

## Table of Contents

1.0	Introduction
2.0	Statement of General Policy
3.0	Roles and Responsibilities
4.0	Safety Management
5.0	Employee Responsibilities
6.0	Consultation & Safety Representatives
7.0	Resources
8.0	Training
9.0	Reporting of Accidents and Dangerous Occurrences
10.0	Personal Protective Equipment
11.0	Fire and Emergency Procedures
12.0	Bullying and Harassment
13.0	Display Screen Equipment
14.0	Working out of Doors
15.0	Workplace Stress
16.0	Lone Working
17.0	Manual Handling
18.0	Driving for work
19.0	Housekeeping
20.0	Contractors
21.0	Electricity
22.0	Safe System of Work Plans
23.0	Revision
24.0	Summary

## Appendices

I	Safety Management Flow Chart
II	Consultative Structure
III	List of Safety Training Courses
IV	Accident Investigation Procedure
V	Summary of Fire Tests and Inspections

## 1.0 Introduction

This Safety Statement, which has been prepared in compliance with the Safety, Health and Welfare at Work, Act, 2005, sets out the policies, procedures and arrangements to ensure, in so far as is reasonably practicable, the safety, health and welfare of all those employed by the Heritage Council or effected by its activities.

## 2.0 Statement of General Policy

We consider that the delivery of a quality service to our clients is intrinsically linked to the ability to provide a safe and healthy work environment for all our staff members and those affected by our activities.

In striving to be an exemplar we recognise and accept our responsibilities for the safety, health and welfare of all our staff. We believe that workplace injuries and ill-health are preventable and as a consequence are totally committed to developing and implementing safe systems of work.

## 3.0 Roles and Responsibilities

3.1 **The Chief Executive Officer**, Michael Starrett, has overall responsibility for ensuring the safety, health and welfare of all the employees of The Heritage Council. He is responsible for ensuring that personnel, finance and physical facilities are adequate to meet the commitments of the general policy statement and the detailed commitments in relation to control of hazards that are made later in this statement. He is also responsible for reviewing the occupational health and safety performance of the Council on an annual basis.

3.2 **The Board of Directors** shall, in conjunction with the Chief Executive, provide safety and health leadership for the Council. They shall:

- Review and endorse this Safety Statement
- Receive regular reports on progress and the implementation of safety plans
- Ensure sufficient resources are made available to achieve and implement these plans
- Ensure that management and staff are actively involved in the management of safety and health
- Develop a communications plan to show their commitment to these policies

- Ensure that the necessary organisation structures are put in place, so that health and safety is properly managed
- Ensure safety audits are undertaken to monitor all aspects of safety policy implementation

3.3 **Mr. Liam Scott, Business Manager**, has been delegated with responsibility for the day to day management of health and safety within the Council. He shall ensure that all appropriate measures, in so far as is reasonably practicable, are taken to ensure the safety, health and welfare at work of staff.

His duties include:

- Reporting to the Chief Executive on all matters relating to health and safety
- Monitoring work activities and assisting the Chief Executive in developing and implementing safe systems of work
- Arranging and chair regular meetings of the Safety Committee
- Ensuring that Fire/Evacuation drills are held at least annually
- Ensuring that fire marshals are trained and appointed
- Ensuring that a safety training programme is implemented
- Arranging that “Reportable Accidents and Dangerous Occurrences” are reported to the Health and Safety Authority as legally required.
- Making the necessary arrangements to ensure that workplace accidents are investigated and the findings implemented

3.4 **Managers/Team Leaders** are responsible for health and safety in their area of work and communicating the contents of this safety statement to their staff.

Their duties include:

- Monitoring work activities and assisting the Chief Executive in developing and implementing safe systems of work
- Ensuring that hazards are identified, risks assessed and adequate controls implemented
- Conducting regular safety inspections in their area
- Ensuring that staff under their control are aware of what action is to be taken in the event of an emergency

- Ensuring that the contents of this safety statement and any other relevant safety information is brought to the attention of their staff
- Ensuring that good housekeeping standards are maintained

#### **4.0 Safety Management**

The management of health and safety within the Council will be in accordance with the guidelines as set out by the Health and Safety Authority in their document “Workplace Safety and Health Management 2006”

#### **5.0 Employee Responsibilities**

- Take reasonable care for his/her own safety, health & welfare while at work
- Co-operate with his/her employer in safety matters
- Not to be under the influence of an intoxicant to the extent that they endanger their own or other person’s safety
- Submit to tests for intoxicants, if reasonably required
- Use safety equipment and PPE as required
- Report to his/her immediate supervisor any defects in plant, equipment, place of work or system of work
- Not to intentionally or recklessly interfere with any plant or equipment while at work
- To report to his/her supervisor any accident resulting in loss or injury and any near miss that could have resulted in loss or injury.

#### **6.0 Consultation and Safety Representatives**

We recognise that consultation with all our employees is an integral and very important part of good management. A Safety Committee shall be organised and chaired by the Office Manager, Mr. Liam Scott. Membership of the committee shall consist of all Safety Representative, Fire Marshals and other selected members of staff. The committee shall meet on a regular basis, at least quarterly, and review any matters affecting the safety, health and welfare of staff. A draft agenda for the meeting is included in Appendix I. The minutes of each meeting shall be posted up on the staff notice board and communicated to the Chief Executive.

Staff may select from their numbers Safety Representatives to represent them on safety, health and welfare matters. The Council will facilitate the selection of such representatives.

In relation to safety and health matters Safety Representatives (subject to the provisions of Section 25 of the Safety, Health and Welfare at Work Act, 2005) in addition to having a right to necessary information may:

- Make representations to appropriate persons
- Investigate accidents and dangerous occurrences
- Make oral or written representations to Health and Safety Authority Inspectors
- Carry out inspections in certain circumstances
- Investigate potential hazards
- Accompany an Authority Inspector while on the premises

The Council shall consider and if necessary act upon any representations made by a Safety Representative and shall facilitate them in acquiring the necessary knowledge for the discharge of their functions.

Safety Representatives shall not be placed at any disadvantage in relation to their employment, arising out of the discharge of the safety functions.

## **7.0 Resources**

Adequate resources will be provided in respect of the implementation of the Safety Management Programme.

These resources are as follows:

Financial

Training Programme

Time and staff resources

Equipment

Expertise

## **8.0 Training**

Safety and Health training will be provided to all members of staff, after taking into account their capabilities, in relation to tasks entrusted to them.

Attendance on safety training courses is mandatory for all members of staff. Training will be provided on the commencement of employment, or where there are changes in task or technology. Special training will be provided, as required, for special employee groups or those with special needs. Individual training needs will be assessed in consultation with the staff member and suitable arrangements put in place. All training will be recorded in the appropriate register.

A non-exhaustive list of safety training courses provided is included in Appendix III.

## **9.0 Reporting of Accidents and Dangerous Occurrences**

All workplace accidents and dangerous occurrences must be reported to the Business Manager as soon as possible after the incident. A completed Accident Report, for all “lost time” accidents must be submitted within 2 working days. The Business Manager shall ensure that all relevant accidents/dangerous occurrences are reported to the Health and Safety Authority.

An investigation shall take place as soon as possible after the incident and shall be carried out by the Line Manager or other person nominated by the Business Manager. It shall be carried out in a clear and methodical manner in accordance with the Accident Investigation Template included in Appendix IV. Photographs, statements, sketches etc. shall form part of the investigation report.

## **10.0 Personal Protective Equipment**

The Heritage Council is committed to providing safe systems of work and this extends to the provision of personal protective equipment (PPE). Where practicable, risks shall be managed by altering working arrangements and installing fixed or permanent controls, which protect everyone in each work area.

Where permanent or fixed controls and changes in working arrangements cannot wholly eliminate the hazard, or where measures may be impractical because of the short duration of the work or for some other reason, PPE may be required.

Where PPE is designed for re-use it shall be subject to regular inspection to ensure its continued suitability and where appropriate subject to routine maintenance. The frequency of inspections and maintenance shall be as recommended by the manufacturer of the item in question.

Adequate storage facilities shall be provided to ensure the security of PPE. Members of staff who are issued with PPE are reminded that they have an obligation to use it as instructed, to maintain it in a good state of repair and to report any defects or other problems with the use of the PPE promptly.

## **11.0 Fire and Emergency Procedures**

We are committed to the provision of a safe workplace, and this includes appropriate fire precautions to prevent fires, detect them if they occur and ensure the speedy evacuation of everyone on the premises.

Each Line Manager is responsible for ensuring that his/her Section complies with the general requirements for good fire protection. This includes arranging with the Business Manager for the maintenance and testing of fire detection and fire-fighting equipment and the provision of suitable fire escape routes with adequate signage and emergency lighting as appropriate. They shall also ensure that there is a co-ordinated training programme for staff and that evacuation drills are held at least annually. The outcome of each drill must be evaluated with a view to maintaining emergency readiness. Line Managers shall ensure that sufficient trained fire marshals are available.

They shall also ensure that a Personal Emergency Evacuation Plan (PEEP) is prepared for any disabled member of staff who requires one. Blank copies of PEEPs are available from the Business Manager. They shall also take part in tests and drills. Tests and Inspections of fire detection and fire-fighting equipment shall be carried out in accordance with the Council's Fire Permit and as outlined in Appendix V

### **Duties of Fire Marshals:**

- Familiarise all new staff in their area with evacuation procedures
- Have a full knowledge of all emergency exits and escape routes in their area and inform their staff
- Ensure that fire doors are not wedged open

- Ensure that fire escape routes are not blocked or impeded in any way
- Ensure, in the event of an evacuation, that all rooms in their area are checked, so that no stragglers are left behind.
- To assist in the safe evacuation of their area
- Check rest-rooms, storage areas etc. on way out
- Report whether their area is “clear” or “staff present” at the Assembly Area.

Every member of staff has a responsibility to avoid creating a fire hazard, with either flammable materials (careful storage, safe disposal) or sources of ignition (smoking, use of electrical equipment). Fire exits and escape routes must be kept clear at all times. In the event of an alarm, all members of staff are required to make an orderly exit and to assemble at the appointed assembly point. Staff members hosting visitors are required to draw their attention to the fire safety arrangements and to guide them out in the event of an evacuation.

While there is no onus on any staff member to use a fire extinguisher they should familiarise themselves with the circumstances in which the different types of extinguishers may be used.

**Procedure to be followed if you discover a fire or other emergency:**

- Activate the nearest fire alarm point
- Attack the fire with a fire extinguisher only if you have been trained and are not putting yourself in danger.

**Procedure to be followed if a bomb threat is received:**

- Keep as calm as possible
- Take note of the details in writing
  - WHERE is the bomb located?
  - What time is it due to explode?
  - When was it placed?
  - Why was it placed?
  - What does it look like?
- Inform your Supervisor/Line Manager immediately
- Supervisor/Line Manager to inform Gardai – dial 999 or 112
- Evacuate the building if recommended by the Gardai.

**Procedure to be followed if a Suspect Parcel or Device is discovered:**

- Clear the area
- Do not interfere with the parcel or device
- Call the Gardai – dial 999 or 112
- Evacuate the building if recommended by the Gardai.

**Procedure to be followed on hearing the fire alarm**

- Leave the building in an orderly manner
- Use the nearest escape route
- Proceed to the designated assembly point
- Do not delay or return for personal belongings
- Do not use the lift
- Do not re-enter the building until told to do so by either the Senior Fire officer or a Fire Marshal.

**12.0 Bullying and Harassment**

The effects of bullying and harassment at work can have damaging results on an individual's health and well-being. The Heritage Council operates an anti-bullying and harassment policy in relation to staff, in accordance with the Employment Equality Act 1998.

Any member of staff who feels he/she is a victim of bullying or harassment at work should seek redress by invoking the procedures outlined in the Council's policy.

**13.0 Display Screen Equipment**

The Council shall provide appropriate equipment (hardware) and processing systems (software) and a working environment suitable for display screen work. A "display screen equipment user" is a person who uses display screen equipment for a significant and substantial part of his/her working time.

They shall be provided with appropriate training in correctly setting up and maintaining their work stations

## **14.0 Working out of Doors**

Exposure to Ultra Violet (UV) radiation from the sun can lead to skin damage. In the long term it can lead to skin cancer. It is recommended that staff working in such circumstances should “cover up” i.e. wear long sleeved shirts, slacks and hats. High visibility vests, jackets or trousers, where required, must always be worn regardless of weather conditions.

## **15.0 Workplace Stress**

Stress is the reaction we experience when we believe that we can no longer cope with the demands, which are being made on us.

Work circumstances which can lead to stress include:

- Work overload
- Work under-load
- Poor or inadequate supervision
- Lack of appropriate training
- Lack of suitability for the job in hand
- Bullying/harassment
- Dealing with aggressive behaviour
- Coping with conflicting demands.

A comprehensive range of supports, to enable all of us to take steps to deal with workplace stress is available.

## **16.0 Lone Working**

Lone workers are those who work by themselves without close or direct supervision. While there is no overall prohibition on working alone there are some circumstances where there is a legal requirement for at least two people to be involved. These include:

- Entry into Confined Spaces (e.g. silos, pump sumps, tunnels etc.)
- Undergoing training with certain specified machines (e.g. chain saws, joinery machinery etc.)

## 17.0 Manual Handling

Manual Handling is one of the largest contributing factors to injuries at work. It accounts for almost 1/3 of all reported accidents. Manual handling includes lifting, lowering, pushing, pulling, carrying and moving a load where there is a risk of injury, particularly back injury.

- The manual handling of loads must be avoided or minimised where possible.
- Mechanical aids (i.e. trolleys) should be used
- Loads to be handled must be assessed by the handler and the method of handling must take account of the size, weight, shape, condition and position of the load
- Loads should not be carried up or down stairs by individuals unless the load is very small or light
- Don't lift or handle more than can be easily managed, get help or use a mechanical aid.

## 18.0 Driving for Work

While very commonplace, driving for work is generally regarded as a medium to high risk activity. You should consider the following to reduce the risks associated with driving:

- Ensure you have the correct licence for the vehicle you are driving
- Inspect the vehicle daily for defects
- Always wear your seat belt when driving
- Know and follow the Rules of the Road
- Watch out for pedal and motor cyclists, particularly when turning left
- Ensure that the area behind you is clear when reversing
- Maintain good lane discipline
- Make allowances for the behaviour of other road users
- Do not use mobile phones/electronic devices while driving

## 19.0 Housekeeping

One of the most common causes of accidents at work is slips, trips and falls.

A few simple precautions can help to significantly reduce this hazard:

- Keep all areas free from spillages, slippery conditions, trailing cables, leads and clutter
- Floor coverings should be securely fixed
- Look out for uneven surfaces and report them to your Line Manager
- Report defective lighting immediately
- Never obscure vision panels in doors
- Take heed of warning and safety signage
- Ensure accidental spillages are cleaned up immediately
- Always keep your view clear, when carrying items on stairways
- Use proper steps for gaining access to high shelves
- Cabinets and drawers should be kept closed when not in use
- Keep your work area tidy
- Always walk in your work location, don't run
- Use handrails on stairways where provided.

## 20.0 Contractors

All contractors will be assessed as to their ability to carry out their work in a safe manner, in accordance with current safety legislation and codes of practice. In this regard attention is drawn to "Health and Safety Contractor Guidelines for Construction Works 2015." and "Construction Project Manual 2015."

## 21.0 Electricity

Electricity is a familiar and necessary part of everyday life, but electricity can kill or severely injure people and cause damage to property.

The following precautions could potentially save a life or prevent serious injury:

- Assume all electrical cables and devices are live, until proven otherwise
- Reports all defects and damaged cables immediately
- Repairs must be carried out by a competent person

- Never overload sockets or adapters
- Route all electrical cables safely
- Never touch electrical equipment with wet hands
- Always switch off and unplug electrical equipment when not in use and before cleaning, adjusting or moving

## **22.0 Safe System of Work Plans (SSWPs)**

The primary objective of the SSWP is to identify the major hazards associated with work activities and to ensure that appropriate controls are in place before work commences. The Safe System of Work Plan (SSWP) complements the Safety Statement required under the Safety, Health and Welfare at Work Act 2005.

The Health and Safety Authority (H.S.A.) has produced a specific SSWP for Building and Monument Maintenance. Members of staff who visit such sites will be required to complete an SSWP before entering the site. Copies of the SSWP booklets will be made available to all relevant members of staff.

## **23.0 Revision**

This Safety Statement will be revised to take account of changing circumstances and such revisions will be circulated to all members of staff.

## **24.0 Summary**

We recognise that, as stakeholders, all of our staff members have an input into the promotion of their safety, health and welfare at work. Safe working and thus the prevention of accidents is a core value within the Heritage Council and would encourage all of our staff to take on board the policies and procedures set out in this Safety Statement.

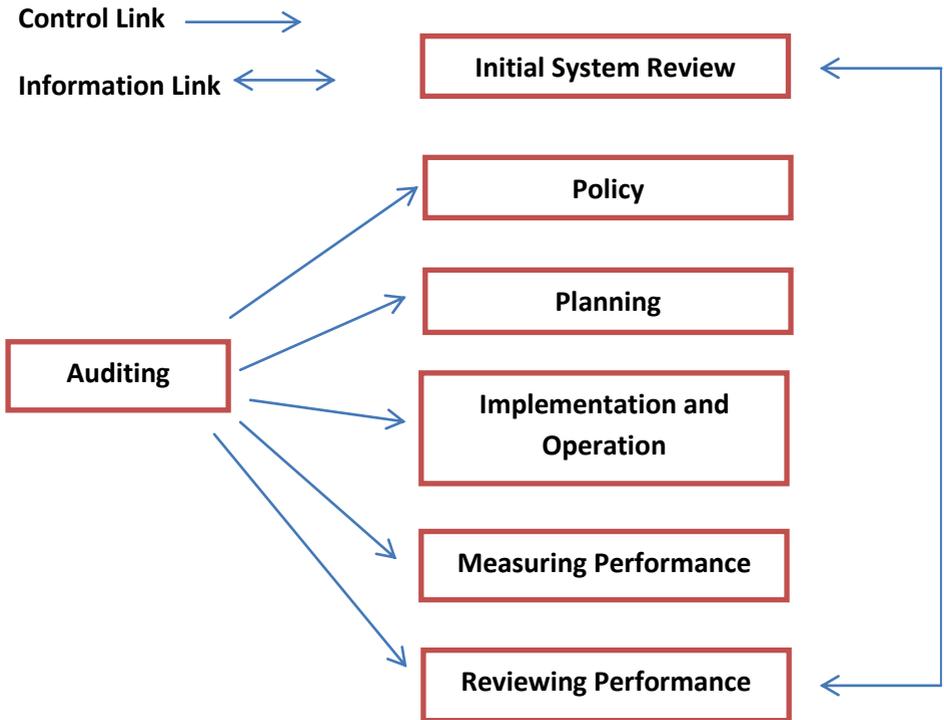
Michael Starrett,  
Chief Executive Officer,  
The Heritage Council,  
April 2015

## Appendix I

### Health and Safety Management System

- Initial Review  
Identify areas of compliance and non-compliance in the existing arrangements for safety, health and welfare
- Policy  
Our policies will be specific to manage the safety, health and welfare of staff  
They will be based on systematic hazard identification and risk assessment  
Health and Safety responsibilities will be clearly defined
- Planning  
Clear objectives and targets will be outlined  
Performance standards will be set  
Appropriate resources in terms of staff, time, expertise and finance will be provided  
Responsibilities will be clearly outlined in terms of “Who? What? When? and the results expected
- Implementation and Operation  
Organisation and reporting structures will be clearly defined  
All line management responsibilities will be clearly outlined  
Consultation and representation will be agreed with staff members  
Appropriate and relevant training will be provided  
A good flow of safety information into and within the organisation will be promoted  
A document control and record system will be implemented  
A system for the identification of hazards, assessment of risk and development and implementation of risk reduction controls will be initiated  
Appropriate emergency preparedness and responses will be put in place
- Measuring Performance  
Active and reactive monitoring will take place  
Recognised measurement techniques will be used  
A system of workplace safety inspections will be put in place
- Reviewing Performance  
Judgements will be made on adequacy of performance to agreed standards  
Decisions will be made and implemented to remedy deficiencies
- Auditing  
Performance measurement will be addressed  
Plans for corrective active will be drawn up and implemented

### Safety Management Flow Chart



## Appendix II

### Safety Consultative Structure



**Appendix III****List of Safety Training Courses**

1	Safety Induction/briefing
2	Risk Assessment
3	Manual Handling
4	Fire Marshal
5	Safety Representative
6	

## Appendix IV

### Accident Investigation Procedure

#### 1. Objectives

- To ensure that accidents in the workplace are systematically investigated in order to take corrective action to prevent recurrences
- To ensure that the details and causes of workplace accidents are analysed over time, so that trends and patterns can be identified.
- To ensure that resources can be committed most effectively.

#### 2. Definition of an accident/incident

- An undesired event or chain of events, which result in harm to people, damage to property or the environment or a combination of all three or, if circumstances were slightly different, might well have done.

#### 3. Procedure

- Any member of staff, having an accident at work (no matter how small or minor) must report it as soon as possible to their immediate supervisor
- The Business Manager must be informed as soon as possible. Preliminary information must be phoned or e-mailed to his office on the day of the accident
- The Council's Accident Report Form must be completed as comprehensively as possible with a view to identifying the causes and recommending appropriate corrective action
- The supervisor/line manager, following consultation with the Business Manager, shall arrange for an investigation to take place
- If the recommended corrective action is likely to take some time to implement, then a temporary solution may be used in the interim
- Corrective action may include; physical safeguards, rules/procedures/permits, training, signage or Personal Protective Equipment (PPE)
- A copy of outstanding corrective actions shall be reviewed on a monthly basis, to review the reasons for unwarranted delays.

**A template accident investigation report form is set out overleaf**

**DETAILS OF INJURED PERSON**

Name:

Gender:

Is the injured person

Employed full time  Employed part time

Student/trainee  Visitor

Address:

Date of Accident:

Location of Accident:

**Please attach a copy of the Accident Report Form and any Witness Statements**

**DETAILS OF REPORTING OF ACCIDENT**

Date Accident Report Form sent to Business Manager: \_\_\_\_\_

Accident Report Form No.: \_\_\_\_\_

Nature of Accident:

Date the Health and Safety Authority were informed, if applicable: \_\_\_\_\_

Brief details of nature of injury : \_\_\_\_\_

**CONSEQUENCES OF THE ACCIDENT**

Date injured person returned to work: \_\_\_\_\_

Did the injured person require medical treatment?  Yes  No

Was the injured person hospitalised?  Yes  No

No. of Days

**CAUSES AND FACTORS**

What actions apparently caused the accident? (refer to table 1 overleaf)

What factors apparently lead to the accident? (refer to table 2 overleaf)

**APPARENT CAUSE/S**

1	Failure of warning devices	10	Use of tools/equipment
2	Movements of vehicles	11	Fire or explosion
3	Not wearing PPE	12	Poor/lack of housekeeping
4	Loading/unloading	13	Excessive noise/vibration
5	Manual handling	14	Poor/lack of lighting
6	Horseplay/violence/aggression	15	Wet surfaces
7	Alcohol/drugs	16	Severe weather
8	Lack of guards/barriers	17	Other
9	Slips/trips/falls	18	

**APPARENT CAUSAL FACTORS**

1	Inadequate knowledge of the task	7	Inadequate or no training
2	Lack of skill	8	Lack of maintenance
3	Taking shortcuts	9	Inadequate work system
4	Not following procedures	10	Lack of clear procedures
5	Poor or no supervision	11	Other
6	Lack of instructions	12	

**RECOMMENDED CONTROL MEASURES**

Person with most control to prevent similar accidents recurring

Name: \_\_\_\_\_

Recommended control measures (please list in order of priority):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Control Measures implemented:  Yes  No Date: \_\_\_\_\_

Other action taken: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form must be completed by the Accident Investigator  
and forwarded to the Business Manager**

## Appendix V

### Summary of Fire Tests and Inspections

Frequency	Action to be taken
Daily	Fire alarm indicator panel to be checked for normal condition. Any defect/fault to be recorded in the log book and action taken to rectify fault.
Daily	Electro-magnetic doors holders to be checked for operation. Any defect/fault to be recorded in the log book and action taken to rectify fault.
Nightly	Escape routes, exit doors, fire doors to be checked. Un-necessary electric plugs to be disconnected, waste bins to be emptied.
Weekly	Fire alarm to be tested by actuation from a different point. Any defect/fault to be recorded in the log book and action taken to rectify fault.
Monthly	Smoke detectors to be checked for operation. Any defect/fault to be recorded in the log book and action taken to rectify fault.
Monthly	All fire extinguishers to be checked to ensure that they have not been discharged and are correctly mounted. Any defect/fault to be recorded in the log book and action taken to rectify fault.
Quarterly	Fire alarm system to be inspected by a competent Fire Engineer. Any defect/fault to be recorded in the log book and action taken to rectify fault.
Bi-annually	Fire drills to be carried out. Post drill meeting to be held with all Fire Marshals. Results to be recorded in log book. Any revisions to drill procedure to be implemented
Annually	All fire extinguishers to be tested in accordance with IS 291. Any defect/fault to be recorded in the log book and action taken to rectify fault.