

# **SACRED HEART SENIOR NATIONAL SCHOOL**

## **SAFETY STATEMENT**

Supported by



**PENINSULA**

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## GENERAL POLICY

A declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of its employees in achieving these goals.

## ORGANISATION AND RESPONSIBILITIES

This section sets out the health and safety responsibilities of key personnel within the organisation.

## SAFETY ARRANGEMENTS

This section explains the systems and procedures that will be used to form the basis of our health and safety regime.

## SAFETY RECORDS (this section may be in a separate folder)

This section contains;

- An Annual Review of our Health and Safety System and Procedures.
- Periodic Checklists created specifically for individual roles and responsibilities.
- A comprehensive source of records relating to statutory examination periodic inspection and testing of the work equipment and installations used by our organisation. Records relating to Fire Safety Management will be found in your Safety Management System.
- A system for keeping health and safety training records.
- A section for accident and incident reporting, and investigation.

## HEALTH AND SAFETY POLICY

### GENERAL POLICY

This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and safety is an integral part of how we do business as a responsible employer and we have put in place the necessary organisation and arrangements to achieve this. This policy has been initiated after carrying out a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

### Safety, Health and Welfare General Policy Statement

This is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees towards achieving these goals. The General Policy statement is brought to the attention of all employees by publication in the main policy Manual and in the Employee Safety Handbook. It may also be included on notice boards in our premises.

### Anti-Bullying Policy

The aim of this Policy is to indicate what constitutes bullying and what action the company will take if it becomes necessary to deal with an offence of this nature.

### Organisation

This part of the Policy details the health and safety responsibilities of key personnel within our organisation. These responsibilities are fulfilled by completion of various Safety Records, proformas and records in relation to on-going maintenance activities, training, accident reporting, and investigation, and actions that have taken place.

### Relevant legislation

This page sets out details of the main statutes and regulations affecting health and safety at work that are currently in force.

### Safety Arrangements

This part of the Policy explains the systems and procedures in place for managing individual topics or subjects for which our business is responsible.

**To assist us with our duty we have retained Peninsula Business Services Limited to provide information and guidance on how these provisions should be managed and recorded.**

**We accept that we cannot delegate our responsibility for managing health, safety and welfare within the workplace to others outside our employ. Use of the above documents will aid our success in fulfilling these responsibilities.**

## HEALTH AND SAFETY GENERAL POLICY STATEMENT

Sacred Heart Senior National School recognises that it has responsibilities under the Safety, Health and Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Applications) Regulations 2007 to 2016 and current health and safety legislation for the health and safety of its workforce whilst at work and others who could be affected by its work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our Managers and Supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

This business intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved through;

- the provision of health and safety leadership in identifying and controlling health and safety risks so identified;
- consultation with our employees on matters affecting their health and safety;
- the provision and maintenance safe plant and equipment;
- ensuring the safe handling and use of substances;
- the provision of necessary information, instruction and training for our workforce, taking account of any who do not have English as a first language;
- making sure that all workers are competent to do their work, and giving them appropriate training;
- the prevention of accidents and cases of work related ill health;
- the active management and supervision of health and safety at work issues;
- having access to competent advice;
- the provision of the necessary resource required to make this policy and our health and safety arrangements effective;
- aiming for a continuous improvement in our health and safety performance and management through a process of regular audit and review; and
- reviewing this policy and associated arrangements on a periodic basis using findings from the audit process, staff consultations and incident investigation to guide change.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our workforce recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their

activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each worker, which sets out their duties and includes our specific health and safety rules. In support of this policy we have prepared a responsibility chart and specific arrangements.

**Signature** ..... **Date** .....

**Position** .....

**The policy is reviewed on a periodic basis.**

## ANTI-BULLYING POLICY

### Purpose

As part of our commitment to the fairness, dignity and respect of each employee, any form of bullying will not be tolerated by this company. The aim of this Policy is to indicate what constitutes bullying and what action the company will take if it becomes necessary to deal with an offence of this nature.

### Scope

This Policy is applicable to all employees (temporary and permanent) irrespective of length of service and includes clients and service personnel both inside and outside the work environment.

### Policy

The company acknowledges the right of all employees to a workplace and environment free from any form of bullying. Every member of staff has an obligation to be aware of the effects of their own behaviour on others.

Any instances of bullying will be dealt with in an effective and efficient manner. In cases where the behaviour is proved to be repeated and consistent, causing unnecessary stress and anxiety, this will be considered gross misconduct. The company reserves the right to use the disciplinary procedure up to and including summary dismissal.

As part of this company's code of conduct, it is imperative that all staff and suppliers respect the dignity of every colleague. Please consider the multi-cultural beliefs of all of your colleagues regarding your code of conduct, with particular reference to remarks, dress code, posters, e-mails and anything which may cause offence on the grounds of a person's gender, civil status, race, religion, family status, age, sexual orientation or disability or to a member of the traveller community.

### Definition

The Code of Practice on the Prevention of Workplace Bullying defines bullying as: "Repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a one off is not considered to be bullying".

The following are examples of the types of behaviour that may be considered as bullying and are prohibited by the company:

Purposely undermining an individual

- a) Targeting an individual for special negative treatment
- b) The manipulation of an individual's reputation
- c) Social exclusion or isolation
- d) Intimidation, aggressive or obscene behaviour
- e) Jokes which are obviously offensive to one person
- f) Intrusion by pestering, spying and stalking

This list is not exhaustive and only serves as a guideline to employees. Each case will be taken in isolation and dealt with in the appropriate manner. For behaviour to be considered to be bullying, it must be behaviour which can be described as outrageous, unacceptable, and exceeding all bounds tolerated by decent society.

From time to time, disciplinary and corrective action may be taken against an employee and, where such action is taken in respect of an employee in good faith, this will not be considered to be bullying behaviour. Furthermore, where actions are taken which can be justified on the basis of protecting the safety, health and welfare of employees then such actions will not be considered to be bullying behaviour.

### **Procedures for Dealing with Bullying** **Informal Procedure**

An informal approach can often resolve difficult situations with the minimum of conflict and stress for the individuals involved. This in no way diminishes the issue of the effects on the individual.

If you feel you are being bullied you should attempt to explain to the alleged bully that their behaviour is unacceptable. If you find it difficult to approach the alleged bully alone then seek help and advice from the nominated contact person. They will listen, be supportive and explain the various options open to you.

You may ask the contact person to assist you with raising the issue with the alleged bully. The contact person will approach the alleged bully in a confidential, non-confrontational discussion to try to resolve the matter in a low-key manner.

If you decide to bypass the informal procedure, for whatever reason, and choose to go down the formal route then this will not reflect negatively on you in any way.



### **Formal Procedure**

If the informal approach is not appropriate, or if after using the informal procedure, the bullying continues, then the formal procedure will be invoked.

A formal written complaint must be given to your Manager, Director or Proprietor or a nominated person or member of the management team. The complaint should only contain precise details of actual incidents of bullying. A letter will be sent to the alleged bully to inform them that a formal complaint has been made against them. A copy of the complaint will be given to them and they will be given the opportunity to respond to the allegations.

An initial examination will be carried out by a designated, impartial person or member of the management team who will determine the appropriate course of action to be taken e.g. a mediated solution or attempt to resolve the situation informally or decide if it should be progressed to a formal investigation. If these courses of action prove to be inappropriate or inconclusive, then a formal investigation of the complaint will take place to determine the facts and credibility of the allegations.

### **Investigation**

The investigation will be carried out by a designated person or member of the management team or, if necessary, in the case of any possible conflict of interest, an agreed external third party. In either case, the person nominated should be familiar with the procedures involved. The investigation will be thorough, objective and confidential. It will be conducted with sensitivity and respect for the rights of the complainant and the alleged bully.

The designated investigator will meet with the complainant, the alleged bully and any witnesses or other relevant persons individually. The purpose of these meetings is to establish the facts about the allegations, set a timeframe for the procedure and will be completely confidential.

The complainant and the alleged bully have the right to be accompanied by a work colleague or employee/trade union representative.

The person investigating the complaints will make every effort to carry out and complete the investigation as quickly as possible. When the investigation is complete, a written report will be submitted to management which will contain the findings of the investigation.

Both the complainant and the alleged bully will be given the opportunity to comment on the findings of the investigation before any action is decided by management.

Management will inform the complainant and the alleged bully, in writing, about the findings of the investigation.

**Outcome**

For behaviour to be considered to be bullying, it must be behaviour which can be described as outrageous, unacceptable, and exceeding all bounds tolerated by decent society. If it is decided that the complaint is well founded then a formal interview will be conducted with the alleged bully to determine an appropriate course of action. This may include counselling, monitoring or progressing the issue through disciplinary and grievance procedures.

In the event of the findings of the investigation concluding that the complaint was untrue and was brought with a malicious or vexation intent then disciplinary action will be taken against you up to and including dismissal.

**Signature** ..... **Date** .....

**Position** ..... **Site Location:** .....

## RECORD OF PERIODIC REVIEW OF THE HEALTH AND SAFETY POLICY

Our Health and Safety General Policy Statement and Safety Arrangements are reviewed periodically. This is a record of these periodic reviews which should take place at least annually. Health and Safety Consultants employed by Peninsula Business Services Ltd will also review the Health and Safety Management Documentation system to ensure that it meets current statutory requirements and good practice relevant to the organisation.

This record should be endorsed by all persons who carry out these periodic reviews (including Peninsula Health and Safety Consultants).

DATE	WAS THIS A FULL REVIEW OF THE HEALTH & SAFETY POLICY AND PROCEDURES? Y/N	NAME OF REVIEWER(S)	NEW SAFETY POLICY STATEMENT SIGNED / DATED Y / N	Tick if reviewed by H & S Consultant

**Note:** where a new Health and Safety Policy General Statement of Intent has been signed and dated, this record should be endorsed to that effect (Column 4) and the new signed and dated statement should be included in this Manual (page 5), replacing the previous statement. All other signed and dated copies (on Notice Boards etc.) should also be replaced. The unsigned copy of the general policy statements in the Employee Safety Handbook should be replaced if the statement is changed.

## ORGANISATION

### Health and Safety Management Structure

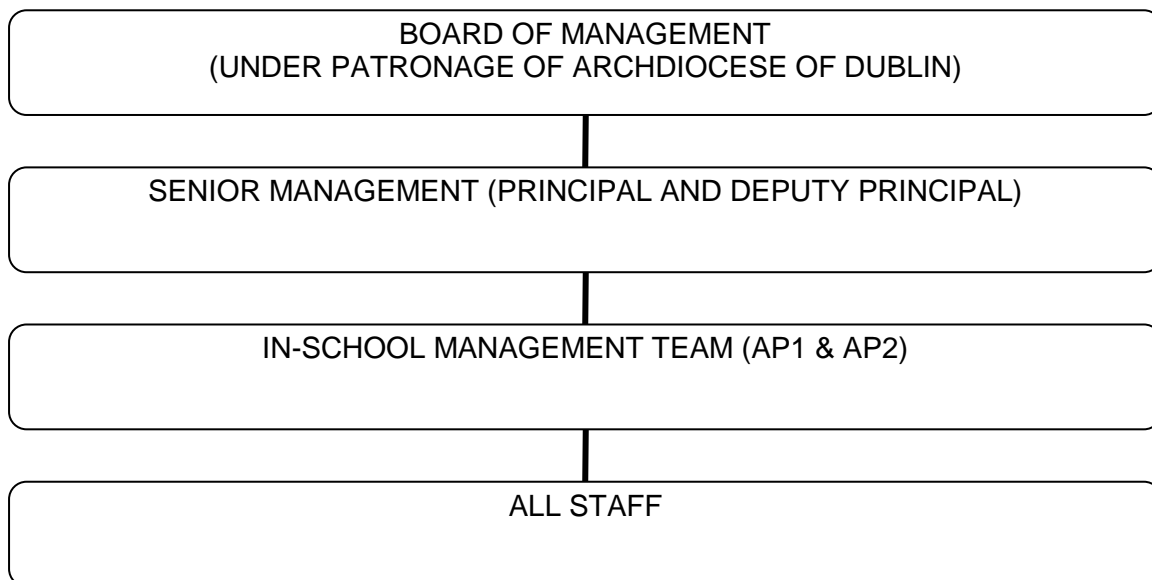
#### Introduction

The Board of Management has overall responsibility for the implementation of this policy.

The policy is executed through key personnel who have been allocated specific responsibilities for managing health and safety.

Emphasis is placed on recognising potential hazards and taking steps to minimise their effect on employees and others.

The organisational structure set out below shows the key personnel with health and safety responsibilities.



## HEALTH AND SAFETY MANAGEMENT RESPONSIBILITIES

The Board of Management has overall responsibility for health and safety matters. We have identified a need for and taken action on the key issues below.

### THE MANAGEMENT OF HEALTH AND SAFETY

#### General

- Provide and resource an effective health and safety management system.
- Provide a suitable means of consultation with employees on health and safety matters.
- Ensure that adequate Employers' Liability Insurance cover is arranged and maintained.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when employed) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees are provided with appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation.

#### Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

#### Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

#### Fire and Emergency Arrangements

Ensure that;

- Adequate arrangements are in place to deal with fire safety at our premises or at our client's premises.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.

## **Risk Assessment**

Ensure that;

- Risk assessments are undertaken and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- Risk assessments are documented.
- The outcomes of risk assessments are communicated effectively to employees and others.

## **Premises**

- Provide a suitable and safe working environment for employees with adequate welfare facilities.
- Ensure that the fixed electrical installation is adequately installed and maintained.
- Introduce and maintain measures to control and manage the risks posed by asbestos.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

## **Equipment**

Ensure that;

- All equipment provided by the organisation is suitable and properly used.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.
- Appropriate hand tools are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

## **Substances**

Ensure that;

- All substances are used safely.
- All substances are appropriately stored.

The Responsibility Table on the next page identifies the specific health and safety responsibilities and identifies the individuals they are allocated to. Employees with allocated responsibilities should refer to the associated Safety Arrangements which are available following the responsibility table within this document.

## **EMPLOYERS RESPONSIBILITIES INCLUDE**

- A commitment to managing and conducting our work activities in order to protect your health and safety.
- Providing a safe place of work which is adequately designed and maintained.
- Providing safe means of access and egress to and from the place of work.
- Providing safe plant, equipment and machinery.

- Providing safe systems of work, e.g. operating procedures.
- Preventing improper conduct likely to put an employee's safety and health at risk.
- Preventing risk to health from any article or substance (including plant, tools, machinery, chemical substances and equipment) as applicable to the place of work.
- Providing appropriate information, instruction, training and supervision, taking account of the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced.
- Providing suitable protective clothing and equipment where hazards cannot be eliminated.
- Preparing and revising emergency plans.
- Designating staff to take on emergency duties as necessary.
- Providing and maintaining welfare facilities for example toilets, changing rooms, canteen area etc.
- Providing, where necessary, a competent person to advise and assist us in securing the safety, health and welfare of all of our employees.

#### **EMPLOYEES RESPONSIBILITIES INCLUDE**

- Complying with relevant health and safety legislation.
- Ensuring that you are not under the influence of an intoxicant while working as this could endanger your safety, health and welfare or that of others.
- Ensuring that you do not engage in improper conduct or other behaviour that is likely to endanger your safety, health and welfare or that of others.
- Co-operating with your employer and any other person to help us and any other person to comply with their legal duties.
- Use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means provided (whether for your use alone or for use in common with others) for securing your safety, health and welfare while at work.
- To report to your employer or immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work that might endanger safety, health or welfare at work of any employee or that of any other person of which you become aware.
- No person(s) shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, or equipment provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.
- Attend training as may be required or as may be prescribed relating to safety, health and welfare at work or relating to work carried out by you.



## **MONITORING**

The operation of this policy and arrangements is actively monitored through the periodic review of our completed Safety Record Forms and also by using Periodic Workplace Checklists. The Board of Management has overall responsibility for this, but some of the routine tasks may be delegated. We also undertake an annual health and safety management review to determine whether our existing health and safety procedures and arrangements are adequate. This is achieved by completing an Annual Health and Safety Review form.

The continual review of the completed Annual Health and Safety Review records and the Periodic Workplace Checklists, along with our comprehensive Safety Records, helps us to check the effectiveness of our Safety Management System.

## LIST OF PERSONS TO WHOM HEALTH AND SAFETY RESPONSIBILITIES HAVE BEEN ALLOCATED

We are required to identify, by name, managers and supervisors who have responsibility for specific workplace functions. Listed here are the functions and named member of staff responsible for their management and implementation. This list will be updated whenever functions are reassigned or transferred to new personnel.

Site or Location: Sacred Heart Senior National School, Killinarden, Tallaght, Dublin 24.	
Date Completed:	02/10/2020
FUNCTION	NAME
Responsibility Booklets	
Board of Management (under patronage of the Archdiocese of Dublin)	Board of Management
Senior Management (Principal)	Gerry Diver
Senior Management (Deputy Principal)	John O'Mahony
In-School Management Team (AP1)	Sean Cassidy, Pat Brennan
In-School Management Team (AP2)	Aine Murphy, Deirdre O'Callaghan, Bernadette McCarthy
All Staff	All Staff
Individual Responsibilities Director(s)	
Safety Statements	Board of Management, Senior Management
Finance and Purchasing	Board of Management, Senior Management
Management of Contractors	Senior Management, In-School Management Team
Asbestos Duty Holder	Board of Management, Senior Management
Anti-Bullying Policy Contact	Board of Management, Senior Management
Management of Health and Safety	Board of Management, Senior Management
Operational Procedures (writing and preparation)	Senior Management, In-School Management Team, All Staff
Appointed Competent Person(s) for Occupational Safety, Maintenance and Chemical Agents	Senior Management, In-School Management Team
All Risk Assessments	Senior Management, In-School Management Team, All Staff
Emergencies (fire, flood, first aid), plans and procedures	Senior Management, In-School Management Team, All Staff
Utilities (gas, electricity, water)	Senior Management, In-School Management Team

Personal Protective Equipment	Senior Management, In-School Management Team, All Staff
Training	Senior Management, In-School Management Team, All Staff
Maintenance	Senior Management, In-School Management Team
Equipment and machinery (guarding, maintenance and statutory tests)	Senior Management, In-School Management Team
Welfare facilities	Senior Management, In-School Management Team, All Staff

## RESPONSIBILITY TABLE

This Responsibility Table shows the allocation of individual health and safety responsibilities to the personnel and management position identified in the table..

### Key

*BOM - Board of Management*

*PRIN - Principal and Deputy Principal*

*MGT - In-School Management Team (AP1 & AP2)*

<b>Safety arrangements</b>	<b>BOM</b>	<b>PRIN</b>	<b>MGT</b>
Managing Safety & Health at Work	✓	✓	✓
Accident, Incident, Ill Health Reporting and Investigation		✓	✓
Workplace H&S Consultation - One-to-one		✓	
Risk Assessment and Hazard Reporting		✓	✓
Occupational Health and Health Surveillance		✓	✓
Substance & Alcohol Abuse		✓	
Purchasing		✓	
New and Expectant Mothers		✓	✓
Lone Working		✓	
Health & Safety Training		✓	✓
Health & Safety of Visitors		✓	✓
Personal Protective Equipment		✓	✓
Home Working		✓	
Employing Agency and Temporary Staff		✓	
Safe Systems of Work	✓	✓	✓
Action on Enforcing Authority Reports	✓	✓	
Equality and Disability Discrimination Compliance	✓	✓	
H&S Information for Employees	✓	✓	
Fire Safety - Arrangements and Procedures	✓	✓	✓
First Aid		✓	✓
Welfare, Staff Amenities, Rest Rooms & the Working Environment		✓	✓
Housekeeping and Cleaning		✓	✓
Pest Control		✓	✓
Building Services	✓	✓	
The Control of Hazardous & Non Hazardous Waste		✓	✓
Access, Egress, Stairs & Floors		✓	✓
Windows, Glass & Glazing in the Workplace		✓	
Workplace Signs		✓	
Water Temperature Control		✓	✓
Premises		✓	

<b>Safety arrangements</b>	<b>BOM</b>	<b>PRIN</b>	<b>MGT</b>
Electrical Safety		✓	✓
The Provision, Use & Maintenance of Work Equipment		✓	✓
Hand Tools		✓	✓
Office Equipment		✓	✓
Storage of Chemical Substances & Agents		✓	✓
Control of Flammable Liquids		✓	✓
Slips, Trips & Falls		✓	✓
Special Events	✓	✓	✓
The Provision & Use of Machinery		✓	✓
The Safe Use of Machinery		✓	✓
Work at Height		✓	✓
Access Equipment		✓	✓
Workplace Transport & Pedestrian Control		✓	
Occupational Road Safety		✓	
Safety in Food Preparation Environments		✓	✓
Infection Control	✓	✓	✓
Working Time, Night Work and Shift Working		✓	
Work Related Upper Limb Disorders WRULD		✓	✓
Manual Handling		✓	✓
Display Screen Equipment & DSE User Eye Tests & Spectacles		✓	
Legionella Control	✓	✓	
Radon	✓	✓	
Use of Chemical Agents & Substances		✓	✓
Asbestos at Work-No Survey & No Off Site Risk	✓	✓	
Asbestos at Work	✓	✓	
Stress in the Workplace	✓	✓	
Aggression & Violence in the Workplace	✓	✓	
Playgrounds		✓	✓
Work with Children	✓	✓	✓
Educational Visits		✓	✓
Schools & Nurseries		✓	✓
Contractor Control & Management		✓	
Discharges to Water and land	✓	✓	

**Note:** Those persons who have been allocated responsibilities for health and safety issues should ensure that the required risk assessments and safety records are completed, either by them or by other persons and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibility to a particular subject, each should ensure that they have completed records for the areas under their control and together should ensure that the organisation has, collectively, covered all aspects of safety management for that subject.

## EMERGENCY CONTACT DETAILS

Garda	999 or 112
Garda Station.	Tallaght Garda Station <b>Address:</b> Tallaght, Dublin, Ireland  <b>Phone: +353 1 666 6000</b>
Fire and Ambulance	999 or 112
Location of Fire Assembly Point	
First Aiders & Location of First Aid Kits	
Nearest Hospital A&E	The Tallaght University Hospital <b>Address:</b> The Meath Foundation Tallaght University Hospital, Tallaght, Dublin, D24 NR04, Ireland  <b>Phone: +353 1 414 2000</b>
Local Doctor	The Square Shopping Centre &  Tallaght Medical Centre <b>Address:</b> 19 Redwood View, Tallaght, Dublin 24, D24 X6NW, Ireland  <b>Phone: +353 1 451 3589</b>
ESB	For emergencies, supply failure or damage to networks - ESB Networks Ltd: <b>1850 372 999</b> (24 hour service)
Gas	National Gas Emergency number: <b>0800 111 999. Or 1850 205 050</b>
Health & Safety Authority	1890 289 389

## **Emergency Procedures**

In the event of an emergency situation please follow the training and instruction you have been provided with.

### **Fire**

For fire emergency raise the alarm, evacuate the area, only fight the fire if you are trained and competent to do so, close doors and windows to prevent the spread of fire, refer to your fire safety training and act accordingly.

### **Medical Emergencies**

Raise the alarm, summon the first aider on duty and follow their instructions.

### **Theft, aggression or violence**

Follow the guidance and advice of your line manager and the guidance in the safety statement; do not place yourself in a position of danger or high risk.



## RELEVANT LEGISLATION

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved.

This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this policy was prepared. The BusinessSafe Online Reference Library contains a similar list which will always be up to date. The document is titled 'Health and Safety Legislation (IRL).

Not every piece of the legislation will apply to our operation on a day to day basis, but we need to be aware of them should circumstances change.

Further detail and access to the specific wording of each of these legal requirements is available from the BusinessSafe 24 Hour Advice Service on 01 855 5050.

- Chemicals Acts 2008 and 2010
- Chemicals Act (CLP Regulation) Regulations 2011.
- Dangerous Substances Act 1972
- Emergency Measures in the Public Interest (Covid-19) Act 2020
- Employment Equality Act 1998
- Display Screen Equipment Regulations 2007
- European Communities (Lifts) (Amendment) Regulations 2008
- Factories Act 1955
- Fire Services Act 1981 & 2003
- Health Act 1947 (Covid-19) (Amendment) Regulations 2020
- Infectious Disease 2007 (Amendments) 2020
- Organisation of Working Time Act 1997
- Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 and 2015
- Safety, Health and Welfare at Work (Carcinogens) Regulations 2001 and 2015.
- Safety, Health and Welfare at Work Act 2005 (Commencement) Order 2005
- Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006 and 2010
- Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2016
- Safety Health and Welfare at Work (Biological Agents) Regulations 2013.
- Safety, Health and Welfare at Work (Construction) Regulations 2013.
- Safety Health and Welfare at Work (Electromagnetic Fields) Regulations 2016

- Safety, Health and Welfare at work (General Application) (Amendments) Regulations 2020

## Safety Arrangements Index

Ref. Number	Title	Publication Date
SA1-1	Managing Safety & Health at Work	v1
SA1-3	Accident, Incident, Ill Health Reporting and Investigation	v2
SA1-5	Workplace H&S Consultation - One-to-one	v1
SA1-6	Risk Assessment and Hazard Reporting	v2
SA1-7	Occupational Health and Health Surveillance	v2
SA1-8	Substance & Alcohol Abuse	v1
SA1-9	Purchasing	v1
SA1-11	New and Expectant Mothers	v2
SA1-13	Lone Working	v3
SA1-14	Health & Safety Training	v1
SA1-15	Health & Safety of Visitors	v1
SA1-17	Personal Protective Equipment	v1
SA1-18	Home Working	v2
SA1-19	Employing Agency and Temporary Staff	v1
SA1-20	Safe Systems of Work	v1
SA1-21	Action on Enforcing Authority Reports	v1
SA1-22	Equality and Disability Discrimination Compliance	v2
SA1-23	H&S Information for Employees	v1
SA 2-1	Fire Safety - Arrangements and Procedures	v2
SA3-1	First Aid	v2
SA3-2	Welfare, Staff Amenities, Rest Rooms & the Working Environment	v2
SA3-3	Housekeeping and Cleaning	v2
SA3-4	Pest Control	v1
SA3-5	Building Services	v3
SA3-6	The Control of Hazardous & Non Hazardous Waste	3
SA3-9	Access, Egress, Stairs & Floors	v2
SA3-10	Windows, Glass & Glazing in the Workplace	v1
SA3-11	Workplace Signs	v1
SA3-14	Water Temperature Control	v1
SA3-15	Premises	v2
SA4-1	Electrical Safety	v2
SA4-2	The Provision, Use & Maintenance of Work Equipment	v1
SA4-3	Hand Tools	v1
SA4-4	Office Equipment	v1
SA4-5	Storage of Chemical Substances & Agents	v1
SA4-6	Control of Flammable Liquids	v1
SA4-8	Slips, Trips & Falls	v1
SA4-9	Special Events	v1
SA4-10	The Provision & Use of Machinery	v1
SA4-11	The Safe Use of Machinery	v1
SA4-20	Work at Height	v2
SA4-21	Access Equipment	v2
SA4-28	Workplace Transport & Pedestrian Control	v3
SA4-31	Occupational Road Safety	v2
SA4-35	Safety in Food Preparation Environments	v1
SA5-4	Infection Control	v1
SA5-5	Working Time, Night Work and Shift Working	v1
SA5-6	Work Related Upper Limb Disorders WRULD	v1
SA5-9	Manual Handling	v3
SA5-11	Display Screen Equipment & DSE User Eye Tests & Spectacles	v2
SA5-12	Legionella Control	v1
SA5-13	Radon	v1
SA5-14	Use of Chemical Agents & Substances	v2
SA5-16H	Asbestos at Work-No Survey & No Off Site Risk	v1
SA 5-16sp	Asbestos at Work	v1rp
SA5-18	Stress in the Workplace	v1

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SA5-19	Aggression & Violence in the Workplace	v1
SA6-10	Playgrounds	v1
SA6-14	Work with Children	v1
SA6-15	Educational Visits	v1
SA6-16	Schools & Nurseries	v1
SA7-2	Contractor Control & Management	v1
SA7-20	Discharges to Water and land	v1