ensure they are not under the influence of an intoxicant or in such a state that they might be a danger to themselves or others.
- ♦ Submit to reasonable, appropriate testing, if reasonably required by CSM. The company may prevent an employee from working if it is apparent that he or she would be a danger to themselves or others.
- ♦ Co-operate with CSM so far as is necessary to enable compliance with the relevant statutory provisions.
- ♦ Not engage in any improper conduct or dangerous behaviour.
- ♦ Attend training and undergo such assessment as may be necessary.
- ♦ Make correct use of any article or substance provided for use or for the protection of the employee, including protective clothing and equipment.
- ♦ Report to his or her Safety Officer as soon as practicable:
 - any work being carried out which might endanger themselves or others;
 - any defects in the place of work, the system of work, any article or substance which might endanger themselves or others;
 - any contravention of the relevant statutory provisions of which he/she is aware.
- ♦ Notify CSM or the company's nominated registered practitioner if they become aware that they are suffering from any disease or physical or mental impairment which affects their performance of work activities that could give rise to risks to the safety, health and welfare of persons at work.
- ♦ An employee MAY NOT
 - Misrepresent himself or herself to CSM with regard to their level of training.
 - Interfere, misuse or damage anything provided for the safety, health and welfare of employees.
 - Place at risk the safety, health and welfare of persons in connection with work activities.

Safety Statement

3.4 DUTIES OF EMPLOYER (BOARD OF GOVERNORS)

The ultimate responsibility for the implementation of CSM's health and safety policy and ensuring its compliance with the health and safety legislation rests with the Governing Body.

Chapter 1 of the 2005 Act details the general duties of CSM as an employer.

The different requirements are divided into the following headings:

General Duties of Employers (Part 2, section 8)

Information to Employees (Part 2, Section 9)

Instruction, Training & Supervision of Employees (Part 2, section10)

Emergencies and Serious and Imminent Dangers (Part 2, section 11)

Protective and Preventive Measures (Part 3, section 18)

Hazard Identification & Risk Assessment (Part3, section 19)

Safety Statement (Part 3, section 20)

Co-operation (Part 3, section 21)

Health Surveillance & Medical fitness to Work (Part 3, Section 22 & 23)

Safety Representative (Part 4, section 25)

Employee Consultation (Part 4, Section 26)

Penalization (Part 4, Section 27)

Safety Statement

3.5 KEY DUTIES – SECRETARY

- ♦ To manage and conduct work activities in such a way as to ensure the safety, health and welfare at work of all employees.
- ♦ To provide systems of work that are planned, organized, performed, maintained and revised as appropriate so as to be safe and risk free.
- ♦ To provide information, instruction, training and supervision, where necessary. All instruction, training and supervision will be provided in a manner, form and language that is reasonably likely to be understood.
- ♦ In the case of a class or classes of sensitive employees (pregnancy, young workers) or groups of employees exposed to risks expressly provided for in the relevant statutory provisions, the employees are protected against the dangers that specifically affect them.
- ♦ To implement the safety, health and welfare measures necessary for protection of employees, as identified through risk assessments and ensuring that these measures take account of changing circumstances and the general principles of prevention specified in Schedule 3 of the 2005 Act.
- ♦ To provide protective clothing and equipment where risks cannot be eliminated or adequately controlled.
- ♦ To prepare and revise emergency plans and procedures.
- ♦ To report accidents and dangerous occurrences to the relevant authority (prescribed under section 33 of the 2005 Act).
- ♦ To obtain where necessary, the services of a competent person for the purpose of ensuring safety and health at work.
- ♦ To ensure that all safety measures take into account both fixed term and temporary workers and that any measures taken do not involve a disproportionate burden/ financial cost to his or her employees.
- ♦ Bring this Safety Statement to the attention of employees at least annually and ensure that employees understand same.
- ♦ Co-operate in complying with and implementing the relevant statutory provisions and any amendments arising thereto.
- ♦ Consider any representations made to them by the Safety Representative and so far as reasonably practicable take any action that he or she considers necessary or appropriate with regard to those representations.
- ♦ Consult with employees for the purpose of making and maintaining safety arrangements.

Safety Statement

- ♦ Make available the necessary finances to support a safe and healthy workplace for employees but not exceeding reasonable accommodation of employee needs/ requirements.
- ♦ Initiate the safety policies of the company. Administer these policies and delegate to staff as appropriate.

3.6 SAFETY OFFICER

The Safety Officer will;

- ◆ Will be the appointed person under the Health, Safety and Welfare (General Application) Regulations 2007.
- ◆ Endorse the company Safety Statement and to ensure that it is brought to the attention of all employees and understood by all thereto.
- ◆ Initiate the safety policies of the Royal Irish Academy of Music.
- ◆ Administer these policies and delegate to staff as appropriate.
- ◆ Request adequate funds and facilities and support mechanisms to implement these policies.
- ◆ Ensure that the requirements of the Act and Regulations are complied with on the company premises and work related activities outside the premises.
- ◆ Ensure security arrangements (including personal security) are adequate and properly maintained.
- ◆ Ensure that all staff work safely and do not take unnecessary risks.
- ◆ Ensure that safe work practices are in place.
- ◆ Ensure that staff receive adequate and written instructions.
- ◆ Ensure that all equipment used in the course of Academy activities has been assessed as adequate to perform the task without any risk or discomfort to employees.
- ◆ Ensure that the premises are arranged and maintained in a condition conducive to the safety of staff and visitors.
- ◆ Ensure that staff are trained in the proper use of all equipment.
- ◆ Ensure that staff receive training in all relevant aspects of health and safety.
- ◆ Ensure that all fire fighting equipment is maintained, fire exits kept clear and fire drills are organised on a regular basis.
- ◆ Ensure that suitable first aid facilities are available and maintained.
- ◆ Ensure all accidents and near misses are reported.
- ◆ Maintain relevant records and documentation pertaining to statutory requirements.

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- ◆ Set a personal example.
- ◆ Ensure that all relevant provisions for the welfare of employees are provided and maintained.
- ◆ Review this Safety Statement annually.
- ◆ Be aware of changes in legislation affecting the business.

4.0 PROVISION OF PRACTICAL and SAFE SYSTEMS OF WORK

4.1 FIRST AID

Part 7, Chapter 2 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with

the issue of first aid within the workplace. CSM acknowledges its' legal duty to provide suitable first aid facilities for their employees. CSM will conduct a risk assessment of its business in order to identify and select the most appropriate first aid facilities for its staff. This assessment will consider the nature and extent of the specific hazards present, numbers of employees, location to emergency medical facilities and accident history.

Occupational first aider training is valid for a period of 2 years. Where certification for occupational first aider lapses, one day retraining is required if the lapse is less than 6 months, otherwise full 3 day retraining required.

(Ref: Health & Safety Authority) The Annual Training Plan will consider the need for refresher / new first aider training. First Aiders will only be trained on an appropriate course that adheres to the syllabus established by the

Health & Safety Authority and by suitably qualified trainers.

CSM has provided suitable first aid kits for its employees at the following locations:

- ◆ Reception
- ◆ Local Centre Office

First Aider

First Aid Kits are available in the press in the kitchen at OTC, the press in room 8 at CCC and the press in the corridor at St. Brigid's. It is the responsibility of the First Aider (Eileen Brogan) to maintain the first aid kits. Checks will be conducted each semester and the results recorded. It should be noted, that First Aid does not cover the administration of drugs or medications and they should not be kept in the workplace first aid kit. Staff should report any shortages or out-of-date product they are aware of to the First Aider.

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All injuries must be reported. If you use the First Aid Kit for any reason, report the injury to the Safety Officer.

Following an accident requiring first aid treatment, an Accident Report form must be completed, in the usual fashion, and a full and appropriate accident investigation carried out.

4.2 SAFETY SIGNS

Part 7, Chapter 1 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with the issue of safety signs at places of work. As part of the general risk assessments for employers under the Safety,

Health and Welfare at Work Act 2005, where certain risks remain that necessitate specific instruction or warning, then employers must use safety signs in and around that place of work. These signs are set into 5 distinct categories (*Prohibition, Mandatory, Warning, Emergency Escape / First Aid and Fire Equipment*) and are based

on a pictogram rather than wording or text. CSM acknowledges its duty to assess if, and where these would be necessary due to existing risks and install them where they are visible.

Reference will be made to Schedule 9 of the *Safety, Health and Welfare at Work (General Application)*

Regulations 2007 by CSM when installing safety signs. Examples of safety signs on site include; emergency exits, fire fighting equipment etc.

Control

CSM will ensure that signs will be designed and made to specific standards as per the 2007 Regulations.

Consideration will also be given to circumstances where several signs are needed and the placing of the signs as too many signs can be confusing for staff, the general public and contractors.

Monitor

CSM will review signage on a regular basis to ensure that it is still valid. Signs that no longer apply to the workplace will be removed. In addition, they will be reviewed regularly to ensure signs are still visible and in their correct positions – i.e. they haven't been moved, defaced or blocked by other signs etc.

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Educate

CSM will ensure that no information is contained on a sign that employees or visitors to their operation have not been made aware of already. Employees will be trained in recognising signs and what they mean / relate to in the workplace and employees will be notified of any updates to signs via E-mail.

4.3 MANUAL HANDLING

Statistics published by the Health & Safety Authority in the workplace, indicate that manual handling is still the largest reason for lost time accidents (where a person is off work for more than three working days as a result of an accident that occurs in the workplace). These statistics however do not give an overall picture of the true significance of manual handling. Injuries to the back are rarely recovered from in a short space of time and so the lost time could actually be in terms of weeks and in some cases months.

Part 2 Chapter 4 of the Safety, Health

and Welfare at Work (General Application) Regulations 2007 deals with the issue of manual handling of loads.

Manual handling of loads means any transporting or supporting of a load by one or more employees and includes lifting, putting down, pushing, pulling, carrying or moving a load, which, ***by means of its characteristics or of unfavourable ergonomic conditions***, involves risk, particularly of back injury, to employees. These characteristics or unfavorable ergonomic conditions are the risk factors which are outlined in the Third Schedule of the 2007 Regulations and have the potential to cause harm.

In addition to the Third Schedule, CSM will also give specific consideration to ‘sensitive risk groups’ when conducting manual handling risk assessments. Sensitive risk groups include the likes of young persons and pregnant employees.

CSM will consider the following areas within their assessments:

- ✓ The Task
- ✓ The Individual
- ✓ The Load
- ✓ The Environment

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Risk assessments will be conducted by a competent person, who has adequate knowledge, training and experience to carry out the task properly and objectively.

Where manual handling cannot be immediately eliminated the hierarchy of risk / principles of prevention will be used:

1. Eliminate – e.g. redesign the filing / shelving system etc.
2. Substitute – e.g. small files etc.
3. Engineering controls – e.g. use of mechanical aids etc.
4. Administrative – e.g. reduce the amount of time people spend handling the material, reduce the amount of people exposed etc.

Lifting Safely

- ❑ Avoid sudden and awkward movements while lifting.
- ❑ Check for rough surfaces, sharp or jagged edges, splinters etc. and use the appropriate protective clothing at all times.
- ❑ Do not allow the object being lifted impede your line of vision.
- ❑ Avoid slippery or other unsafe surfaces.
- ❑ All lifting will be carried out using the 8 principles of lifting:
 - Size up the load, make certain of good balance
 - Keep the back as straight as possible, tuck in the chin
 - Use the strong leg muscles rather than the weaker back muscles
 - Carry the load close to the body
 - Watch where you are going
 - Make sure the hands and feet are clear in placing loads
 - Always ask for help when needed
 - Use mechanical equipment where possible.

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Manual Handling Training

CSM employees will receive manual handling training on joining the company as identified by risk assessment.

Refresher training will be at intervals of not more than every three years and when there is any major change in the work involved or equipment used or when an employee is transferred to another activity requiring different loads to be handled. Training records will be held by the Safety Officer. Training will be conducted by a Competent Trainer with the relevant knowledge, skills and experience and in accordance with the Health & Safety Authority Guidelines and equipped to fulfill the brief in line with the provisions under the Safety, Health and Welfare at Work Act 2005.

4.4 DISPLAY SCREEN EQUIPMENT (DSE)

One of the biggest changes in work practices over the past 10 years has been the growing reliance on the DSE equipment within the office environment.

Part 2 Chapter 5 of the Safety, Health and Welfare at Work (General

Application) Regulations 2007 deals with the issue of Display Screen Equipment.

DSE refers to any means of displaying alpha or numeric information on a graphic screen.

However, the regulations also cover the immediate workstation around the DSE (including desk, chair etc.) and states that certain DSE equipment is not part of the regulations. The most obvious DSE included in this exemption is laptop computers. Where they are used in transit or when not used at a fixed workstation, they do not come under the full scope of these regulations. However, it should be noted that laptop computers are covered by the Work Equipment Regulations and so similar, though more flexible provisions apply.

Employees that are required to do their work on a DSE and have no choice but to do so and use the DSE for a significant part of the day (one hour continuously or more and daily use) are the employees covered by the regulations. All relevant employees of CSM are required to complete a DSE risk self-assessment of their workstation. A new workstation risk assessment will be completed when an employee transfers to a new workstation or significant new work equipment, change of equipment or new technology is introduced to the employees' workstation. An example of 'significant new' equipment includes a new monitor, chair, keyboard, telephone or other piece of workplace hardware etc.

Assessment

In a similar way to manual handling, the harm that can be done by DSE is both cumulative and multi-causal due to ergonomic principles. Rather than just being based on either posture or the height of the monitor, many issues

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In relation to temperature, workload, the software package and so on are all contributory factors to the harm that can be done by DSE. The main issues of concern from using DSE focus on the effect of sitting for prolonged periods working at a computer and how this can affect the body. The term musculoskeletal problem is used to describe the range of problems that work can have on the body.

Again, like manual handling, the DSE assessment covers a specific set of conditions given within the regulations.

DSE assessments are based on ergonomic principles and specific factors need to be taken as a whole when deciding if there is a problem. The assessment looks at three key areas:

- ◆ The Person
- ◆ The Environment
- ◆ The Work

Control

Within the regulations, there are some prescribed controls that must be brought in by the employer. Each employee of CSM covered by these regulations should have eye tests annually.

In determining the intervals, factors such as the ages of the employees and the intensity of VDU work will be taken into account in deciding the frequency of repeat tests.

When eye tests carried out by the doctor or optometrist reveal that particular lenses are required for VDU work, the basic costs of providing the glasses, or of new lenses where the employee already wears glasses is the responsibility of the employee.

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What can I do?

- ☐ Adjust your chair to find the most comfortable position. As a guide, your elbow should be at right angles, and your eyes should fall naturally in the upper one third of your screen. Your lower back should be well supported by the chair.
- ☐ Make sure there is adequate space underneath your desk to move your legs around. Remove obstacles such as boxes or equipment.
- ☐ Avoid excess pressure on the backs of your legs and knees. A footrest, particularly for smaller users, can help.
- ☐ Don't sit in the same position for long periods. Make sure you change your posture occasionally.
- ☐ Adjust your keyboard and screen to get a good keying and viewing position. Your screen should be directly in front of you. A space in front of the keyboard is sometimes helpful for resting the hand and wrists.
- ☐ Refocus your eyes by looking at a distant object from time to time.
- ☐ Keep your wrists in a neutral horizontal position when typing. Don't bend your hands up at the wrist when typing. Try to keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.
- ☐ Try different layouts of keyboard, screen and document holder to find the best arrangement. A document holder positioned beside the screen may help you to avoid awkward neck movements.
- ☐ Don't grip the mouse too hard, using your elbow/ arm to move it and keep the mouse at an easy reach.
- ☐ Arrange your desk and screen so that bright lights are not reflected in the screen. Try not to face windows or bright lights and adjust curtains or blinds to prevent unwanted light.

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4.5 ELECTRICAL SAFETY

Electricity can harm individuals through electric shock, but it can also lead to fires and explosions. CSM will ensure that the equipment they supply is suitable for the workplace and the environment within which it is to be used.

Part 3 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with electricity.

These regulations will be read in conjunction with the various standards and guidance notes that exist (such as the Electro Technical Council of Ireland National Rules) to ensure all practicable guidance and advice is followed.

◆ CSM will ensure that their electrical installations are inspected by a competent person on annual basis.

Electrical installations will be identified and a programme developed to ensure that they are inspected.

- ◆ All electrical equipment used by CSM will be designed to prevent danger.
- ◆ CSM will put in place measures to prevent ingress of moisture or of particles and foreseeable impacts on all electrical equipment and installations.
- ◆ Annual Portable Appliance Testing (PAT) will be carried out by a competent person to ensure the electrical integrity of portable equipment.
- ◆ Employees must conduct visual inspections of all electrical equipment prior to use.

- ◆ Only competent persons are permitted to work on or with electrical equipment.

How can I tell if it is damaged?

By looking!! This is the most important maintenance precaution. Around 95% of faults or damage can be found by just looking. Things that you are looking for on the equipment, the cable and plug (after disconnecting it) are signs of:

- ✓ Damage, e.g. cuts, abrasion to the cable covering;
 - ✓ Damage to the plug, e.g. the casing is cracked or the pins are bent;
 - ✓ Non-standard joints including taped joints in the cable;
- The outer covering (sheath) of the cable not being gripped where it enters the plug or equipment;
- ✓ Equipment that has been used in conditions where it is not suitable, e.g. a wet or dusty environment;
 - ✓ Damage to the outer cover of the equipment or obvious loose parts or screws;
 - ✓ Overheating (look out for burn marks or staining).

Safety Statement

4.6 WORK AT HEIGHT

Work at height means working in a place (except a staircase in a permanent workplace) where a person could be injured by falling from it, even if it is at or below ground level. Access to and from a place of work can also be classed as work at height. Examples of work activities that are classified as working at height at CSM include working on a ladder or stepladder, performing on stage etc.

Part 4 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with Work at

Height. The regulations cover the key requirements with regard to preventative measures, equipment used, inspection, records, working conditions, etc.

CSM adopts a simple hierarchy for managing work at a height:

- ◆ Avoid work at height where this is reasonably practicable;
- ◆ Use work equipment or other measures to prevent falls where you cannot avoid working at height; and
- ◆ Where you cannot eliminate the risk of a fall, use work equipment or other measures to minimize the distance and consequences of a fall.

As a guide, only use a ladder or stepladder:

- ◆ Where the work is of short duration – ladders are not suitable where they are in one position for 30 minutes or more;
- ◆ Where the risk is low, i.e. because the nature of the work makes a fall unlikely, or where there is a fall that the nature of the fall would be unlikely to cause injury;
- ◆ For work that does not involve carrying heavy or awkward boxes or equipment;
- ◆ Where you can maintain three points of contact (hands and feet) at the working position.
- ◆ DO NOT Overload it - the person and anything they are taking up should not exceed the highest load stated on the ladder;
- ◆ DO NOT Overreach - keep your belt buckle (navel) inside the stiles and both feet on the same rung throughout the task.
- ◆ When working on ladders and step ladders you should avoid work that imposes a side loading by having the rungs or steps facing the work activity.

Safety Statement

4.7 NOISE

Part 5, Chapter 1 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals

with Noise. Exposure to high levels of noise, either continuously or as a loud sudden ‘bang’ from equipment, can have a number of physiological and psychological effects on employees including stress, tinnitus and if exposed to high noise levels over long periods of time, permanent loss of hearing can occur. High noise levels can also interfere with communications in the workplace, leading to an increased risk of accidents.

How is the noise level measured?

Noise is measured in units known as decibels dB (A). However as a rough guide, if it is difficult to hear a normal conversation at a distance of 2m from the person speaking, it is likely that the noise levels in the area are above the levels permitted under these regulations (i.e. over 80dB (A)).

The noise regulations require CSM to take specific action at certain action values. These are the daily noise exposure level or the peak sound pressure level which, if exceeded, for an employee, action will need to be taken to reduce the risk.

Exposure to higher noise levels is possible, for example from fax tones, holding tones and high pitched tones from mobiles phones, students during class etc.

Typical noise levels for an office environment - 40dB (A) – quiet office, library, 50dB (A) – large office

Points of Reference measured in dB (A):

- ◆ 0 The softest sound a person can hear with normal hearing
- ◆ 10 normal breathing
- ◆ 20 whispering at 5 feet
- ◆ 30 soft whisper
- ◆ 50 rainfall
- ◆ 60 normal conversation
- ◆ 110 shouting in ear
- ◆ 120 thunder

Ref: League for the Hard of Hearing, United States of America

Safety Statement

4.8 LONE WORKERS

Lone workers are those who work by themselves without close or direct supervision. Anybody who works alone, including contractors, self-employed people and employee, is classed as a lone worker. Lone Workers at CSM Include staff working alone in the offices, staff traveling to / from meetings, cleaning staff, Security etc.

Hazards that lone workers may encounter include:

- ◆ accidents or emergencies arising out of the work
- ◆ sudden illnesses
- ◆ inadequate provision of rest, hygiene and welfare facilities
- ◆ physical violence from members of the public and/or intruders

The employer holds the main responsibility for protecting the safety and health of lone workers. Nonetheless, lone workers themselves have a responsibility to help their employer, CSM fulfill this duty, and so they must:

- ◆ Take reasonable care to look after their own safety and health
- ◆ Safeguard the safety and health of other people affected by their work
- ◆ Co-operate with their employer’s safety and health procedures
- ◆ Use tools and other equipment properly, in accordance with any relevant safety instructions and training they have been given
- ◆ Not misuse equipment provided for their safety and health
- ◆ Report all accidents, injuries, near-misses and other dangerous occurrences

The following controls are used to manage lone workers at CSM;

- ◆ communication is very important – use of company mobile phone, telephone etc. – daily communication

- ◆ security camera at the entrance to the building
- ◆ instruction and training in proper procedures
- ◆ locking and securing place of work
- ◆ implementing correct incident reporting procedures

Safety Statement

4.9 CHEMICAL SAFETY

A hazardous substance is described as any substance with the potential to cause harm, injury or damage to a person's health. In most working environments, we are exposed to hazardous substances, used in a controlled manner and circumstances.

Warning labels, such as those indicated below, are coloured yellow and black and are designed to alert users to the potential risks associated with the use of a particular substance. The following control measures should be put into place in all circumstances where hazardous substances are in use:

- All goods should have a corresponding Material Safety Data Sheet (MSDS);
- All MSDS should be communicated to the relevant staff;
- All safety controls advised, such as the use of PPE or spill control procedures, must be obeyed;
- Suppliers of hazardous substances are obliged to provide an MSDS for each substance – where one has not been received it should be possible to request an MSDS for an existing substance; Copies of all MSDS received should be retained and be available for consultation as necessary.
- CSM employees will be aware of the inherent hazards associated with any hazardous materials brought into the business.
- Suitable personal protective equipment applicable to the hazardous material will be supplied and worn by our staff when handling at all times.
- CSM employees will make themselves aware of any hazardous materials used on the premises.
- All hazardous materials brought on site will be stored in suitable chemical containers.
- All chemical containers will be fitted with an appropriate label providing the necessary information and symbol on the hazardous material.

Safety Statement

Control of Substances Hazardous to Health – General Signage

All chemicals pose a risk of some description. They can enter the body by:

- ◆ **Ingestion** – after handling chemicals, remember to wash your hands particularly before eating, drinking or smoking
- ◆ **Absorption** – through your skin and through your lungs
- ◆ **Inhalation** – Through your mouth and nose

Safety Statement

4.10 PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is a condition of employment at CSM that the PPE provided must be worn and used correctly. It is expected that all employees having been issued with proper protective wear and equipment, will take reasonable care of it whilst in their possession. A PPE Register shall be kept by CSM of all PPE issued to its' employees.

Prior to purchasing PPE, CSM will assess the suitability of the equipment. This will reference not only the nature of the hazard (Ref: European Standards), but also how it fits the wearer, how it fits with the use of other PPE and clothing and how it fits in with the work people are involved in.

4.11 CHILD / YOUNG WORKERS

Part 6, Chapter 1 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with the Protection of Children and Young Workers. It defines a ‘child’ as a person under 16 (or the school leaving age) and a ‘young person’ of an age between 16 and 18. The regulations acknowledge that there are specific risks and factors when employing young persons and children that can have an effect on their health and safety. The main provisions relate to the need for a risk assessment as well as the prohibition of exposure to certain risks.

Before any child or young person is employed, even temporarily, CSM will complete a risk assessment.

Reference will be made to Schedule 7, Part A (Guide List of Agents, Processes and Work) and B (Processes and Work) of the 2007 Regulations when conducting this risk assessment. CSM will consider how the risks that do exist could be greater for a young person or a child and ensure that provisions are in place to control these greater risks.

Safety Statement

4.12 PREGNANT, POSTNATAL and BREASTFEEDING EMPLOYEES

Part 6, Chapter 2 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals

with Pregnant, Postnatal and Breastfeeding employees. CSM will assess the work to establish what risks may be present that could affect the pregnancy, or the postnatal employee and implement protective measures to guard against the risk.

Once the employee notifies CSM of the pregnancy, i.e. having produced a medical certificate or other appropriate certificate, CSM will complete a risk assessment as soon as is practicable. The assessment itself will form a detailed job description for that employee.

Schedule 8, Part A, B and C of the 2007 regulations list certain chemicals, agents, processes specific hazards to pregnancies and postnatal employees that will form part of the assessment process. If they do not exist in the workplace, then this will be stated.

In many cases specific medical history of the employee and any issues relating to the pregnancy will not be known by CSM. Therefore neither CSM nor the employee may be in a sufficiently knowledgeable position to state whether the tasks that have been outlined pose a risk to that pregnancy. With this in mind, the assessment will tend to detail the job, any hazards, exposures and demands and the employee’s doctor would then decide if there is a risk posed to that pregnancy or postnatal period. Where there are risks present, CSM will look to prevent exposure or take the protective measures necessary to control the risk. Where a satisfactory reduction of risk cannot be achieved through these control measures, then CSM will look to provide alternative work that does not pose a risk.

Ultimately, where there is no alternative work and the risk cannot be reduced, then the regulations provide for ‘health & safety leave’. This is paid time off from the work and is separate to maternity leave. Health and safety leave will be seen as a last resort and only when the risks from the task cannot be reduced to a sufficient level and there is no means of providing alternative work. The health and safety leave is paid by the employer for 21 days, after this, the employee is paid by the State.

As the pregnancy develops, certain aspects may become more of an issue and a greater risk. Therefore, even in if in the earlier stages of the pregnancy, the task poses a relatively low risk, this might not be the case for the later stages of the pregnancy. CSM will review the risk a Assessment with the employee on a regular basis.

Safety Statement

4.13 HEALTH & SAFETY TRAINING and INSTRUCTION

CSM is committed to providing appropriate and effective health and safety training for all employees. The primary responsibility for this rests with management in co-operation with training specialists as appropriate. CSM expects all employees to co-operate with all training provided.

On commencement with CSM all new employees will receive;

- ✓ Company Safety Statement
- ✓ Emergency Procedure
- ✓ Relevant on-the-job training

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

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

An annual Training Plan will be drafted at the start of the calendar year by the Safety Officer and will consider at a minimum, the following training types; manual handling, emergency response, VDU / DSE, fire safety, on-the-job safety training and on-site security measures. Additional training types will be provided to meet specific needs as they arise.

Training records will be maintained and will contain the following information:

- ✓ Date of training
- ✓ Duration of the course
- ✓ Name of instructor
- ✓ Name of person undertaking the training
- ✓ Nature and content of the course

Tool Box Talks will be used as appropriate to discuss health and safety issues as they arise.

Records of these

sessions will be held by the Safety Officer.

Safety Statement

4.14 EMERGENCY RESPONSE / FIRE SAFETY

Part 2, Chapter 1(12) of the Safety, Health and Welfare at Work (General Application) Regulations 2007

deals with Emergency Routes and Exits. *Part 2, Chapter 1 (13) deals with Fire Detection and Fire Fighting.*

Reference will also be made to ***Section 11 of the Safety, Health and Welfare at Work Act 2005, the Fire***

Services Acts 1981 and 2003 (No. 30 of 1981 and No. 15 of 2003) and other relevant legislation.

CSM will conduct a fire risk assessment of its operation. This will identify the issues in relation to occupancy, exits, escape routes etc. CSM will use the technical guidance to Part B of the Building Regulations as a source of information on what would be adequate for workplaces. This fire risk assessment will be reviewed and updated on an annual basis.

CSM will conduct at a minimum, four to six fire drills annually. Records of the fire drills will be held by the

Safety Officer. ALL staff, visitors, contractors should note the following:

- The warning sound from the fire alarm is a siren.
- On hearing the fire alarm, **ALL** staff, visitors and contractors **MUST** evacuate the building and proceed to their assembly point. The following meeting points have been designated in the event of a fire alarm activation in the Academy:
 - Do not run.
 - Do not collect personal belongings.
 - Leave the building by the nearest available exit.
 - If safe to do so, switch off machines, shut off gas and electricity (excluding lighting).

- Close doors as you leave.
- Under **NO circumstances** can an emergency evacuation be interrupted midway through the process. **The full evacuation must be completed even if it is discovered to be a false alarm.**

Safety Statement

▪ **No person is permitted to re-enter the building until they have been authorized to do so by the**

Emergency Services.

▪ **Employees are not permitted to leave for home until the emergency situation is over and it has been**

confirmed safe to do so by the Emergency Services.

Persons Unaccounted For

▪ Attempt to establish their last known whereabouts – they may have left the building prior to the

emergency, but not have signed out etc.

▪ Inform the Emergency Services immediately of the situation.

▪ **DO NOT** re-enter the building to search for this person unless confirmed safe to do so by the

Emergency

Services.

Contacting the Emergency Services

The fire alarm for the building is monitored 24hrs a day by external contractors for after hour's emergencies.

During business hours, the Porters and in their absence Reception, will also contact the emergency services. The

following procedure should be followed:

- Dial **999** or **112**
- **Specify the service** you require – i.e. Fire Services, Ambulance or Garda etc.
- Provide the **Company Name and Address**

Castleknock School of Music

4-5 The Mall

Ongar Village

Dublin 15

▪ Ask the **Operator to repeat the address** in order to confirm that the recorded details are correct.

Fire Register

In accordance with The Fire Services Act 1981, a Fire Register will be maintained by the Safety Officer. This will

include the following details:

- ♦ Fire safety training
- ♦ Escape Routes
- ♦ Fire alarm maintenance
- ♦ Fire extinguishers / hoses
- ♦ Emergency lighting

Safety Statement

Fire / Emergency Crew – Key Duties

- ♦ Contact Emergency Services – 112 / 999
- ♦ Roll Call / Emergency Evacuation Checklist
- ♦ Liaise with Emergency Services – fire, ambulance, gardai etc.
- ♦ Confirm building has been cleared of all staff, visitors, trainees, contractors etc.

Emergency Contact Details

Ambulance 999 / 112

Gardai 999 / 112

Fire 999 / 112

ESB 1850 372 999

Gas 1850 200 550

Fire Prevention

- ◆ All employees of CSM should be aware of the potential of fire hazards as a result of their activities or smoking on site. Employees must take reasonable care when carrying out their work activities to ensure they do not generate fire hazards on Academy sites.
- ◆ Combustible materials will not be allowed to build up on the company premises and will be removed to suitable bins on a regular basis.
- ◆ Any oily rags or waste, which is highly flammable, will be kept in metal containers and removed for appropriate disposal.
- ◆ Smoking is only be permitted in designated areas outside the building.
- ◆ Where hot work (welding, maintenance etc.) is carried out, appropriate fire fighting equipment will be maintained on site and in the vicinity of the hot works at all times.
- ◆ Any flammable materials used on site will be stored in suitable containers.

Safety Statement

4.15 ACCIDENT / INCIDENT REPORTING

All accidents and dangerous occurrences will be notifiable under Regulation 59 of S.I. No. 44, 1993 to the Health & Safety Authority (HSA) by the Financial Secretary. The details will be reported on the Health & Safety

Authority website www.hsa.ie – **Report an Accident – IRI Incident Report**. If an employee is absent from work for more than three calendar days due to a workplace injury or illness, it is a statutory requirement that formal notice is given to the HSA on the appropriate form. All notifications of accidents or dangerous occurrences to the enforcement authority of the HSA will be completed by the Safety Officer.

All accidents to a person, whether or not in the employment of the Academy, resulting in injury, however slight, must be reported to and recorded by the person involved and the appropriate accident report completed and a copy sent to the Safety Officer within 24 hours for investigation. An Accident / Near-Miss form is available for this purpose and must be completed by the responsible Area Manager. A full accident investigation will be completed by the Safety Officer. All staff are legally obliged to cooperate fully with such an investigation and to provide any information, which may be useful in establishing the circumstances leading up to the accident. A written report shall be prepared.

An Accident / Near-Miss Log will be held by the Safety Officer.

Safety Statement

4.16 SLIPS, TRIPS and FALL

Preventing slips and falls is everyone's responsibility

You can help to avoid slips, trips and falls at work by watching out for:

- ◆ Hidden steps when stepping outside or turning a corner
- ◆ Smooth surfaces such as floors which has been waxed but not buffed
- ◆ Wet spots
- ◆ Oil and grease spots / spillages
- ◆ Carpets which are not tacked down
- ◆ Loose tiles or floorboards
- ◆ Electrical leads / cables
- ◆ Open filing cabinet drawers
- ◆ Temporary obstructions in gangways
- ◆ When using staircases (use the handrails and keep your hands out of your pockets)

- ◆ Files / boxes stored on the floor etc.

Care should be taken to keep all floor areas free from tripping and slipping hazards. If you spill any liquids **it is your responsibility** to ensure that the spill is cleaned up immediately.

Improving housekeeping and appropriate storage of materials and parts will result in reduced incidents.

Safety Statement

4.17 WELFARE FACILITIES

The provision of welfare facilities required by legislation will be provided in accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007. Employees are reminded that:

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

- ◆ First aid boxes are provided at clearly marked locations.

- ◆ Each employee is responsible for maintaining safe housekeeping standards in their work area.

- ◆ CSM is committed to providing the highest standards of cleanliness and hygiene throughout its

operation. To this end, the Academy employs specific staff with responsibility for cleaning the toilets, kitchen, offices etc. on a daily basis.

- ◆ Designated areas have been allocated for employees to have their rest break while on the premises.

- ◆ Kitchen facilities with hot and cold water, cooking facilities etc. are provided.

- ◆ All appropriate PPE will be supplied to employees.

Safety Statement

4.18 DRUGS & ALCOHOL

Where a member of staff has a problem with alcohol or substance abuse CSM accepts that it has a responsibility to offer assistance and guidance.

CSM is committed to preventing alcohol and substance abuse by education, training and developing good practice by raising awareness in all staff. CSM will provide assistance to staff with substance misuse problems within an agreed framework.

The *Safety, Health & Welfare at Work Act, 2005*: Requires all employers to provide safe places of work and safe systems of work. This covers the management of staff such that they are not incapacitated by drugs or alcohol consumption to carry out their work without risk to others.

The *Road Traffic Act 1961 – 1995*: Renders it a criminal offence for a driver to be unfit through drugs and alcohol. Illicit drugs and alcohol - employees are not allowed to attend their workplace to carry out duties whilst under the influence of illicit drugs or alcohol.

Any person found breaking this rule will be liable to disciplinary procedures.

Any employee who in the opinion of Management shows apparent signs of the effects of intoxicating liquor or drugs, will be required to leave the Academy premises immediately and will be asked to attend the company nominated medical doctor for a drug & alcohol test.

Employees required to leave the premises will forfeit payment for the remainder of the day.

In the interest of health and safety, the Academy reserves the right to carry out random drug and alcohol tests on any of its employees at any time.

Safety Statement

4.19 STRESS

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

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

Causes of stress in the workplace:

- ◆ Poorly organised shift work
- ◆ Faulty work organisation
- ◆ Poor working relationships
- ◆ Poor communication at work
- ◆ Ill defined work roles
- ◆ Highly demanding tasks
- ◆ The threat of violence

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

hazard:

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

CSM will utilize the following methods of managing stress:

- ◆ Ensure that employees are aware of the potential causes of stress and the early warning signs.
- ◆ Ensure that all complaints that may be related to stress are listened to and appropriate measures

taken.

- ◆ Where employees are aware that a workload or conditions of work are particularly stressful, measures should be taken to reduce the workload or improve conditions.
- ◆ Discussion with Senior Managers.

Safety Statement

4.20 HARASSMENT / BULLYING

In accordance with the general duties in *Part 2 General Duties*, of the *Safety, Health and Welfare at Work Act,*

2005, and *Section 12 of the Employment and Equality Act 1989* and the Report of the Task Force on the Prevention of Workplace Bullying, H.S.A., 2001 an anti-bullying/harassment policy is in place. CSM is committed to providing a work environment free of any kind of bullying or harassment. This bullying and harassment policy applies to all persons involved in the operations of the Academy, and prohibits bullying or harassment by any employee of the company, including students, managers, co-workers and visitors, as well as by any person doing business with or for the company.

Harassment - occurs if any person feels intimidated, humiliated, patronized or embarrassed by the derogatory, offensive or discriminatory remarks or actions of others. Harassment may interfere with job performance, undermine job security or create a threatening or unpleasant work atmosphere.

Sexual harassment - is unwanted behaviour of a sexual nature by one employee towards another. Sexual harassment can be defined as conduct towards another person that is sexual in nature.

Examples of sexual harassment include:

- ◆ Sexual gestures;
- ◆ Displaying sexually suggestive material, such as pictures or sending suggestive or sexually explicit correspondence;

- ◆ Unwelcome sexual comments or jokes;
- ◆ Unwelcome physical conduct, such as unnecessary touching, pinching etc.

Racial harassment - is unwanted behaviour of a racial nature by one employee towards another. Examples may include:

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

Safety Statement

Bullying is defined as repeated verbal, psychological or physical aggression by an individual or group against others that could be regarded as offensive, humiliating or intimidating. Any such activity is viewed as an act of misconduct. Examples may include:

- ◆ Manipulating the victim's reputation by rumour, gossip and ridicule;
- ◆ Social exclusion or isolation;
- ◆ Preventing the victim from speaking by voicing loud criticisms or obscenities;
- ◆ Manipulating the nature of the work or the ability of the victim to perform their work, e.g. by overloading, withholding information or setting meaningless tasks etc

CSM deplores all forms of harassment and seeks to ensure that the working environment is comfortable and secure for all its employees. The person responsible for this policy is the Director, but it is the responsibility of all employees to ensure the day-to-day practical application of the policies. Where informal methods fail and harassment persists, employees are advised to bring a formal complaint and should do so in writing.

Employees are advised to remember to;

- ◆ Always give an accurate account of what happened and clearly state your grievance.
- ◆ At all stages in the grievance procedure the employee should be aware that they have the right to be accompanied by another member of the company.
- ◆ Every attempt will be made to resolve the grievance issue speedily and appropriately.
- ◆ The employee has a right to copies of meeting minutes taken at all stages of the procedure.
- ◆ The Director will remain neutral throughout the grievance procedure and is available to any party who needs advice.
- ◆ Although grievances are often solved verbally, it is advisable to keep some form of written record of minutes taken if a case is ever appealed or referred to a third party.

CSM will immediately undertake an effective, thorough and objective investigation of the harassment allegations. Once the investigation is completed and determination is made regarding the alleged harassment/bullying, the result is communicated to the employee as soon as possible. Any employee who brings a complaint of harassment will not suffer for having brought the complaint; however, disciplinary action will be taken against employees whose allegations of harassment are found to have been malicious.

Safety Statement

4.21 SMOKING

No smoking is permitted in any enclosed area of the workplace. This policy is in accordance with *The Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions*. All NO SMOKING signs are to be observed at all times. Smoking is only permitted in the designated area outside the building – in the courtyard.

Any employee found to be smoking and in breach of this regulation will face disciplinary measures and may be liable to instant dismissal.

Safety Statement

4.22 VISITORS

Section 15 of the Safety, Health and Welfare at Work 2005 Act provides that where a person controls, to any extent, a non-domestic place of work, where persons other than his or her employees are working, the person in control must ensure, so far as reasonably practicable, that the means of access to and egress from that place of work, or any article or substance provided for use at that place of work are safe and without risk to health.

Section 15 applies where an employee is working in premises that are not under the control of his or her employer, such as a contractor. Where any contract, tenancy, license or other interest places an obligation to any extent on a person to maintain or repair a place of work, or the access to or egress from that place of work, or the provision of any substance or article for use at that place of work, to the extent of their obligation, the duty under this section falls upon them.

Visitors

CSM recognizes that it will be necessary for members of the public (such as students, student family and friends, contractors, delivery companies etc.) to have access to our offices. CSM recognizes that members of the public are more susceptible to our occupational hazards due to unfamiliarity of the site and the activities being carried out. Therefore, all employees must be made aware of the dangers of having members of the public on site and take all reasonable measures to ensure that no member of the public is injured in any way while visiting our premises. The following procedures have been put in place to minimise the risk to visitors and these procedures must be strictly enforced:

- ◆ All Visitors are restricted to Reception (Ongar), the Corridor (CCC and Brigid's) unless they are accompanied by a member of staff.
- ◆ It is the responsibility of the CSM Host to ensure the safe evacuation of the visitor, contractor etc. in the event of an emergency.
- ◆ Visitors and Contractors must observe the site Safety Rules and any instructions given by CSM personnel.
- ◆ Contractors should not visit or commence work on site until the relevant safety rules and information has been read understood and accepted.
- ◆ They should not enter unauthorized areas where they are not authorized to visit.

Safety Statement

4.23 TOOLS and EQUIPMENT

- ◆ All tools and equipment used by CSM will be maintained in good working condition and only operated by trained and competent staff.
- ◆ All damaged equipment must be reported to Management / Safety Officer who will remove the equipment from service and make arrangements for its repair.
- ◆ No items of equipment or machinery will be operated without suitable guards.
- ◆ All portable electric equipment should be disconnected when not in use.
- ◆ No equipment or machinery will be modified, have guards removed or be used, except in a manner that complies with the manufacturers instructions.
- ◆ Power cords on all portable equipment will be checked on a regular basis.
- ◆ All portable tools will be operated at the reduced rate voltage (110V).

Safety Statement

4.24 DISCIPLINARY ACTION

The purpose of CSM's disciplinary rules and procedures is to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance and to ensure that any failure to observe the Company's rules is fairly dealt with. Where instruction, advice and

persuasion fail to achieve compliance with health and safety rules, it is the policy of CSM to take disciplinary action on the matter.

Except in cases of gross misconduct, the following action will normally be adopted:

In the first instance a **verbal non-recorded counselling session** shall take place with the employee concerned.

The employee shall be informed of the aspects of his or her performance/ conduct which falls below standard and advised of the improvements which are required. Every assistance shall be given to the employee in order to ensure that he/she effects the required improvements.

Stage 1 - Verbal Warning:

In the case of minor infringements the Supervisor/Secretary directly concerned shall warn the employee verbally of the specific aspect of work or conduct which is below standard, stating clearly that this is a warning and advising on the improvements which must be made. This warning shall be recorded in the employee's file. The employee has a right to be accompanied by a fellow employee or by a union representative.

Stage 2 - First Written Warning:

In the event of continued failure to meet required standards, the employee shall be issued with a written warning.

He/she will also be warned that continued failure to improve may result in further disciplinary action up to and including dismissal, in accordance with this procedure. The employee has a right to be accompanied by a fellow employee or by a union representative.

Stage 3 - Final Written Warning/Suspension:

If the problem persists the Secretary may give the employee, in the presence of his/her representative, a second written warning, plus three days suspension without pay if appropriate. It shall be made clear that further disciplinary action, which may include dismissal, shall be taken if conduct or performance is not satisfactory. A copy of this warning shall be given to the local union representative as appropriate. The employee may be accompanied by a fellow employee at all stages of this procedure.

Safety Statement

Stage 4 - Dismissal

If the problem remains, the employee concerned may be given notice of dismissal in line with the Minimum Notice and Terms of Employment Act. The employee may be dismissed in the event of the conduct or performance not having improved to the required level following the warnings set out above. The final decision to dismiss shall not be taken by the employee's immediate Supervisor/Secretary, but by the Board of Governors. The employee shall be advised in writing of his/her right to be accompanied by a fellow employee or a union representative.

It is agreed, with the exception of the counselling stage, that an employee under this procedure shall have the right to be accompanied by a fellow employee.

All warnings, with the exception of a final written warning shall remain on file for six months. A final written warning shall remain on file for twelve months.

Safety Statement

Notwithstanding the above procedure, CSM reserves the right to discipline any employee up to and including summary dismissal in the case of very serious misconduct. The following list, while not exhaustive, is an outline of offences warranting summary dismissal:

- (a) Breach of health and safety regulations likely to cause damage to oneself or other employees.
- (b) The theft or malicious damage to Academy property or that of another employee, colleague/member of management or resident.
- (c) Falsifying CSM records.

- (d) Assault on another employee or colleague/member of management.
- (e) Sexual harassment at work.
- (f) Reporting for work under the influence of alcohol or illegal drugs such that, in the opinion of the Supervisor/Secretary, the employee is unfit for work.
- (g) Carrying out unauthorised work on CSM premises or with CSM materials/misuse of CSM or colleagues property..
- (h) Where an employee is suspended for an act of gross misconduct, the following procedure shall apply.

Step 1

The employee shall be suspended and sent home pending further investigations of the alleged offence. Following preliminary investigation, the employee shall be met by the Secretary in the presence of a fellow employee and any allegation shall be put to them at such a meeting.

Step 2

Following a full investigation of the alleged misconduct the employee may be warned in writing, suspended or dismissed, as appropriate, without recourse to the normal procedures set out above.

Safety Statement

4.25 SECURITY

It is the responsibility of the Company Secretary to develop and implement an appropriate on-site security policy. In order to protect employees, security systems and procedures *must be treated as highly confidential*. All staff will be trained in the current security procedures. Policies and procedures will address:

- ◆ Identifying and assessing the risks.
- ◆ Opening and closing routines to be followed.
- ◆ Early morning entry procedures will be designed to detect an overnight entry to the premises.
- ◆ Protecting premises and other high-value items.
- ◆ Using and maintaining specialized security equipment.
- ◆ Action in the event of a robbery.
- ◆ Helping staff after a robbery.
- ◆ Dealing with bomb threats / suspicious packages etc.
- ◆ Liaising with the Garda.
- ◆ Public relations and communication with the media.

It is the responsibility of the Safety Officer to ensure these policies and procedures are communicated and clearly understood by all staff. The Safety Officer is responsible for monitoring and evaluating the effectiveness of the security systems regularly in order to ensure they are appropriate. This will be done in conjunction with the appropriate security personnel. The security of staff, students, visitors, premises and value items will be a priority at all times. CSM will consider the following when designing its security measures:

- ◆ The pattern and type of business.
- ◆ The way the building is used – i.e. when is it staffed and when not?
- ◆ The need for fire precautions and escape routes.
- ◆ Location, including;
 - geographical and social environment, and its position in relation to access and escape routes;
 - the crime rate, both locally and generally; and
 - the previous experience of other financial institutions within the area.

Safety Statement

The following controls are used to manage the security and safety of staff working in the public arena

- ◆ communication is very important – phones etc.

- ◆ security camera
- ◆ instruction and training in proper procedures
- ◆ locking and securing place of work
- ◆ implementing correct incident reporting procedures

4.26 BOMB THREATS

In order to reduce confusion and to assist the Gardai, as much information as possible should be obtained and recorded.

- ◆ Do not panic.
- ◆ Note the time of the call.
- ◆ Record the exact words if possible.
- ◆ Ask:
 - Where the bomb is now?
 - What it looks like?
 - When is it likely to detonate?
 - Who planted it?
 - Why it was planted?
- ◆ Note the accent and whether the caller is male or female.
- ◆ Note the background sounds.
- ◆ Note the time the caller hung up.
- ◆ Notify the Manager and / or Gardai immediately.

Safety Statement

4.27 WORK EQUIPMENT

Part 2 (2) of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with work

equipment. Regulation 30 entitles employees who use the equipment to have access to the inspection records for all equipment that they use. In accordance with the regulations, The Academy will establish planned preventative maintenance for all work equipment. This includes office equipment.

Work equipment will be maintained throughout its life in order to reduce risks to users and others. A maintenance log will be maintained. CSM will consider the usage of equipment and manufacturers instructions in determining the inspection and maintenance schedules for equipment. All staff will be trained and instructed on the safe use of work equipment. Only trained and competent staff will be authorized to use CSM work equipment.

Purchasing New Equipment

All work equipment must be suitable for the job. From the simplest tool for use at a workstation through to larger equipment such as photocopiers. CSM will ensure that they are suitable for the work / activity to be undertaken.

Existing Equipment

Existing equipment will also be assessed by CSM to determine the suitability of the equipment for the task it is being used for. CSM will therefore conduct task-based risk assessments which review the conditions of usage of the equipment.

Risk Assessment

The risk assessment will consider Mechanical Hazards and Non-Mechanical Hazards.

Mechanical hazards relate to the problems that can arise when people are working near, or could be exposed to moving parts of machinery e.g. moving rollers within the photocopier.

Non-Mechanical Hazards relate to all other potential harm that could arise from using work equipment. These could vary from the ergonomics if using a laptop, risk of fires, noise, heat, light etc.

Control

Controls appropriate to the hazards identified will be agreed and actioned by The Academy.

Safety Statement

4.29 ANNUAL REVIEW

CSM will conduct an annual review of the company's performance in the area of health, safety and welfare at our semester 1 meeting in September. The following will be included in this report:

- ◆ Accident / Near-Miss performance
- ◆ Progress on Training Plan
- ◆ Safety Statement / Risk Assessment updates
- ◆ Changes in legislation

4.30 RISK ASSESSMENT

In accordance with Section 19 of the Safety, Health and Welfare at Work Act 2005, the risk assessment process at CSM involves the following:

- ◆ Identifying the hazards present within the workplace.
- ◆ Identifying the risks associated with each of the hazards identified.
- ◆ Recording the probability and severity of injury/illness associated with the hazard.

Calculating

the risk rating based on probability and severity (the risk rating is arrived at by multiplying the probability of injury x severity of injury - see below for details).

- ◆ Actions are suggested to reduce the risk (control options) in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- ◆ The hazards identified with a 'High' risk rating should be those that receive immediate attention.

The implementation of the actions to reduce the risk should have a high priority.

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

Safety Statement

Hierarchy of Controls

The crucial part of the risk assessment process is selecting the most appropriate method of risk or hazard control. The following 'hierarchy of controls' should be used when deciding on control measures, starting with the first in the list and working down to the last control measure which is the provision of personal protective equipment and clothing.

1. Elimination

Eliminating the hazard entirely from the workplace is the best way to control it.

Example: provide a trolley to move around paper boxes which eliminates the need to carry out manual handling.

2. Substitution

If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner.

Example: substituting a smaller package or container to reduce the risk of manual handling injuries.

3. Isolation

Separate or Isolate the hazard from people. This method has its problems in that the hazard has not been removed. The guard or separation device is always at risk of being removed or circumvented.

Example: A guard is placed over a piece of moving machinery. If the guard is removed for maintenance and not replaced people are again at risk

4. Engineering Solutions

If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact.

Examples of engineering controls are:

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

5. Administrative Solutions

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

Example:

- a. Safe systems of work that reduce the risk to an acceptable level*
- b. Written procedures that are known and understood by those affected*
- c. Adequate supervision*
- d. Identification of training needs and provision of appropriate training*
- e. Information/instruction (signs, handouts)*

6. Personal Protective Equipment & Clothing

Personal Protective Equipment and Clothing should always be considered as a last resort. It can also be used as an interim measure to reduce exposure to a hazard.

Examples of PPE include: masks, ear-plugs, respirators, helmets, boots, safety shoes, overalls, etc.

Safety Statement

The most effective way to control risk is obviously to remove it. Elimination is by definition 100% effective. The further you go down the hierarchy of control list the less effective the methods become.

Risk Assessment Method Used

(Probability) x (Severity) = Risk Rating (RR)

Risk Rating Priority Action Required

Low = 1 - 3 Non-Urgent No Action Needed

No Additional Controls

Medium = 4 - 6 Action Needed

Monitoring Required

Assessment Recorded

Controls Required as soon as practical

High = 7 - 11 Action Needed Urgently

Controls Required

Controls Documented

Assessment Recorded

Very High = 12 - 16 Immediate Urgent Action Required

Work Prohibited / Ceased

Controls Required Immediately Assessment

Recorded

Controls Documented Work

Stoppage Documented

Fatality HIGH HIGH HIGH MEDIUM

Severe Injuries HIGH HIGH MEDIUM MEDIUM

Serious Injuries HIGH MEDIUM MEDIUM LOW

Minor Injuries MEDIUM MEDIUM LOW LOW

SEVERITY PROBABILITY

Very

Probable

Probable Possible Remote

HIGH

HIGH

HIGH

HIGH HIGH

HIGH

MEDIUM

MEDIUM MEDIUM

MEDIUM MEDIUM

MEDIUM MEDIUM

LOW

LOW LOW

Safety Statement

5.0 CONCLUSION

It is the policy of CSM to provide a safe and healthy working environment for its employees, students, visitors and members of the public. All requirements under the *Safety, Health and Welfare at Work Act, 2005* and the *Safety, Health and Welfare at Work (General Application)*

Regulations 2007 will be adhered to and where reasonably practicable implemented. This can be achieved with the help and assistance of all staff by:

- ◆ All employees observing the general rules of safety and health. It is the duty of every Academy employee to fully comply with all safety rules and regulations.
- ◆ All CSM employees should inspect their workplace and report any unsafe condition.
- ◆ Using all equipment in a safe and proper manner. Notify any persons likely to be affected by work that you are doing.
- ◆ All injuries sustained by CSM employees, however slight must be reported to your Safety Officer.
- ◆ Wear the appropriate PPE for all tasks undertaken. Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves or others.
- ◆ Keep work areas clean and tidy at all times.
- ◆ Ensure all corridors and passageways particularly those leading to escape routes, are kept free of obstructions at all times. Do not litter, use the bins provided.
- ◆ Taking care that fire points are not blocked or covered up in any way and that access in the event of an emergency is un-hindered and that fire extinguishers are ready for use if the need arises.
- ◆ Adhere to all safety signs, and familiarize yourself with the Emergency Procedures.
- ◆ Vandalism of property will result in instant dismissal.
- ◆ Report any defects or safety concerns to your Safety Officer immediately.

This Safety Statement has been prepared based on conditions existing in the fabric of the workplace of CSM at the time of writing. It will be altered, revised or updated periodically in order to comply with any changes in conditions. At a minimum an annual review of this document will be carried out by the Safety Officer.

Safety Statement

APPENDIX 1

Inspection and Testing of Fire Prevention Equipment

Emergency Lighting – Maintenance

- ◆ Emergency lighting is visually checked on a weekly basis, to ensure:
 - Every lamp is lighting
 - The LED in each emergency lighting unit is illuminated
 - Any fault found, and the action taken is recorded in the Fire Register.
- ◆ Quarterly the following will be carried out:
 - Exterior of luminaries and signs are cleaned
 - Ensure the correct operation of the luminaries and signs by operating the test facility or cutting the power to the lighting circuits
 - Record results in the Fire Register
- ◆ An annual inspection and test procedure as described in I.S. 3217:1989 will be carried out. Results will be recorded in the Fire Register.

Fire Extinguishers – Maintenance

- ◆ Fire extinguishers are inspected visually on a weekly basis in order to ensure appliances are in their proper position, have not been discharged or lost pressure or suffered obvious damage.
- ◆ Any extinguishers not available for use will be replaced by serviceable extinguishers.
- ◆ Qualified Contractors will service extinguishers annually, and conduct discharge tests on 20% of the units each year in accordance with the requirements of I.S. 291:2002.
- ◆ A record of this annual inspection will be maintained by the Safety Officer in the Fire Register.
- ◆ Fire Extinguishers inspection record tags will include:
 - The date of last inspection
 - The condition of the extinguisher
 - The initials of the person who performed the inspection

Safety Statement

Suitable for:

Paper
Wood
Textiles

Suitable for:

Paper
Wood
Textiles
Flammable Liquids (e.g. Petrol,
Paints, Oils)
Flammable Gases
Electrical

Suitable for:

Paper
Wood
Textiles
Flammable Liquids (e.g. Petrol,

Paints, Oils)
Flammable Gases
Electrical fires
Suitable for:
Paper
Wood
Textiles
Flammable Liquids
(e.g. Oil, Petrol, paints)

Fire Alarm – Maintenance

- ◆ A daily check is made to ensure the panel indicates normal operation. Any fault indicated will be recorded in the Fire Register and actioned immediately.
- ◆ A weekly test of the system will be carried out by setting off the fire alarm.
- ◆ A quarterly inspection and test procedures as per I.S. 3218: 1989 will be carried out. Records will be held by the Safety Officer in the Fire Register.
- ◆ An annual inspection and test procedures as per I.S. 3218: 1989 will be carried out. Records will be held by the Safety Officer in the Fire Register.

Safety Statement

APPENDIX 2 - RECOMMENDED CONTENTS OF FIRST AID BOXES

First Aid Travel Kit Contents First Aid Box Contents

MATERIAL

Adhesive Plasters
Sterile eye pads
(With bandage attached)
Individually wrapped triangular bandages
Safety Pins
Medium Individual Wrapped Sterile Unmedicated wound dressings (approx 10 x 8cms)
Large Individual Wrapped Sterile Unmedicated wound dressings (approx 13 x 9 cms)
X Large Individual Wrapped Sterile Unmedicated wound dressings (approx 28 x 17.5cms)
Individually wrapped wipes
Paramedic shears
Pair of Latex gloves
Additionally where there is no clear running water. Sterile eye wash.

Safety Statement

APPENDIX 3 – ACCIDENT / INCIDENT FORM

Accident / Incident Report

CSM Employee / Sub-Contractor / Student / Visitor: Incident Date :

Incident Time :

Location of Incident:

Date of report:

Name of Injured:

Occupation of injured: Date of Birth of injured:

Witnesses:

Please attach signed witness statements for all incidents involving personal injury

Supervisor:

Description of Incident (add additional documentation and sketches for, IR 1 incidents):

Injury Management (TO BE COMPLETED BY FIRST AIDER).

Body Part Affected: Head . Neck . Trunk . Arm . Hand . Fingers . Leg . Ankle . Foot

Eye . Back . Chest . Multiple . Others:(Define)

.....
Nature of Injury / Disease: Fracture of Spine .Other Fracture . Dislocation . Sprain / Strain . Amputation .Laceration .Bruising . Abrasion .Burn . Puncture Wound . Poisoning / Toxic Effect .F/Body .Internal Injuries Other

.....
Signs & Symptoms & Treatment:

Injury Status: First Aid . Site First Aid . Doctor . Hospital . Full Duties . Alt Duties . Lost Time .

Date of resumption of Work:

Anticipated absence if not back:

Object/equipment/substance inflicting harm:

Safety Statement

Immediate causes: (What sub standard actions & conditions caused the event

Basic Causes: (What personal action or fundamental job factors caused the event)

Remedial Action to Prevent Reoccurrence: By Whom When By Sign when completed

Employee's Comments:

Employee's Name: _____ Signature: _____ Date: _____

Supervisor's Comments:

Supervisor's Name: _____ Signature: _____ Date: _____

Manager's Comments:

Manager's Name: _____ Signature: _____ Date: _____

Safety Statement

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APPENDIX 4

Risk Assessments

- RA No.1.01 Bullying & Harassment
- RA No.1.02 Stress
- RA No.1.03 Changing Printer Cartridges
- RA No.1.04 Changing Photocopier Cartridges
- RA No.1.05 Changing Fax Cartridges
- RA No.1.06 Office Environment
- RA No.1.07 Office Environment – Cleaning
- RA No.1.08 Moving Office Equipment
- RA No.1.09 Use of VDUs
- RA No.1.10 Operation of Shredder
- RA No.1.11 Pregnant Employees
- RA No.1.12 Major Property Damage Office
- RA No.1.13 Sabotage
- RA No.1.14 Burglary
- RA No.1.15 Use of Kettle
- RA No.1.16 Use of Microwave
- RA No.1.18 Manual Handling
- RA No.1.20 Lone Workers
- RA No.1.21 Electrical Repairs
- RA No.1.22 Stacking Shelves
- RA No.1.23 Office Fire

I have read and understand CSM's Health and Safety Policy.

Signed: _____

Date: _____