

NEWTOWNWHITE EDUCATE TOGETHER NS - AFTERSCHOOL

17th March 2026

Safety Statement

Including Risk Assessment

SAFETY STATEMENT

INCLUDING RISK ASSESSMENTS

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SECTION 1 – HEALTH AND SAFETY POLICY

I / WE WILL READ, SIGN AND DATE THE HEALTH AND SAFETY POLICY IN THIS SECTION. I / WE WILL MAKE SURE THE RELEVANT PARTS OF THIS SAFETY STATEMENT, INCLUDING RISK ASSESSMENTS, ARE BROUGHT TO THE ATTENTION OF EMPLOYEES.



1.0 – HEALTH AND SAFETY POLICY

KEY ACTIONS

As an employer I / we have the ultimate responsibility for the workplace and a direct influence on health and safety in my / our business. The health and safety policy below outlines my / our commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.

HEALTH AND SAFETY POLICY

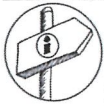
I / We of Tracy Jones am / are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. I / we am / are committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring, so as far as is reasonably practicable, that:

- Work activities are managed so as to ensure the safety, health and welfare of my / our employees
- The safety statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually
- Identified protective and preventive measures are implemented and maintained
- Improper conduct likely to put an employee's safety and health at risk is prevented
- A safe place of work is provided, which is adequately designed and maintained
- A safe means of access and egress is provided
- Safe plant and equipment are provided
- Safe systems of work are provided
- Risks to health from any article or substance are prevented
- Appropriate information, instruction, training and supervision are provided
- Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury
- Emergency plans are prepared and revised
- Welfare facilities are provided and adequately maintained
- Competent personnel to advise and assist in securing the safety, health and welfare of my/our employees are employed when required.

Signed: Tracy Jones Date: 10/6/26

Position: Manager of Newtownwhite FNS Afterschool.

Managing Director/Owner



1.1 – BUSINESS / COMPANY INFORMATION

KEY ACTIONS

Input relevant details relating to the business / company name, address and any relevant contact details.

BUSINESS / COMPANY INFORMATION	
Business / Company Name	Newtownwhite ETNS Afterschool
Business / Company Address	Newtownwhite ETNS Ballina, Co Mayo F26 TP63
CRO Number	N/A
Managing Director / Owner	Tracey Jones
Phone Number	086 - 7933559
Email	tracey@newtownwhiteetns.com
Website	www.newtownwhiteetns.com
Other Contact / Social Media	096 - 327 28

SECTION 2 – SAFETY ARRANGEMENTS

THIS SECTION PROVIDES A SUMMARY OF KEY REQUIREMENTS THAT WILL BE CONSIDERED WHEN CARRYING OUT WORK:

- ROLES AND RESPONSIBILITIES
- COMPETENCE AND TRAINING REQUIREMENTS
- CONSULTATION AND PARTICIPATION
- THE SAFETY REPRESENTATIVE
- CONTRACTORS' RESPONSIBILITIES
- VISITORS
- ACCIDENT REPORTING AND INVESTIGATION
- EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE
- WELFARE FACILITIES AND WORKPLACE REQUIREMENTS
- PERSONAL PROTECTIVE EQUIPMENT
- PREGNANCY AT WORK
- YOUNG PERSONS
- WORK-RELATED STRESS AND DIGNITY AT WORK



2.0 – ROLES AND RESPONSIBILITIES

KEY ACTIONS

While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.

EMPLOYER'S RESPONSIBILITIES INCLUDE:

- Manage and conduct work activities so as to ensure the safety and health of employees and others affected
- Prevent improper conduct likely to put an employee's safety and health at risk
- Provide a safe place of work, which is adequately designed and maintained
- Provide safe means of access and egress
- Provide safe plant, equipment and machinery
- Provide safe systems of work, e.g. operating procedures
- Prevent risk to health from any article or substance (e.g. machinery, equipment and chemical substances)
- Provide appropriate information, instruction, training and supervision, taking into account the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced
- Provide suitable protective clothing and equipment where hazards cannot be eliminated
- Prepare and revise emergency plans and designate staff to take on emergency duties
- Provide and maintain welfare facilities
- Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees (a competent person must have the necessary qualifications as well as sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken).

EMPLOYEE'S RESPONSIBILITIES INCLUDE:

- Comply with the relevant health and safety legislation, e.g. co-operating with your employer, reporting unsafe procedures or equipment
- Comply with safety policies and procedures to ensure your own personal safety and health, as well as that of others
- Co-operate with your employer in relation to safety, health and welfare at your place of work
- Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to your employer
- Report any defects in equipment, unsafe activities or deficiencies in safety procedures
- Use any protective clothing and equipment that has been provided for your safety
- Attend any training as required by your employer
- Co-operate with your employer to enable your employer to comply with relevant health and safety legislation
- Do not engage in improper conduct or behaviour that is likely to endanger your own or other's safety, health and welfare while at work
- Do not be under the influence of intoxicants as they may endanger your own or other's safety, health and welfare
- Do not interfere with, misuse or damage anything that may affect anyone's safety, health and welfare.



2.0.1 – PERSONS RESPONSIBLE FOR PERFORMING TASKS

KEY ACTIONS

I / We, as the employer, are legally obliged to ensure that persons are nominated and made responsible for tasks assigned to them:

- I / We shall identify responsible persons(where required) who will take responsibility for various tasks, e.g. induction, inspections and training
- I / We shall brief them on these tasks and their responsibilities
- I / We shall record the names of such nominated persons
- I / We shall record details in **Form 1.5 – Responsible Persons Task Register in Appendix 1.**

I / we will review and follow up on a regular basis to ensure arrangements are put in place and that assigned persons are carrying out their roles effectively.



2.1 – COMPETENCE AND TRAINING REQUIREMENTS

KEY ACTIONS

Competence of employers, managers and employees is critical to the effective safe management and operation of business activities.

Competence is determined by knowledge, training and experience and, as an employer I / we will assess what training each employee needs, to keep up to date with changes in legislation, work practices and technology. By having competent, trained personnel who are adequately supervised, my / our employees will be capable of completing a job safely, efficiently and to a high standard. For example, typical training which can be carried out could include:

- Fire warden training
- First-aid training
- Manual handling training
- Training on the use of firefighting equipment
- Induction training
- Machine-specific training.

I / We shall record details of training in relation to specific tasks, such as those listed below, in **Form 1.3 Training Register in Appendix 1.**



2.1.1 – INDUCTION TRAINING

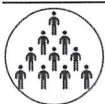
KEY ACTIONS

Induction training is very important in communicating specific health and safety information to employees, contractors and other relevant persons when they first arrive at my / our workplace.

Induction training will include the following information:

- Specific hazards associated with the workplace and the controls that are in place
- Workplace rules
- Roles and responsibilities
- Emergency procedures and first-aid arrangements.

When inductions have been completed, then I / we shall complete **Form 1.1 Induction Register** in **Appendix 1**. Typical topics which are discussed at induction are also covered in **Form 1.2 Typical Induction Topics** in **Appendix 1**.



2.2 – CONSULTATION AND PARTICIPATION

KEY ACTIONS

I / we recognise that employee participation in health and safety is an integral part of my / our safety management system. I am / we are committed to providing adequate and appropriate consultation and welcome the views of all employees on issues relating to health and safety.

TOP TIPS

I / we will consult with all relevant employees:

- When new risk assessments are being carried out or revised
- When there is a change, update or modification to a particular work process
- When new machines or processes are introduced
- When new substances or materials are introduced.

Furthermore, should any of my / our employees raise any matters relating to their health and safety that are connected in any way to our work activities, I / we will consider such matters and will endeavour to take any action that I / we consider necessary or appropriate to deal with the matters raised.



2.3 – THE SAFETY REPRESENTATIVE

KEY ACTIONS

My / our employees may select and appoint a safety representative. The appointed safety representative may consult with, and make representations to me / us on safety, health and welfare matters at the place of work.

I / We shall consider these representations and act on them if necessary. The purpose of these consultations is to prevent accidents and ill health, to highlight problems, and to identify means of overcoming them.

I / we will facilitate the training of the safety representative so that they have the necessary competence to carry out the task.

The functions of my / our safety representative include:

- Having given reasonable notice to the employer, regular inspection of the workplace according to a schedule agreed between him / her and the employer that is based on the nature and extent of the hazards in the place of work
- Being given access to information that relates to the safety, health and welfare of employees
- Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation
- Being given the opportunity to receive appropriate health and safety training to help him / her perform the function of a safety representative
- Accompanying an inspector from the Health & Safety Authority during an inspection of the workplace.

Note: The safety representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a safety representative.

My / our safety representative is:

Tracey Toney



2.4 – CONTRACTORS' RESPONSIBILITIES

Definition: A contractor is a person or organisation which signs a contract to do certain work for payment within a specified time.

KEY ACTIONS

All contractors involved in a work activity on my / our premises must comply with my / our policy for safety, health and welfare.

Contractors carrying out work must:

- Be competent to carry out the work
- Have adequate resources to carry out the work
- Provide copies of their own:
 - Safety statement
 - Insurance
- Ensure that work activities do not affect the well-being of our employees, visitors or customers. Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
- Report to the designated person on arrival at my / our workplace.

FURTHER INFORMATION

To ensure compliance with the legislation I / we will provide contractors with the relevant sections of my / our safety statement or health and safety file (where applicable) to ensure that they are both aware of and can take account of the hazards in my / our workplace.

Form 1.5 – Responsible Persons Task Register in Appendix 1 can be used to identify employees who agree to carry out key tasks, in this case the overseeing of contractors who may be carrying out work.



2.5 – VISITORS

Definition: A visitor is a person other than an employee or contractor.

KEY ACTIONS

Visitors may not be aware of the potential hazards associated with my / our place of work. To minimise the risk of injury to visitors, I / we will:

- Practice good housekeeping, including:
 - Keeping walkways clear
 - Cleaning up spills immediately
- Restrict access to hazardous areas
- Prevent visitors from using equipment or machinery
- Ensure appropriate safety signs and notices are displayed
- Ensure safe walkways and access routes are maintained
- Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.

Visitors are required to:

- Conduct themselves in a safe manner at all times
- Observe the fire policy and, in the event of an emergency, to identify themselves to an employee and be escorted to the designated assembly point.



2.6 – ACCIDENT REPORTING AND INVESTIGATION

KEY ACTIONS

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

- Ensure that all accidents and dangerous occurrences are recorded.
- Promptly investigate the accident or dangerous occurrence so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence.
- Ensure that where a fatal accident has occurred the HSA are notified as quickly as possible (Tel: 1890 289 389) and **Form of Notice of Accident (IR1)** sent within 5 working days.
- Ensure that other accidents are reported to the Health & Safety Authority on **Form IR1** within 10 working days where:
 - Employees are out of work or not able to perform their normal work for more than 3 consecutive days (excluding the day of the accident but including any days which would not have been working days)
 - Members of the public injured due to a work activity and who are taken from the location of the accident to receive treatment in a hospital or medical facility
- Ensure that dangerous occurrences are reported to the Health & Safety Authority on the **Form of Notice of Dangerous Occurrence (IR3)** within 10 working days

FURTHER INFORMATION

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

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

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

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



2.7 – EMERGENCY PROCEDURES

KEY ACTIONS

I / we will ensure appropriate plans and procedures are in place to deal with emergencies and imminent dangers by:

- Identifying the types of emergency situations that could occur and ensuring that suitable plans and procedures are put in place for dealing with them, e.g.
 - Fire
 - Explosion
 - Accidents/injuries
 - Robbery
 - Chemical spills
- Ensuring that employees are trained in the specific plans and procedures we have in place to deal with emergencies at our workplace
- Ensuring that emergency procedures are included in the workplace induction training
- Designating where employees are needed to implement our emergency plans and procedures
- Providing the equipment and training needed
- Completing **Form 2.1 Emergency Contact Information** in **Appendix 2**.

FIRE AND EVACUATION

I / we will ensure appropriate plans and procedures are in place for dealing with fire, and that employees are trained, including:

- Location of firefighting equipment and means to raise the alarm
- Location of assembly point(s)
- Evacuation drills and fire warden(s)
- Location of emergency shut-off points where relevant (e.g. gas) shut off.

Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the workplace. The person who become aware (or is made aware) of a potential emergency should follow the emergency procedures. All employees and visitors must follow the procedures below for evacuation:

- GO IMMEDIATELY TO THE NEAREST EXIT
- DO NOT WAIT TO FIND OUT WHAT IS HAPPENING
- DO NOT STOP TO COLLECT PERSONAL ITEMS
- GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION
- DO NOT RE-ENTER THE BUILDING/PREMISES UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.

FIRST AID

After assessment of the workplace and the type of hazards that exist, I / we will ensure adequate provision of first-aid equipment and facilities, including:

- At least one adequately stocked and accessible first-aid kit will be provided
- I / we will ensure first-aid equipment is prominently placed, that employees are aware of its location and that it is accessible to all employees
- I / we will appoint a person to take charge of first-aid equipment, keeping it stocked and in date (where there is a first aider, they will be given this responsibility)
- Contact details and directions to the nearest doctor or hospital will be available / displayed

- I / We will appoint an occupational first aider should the workplace assessment identify that a trained occupational first aider is required (considering the specific hazards arising in the workplace, size of the workplace, the numbers employed, access to medical services, etc.).

EMERGENCY CHECKLIST (NON-EXHAUSTIVE)		YES	NO	N/A
	Have you and your employees identified the types of emergency situations that your business could be exposed to (e.g. fire, explosion, chemical spill etc.)?	X		
	Are employees aware of the plans and procedures?	X		
	Have employees been appointed and trained in specific tasks, e.g. first aid, fire warden?	X		
	Are evacuation plans and emergency contact information on display?	X		
	Are exits well marked, kept clear at all times and emergency lighting/signage in place?	X		
	Have you held an evacuation drill in the last six months and kept a record of this?	X		
	Do you and your staff regularly check and maintain the emergency equipment in place (e.g. smoke detectors, fire extinguishers, gas/carbon monoxide detectors, sprinkler systems, emergency lighting)?	X		

VIOLENCE / ROBBERY

Where there is a risk of robbery or violence in the workplace, I / we will ensure that I / we have completed a risk assessment for violence / aggression / theft and that adequate plans and procedures are put in place. I / We will train staff on how to deal with the threat of robbery / violence, for example:

- Keep calm and make no sudden movements
- Do what the offender asks
- Memorise as many details about the offender as possible, e.g. height, clothing, features
- Note the direction and method of escape, e.g. car, motorbike, on foot
- Notify the Gardaí as soon as it is safe to do so
- Provide first aid to victims
- Lock outside doors until emergency services arrive.

FURTHER INFORMATION:

- A 'Fire Safety Checklist' is available in the 'Learn More' section of BeSMART.ie which can be used to develop a specific fire safety management policy for the workplace
- 'Guidelines on First Aid at Places of Work' is available in the 'Learn More' section of BeSMART.ie
- A copy of the procedures for specific emergencies in the workplace could be included in this section of the safety statement, or reference made to where they can be found.



2.8 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS

KEY ACTIONS

Where required, I / we will provide and maintain adequate welfare facilities and a suitable and safe workplace environment for use by my / our employees and visitors, including but not limited to:

- Toilet facilities
- Canteen and food preparation areas
- Changing areas
- Adequate ventilation, temperature and lighting
- Interior walls, floors and traffic routes that are maintained in good condition and kept clean
- Fire detection and fire-fighting equipment
- Emergency routes and exits
- Pedestrian and traffic management systems.

WELFARE FACILITIES	DETAIL AS NECESSARY
Toilet facilities (separate male and female if required)	1 adult toilet 2 male and female Childrens toilets.
Washbasins and washing facilities (hot and cold water and soap)	1 in Kitchen 1 in adult toilet 4 in childrens toilets
Accommodation to take meals. Ability to boil water, clean surfaces, seating with backs, adequate lighting and heat	All available in our staffroom and classrooms.
Potable drinking water	3 water carboys in building
Facilities to take shelter from the elements	Indoor outdoor - covered area.
Facilities to dry clothing and suitable changing areas for nature of the work	Porch area Bathrooms to change in.



2.9 – PERSONAL PROTECTIVE EQUIPMENT

KEY ACTIONS

Appropriate personal protective equipment (PPE), as identified in my / our risk assessments, is provided and must be worn by my / our employees. Where required, typical PPE could include:

- Eye protection
- Hearing protection
- Gloves
- Safety footwear
- High-visibility clothing
- Respiratory protection, e.g. mask.

I / We will ensure that:

- Adequate and suitable PPE is provided
- The suitability of the PPE for the job is assessed
- PPE is maintained, used and replaced as recommended by the manufacturer's instructions
- Personal protective equipment is only used as a last resort when a residual risk remains after all other measures have been taken to eliminate / reduce the risk
- Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task and work environment, as identified in my / our risk assessments will be used
- I / We will record details of the supply and training in the use of PPE as required using **Form 1.4 PPE Register in Appendix 1.**

I / We expect our employees to:

- Use PPE correctly
- Report any defects or damage to PPE immediately
- Participate in any training or instruction provided on PPE
- Inform me / us of any medical conditions they have that might be affected by the use of the PPE provided to them.

FURTHER INFORMATION

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 3 of Part 2: Personal Protective Equipment.



2.10 – PREGNANCY AT WORK

KEY ACTIONS

As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that an employee is pregnant, has recently given birth or is breastfeeding, I / we will assess the specific risks arising from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child. On provision of an appropriate medical certificate, I / we will carry out the following;

- Make sure that a specific risk assessment for that employee is undertaken*, taking account of any medical advice that the employee has received
- Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure she does not carry out these activities
- If a risk cannot be eliminated or reduced to an acceptable level, then:
 - Adjust the working conditions or hours of work or both; or
 - If this is not possible, provide alternative work; or
 - If this is not possible, grant the employee health and safety leave
- I / we will ensure that pregnant, postnatal or breastfeeding employees have suitable facilities to rest or feed.

FURTHER INFORMATION

***A Pregnancy Risk Assessment Template form is available in the Learn More section of BeSMART.ie**

Form 2.5 Responsible Persons Register in Appendix 2 can be used to identify the person responsible for carrying out pregnancy at work risk assessments.

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007. See Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees. Schedule 8 lists the agents and work activities that such employees must be protected from.



2.11 – YOUNG PERSONS

KEY ACTIONS

I / We are aware that there are specific regulations dealing with young people at work, i.e. those less than 18 years of age. I / we will undertake the following:

- Carry out a risk assessment before employment of a young person (over 16 but less than 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity
- Put in place all required control measures identified by the risk assessment, taking account of:
 - Their lack of experience, maturity or awareness of risk
 - Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents
 - The physical and psychological capacity of the young person
- Make sure the recommended working hours are not exceeded for young persons
- **Form 1.5 Responsible Persons Register in Appendix 1** can be used to identify the person responsible for carrying out young persons at work risk assessments.

FURTHER INFORMATION

The Health & Safety Authority has produced a guidance document 'Protection of Children and Young Persons' which is available in the 'Learn More' section of BeSMART.ie.



2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK

KEY ACTIONS

As an employer I / we will, so as far as is reasonably practicable, ensure that:

- No employee's workload is so great that he or she will have to consistently work overtime
- No employee will be subjected to harassment from, or degrading behaviour by, colleagues or managers and that everyone in the workplace treats others with respect and courtesy, even if they do not 'get along'
- No employee has to work in an environment which is unsafe and in which there are risks of accidents
- Employees are trained so they can do their jobs effectively and safely
- Everyone knows what his or her core job is
- That a 'Dignity at Work Policy' is in place that outlines procedures with regard to addressing bullying and harassment at work.

FURTHER INFORMATION

The Health & Safety Authority has produced a Code of Practice on the Prevention and Resolution of Bullying at Work, which is available in the 'Learn More' section of BeSMART.ie.

APPENDICES

APPENDIX 1 – FORMS AND RECORDS

APPENDIX 2 - EMERGENCY INFORMATION

APPENDIX 3 – ACCIDENT REPORTING AND INVESTIGATION

APPENDIX 4 – SAFETY DATA SHEETS

APPENDIX 1 – FORMS AND RECORDS



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

This is to certify that

Tracey Jones

has successfully completed

‘Introduction to Children First’

Elearning Programme

Date completed: 25 May 2026

Signed:

A handwritten signature in black ink, appearing to read 'Kate Duggan'.

Kate Duggan
Chief Executive
Tusla – Child and Family Agency



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

This is to certify that
Gracey Jones
has completed Tusla's
**'Children First Mandated
Person'**
eLearning Module

Date completed: *20/5/26*

Signed: *Kate Duggan*

Kate Duggan
Chief Executive
Tusla – Child and Family Agency



This certifies that

Tracey Jones

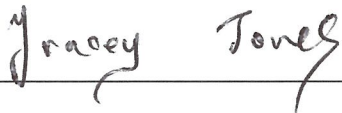
Has successfully completed a
Emergency First Aid Course

Instructor - Eimear Morrin

Expiry: 2ND April 2027.

Contact: info@nationalfirstaidtraining.com 0871810827 Website: <http://nationalfirstaidtraining.com/>

FORM 1.2 – TYPICAL INDUCTION TOPICS

TYPICAL INDUCTION TOPICS				
PURPOSE	TO FAMILIARISE EMPLOYEES WITH THE HEALTH AND SAFETY RULES AND PROCEDURES BEFORE THEY START WORK.			
NO.	RECOMMENDED TOPICS TO BE DISCUSSED	YES	NO	N/A
1.	The qualifications and experience of workers to be inducted have been checked (where required)	X		
2.	Employees have been briefed on equipment in the workplace	X		
3.	PPE is available and worn as required: • Safety glasses • Safety footwear • High-visibility clothing • Ear protection • Other.....	X		
4.	Emergency procedures and location of: • Assembly point and evacuation route • Closest medical facility • Contact details of emergency services • Provisions for emergency communications	X		
5.	• The location of the first-aid facilities/kits • Names of the first aiders and where to obtain treatment	X		
6.	Location of firefighting equipment, e.g. fire extinguishers and hose reels	X		
7.	Names and contact details of the Health and Safety representative(s)	X		
8.	Location of welfare facilities (including toilets and drinking water)	X		
9.	Accident reporting procedures	X		
10.	Question and answer session	X		
NOTE: ENSURE TRAINING IS PROVIDED IN A FORM, MANNER AND LANGUAGE THAT IS REASONABLY LIKELY TO BE UNDERSTOOD BY THE EMPLOYEE				
PERSON RESPONSIBLE FOR CARRYING OUT INDUCTION TRAINING: 				

FORM 1.3 TRAINING REGISTER

TRAINING REGISTER

[illegible]

FORM 1.4 – PERSONAL PROTECTIVE EQUIPMENT REGISTER

PERSONAL PROTECTIVE EQUIPMENT REGISTER

[illegible]

FORM 1.5 – RESPONSIBLE PERSONS TASK REGISTER

RESPONSIBLE PERSONS TASK REGISTER			
NO.	TASKS (NON-EXHAUSTIVE)	RESPONSIBLE PERSON (WHERE REQUIRED)	SIGNATURE
1.	Ensuring the safety statement, including risk assessments, is up to date, accessible and available to all	Tracey Jones	Tracey Jones
2.	Person responsible for managing and co-ordinating work activities	Tracey Jones	Tracey Jones
3.	Ensuring records are maintained	" "	Tracey Jones
4.	Ensuring forms and registers are collected and filled out as required	" "	Tracey Jones
5.	Ensuring safety data sheets are available and appropriate control measures are in place	" "	Tracey Jones
6.	Ensuring accidents are investigated, reported and remedial measures implemented to prevent re-occurrence	" "	Tracey Jones
7.	Ensuring risk assessments are carried out and updated as necessary	" "	Tracey Jones
8.	Ensuring the upkeep and maintenance of welfare facilities	" "	Tracey Jones
9.	Ensuring the upkeep of the first-aid box and ordering of first-aid supplies	" "	Tracey Jones
10.	Co-ordinating and managing training requirements	" "	Tracey Jones
11.	Ensuring the upkeep and maintenance of the premises and co-ordination of contractors' activities	" "	Tracey Jones
12.	Ensuring young persons risk assessments are carried out when necessary	" "	Tracey Jones
13.	Ensuring pregnancy-at-work risk assessments are carried out when necessary	" "	Tracey Jones
14.	Managing provision of emergency equipment and co-ordinating procedures, including provision of fire extinguishers, fire drill, evacuation planning, etc.	" "	Tracey Jones

APPENDIX 2 – EMERGENCY INFORMATION

FORM 2.1 – EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT INFORMATION			
BUSINESS/COMPANY NAME		NEWTOWNWHITE ETNS AFTERSCHOOL	
ADDRESS		Newtownwhite Ballina Co. Mayo F26-TP63	
PREMISES CO-ORDINATES		54° 11' 13.2" N	9° 10' 46.0" W
CONTACT DETAILS			
NAME	ROLE	PHONE NUMBER	
Tracey Jones	Manager	086-7933559	
EMERGENCY SERVICES CONTACT DETAILS			
SERVICE	ADDRESS	PHONE NUMBER	
DOCTOR	INSERT Joe Gilvarry	INSERT 096-32088	
FIRE/GARDAÍ/AMBULANCE	INSERT Ballina Garda Station	999 OR 112 096-20560	
UTILITY AND SERVICE PROVIDERS			
ELECTRICITY (ESB NETWORKS)		1850 372 999 (24HR)	
GAS NETWORKS IRELAND		1850 20 50 50 (24HR)	
IRISH WATER		1890 278 278	
HEALTH & SAFETY AUTHORITY		1890 289 389	
ASSEMBLY AREA		INSERT Front yard along main wall	
EMERGENCY CO-ORDINATOR(S)	NAME	PHONE	
	Tracey Jones	086-7933559	

APPENDIX 3 – ACCIDENT/INCIDENT INVESTIGATION FORM

FORM 3.1 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM

INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM				
PART A – DETAILS OF INJURED PERSON				
NAME			PHONE	
ADDRESS			EMAIL	
			PPS NUMBER	
			DATE OF BIRTH	
			AGE	
			POSITION	
EMPLOYMENT TYPE			FULL TIME	PART TIME OTHER
OCCUPATION	EMPLOYEE	CONTRACTOR	MEMBER OF THE PUBLIC	OTHER
OUTCOME	INJURY	NEAR MISS	FATALITY	OTHER
PART B – DETAILS OF INJURY AND TREATMENT				
TYPE OF INJURY (E.G. BURN, CUT, SPRAIN)				
CAUSE OF INJURY (E.G. FALL, MACHINE)				
PART OF BODY INJURED				
AGENT (E.G. POOR LIGHT)				
FIRST AID	YES	NO	FIRST AIDER	
TREATED BY DOCTOR?	DOCTOR'S NAME		ADDRESS	
HOSPITALISED?	HOSPITAL NAME		ADDRESS	
TREATMENT RECEIVED?				
PART C – DETAILS OF ACCIDENT OR INCIDENT				
DATE		TIME		
LOCATION				
DESCRIPTION OF ACCIDENT/INCIDENT				
OTHER INFORMATION AVAILABLE?	WITNESS	CCTV	PHOTO/VIDEO	OTHER

PART D – WITNESS DETAILS (WHO WITNESSED THE ACCIDENT/INCIDENT?)					
NAME				PHONE	
ADDRESS			EMAIL		
			PPS NUMBER		
			DATE OF BIRTH		
			AGE		
			POSITION		
SAFE PASS NUMBER AND EXPIRY DATE				CSCS DETAILS	
WITNESS STATEMENT TAKEN?				YES	NO
PART E – KEY FINDINGS OF INVESTIGATION					
LIST					
PART F – ACTIONS TO PREVENT REOCCURRENCE					
ACTION			BY WHOM		DATE
PART G - ITEMS ATTACHED					
SKETCHES		CERTIFICATION OF PLANT ETC.		PHOTOGRAPHS/VIDEO	
RISK ASSESSMENTS		TRAINING RECORDS			
YES	NO	YES	NO	YES	NO
DETAIL OTHER ITEMS/USEFUL INFORMATION					
PART H – OTHER INFORMATION					
ACCIDENT INVESTIGATED BY				POSITION	
PHONE				EMAIL	
SIGNED				DATE	

APPENDIX 4 - SAFETY DATA SHEETS/REPORTS FOR HAZARDOUS SUBSTANCES

INSERT SAFETY DATA SHEETS OR REPORTS FOR HAZARDOUS SUBSTANCES

SAMPLE SAFETY DATA SHEET INFORMATION BRIEF

The safety data sheet (SDS) is provided to inform you of the hazards of the chemical you are using and the measures you need to take to protect your health and that of your employees. It consists of 16 obligatory sections. Each section contains specific information relating to the chemical for which the SDS is prepared. You must have an SDS for each hazardous chemical you receive from a supplier. The following serves as an aid in helping you to understand what information you should be aware of and what information you need to take into account when completing the risk assessment for the chemicals you use.

Section 1 contains contact details of the person/company responsible for supplying the chemical as well as the emergency telephone number to contact in case of an emergency.

Section 2 gives details on the hazards of the chemical. This will help you assess the risk and what harm it can do to your health, the health of your employees and the environment.

Section 3 If the chemical you are using is a preparation (mixture), this section will give you information on the hazards of each of the individual substances in the preparation.

Section 4 details the first-aid measures you need to take in case of an accident while using the chemical.

Section 5 gives specific information on fighting a fire caused by the chemical.

Section 6 details what actions need to be taken if there is an accidental release of the chemical, such as what protective equipment to wear and how to clean up the spill.

Section 7 contains details on how to handle and store the chemical safely. The information in this section should be used to help you put in place safe procedures for working with chemicals.

Section 8 gives you details of the steps you need to take to reduce exposure and of the personal protective equipment you need to wear when working with the chemical to protect yourself.

Sections 9, 11 and 12 provide detailed information on the physical/chemical, toxicological and ecological properties of the chemical.

Section 10 contains details of any hazardous reactions that may occur if the chemical is used under certain conditions.

Section 13 explains how the chemical should be disposed of correctly.

Section 14 contains information relating to the transportation of the chemical.

Section 15 contains the details of the classification of the chemical as given on the label.

Section 16 gives any other information relevant to the chemical, e.g. training advice.

PART B – RISK ASSESSMENT AND ACTION LIST

RISK ASSESSMENT

RISK ASSESSMENTS WILL BE CARRIED OUT IN CONSULTATION WITH EMPLOYEES, HAVING REVIEWED THE WORKPLACE AND WORK PRACTICES, BOTH IDENTIFYING THE HAZARDS THAT EXIST AND ASSESSING THE RISKS ARISING FROM THE HAZARDS.

- WHERE ADDITIONAL CONTROLS ARE REQUIRED TO AVOID OR REDUCE THE RISK, THEY WILL BE IDENTIFIED ON THE RISK ASSESSMENT ACTION LIST AND WILL BE IMPLEMENTED BY THE RESPONSIBLE PERSON
- EVERY REASONABLE EFFORT WILL BE MADE TO GIVE PRIORITY TO THE IMPLEMENTATION OF CONTROLS FOR THOSE HAZARDS OF MOST CONCERN
- WHERE THE NECESSARY COMPETENCE TO CARRY OUT PARTICULAR RISK ASSESSMENTS IS NOT AVAILABLE IN-HOUSE, ADDITIONAL EXPERTISE WILL BE OBTAINED
- WHEN A PROCESS, TASK OR ACTIVITY SIGNIFICANTLY CHANGES OR A NEW ONE IS INTRODUCED:
 - THE EXISTING RISK ASSESSMENT WILL BE REVIEWED AND AMENDED AS REQUIRED; OR
 - A NEW RISK ASSESSMENT WILL BE CARRIED OUT
 - THIS WILL BE DONE IN CONSULTATION WITH EMPLOYEES.

ACTION LIST

FOLLOWING THE COMPLETION OF THE RISK ASSESSMENT, AN ACTION LIST WAS GENERATED. THIS IS A LIST OF CONTROLS IDENTIFIED DURING THE RISK ASSESSMENT PROCESS THAT ARE REQUIRED TO BE IMPLEMENTED IN ORDER TO REDUCE THE RISK OF ACCIDENT/ILL-HEALTH IN MY/OUR WORKPLACE. YOU SHOULD:

- ASSIGN A RESPONSIBLE PERSON TO COMPLETE EACH TASK?
- ASSIGN A REALISTIC GOAL DATE AND THE RESOURCES REQUIRED TO CARRY OUT EACH ACTION
- FOLLOW UP TO ENSURE SATISFACTORY COMPLETION.

YOU CAN COMPLETE THIS ACTION LIST BY PRINTING AND FILLING IT OUT BY HAND OR YOU CAN RETURN TO THE 'MANAGE ACTION LIST' AND COMPLETE IT ONLINE.

PART B1 – RISK ASSESSMENTS

Completed Risk Assessments

1. Electricity
2. Fire
3. Slips, Trips and Falls
4. Chemicals
5. Maintenance
6. Indoor Air Quality
7. Managing Asbestos in Buildings
8. Pregnant, Post-Natal and Breastfeeding Employees
9. Access to Drugs and Medicines
10. General Equipment
11. Heating Systems
12. Heating Ventilation and Air Conditioning Systems
13. Microwave
14. Radon

Hazard: Electricity	
Current Controls	Actioned
All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician	Yes
Electrical installations are checked regularly by a competent qualified electrician <i>Refer to the 'Guidance-Note on Periodic Inspection and Testing of Electrical Installations' in 'Learn More' for more information</i>	Yes
Testing, certifying and repairs are carried out in accordance with appropriate NSAI standards	Yes
Enclosures / covers are in place to prevent contact with live electrical equipment / parts	Yes
Damaged extension leads are repaired or removed from use	Yes
Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations	Yes
Work on live electrical equipment is avoided where reasonably practicable <i>Work on live electrical equipment might be necessary to check the presence of electricity. In such cases it should only be carried out by a competent , qualified electrician or technician</i>	Yes
Fire extinguishers that are suitable for fighting electrical fires are provided	Yes
All circuits supplying socket outlets are protected by an RCD <i>Residual Current Devices save lives. They are or should be in almost every workplace in Ireland. An RCD protects you against serious electric shock if there is an electrical fault in your workplace</i>	Yes
Operation of the RCD is tested regularly in accordance with the manufacturer's instructions <i>A special test button is provided to trip out the RCD. Be aware this will cause a loss of power to electrical equipment</i>	Yes
Electrical equipment and fittings are suitable for the work environment	Yes

Where electrical portable appliances are subject to on-going wear and tear, they are inspected and tested	Yes
Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person	Yes
Electrical cable reels are uncoiled during prolonged use and when using high-power items <i>Heat can build up in coiled-up cables causing them to melt which can lead to fires or electrocutions. Electrical cable reels should only be connected to small electrical loads when coiled up; when using higher powered items make sure the cable is uncoiled</i>	Yes
Additional Controls or Information	

Hazard: Fire	
Current Controls	Actioned
Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed daily <i>Sources of ignition; e.g. naked flames, sparks from welding or grinding, overloaded / damaged electrical cables or sockets. Flammable materials; e.g. petrol, paper, flammable gases. If oxygen is used check the equipment is not leaking</i>	Yes
Fire alarm, manual call points and smoke / heat detectors are in place where necessary, kept in good working order and checked regularly <i>You may need an automatic detection system linked to an automatic warning system (with back up battery supply) and manual call points on escape routes & at final exits. Servicing, maintenance & repair must be done by a competent person. Keep records</i>	Yes
Emergency routes and exits are clearly marked, kept clear at all times and lead directly outside or to a safe area <i>Escape routes must be adequate for the various types of people likely to use them. The number and types of persons likely to be present must be known. Emergency exit doors must always be available for use i.e. not locked when the building is occupied</i>	Yes
Emergency lights are installed on escape routes where necessary, at and outside exits and near call points / fire fighting equipment and are tested regularly <i>Emergency lights must have a back-up power source. They may be lit all the time or only light in the event of a power outage. Full standby lighting must be provided in swimming pools and high risk areas such as commercial kitchens</i>	Yes
Fire extinguishers are accessible, kept in good working order and inspected regularly <i>Firefighting equipment is for use in the early stages of a fire without exposing anyone to danger. It should be checked weekly and serviced annually by a competent person and records must be kept. Refer to the fire safety checklist in Learn More</i>	Yes
Employees are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers	Yes
Emergency evacuation procedures are in place <i>Emergency procedures must take account, where necessary, of persons who have reduced mobility and / or understanding and may require help</i>	Yes
Fire drills are held regularly	Yes

Appropriate signs are in place	Yes
<i>Each fire point should be signed and have a copy of the evacuation strategy displayed. The assembly point(s) should be in a safe location away from any fire hydrant and moving traffic</i>	
Additional Controls or Information	

Hazard: Slips, Trips and Falls	
Current Controls	Actioned
Stairs and steps are clearly visible, handrails are suitable, and distractions are avoided <i>Adequate lighting, visually clear step edges and handrails, handrails that permit a power grip, no distractions such as posters on walls, mobile phones not used</i>	Yes
Problem stairs and steps are identified and extra precautions are in place <i>Examples of extra precautions include slip-resistant step edges and highlighting surprise or irregular steps</i>	Yes
Pedestrian routes are slip resistant, kept clear and clean and are properly maintained <i>Repair damaged flooring, keep outside pathways free of moss, leaves etc. Have procedures in place for dealing with ice and snow e.g. gritting or salting</i>	Yes
Slippery surfaces have been identified and have been replaced, treated or improved <i>e.g. floor deep cleaned, spills controlled, floor mats used, slip-resistant footwear used or floor may need to be treated with an abrasive technique, acid etched, coated, or other method and new slip-resistance checked</i>	Yes
Floors around entrances are slip resistant when wet <i>Wet footprints inside an entrance show that water is entering the building and if the flooring is not slip-resistant there is a risk of persons slipping</i>	Yes
Floors are wet cleaned when the workplace is closed or quiet and wet areas are cordoned off until dry <i>Remove wet floor signs when floors are dry</i>	Yes
Suitable slip resistant footwear is provided and worn where necessary <i>Choose footwear with a tread pattern and sole that will grip what is underfoot e.g. liquids, loose solids, ice. Consult with employees and trial the footwear in your workplace. 'Watch your Step—Choosing Slip-resistant Footwear' Info Sheet is in Learn More</i>	Not Applicable
Adequate lighting is provided and is appropriate for the work being carried out <i>Identify and consider where there is movement from high to low light work areas e.g. moving from inside to outside a building</i>	Yes
Spills are cleaned up immediately and absorbent materials and warning signs are available <i>Use absorbent material to soak up spills. Have these materials near areas where spills are likely</i>	Yes
Trailing cables and leads are re-routed, removed or secured and other good-housekeeping practices are in place to avoid trip hazards	Yes

Additional Controls or Information	

Hazard: Chemicals	
Current Controls	Actioned
A list (inventory) of all chemicals used in the workplace has been prepared <i>It is recommended that out-of-date chemicals or chemicals no longer in use are removed and disposed of by a chemical disposal company. This is because while these chemicals remain in the workplace they will continue to be a hazard that needs management</i>	Yes
Risk assessments have been completed for the activities carried out involving hazardous (harmful) chemicals <i>This general risk assessment is not sufficient. You must separately complete activity-based risk assessments for hazardous chemicals. A Chemical Agent Risk Assessment Template and Supporting Information document are available in 'Learn More'</i>	No (See action list)
Chemical labels and Safety Data Sheets are available for each chemical and the associated hazards of each chemical has been identified <i>An SDS is a document to be provided with all hazardous chemicals. It gives information on the chemical hazards, advice on safe handling, use, storage and emergency measures in case of an accident or spillage. Cosmetics do not require an SDS</i>	No (See action list)
Employees are trained in the safe use of chemicals	No (See action list)
The number of employees and the exposure to chemicals is assessed and minimised	Yes
Less hazardous chemicals are used where possible	Yes
Adequate ventilation is provided	Yes
A wash hand basin, soap and disposable towels or hand dryer are available	Yes
All chemicals are used, stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations <i>Consider the risk of spillage or leakage during storage and if an outer container or bund should be in place to contain the chemical</i>	Yes
Eye, skin and respiratory protection is provided and worn where appropriate and in accordance with the safety data sheet	Yes

Chemicals or chemical products used in the workplace are checked for the presence of restricted chemicals	Yes
<i>Chemicals with a high risk to human health or environment may be restricted under REACH legislation. Restrictions can be placed on use, manufacturing, or placement on the market</i>	
Chemical restriction conditions are followed as appropriate	Yes
<i>Check the ECHA website to see if the chemical you are using is restricted https://echa.europa.eu/information-on-chemicals</i>	
Restricted chemicals are removed or replaced with alternative techniques / methods or with less harmful chemicals where possible	Yes
<i>https://www.echa.europa.eu/substitution-to-safer-chemicals</i>	
Chemicals and chemical products are checked to determine whether they need a REACH Authorisation	No (See action list)
<i>The aim of Authorisation is to promote the substitution of such hazardous substances with less hazardous substances or technologies. The authorisation list can be found at https://echa.europa.eu/authorisation-list</i>	
REACH Authorisation is in place or your use is covered by your suppliers authorisation	No (See action list)
<i>Ask your supplier if a REACH Authorisation is in place and if your use is covered https://www.hsa.ie/eng/your_industry/chemicals/legislation_enforcement/reach/svhcs_and_authorisation/</i>	
Additional Controls or Information	

Hazard: Maintenance	
Current Controls	Actioned
PSDP / PSCS is appointed in writing (where required) for construction, alternation, repair and renovation work etc <i>Appointments are required in writing if any of the following is met. There is more than 1 contractor, or work takes more than 30 days, or if there is a specific risk. For more information see "Guide for clients involved in Construction Projects"</i>	Yes
Only competent employees carry out maintenance work <i>Maintenance employees must have adequate training, knowledge and experience for the maintenance tasks. It should not be assumed that all specially skilled maintenance employees have full knowledge of all your machinery and equipment</i>	Yes
Maintenance employees are trained in the use of work at height equipment, fire extinguishers, hot work permits and confined space entry as appropriate <i>Maintenance which involves welding, work at height or a confined space requires special precautions. Make sure you complete the Work at Height risk assessment as needed. See Code of Practice 'Working in a Confined Space' in Learn More for more information</i>	Yes
Where maintenance work may involve disturbing asbestos, all possible types and locations of asbestos are identified by a competent person and suitable control measures put in place before work commences <i>Most asbestos-containing materials were installed in buildings between the 1960s and the mid 1980s with asbestos cement in use until 2000. See 'Safety with Asbestos' Information sheet in Learn More for more information</i>	Yes
Maintenance employees are aware of all external gas, water and electricity cut off points <i>Isolation of electricity, compressed air, gas, water etc. is crucial to safe maintenance work. Suitable labels should be placed at isolation points</i>	Yes
Machines are isolated from electric, hydraulic and pneumatic power supplies before maintenance work starts <i>Isolation may be by removing the plug from the socket but more steps may be required to prevent accidental / unintended start-up of a machine e.g. isolator locked in the off position and tested. Emergency stop must not be relied on as a means of isolation</i>	Yes
Guards are only removed to the extent that work requires and are replaced as soon as maintenance is complete <i>Machinery must not to be returned to use until all guards are in place</i>	Yes
Work areas are cordoned off to exclude unauthorised access where necessary	Yes

Workshop or storage areas used by maintenance employees are adequately lit, free from trip hazards and items are stored properly	Yes
Hazardous areas are locked when not in use	Yes
Appropriate PPE is worn by maintenance employees and they have received training in its use	Yes
External maintenance workers report to a designated person	Yes
Tools used for maintenance are in good working order and properly guarded where necessary <i>Badly maintained tools are a potential source of accidents, for example frayed power cords, missing safety guards, dull or chipped blades</i>	Yes
Additional Controls or Information	

Hazard: Indoor Air Quality	
Current Controls	Actioned
Indoor air quality is assessed by a suitably qualified person and specific pollutants are identified and controlled <i>Expertise required depends on the ventilation method and type of work activities. Assessment may include measuring carbon dioxide, and if below 1000 ppm, it's likely that the room is suitably ventilated</i>	Yes
Suitable ventilation is provided <i>Air Conditioning is not a ventilation method, it recirculates room air. If opening windows / doors, temperatures should not drop below minimum working temperatures. For more information, see 'Code of Practice for Indoor Air Quality' in Learn more</i>	Yes
Ventilation systems are maintained, cleaned and repaired according to the manufacturers specifications <i>Ensure vents are not blocked or obstructed. 'Code of Practice for Indoor Air Quality' is also available at https://www.hsa.ie/eng/publications_and_forms/publications/codes_of_practice/code_of_practice_for_indoor_air_quality.html</i>	Yes
Sources of air pollution (contaminants) are managed <i>Consider pollution sources when selecting a ventilation method. Outside pollution may enter the workplace. Outdoor air quality near you can be found at www.airquality.ie</i>	Yes
The number of people is appropriate to the room size <i>In an office, 4.65 square meters should be available per person (including desk and chair space). In other areas, 11.3 cubic meters should be available per person</i>	Yes
Additional Controls or Information	

Hazard: Managing Asbestos in Buildings	
Current Controls	Actioned
Buildings are surveyed by a competent person and a written register of the condition and locations of ACMs is available <i>For further information on surveys and competent persons see https://www.hsa.ie/eng/your_industry/chemicals/legislation_enforcement/asbestos/asbestos_introduction/asbestos_surveys/</i>	No (See action list)
Asbestos surveys or registers are available to employees, contractors and other relevant people <i>Employees and building contractors are aware of the presence, location and condition of ACMs on the premises. See the 'Asbestos Safety for Tradespeople' eLearning course available from www.hsalearning.ie</i>	No (See action list)
Inspection procedure by competent person is in place for checking condition of ACMs and recorded in the Asbestos Management Plan <i>ACMs do not necessarily need to be removed. ACMs already present do not pose a risk to health if they are not damaged, disturbed or releasing fibres but their condition must be regularly checked</i>	No (See action list)
The asbestos management plan includes procedures to be followed in the event of an emergency <i>Get the advice of a competent asbestos surveyor, analyst or contractor to determine the safest way to proceed and precautions to take</i>	No (See action list)
Before demolition, refurbishment maintenance or construction the RDAS is checked <i>PSDP, PSCS and contractors are made aware of the RDAS, including the presence, location and condition of ACMs on the premises</i>	No (See action list)
If additional ACMs are suspected or identified work is stopped immediately <i>Get the advice of a competent asbestos surveyor, analyst or contractor to determine the safest way to proceed and precautions to take</i>	No (See action list)
Construction, maintenance or repair work is stopped immediately if any ACMs are disturbed <i>ACMs must not be disturbed or removed. Get the advice of a competent asbestos surveyor, analyst or contractor to determine the safest way to proceed and precautions to take. It may also be notifiable to the HSA as a Dangerous Occurrence</i>	Yes
Only trained asbestos contractors should work with or remove ACMs <i>Prior to starting work, a notification and plan of work must be sent to the HSA .See HSA asbestos webpages for further information</i>	Yes
After work with or removal, a site clearance certificate must be obtained before returning to the building or removal area to normal use, and	Yes

records are kept	
<i>This is required for all ACM work. A competent person must complete the required visual check and air monitoring and this certificate must be available on site</i>	
Additional Controls or Information	

Hazard: Pregnant, Post-Natal and Breastfeeding Employees	
Current Controls	Actioned
Employees are briefed to notify their employer when they are pregnant, post-natal or breastfeeding <i>For more information, see 'Guidance on Pregnancy at Work' available from learn more 'Publications' https://www.besmart.ie/learn-more/other-business</i>	Yes
A risk assessment is carried out for each pregnant, post-natal and breastfeeding employee <i>'Pregnancy Risk Assessment Template Fillable Form' is available in Learn more or https://www.hsa.ie/eng/workplace_health/sensitive_risk_groups/pregnancy_risk_assessment_template.pdf</i>	Yes
Additional Controls or Information	

Hazard: Access to Drugs and Medicines	
Current Controls	Actioned
An inventory of medicines in the workplace has been prepared and is kept up to date	Yes
A policy on misuse of drugs is available and implemented	No (See action list)
Product labels and Data sheets are available for each medicine and the associated hazards of handling each medicine have been identified <i>A Safety Data Sheet (SDS) is a document to be provided with all hazardous chemicals, giving info on how e.g. to handle it safely. SDSs are not required for all medicines but Product Data Sheets and Summary of Product Characteristics (SPCs) are available</i>	No (See action list)
Only trained and authorised employees have access to, handle or dispense medicines	No (See action list)
All medicines are handled, stored, dispensed, labelled and disposed of in accordance with the supplier's Data sheet and in accordance with legal requirements where relevant	No (See action list)
Medicines are stored safely, protected from unauthorised access and controlled drugs are kept in a locked cabinet or container	No (See action list)
Procedures are in place for immediate clean up of spills of medicines, in accordance with the supplier's recommendations and PPE and materials for clean-up are readily available	Yes
Additional Controls or Information	

Hazard: General Equipment	
Current Controls	Actioned
Equipment is used and maintained in accordance with the manufacturer's instructions	Yes
Equipment is maintained in good condition, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>A regular visual inspection of equipment should be carried out to check for defects</i>	Yes
Employees are trained in the safe operation of equipment	Yes
Additional Controls or Information	

Hazard: Heating Systems	
Current Controls	Actioned
Heating system is installed and maintained by a competent person in accordance with the manufacturer's instructions	Yes
Only trained employees maintain and examine heating systems and operators manuals are available	Yes
Equipment is kept in good working order, safety devices are fitted, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>Faulty wires or damaged electrical components should be fixed as quickly as possible by a competent person</i>	Yes
Boiler flue / chimney is appropriately designed and maintained to ensure gases are released to the outside and can disperse safely <i>A competent person should check the effectiveness of any flue or chimney</i>	Yes
Steam boilers are thoroughly examined by a competent person every 14 months and records are kept <i>Records: Report of examination before first use, every 14mnths & after repair; keep a register of equipment with date of last test. Records kept at workplace / with equipment</i>	Yes
Heating fuel is stored appropriately <i>Oil tanks are bunded, have isolation valves, kept in a well-ventilated area, maintained and protected from vehicles / vandalism. Smoking / naked flames are prevented. Complete the 'Liquefied Petroleum Gas' risk assessment, if appropriate</i>	Yes
Heating units and heating fuel are secure and only accessible to authorised employees <i>Tanks and hoppers are locked. Entering a wood chip hopper is considered a confined space. Complete the 'Confined Space' risk assessment, if appropriate</i>	Yes
Suitable ventilation is provided in the heating unit storage area <i>Consider using a carbon monoxide alarm where relevant (e.g. in boiler room) and maintain it in good working order. To consider room ventilation, complete the 'Indoor Air Quality' risk assessment</i>	Yes
Accessible hot pipework is lagged as required	Yes
Adequate tanker and delivery driver access is provided for fuel deliveries <i>Fuel delivery vehicle can enter the premises safely and reversing of vehicle is</i>	Yes

<i>avoided or minimised. Delivery driver can safely access fuel storage tank / hopper</i>	
Areas around boiler and heating system are kept clear	Yes
<i>Combustible material (e.g. waste, cardboard, books) is not kept in the boiler room or the immediate area around the fuel storage tank</i>	
Emergency procedures and safety signs are displayed, fire extinguishers available	Yes
<i>Complete the 'Fire' risk assessment</i>	
Additional Controls or Information	

Hazard: Heating Ventilation and Air Conditioning Systems	
Current Controls	Actioned
All ventilation, water, heating and air conditioning systems are used and maintained in accordance with the manufacturer's instructions <i>Equipment should be serviced regularly by a competent person and records kept</i>	Yes
Only trained employees operate heating, ventilation and air conditioning systems and operators manuals are available	Yes
Ventilation filter units are cleaned as part of general maintenance in accordance with the manufacturer's instructions	Yes
Accessible hot pipework is lagged as required	Yes
Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>Consider the use of a carbon monoxide alarm where relevant and maintain it in good working order. Ensure regular flushing of water systems</i>	Yes
Additional Controls or Information	

Hazard: Microwave	
Current Controls	Actioned
Microwave is used and maintained in accordance with the manufacturers manual	Yes
Metal is never placed in the microwave	Yes
Reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Containers used are suitable for use in the microwave	Yes
Heat resistant gloves/cloths are provided and used when handling hot containers	Yes
Additional Controls or Information	

Hazard: Radon	
Current Controls	Actioned
Indoor workplaces at ground floor or basement level, have had radon measurements carried out where required <i>Check the radon map to find typical radon levels in your area, by going to Environmental Protection Agency website, www.radon.ie</i>	No (See action list)
Where reference levels are exceeded, measures are taken to reduce the radon level and the areas are then retested <i>Reference levels for workplaces are 300Bq/m³ and 200Bq/m³ for long stay residential units and schools. Refer to www.radon.ie for more detailed information</i>	No (See action list)
Measures taken to reduce the radon level are maintained to ensure they remain effective <i>Measures may include increased under floor ventilation, increased indoor ventilation, sealing of cracks and gaps in the floor and around service entry points</i>	No (See action list)
Additional Controls or Information	

PART B2 – ACTION LIST

Hazard	Control Required	Assigned To	Action By	Complete & Date Completed
Chemicals	Risk assessments have been completed for the activities carried out involving hazardous (harmful) chemicals			No
Chemicals	Chemical labels and Safety Data Sheets are available for each chemical and the associated hazards of each chemical has been identified			No
Chemicals	Employees are trained in the safe use of chemicals			No
Chemicals	Chemicals and chemical products are checked to determine whether they need a REACH Authorisation			No
Chemicals	REACH Authorisation is in place or your use is covered by your suppliers authorisation			No
Managing Asbestos in Buildings	Buildings are surveyed by a competent person and a written register of the condition and locations of ACMs is available			No
Managing Asbestos in Buildings	Asbestos surveys or registers are available to employees, contractors and other relevant people			No
Managing Asbestos in	Inspection procedure by competent person is in place for			No

Buildings	checking condition of ACMs and recorded in the Asbestos Management Plan				
Managing Asbestos in Buildings	The asbestos management plan includes procedures to be followed in the event of an emergency			No	
Managing Asbestos in Buildings	Before demolition, refurbishment maintenance or construction the RDAS is checked			No	
Managing Asbestos in Buildings	If additional ACMs are suspected or identified work is stopped immediately			No	
Access to Drugs and Medicines	A policy on misuse of drugs is available and implemented			No	
Access to Drugs and Medicines	Product labels and Data sheets are available for each medicine and the associated hazards of handling each medicine have been identified			No	
Access to Drugs and Medicines	Only trained and authorised employees have access to, handle or dispense medicines			No	
Access to Drugs and Medicines	All medicines are handled, stored, dispensed, labelled and disposed of in accordance with the supplier's Data sheet and in accordance with legal requirements where relevant			No	

Access to Drugs and Medicines	Medicines are stored safely, protected from unauthorised access and controlled drugs are kept in a locked cabinet or container				No	
Radon	Indoor workplaces at ground floor or basement level, have had radon measurements carried out where required				No	
Radon	Where reference levels are exceeded, measures are taken to reduce the radon level and the areas are then retested				No	
Radon	Measures taken to reduce the radon level are maintained to ensure they remain effective				No	