



# **Safety Statement**

## Part 2 **Safety Policies**

*Date: May 2014*



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## Policy and Guidelines on reporting Accidents, Incidents and Near Miss Events

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## Accidents

Should an employee sustain a minor injury arising from an accident in the workplace, first-aid will be rendered by delegated nursing personnel. He/she should then resume work if appropriate.

When the injury is more substantial the employee will be given the opportunity of going to an outside hospital casualty department for attention. (Alternatively, if one of the Foundation's medical advisors is on the premises at the time, the injured person may be seen by them).

Depending on the severity of the injury the Senior Personnel on duty may authorise another employee to accompany the injured person to hospital.

Having regard to the nature and severity of the injury the Senior Personnel on duty may secure transportation if necessary, or may summon an ambulance in order to convey the injured party to hospital.

Every accident, including all minor ones, must be reported in accordance with the procedure laid down.

### Accident Reports and Investigations

Accident and emergency procedures, reports and investigations are seen as an essential part of the safety management programme with COPE Foundation.

In the case of an accident involving injury, however slight, an employee must report it immediately to his / her supervisor and give full details. The employee must comply with management's instructions to obtain any necessary first-aid or medical assistance. COPE Foundation will investigate the circumstances of accidents and determine their cause. Employees will be encouraged and expected to fully co-operate with such investigations.

Each employee has a responsibility to report as soon as possible, any accident, incident near miss, or emergency to the Manager or nominated Senior Personnel. All serious incidents requiring medical treatment must be accompanied by a report signed by the Manager or nominated Senior Personnel, which the departmental head must ensure is completed within 12 hours.

All accidents are recorded in the Unit/Centre Accident Report book. All incidents are recorded on a **CR 53 Incident form**. All such records are sent to the Safety Officer. The Head of Division, or delegate, in liaison with the Safety Officer shall conduct investigations accompanied by the Safety Representative if requested). The Safety Officer shall complete a report on same. The Facilities Manager provides any technical advice.

All employees are obliged to co-operate with such investigations and to provide any information, which may be useful in establishing the circumstances surrounding the accident/dangerous occurrence.

In Summary, when a resident, visitor or an employee has an accident, or is involved in an incident, it must be reported immediately to the senior employee on duty.

The Unit/Centre Accident Report Book or Incident Form (CR 53) as appropriate must be completed as soon as possible.

**(A) Documenting in Cope Foundation Accident Report Books: -**

All staff should refer to ***Guidelines for the completion of an Accident Form*** when required to complete an accident report form

- Completed Accident Report Forms must be signed by the Senior Personnel on duty.
- The Accident Report Book must be forwarded along with any required (requested) supplementary data to the Safety Officer, Majella Smith for sign off.
- If the accident report is written by another person, it must be co-signed by the injured party.
  
- Use full signature and title when signing Accident Report Forms

**(B) Format for completing Incident Reports**

1. Complete the COPE Foundation Incident Form (CR 53)
2. All Sections relevant to the incident must be completed in full
3. Form *must be signed by the Senior Personnel on duty*
4. It must then be forwarded to the Safety Officer
5. If an CR 53 incident form is written by another person, it must be co-signed by the injured party.
6. Use full signature and title when signing Cr 53 Incident Report Forms

**COPE FOUNDATION**

**Accident Report Book**

**Centre:** \_\_\_\_\_ **Book No:** \_\_\_\_\_ **Page No:** \_\_\_\_\_

---

Name of injured employee:

\_\_\_\_\_

Was the employee familiar with the operation?

\_\_\_\_\_

Date of Accident:

\_\_\_\_\_

Was the employee trained in the operation

involved \_\_\_\_\_

Time of Accident: \_\_\_\_\_ A.M./P.M.

When was this training given? \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

Who was in charge at the time?

\_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Was the employee given any specific instructions about the operation? Yes/No \_\_\_\_\_

Nature of injury or complaint: \_\_\_\_\_

If so, what were they? \_\_\_\_\_

\_\_\_\_\_

What was the condition of the accident area at the time?

\_\_\_\_\_

\_\_\_\_\_

Nature of first-aid treatment given:

\_\_\_\_\_

Was the employee working alone? Yes/No

\_\_\_\_\_

\_\_\_\_\_

Should the employee have had assistance? Yes/No \_\_\_\_\_

\_\_\_\_\_

First-aid given by:

\_\_\_\_\_

Give details:

\_\_\_\_\_

Hospital treatment required? Yes/No

\_\_\_\_\_

\_\_\_\_\_

Time injured employee was sent to hospital

\_\_\_\_\_ A.M./P.M.

When did the employee cease work?

\_\_\_\_\_

How did the accident occur?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If employee has returned to work, give date of return \_\_\_\_\_

\_\_\_\_\_

Was the accident witnessed? Yes/No

\_\_\_\_\_

Was any action taken to prevent a recurrence of the accident?

Yes/No \_\_\_\_\_

Give details

\_\_\_\_\_  
\_\_\_\_\_

Give details of who witnessed same or why the accident was not witnessed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the accident reportable under law?

\_\_\_\_\_

Has it been recorded in the Social Welfare Injuries Book? \_\_\_\_\_

Signature: \_\_\_\_\_  
(Person in Charge)

What was the employee doing at the time of the accident?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

(Original and copy to be sent to the Safety Officer)

Date received by the Safety Officer:

\_\_\_\_\_

Was this something he/she was permitted to do? Yes/No \_\_\_\_\_

Signature:

\_\_\_\_\_

Safety Officer

Give explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date received by Personnel Department:

\_\_\_\_\_

## Guidelines for the completion of an Accident Form

### The injured party is referred to as EMPLOYEE

When the injured party is **not an employee** this reference as it appears should be substituted by the **relevant role reference** e.g. Client/Parent/Visitor

**Name of injured employee:** State Full Name and Title

**Date of Accident:** Day/Month/Year

**Time of Accident:** State clearly whether morning or evening

**Location:** State

- a) Unit/Centre
- b) Department (as applicable)
- c) Room location within the department (as applicable)
- d) Exact location within room (as applicable)

**Name of Supervisor:** Name and title of the person supervising the activity

**Nature of injury or complaint:** Give **detailed** information regarding the injury or complaint

**Nature of first-aid treatment given:** As applicable

**First aid given by:** State name and title of personnel

**Hospital treatment required? Yes/No:** As applicable



**Time injured employee was sent to hospital: AM / PM**

**How did the accident occur?**

All relevant facts regarding the accident should be recorded.  
These should be expressed in observed behavioural terms.

**Was the accident witnessed? Yes/No:** As applicable

**Give details** of who witnessed same or why the accident was not witnessed.

**State the witness** (or witnesses) full name and title.

**What was the employee doing at the time of the accident?**

**Was this something he/she was permitted to do?**

**Was the employee familiar with the operation?**

**Was the employee trained in the operation?**

**When was the training given?**

**Give date if possible.**

(All the aforementioned questions refer to the injured party.)

**Who was in charge at the time?**

State the name and title of the delegated nominee

**Was the employee given any specific instructions about the operation? Yes/No.**

If so what were they ?

(This question again refers to the injured party).

**What was the condition of the accident area at the time?**

State the **appropriate** environmental factors (**both human and physical**) which surrounded the accident or incident

**This statement should be linked to**

- a) The injured party
- b) The nature of the injury or complaint
- c) How the accident occurred

**Was the employee working alone?** - Yes/No

**Should the employee have had assistance?** Yes/No.- Give details

**When did the employee cease work?**

**If the employee has returned to work** - give details of return

**State the Day/Month/Year**

(The aforementioned questions refer to the injured party)

**Was any action taken to prevent a recurrence of the accident?**

Yes/No. - As appropriate

**Give details**

***State the proposed immediate and future prevention strategies to be implemented***

e.g. Temporary decommission of machinery or equipment

Maintenance referrals

Specialist referrals

Safety Modifications to Place, Plant and equipment or Procedures

People issues to be addressed

**Is the accident reported under law?** Yes

**Signature of person in charge:**

State the name and title of the delegated nominee.

Dated:

**Safety Officer signature and sign off date**

Personnel Dept. sign off date

(When a question does not bear direct relevance to the circumstances of the accident or incident please record Non applicable or N/A as appropriate)

**All Accident Report Books should bear a Log Number**

**All accident books must be submitted to the  
Safety Officer as soon as possible  
following any accident or incident**

CR 53



Please complete this Section and Section D in all cases, and complete Section A, or B, or C, as appropriate

### Incident Form

An incident means an unplanned event, with the potential to lead to an accident

Name of the person(s) directly affected by incident.

\_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Position/Title

\_\_\_\_\_

Date and time of Incident

\_\_\_\_\_

Nature of the incident:  
(Please tick one of the following)

- A** Medication/Medical Administration error
- B** Exposure to Blood/Body Fluids
- C** Other (e.g. Absconding, near misses)

Please complete the following relevant Section A or B or C  
AND IN ALL CASES

Please ensure that Section D is completed in full

CR 53



Section A

Medication/Medical Administration Error

Name of Client who was administered

Medication/Medical Preparation in error: \_\_\_\_\_

Name of the medication/Medical preparation administered in error: \_\_\_\_\_

\_\_\_\_\_

Dose: \_\_\_\_\_ Route administered: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Name of the person who administered medication/Medical preparation in error. \_\_\_\_\_

Was the Medication administered his/her own prescribed medication ?

Yes  No  (please tick  clearly) If no please provide further clarification

Is the person who received this medication/Medical preparation prescribed an other medications/Medical preparations? Yes  No  (please tick  clearly)

If "Yes" please outline this regime:

\_\_\_\_\_

What medication had been administered up to the time of this incident? (Please include all medications given on the day)

\_\_\_\_\_

Please describe any observed adverse reaction(s) if any:

\_\_\_\_\_



CR 53

Section B

Exposure to Blood / Body Fluids

Nature of Incident:

[Empty box for Nature of Incident]

Date and Time of exposure:

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

Has Hepatitis B vaccine course been completed?

Yes

No  (please tick  clearly)

If "YES" - date of last dose:

DATE: \_\_\_\_\_

Current Hepatitis B Status/ Level of Antibodies of person exposed:

\_\_\_\_\_

Source Details:

\_\_\_\_\_

Source Reference:

• Client Number:

\_\_\_\_\_

• Employee Number:

\_\_\_\_\_

• Visitor's Name:

Hepatitis B surface antigen status of source:

Negative

Positive  (please tick  clearly)

CR 53



**Section C**

**Other Incident**

(E.g. Missing persons, ingestion of foreign objects or substances, near miss event or any other incident.)

**Name of Person(s)  
involved in this  
incident**

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**Nature of the incident  
/ near miss**

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**Where did this  
incident occur?**

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**Date and time of  
incident**

---

CR 53



**Section D**

This Section is to be completed in **all cases**

**Please outline the circumstances of the incident:**

[Empty box for incident circumstances]

**Was the incident witnessed?** YES  NO  (please tick clearly)

**If "Yes" please give details:**

\_\_\_\_\_

**Describe the action taken following the incident:**

[Empty box for action taken]

**Name of the Senior person who was contacted re incident:** \_\_\_\_\_

**Date and time of contact** Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Name of the person who made such contact:** \_\_\_\_\_

**What action was taken to prevent recurrence of such an incident:**

[Empty box for recurrence prevention action]

**Signature of Manger/or delegated Person In Charge :** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Guidelines for the completion of Accident / Incident Supplementary Statements

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***The following is meant as a guide to staff when required to complete supplementary statements following an accident or incident.***

1. Date of Statement - This is the Statement of (Name & Title) regarding events which occurred at (Name, Location of Unit/Department/Room) on (Date and Time) which involved Name(s) and Title(s).
2. At (Time and Date) I was present at (Name of Unit/Department/Room). (Describe why you were present e.g. I was called to the scene by S/N or I was on duty as part of my roster.)
3. Outline the circumstance of the accident or incident as observed by you. Please describe these circumstances from the point at which you first entered the scene to the point at which you left the scene.
4. If you were present when the accident or incident occurred:
  - a) Describe the accident/incident from the point at which your attention was alerted to when it was completed.
  - b) List the people present (give full name(s) and title(s))

Describe the actions of each person as observed by you. State if personnel present had no direct involvement.

- c) Describe your personal actions at the scene
- d) Describe the follow up actions, both immediate and long-term which were taken and name of person who undertook such actions.

Signature of Person making Statement \_\_\_\_\_

Date of Statement \_\_\_\_\_

Time of Statement \_\_\_\_\_

## **Emergency Evacuation Procedure for Passenger Lift(s)**

The following emergency evacuation are measures to be implemented in the event of lift failure while occupied by personnel.

1. Remove key from the break glass key box unit located on the outside wall adjacent to the passenger lift door.
2. Insert this key into the door release mechanism which is located over the lift doors
3. Turn the key and open the doors manually to locate the lift door position in the lift shaft
4. If the lift floor is on level with the building floor passengers may then be evacuated in safety.

If the lift floor is in a fixed position at a level which is between floors the following procedure should be followed

1. Locate the lift control room
2. Locate the red emergency release button on the lift control box
3. Press the button to facilitate the lift to descend to floor level gradually. Release the button when lift cab floor has reached the floor level.
4. If the lift floor level has descended below the building floor level it may be re-adjusted to the required level by operating the hydraulic lever in the control room
5. Lift occupants may then exit the lift in safety

## Major Disaster Plan

Emergency evacuation of individual COPE Foundation premises for reasons such as fire, flooding, storm damage etc., will be conducted in accordance with the guidelines set out in relation to evacuation under the Fire Safety section of this document.

In the event however of a major disaster, such as toxic emissions, explosions etc., or some other freak weather conditions, COPE Foundation will be relying on the implementation of the Cork Joint Major Emergency Plan, which pulls together all the resources necessary to deal with major emergencies in the area covered by the plan.

In the first instance, managers or their delegated nominees will be responsible for notifying the Emergency Services of the crisis **by dialling 999 or 112.**



# Fire Safety Policy

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01/05/2014	Majella Smith	Yes		01/05/2015

## COPE Foundation Policy on Fire Safety – General

***It is the Foundation's policy to ensure the safety of employees through the fire prevention control programme, which has been in operation for a number of years.***

The Safety Officer and Facilities Manger engage in regular inspections of premises.

COPE Foundation to engage the services of the external Fire and Safety expert to carry out an inspection of its various premises and processes.

In addition COPE Foundation's insurance company has carried out its own safety inspections and forwarded recommendations for improvements.

Fire evacuation drill is held at a minimum biannually in all buildings. In high fire and life risk areas the drill is conducted twice yearly or more frequently in certain locations. All areas have instructions on the action to be taken in the event of activation of the fire alarm and on the discovery of fire.

Dates of drills etc. are logged in a Fire and General Register located in each unit. The Safety Officer spot-checks adherence to drill and recording requirements as seen fit.

The Safety Officer in conjunction with the Facilities Manager is responsible for the co-ordination of fire prevention activities under the programme.

The Facilities Manager ensures that all the fire safety equipment and systems provided are kept in good condition. The persons in charge of any building / unit / area shall report as soon as possible any damage to these fire safety measures.

The maintenance plan for all fire-related systems and equipment is concerned with the proper upkeep of systems and fire safety measures, the provision of information on fire safety measures, and the institution of good housekeeping arrangements.

### **Legal Requirements**

COPE Foundation is committed to fulfilling its Common Law and Statutory obligations, in particular under the Fire Services Act, 1981 and 2003, the Safety, Health and Welfare at Work Act, 2005,

Building Control Act, 2007, Building Control (Amendments) Regulations 2014  
The General Applications Regulations, 2007,

Fire Safety in Places of Assembly Regulations, 1985, Building Control Regulations, 1997 to 2010, and

Signs Regulations, General Applications Regulations, 2007 (Chapter 1 of Part 7).

## Training

The employee training plan makes provision to ensure that employees receive regular training. The subjects covered in the training sessions include:-

- the nature of fire
- the spread of fire in buildings, including measures in buildings to prevent spread of fire
- the effects of fire on people
- the control of fire, including practical exercises
- the prevention of fire
- fire evacuation including staged evacuation practical exercises
- action to be taken on the discovery of fire
- action to be taken on hearing the fire alarm
- raising the alarm, alarm call points, alarm indicator panels
- the correct method of calling the fire brigade
- establishing priorities in emergency situations
- responsibilities and management of fire safety

The Safety Officer in conjunction with external training specialists shall: -

- a) Organise annual information / training sessions.
- b) Ensure fire notices, zone charts, evacuation plans are displayed in prominent locations.

The Facilities Manager shall: -

- a) Ensure that fire-fighting equipment and fire alarm and detection systems are inspected as per appropriate standards and regulations (see maintenance schedules for details).
- b) Ensure that all electrical installations and equipment are inspected and certified (see maintenance schedules for details). As part of the building and upgrading programme of the Foundation, electrical installations and equipment shall comply with the relevant rules of the Electro-Technical Council of Ireland.

- c) Ensure electrical systems are serviced (see maintenance schedules for details)
- d) Ensure space heating systems are serviced (see maintenance schedules for details).
- e) Unit /Centre Managers should ensure that good housekeeping practices and standards are observed.

Employees are obliged to comply with these practices and standards.

Unit/Centre Managers should ensure that all furniture, furnishings etc. purchased are in compliance with the Furniture and Furnishings (Fire Safety) Amendment Regulations, 2010.

All clothing, curtains, drapes, bedding material, floor covering, mattresses etc. shall be certified to be fire retardant in accordance with the relevant and appropriate Irish or British Standard (B.S.5852): 2006. No item of furniture, fabric etc. shall be introduced into a health care building without the accreditation on the above standard having been obtained.

The person in charge of a unit, hostel, building or his / her deputy or other appointed person should ensure that an attendance list is maintained at all times to ensure effective and responsible control of evacuation of the unit/centre , hostel or building. The list should be taken to the assembly point in the event of the drill being put into action.

The procedure regarding the keeping of evacuation lists is currently under review in all areas.

Fire can kill or maim in many ways, e.g. asphyxiation, irradiation, poisoning or burning. Most accidental fires begin with smouldering and the evolution of smoke and gases. The phenomenon that first threatens is the loss of visibility on escape routes.

In order to assist in the prevention and spread of fire, employees should:-

- a) Know the correct fire extinguisher to deal with particular fire types:
  - Red - Water - Wood, Paper fires
  - Blue - Powder - Electrical, Flammable Liquids
  - Black -CO<sup>2</sup> - All types of fires
  - White -Foam - Flammable Liquids
- b) Become familiar with escape routes, extinguisher, hose reel and alarm bell positions.
- c) Obey "No Smoking" rules.

- d) Store equipment and packages in appointed areas, not in corridors.
- e) Never use unfused multiple point adaptors on socket outlets without the written agreement of the Facilities Manager.
- f) Employees must not affect temporary repairs on worn electrical cables.

## NOTE

In case of fire do not use passenger lift.

In the case of fire all visitors to the units are to be escorted to the nearest exit by an employee.

## Fire Safety – Preventative Measures

- a) Fire fighting equipment is provided and located in prominent positions throughout the buildings.
- b) The equipment is maintained in accordance with statutory regulations.
- c) The Foundation fire detection and alarm systems are serviced by recognised specialist contractors as per statutory requirements.
- d) Smoke/heat detectors are located in work areas and corridors.
- e) All offices / rooms / work areas have adequate means of escape which are kept clear through the observance of good housekeeping rules.
- f) All exit doors and escape routes to these doors and the areas outside these doors are maintained in such a manner to provide a clear and safe passage for those using them in the event of fire.
- g) Fire Evacuation Notices are displayed throughout the Foundation.
- h) Electrical installations and equipment are maintained and inspected (see maintenance schedules for details).
- i) All lighting including general, safety, exit sign and lighting of external ways is maintained and inspected and meets approved standards.
- j) Storage – Files, work tools, flammable liquids, e.g. paint, should be stored in appropriate storage areas. All such items must be properly stored when not in use in order to prevent a fire or access/egress hazard.



## Summary of Employees Obligations in relation to Fire Prevention and Evacuation

Fire is an ever-present danger to clients, employees, and property in schools, day centres, offices, residential units, etc. within COPE Foundation.

There is a statutory obligation on all employees to familiarise themselves with COPE Foundation's policy in relation to fire prevention, and to know what to do should a fire occur:

Employees are obliged:

To be familiar with all fire alert and fire detection systems within the centre

To be familiar with one's role and responsibility at the time of the outbreak of fire

To participate in all training provided by COPE Foundation

To know how to call the Fire Brigade

To know the location of all fire exits within the Centre

To know the designated fire assembly points at each centre

To know the location of all fire fighting equipment and to check it for correct working order


To know how to operate the fire fighting equipment correctly and appropriately

Not to recklessly or needlessly interfere with equipment specifically designated for such purposes

To participate in fire drills periodically as required, including fire evacuation drills

To maintain an appropriate Fire Register within each location

Not to endanger other employees or clients by one's acts or omissions.



Signed:

**Colette Kelleher**  
Chief Executive  
May 2014

## Fire Evacuation Notice

On direct or indirect discovery of a fire, the following procedures must be adhered in the immediate area:

Raise the alarm – either verbally or by using telephone or break glass unit as appropriate

Call the Fire Brigade, by phone or fire-phone as appropriate to each unit

Give the Fire Brigade the exact location of the fire

Evacuate all personnel from the immediate area (do not use lifts)

Lifts are not to be used in the event of fire evacuation

If safe to do so, close all doors and windows, and turn off all services

Report to the designated assembly area and assist as instructed by senior personnel

In the event of a significant fire, do not take undue risks, or allow others to do so

In the event of a small contained fire, it may be possible to extinguish the fire without endangering the life and safety of any personnel

Re-entry to the building must be authorised following a significant incident of fire.



# Fire Evacuation Procedure



1. If you hear the smoke alarm or someone shouting **FIRE**.



2. Stop what you are doing.



3. Listen carefully to instructions from staff.



4. Follow staff member and leave house / building carefully.



5. Do not run! **Walk** to the fire assembly point outside.



6. Do not use the lift.



7. Stay and wait outside with staff and friends.



8. Staff will call the fire brigade.



9. Do not go back inside until staff tell you it is safe to return.

# Fire Evacuation Procedure



1. If you hear the smoke alarm or someone shouting **FIRE**.



2. Stop what you are doing.



3. Listen carefully to instructions from staff.



4. Follow staff member and leave house / building carefully.



5. Do not run! **Walk** to the fire assembly point outside.



6. Do not use the lift.



7. Stay and wait outside with staff and friends.



8. Staff will call the fire brigade.



9. Do not go back inside until staff tell you it is **safe** to return.

## Security Arrangements and Procedures

COPE Foundation provides services at 65 locations throughout the City and County.

There are a wide combination of security arrangements in place depending on the location and the nature of the service as follows:

The premises themselves are generally protected by a burglar alarm system, connected via the telephone system to a Monitoring Station and thence to a Security Company, who have a key holding contract, a mobile patrol contract and a call-out service. These contractors call in the Staff Key holders or the Garda Siochana as required depending on the nature of the security incident.

Where necessary, these arrangements are supplemented as required by utilising a Static Guard service.

In certain premises, access to the premises is restricted by the use of inter-com entrance and door release systems, combination locks, door-viewers, main entrance door monitors etc.

It is policy to always maintain a high standard of external premises lighting to discourage attempts at vandalism or break-ins.

Where necessary security shuttering and grills on windows are the norm, while “macralon” plastic glass is utilised in areas of more regular potential vandalism.

The various alarm systems in use provide a combination of perimeter, internal movement and heat detection sensors.

Within premises, certain sensitive areas are restricted, such as pharmacy, medicine presses, drug trolleys, switch rooms, computer rooms, central filing areas, cold rooms, strong room, chemical storage areas, key-safes, etc.

Externally, electrical and gas substations, oil-storage tanks, boiler houses, maintenance stores, plant rooms, vehicles and certain gateways are locked on a regular basis.

Information and training have been given to employees in relation to dealing with alarm activations and security incidents at each location, as well as emergency maintenance and other contact numbers for all events.

All are made familiar with lockup procedures, security practices in relation to vacant and occupied premises, and the responsibility to preserve and care for the property of the Foundation.

An increasing number of mobile phones are being provided to key employees throughout the service, which helps improve the effectiveness of other security arrangements currently in place.

Closed Circuit Television Systems (CCTV) are installed on selected main entrances with 24 hour recording. In selected residential Centres internal camera and intercom systems are installed on entrance doors to restrict access to unauthorised persons.

## Personal Protective Equipment

COPE Foundation is committed to providing safe systems of work, and this extends to the provision and use of personal protective equipment and clothing.

Where practicable, risks shall be managed by altering work arrangements and installing fixed and permanent controls, which protect everyone in their respective work areas.

Where permanent fixed controls and changes in work arrangements cannot wholly eliminate hazards, or where such measures may be impractical because of the short duration of work or for some other reason, personal protective equipment may be required.

Where personal protective equipment is required, it shall be selected by the Manager for suitability and user acceptability, following consultation with employees. Personal protective equipment shall be supplied to the relevant employees based on the general risk assessment for the work and / or work area concerned at the organisation's expense.

Where personal protective equipment is not disposable, but designed for re-use, it shall be subject to periodic inspection to confirm its continued suitability, and where appropriate subject to routine maintenance.

All employees shall receive the relevant information, training and instruction in relation to the correct use of personal protective equipment and Managers are expected to ensure correct use of personal protective equipment on an ongoing basis.

Employees issued with personal protective equipment are reminded that they have a statutory obligation to use it **as instructed**, to maintain it in a state of good repair, and to report defects or other problems promptly.

Damaged personal protective equipment will be replaced by the organisation on a "condemned system" basis, where the damaged article is first produced for inspection.

Records shall be kept, as deemed appropriate, in each area in relation to inspection, maintenance and use of personal protective equipment.

The following personal protective equipment is routinely available to employees.

## **Domestic**

Gloves to protect employees against the risks of skin irritation from chemicals in use.  
Aprons to protect employees against infection from contaminated domestic waste.

## **Catering**

Gloves to protect employees against the risks of skin irritation from chemicals in use.  
Aprons to protect employees against infection from contaminated domestic waste.

Heat-resistant gloves and aprons to protect employees against burns and scalds associated with the handling of hot dishes.

Safety footwear to protect employees against slips, trips and falls, plus the risk of foot injury from heavy objects and utensils.

## **Clinical**

Disposable masks, gloves, and aprons to protect employees against contracting infectious diseases when dealing with clients, for handling contaminated clinical waste, and to prevent the spread of infection.

## **Industrial**

Safety footwear to protect employees against slips, trips and falls, plus the risk of foot injury from heavy objects and equipment.

Safety glasses or goggles, as appropriate, to prevent eye injury caused by dust and particles generated during mechanical abrasive operations.

Provision of visors for use in arc-welding to reduce risk of eye injury caused by spark generation.

Ear-muffs and ear-plugs to prevent ear damage caused by industrial noise.

Heavy duty industrial gloves to protect employees against abrasive injuries caused when handling heavy industrial equipment.

Approved safety gloves for use in handling chemical agents.

Masks to reduce the risk of inhalation of fumes, dust and particles.

Overalls as part of routine industrial safety dress.



## Horticulture

Safety footwear to provide foot protection when working with lawnmowers and garden equipment.

Safety glasses or goggles, as appropriate, to prevent eye injury caused during hedge cutting activities, as well as chemical spraying activities.

Ear-muffs and ear-plugs to prevent ear damage caused by heavy duty garden machinery.

Heavy-duty industrial gloves to protect employees against injuries caused when handling heavy garden equipment, and during hedge cutting operations.

Approved safety gloves for use in handling chemical agents.

Masks to reduce the risk of inhalation of fumes, dust and particles.

Overalls as part of routine horticultural safety dress.



## Facilities Management Policy

DOCUMENT CONTROL				
	<b>Developed by:</b>			<b>Date</b>
Origination:	COPE Foundation Staff members			
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01/05/2014	Killian Kelly	Yes		01/11/2014

## Facilities Management

While the Head of Quality, Systems and Shared Services has overall responsibility for facilities at Cope Foundation, the supervision of preventive and day-to-day maintenance is the responsibility of the Facilities Manager

The actual maintenance itself is carried out by independent contractors, covering all the specialised areas of need within the services.

### ***Hours of Operation***

The department operates from 9.00 to 17.15 hours for all normal working days. Off hours, Bank Holidays and week-ends are handled by service contractors on 24-hour call-in basis.

In the event of emergency the Contractors can be contacted by mobile 'phone – refer to emergency contacts list in the front of this statement.

Any employees who become aware of a defect in or damage to equipment, plant, premises, etc. are obliged to report same to their Supervisor/Department Head as soon as possible and thence to the Facilities Management Department for follow-up.

### **Maintenance functions include:**

- (a) Maintenance of all the Foundation's physical assets including the following:-

- Buildings
- Plant and Equipment
- Furniture and fittings
- Fire protection systems
- Security systems
- Fences, roads, footpaths

- (b) The Department is responsible for the maintenance of the following engineering services within the physical assets above:-

- Electrical services
- Water services
- Sewerage
- Heating
- Ventilation
- Air conditioning
- Waste disposal

- (c) The Department is responsible for the control of and, where appropriate, execution of all minor capital works and alterations.

- (d) The Department co-ordinates the provision of support in the form of instruction, information and advice to all user departments of the Foundation either directly, or indirectly through the contractors.

## **Operation of the Facilities Management Department**

### **Maintenance Planning**

A system of planned preventive maintenance is in operation. In addition a significant level of planned overhaul of plant, equipment and building fabric is carried out.

### **Breakdowns/Emergencies**

Breakdowns of services, plant, equipment and other repair requirements are reported to Maintenance department by E-mail, or by telephone if urgent to enable work to be carried out in the shortest possible time. Maintenance calls are recorded manually within the department and prioritised.

### **Contract Maintenance**

Maintenance of equipment for which service contracts exist are carried out as part of the above system. Contractors are responsible to the Facilities Manager.

### **Minor Capital Works and Alterations to Existing Premises**

Requests for minor upgrades or extensions to premises, or other items involving significant expenditure, are submitted annually in advance of the budget year by Department Heads as part of the budget planning process which is undertaken each year for each Department.

If and when approved, the Facilities Manager is involved in overseeing their implementation in the normal manner on behalf of COPE Foundation, within the standards and cost limits agreed and in relation to agreed starting/finishing dates, and consequential co-ordination matters.

### **New Developments**

COPE Foundation operates a rolling 5-Year Capital Development Programme designed to ensure that suitable premises and associated facilities are available as required to meet the changing needs of its existing client population and the unmet needs of emerging cases.

At design stage, in compliance with the Safety Health and Welfare at Work (Construction) Regulations 2013, every opportunity is taken to build in all necessary and desirable safety measures, affecting matters such as access/egress, fire protection, alarm systems, building fabric, electrical standards, welfare requirements etc.

### **Records and Drawings**

All plans, specifications, safety files and "as built" drawings are filed and kept up-to-date by the Facilities Manager.

### **Energy Management**

The Quality, Systems and Shared Services Division is responsible for operating an energy monitoring and management system for maximising the efficient use of energy in conjunction with user departments.

## **Waste Management Programme**

Certain controls are in places to curtail wastage in relation to maintenance matters, and further work needs to be done in this area.

## **Laundry Equipment – Maintenance Programme**

COPE Foundation operates small laundries at Hollyhill, Ashville and Glasheen and semi-industrial and domestic-size laundry facilities elsewhere.

All the equipment involved is surveyed regularly and serviced as required.

## **Maintenance Programme**

### **1. Passenger Lifts**

Regular maintenance and servicing of the passenger lifts is provided by competent contractors, in accordance with BS5655.

At the completion of each scheduled visit the Contractor forwards to the Foundation Maintenance Department a detailed report and test certificate.

### **2. Hoists**

COPE Foundation has installed hoists throughout most of its services dealing with non-ambulant and high dependency clients, including the Therapy Pool operations.

Regular maintenance and servicing of the hoists etc. is provided by reputable contractors. Breakdown repairs are carried out as required.

An annual test certificate is sent by the maintenance contractor to be held at the Offices of the Heads of Homes and Community No.s 1 and 2.

### **3. Gas and Oil fired Central Heating Systems**

Regular maintenance servicing of the boilers carried out by reputable contractors at least twice a year, and immediately if problems occur.

A statutory inspection of all boiler houses and pressurised systems is carried out annually as part of COPE Foundation's insurance arrangements.

All boiler houses are protected by sniffer devices or fusible links, whichever is relevant.

All ancillary hot water systems running off the central heating systems are checked and calibrated to maintain temperatures within required low temperature ranges for daily use.

Where problems exist, the contractor puts forward recommendations to the Foundation's Facilities Management Department for approval.

### **4. Cooking Equipment**

Regular maintenance, servicing and testing of the system components is provided by reputable contractors.

## 5. Fire Alarm Detection Systems

The fire alarm detection systems in use comprise all or some of a number of multi-zone fire panels, a control monitoring panel, smoke detectors, heat detectors, break-glass units and bells.

These systems are maintained in accordance with IS.3218.

At the end of each visit the contractor forwards a detailed report and test certificate to the offices of The Facilities Manager

The report outlines any possible problems that may need attention, recommendations on upgrading and the condition of the complete system. The report is provided within five working days of each visit.

Details on the maintenance schedules are located at the office of Facilities Manager.

## 6. Fire Fighting Equipment

The fire fighting equipment consists of portable and fixed appliances of CO<sub>2</sub>, foam, dry powder, hose reels, hydrants etc. The equipment is located throughout COPE Foundation centres. The portable equipment is serviced, maintained and tested in accordance with BS.5306 Part 3 and IS.291 as appropriate. Fixed hose reels are tested in accordance with BS.5306 Part 1.

The Contractor submits an inspection report to the offices of the Facilities Manager concerning all fire fighting extinguishers and ensures previous faults and failures are attended to and replacements recorded. All entries are signed by the contractor.

The Contractor carries out full tests of all fire extinguishing equipment throughout the site every six months.

The City Fire Service carries out regular inspections of all fire hydrants and water pressure.

The Painting Contractor regularly maintains the paint markings and signs and ensures they remain in a clean condition and free of obstacles.

Details of the maintenance schedules are located in the Maintenance Department.

## 7. Emergency Lighting Systems

These systems comprise of self-contained luminaries within central battery units. Regular maintenance of these systems is provided by competent contractors. The systems are maintained in accordance with BS.5266 Part 1.

At the end of each visit the contractor forwards a detailed report and test certificate to the Foundation's Facilities Management Department.

The report outlines any possible problems that may need attention, recommendations on upgrading and the condition of the complete system. The report is provided within five working days of each visit.

Details of the maintenance schedules are located in the Maintenance Department.

#### **8. Security Systems**

Reputable contractors monitor and maintain the security alarm systems in accordance with relevant standards.

Details of the maintenance schedules are located in the Facilities Management Department.

#### **9. Electrical Services**

Regular maintenance of the electrical services installations throughout COPE Foundation is provided on an ongoing basis by competent contractors.

The contractor provides trained electricians on site on a constant weekday basis, with weeknight and weekends covered by an emergency call out service.

Apart from planned maintenance, the contractor takes his instructions from the Facilities Manager in response to breakdown requisitions received each day from the managers of the various units.

The Facilities Manager is responsible for assessing and prioritising incoming requisitions and for assigning resources to meet the needs prevailing.

#### **10. Cold-Rooms and Freezers**

Regular maintenance and servicing of the freezers and cold rooms is provided by competent contractors.

#### **11. Oil Storage Tanks, Pipework, Alarms, Gauges and Components**

Regular maintenance and servicing of the oil storage tanks, pipework, gauges and components is provided by competent contractors.

#### **12. Water Storage Tanks, Associated Pipework, Panels, Motorised Valves, Sensors and Alarms**

Regular maintenance and servicing of water storage tanks and associated pipework, ball valves, pumps, controls, control panels, motorised valves, sensors and alarms is provided by competent contractors.

#### **13. Plumbing, Sewerage and Drainage Networks**

Day-to-day maintenance of the various systems is carried out by plumbing contractors on an ongoing weekday basis, with provision for emergency cover at night and at weekends.

#### **14. Road Surfaces**

Day-to-day maintenance of road surfaces is carried out by the building contractor, who engages the services of specialised sub-contractors for any major works required to the internal roads network.

**15. Telephone Systems**

Regular maintenance and servicing of the main and subsidiary telephone systems, and all ancillary systems, is provided by competent contractors.

Maintenance of the equipment is strictly in accordance with the manufacturer's recommendations.

**16. Kitchen Equipment**

Regular maintenance of the kitchen equipment is provided by reputable contractors. Call-out services are available for any emergencies.

**17. Cooker-Hood Cleaning**

Competent contractors are contracted to clean cooker hoods on a monthly basis. Cleaning includes both sides of hood, removal of grease, etc. Filters are to be removed, cleaned and replaced.

**18. Pest Control**

A reputable contractor carries out a pest control service as deemed necessary by the Facilities Manager.

**19. Forklifts**

Mandatory inspections are carried out annually on all forklifts in use. Regular inspection is carried out by operators, all of whom receive mandatory training.

**20. Purchasing**

It is COPE Foundation policy to take into account the general principles of prevention as outlined in the Safety Health and Welfare at Work General Regulations 2007 in relation to safe purchasing of equipment, materials, furniture, consumables, any of which has a potential for danger in the workplace.



## Transport Policy

***The Transport Department plays a vital role in COPE Foundation's services.***

While the Head of Quality, Systems and Shared Services has overall responsibility for Transport at Cope Foundation, the supervision of preventive and day-to-day maintenance is the responsibility of the Transport Coordinator

It provides transport facilities for people with varying levels of intellectual and physical disability in both residential and community services.

On a functional basis, the Department carries out deliveries of meals from the central kitchens, general provisions from the central stores, and laundry to and from the residential and day units. Special hygiene arrangements are in place in relation to laundry and food delivery services.

The service to clients consists of regular fixed schedules involving collection and delivery of clients from their homes and hostels and day service throughout COPE Foundation and vice versa in the evenings.

In addition, resources are available to deal with client needs within the larger residential units, and for emergencies, unforeseen events and breakdowns.

Social and recreational transport services are provided on a rota basis to social clubs, swimming and therapy pools.

COPE Foundation directly operates over 44 vehicles and that service is augmented by the Bus Eireann-operated school transport service, private bus contractors and by the use of taxi services where needed.

Mr. Noel Tyrrell, is responsible for the implementation of transport arrangements, with the exception of industrial and horticultural vehicles which are managed otherwise.

Ms. Mary Fleming is responsible for making transport arrangements for school-going children.

Where minibuses/vans are assigned to a specific area, the local person in charge is responsible for their use.

Detailed route and timetable records are maintained centrally for all scheduled r  
Special attention is given at the outset to purchasing the most suitable type and model of vehicle and to adapting them to meet the special needs of the client population.

It is normal policy to keep the transport fleet as up-to-date as resources allow, and to rotate the vehicles to best use within the services following annual review of needs within the service.

Apart from that, the ongoing operational policy is to maintain the vehicles to an appropriate mechanical safety and hygiene standard.

Employees are asked to report to Mr. Noel Tyrrell, Transport Dept any suspected defect immediately, or if an accident occurs. .

***All vehicle related accident, incidents or near miss events must be recorded by the driver in accordance with Cope Foundation's Policy and Guidelines on reporting Accidents, Incidents and Near Miss Events***

### **Transport – Practice and Procedure**

Vehicles must be kept in good repair and services in accordance with manufacturer's manual.

The steering, footbrake and handbrake must be monitored by drivers regularly and kept in perfect working order.

All vehicles must carry a warning triangle and warning lights.

All lights and warning lights must be checked regularly.

Drivers must possess an appropriate driving licence.

Drivers must be authorised by the Foundation to drive company vehicles.

Vehicles must always be driven safely, and in compliance with the Road Traffic Act.

Drivers are expected to adhere to the National Road Safety Authority recommendations in relation to rest periods, speed limits, and weather conditions.

Under no circumstances may a driver partake of alcohol prior to or while driving a company vehicle.

Vehicles must have all loads secure and stable at all times.

Passengers must always be seated in a safe and secure manner

Passengers must never be carried by a vehicle unsuitable for carrying passengers.

No unauthorised persons should travel in any vehicle at any time.

There is a "No Smoking" policy in operation in all transport vehicles.

All vehicles must have a fire extinguisher installed.

A First Aid kit must be installed in each van.

Drivers must comply with systems in place to promote safe circulation of vehicles on site. There is a speed limit of 10 m.p.h. in operation throughout the grounds of COPE Foundation. Ramps are in place to encourage compliance with this requirement.

All vehicles must be parked for safety and security reasons in the designated areas provided.

No vehicle may be used at weekends without the authorisation of Management.

In case of emergency Transport Officer and drivers are available on mobile phones.

Mobile phones may not be used by drivers while the vehicles are in motion.

### **Accidents**

An accident procedure is in place which must be followed. Relevant employees receive training in this procedure.

#### ***Accident Procedure***

1. Raise the alarm.  
Dial 999 or 112 for Ambulance  
Give clear details of location.
2. If deemed necessary, remove all occupants from the bus and proximity of accident to a safe place as soon as possible.  
Be aware of danger of fire.
3. Depending on the degree of severity of the accident / incident inform Mr. Noel Tyrrell immediately. The responsibility for the care of clients in the event of an accident rests equally on every member of the employees in the bus, regardless of rank. Employees must ensure that medical help is sought for the injured, and that the welfare of the remaining clients is secured.
4. A copy of this procedure is to be posted up in each vehicle.

A first aid box is to be carried in vehicles.

### **Car Parking Policy**

Parking of employee vehicles and those belonging to members of the public is only permitted in designated areas, and then at owners risk. Access/egress routes are not to be impeded.

Company vehicles are to be parked properly in the designated areas provided for same.

### **Travel**

Where employees are required to travel by means other than COPE Foundation's vehicles, employees use public transport, taxi service or own transport as deemed appropriate and authorised.

The three main contributors to road traffic accidents are:-

- (i) driver error
- (ii) poor road conditions
- (iii) vehicle defects

Where employees are authorised to use Cope Foundation transport or their own transport they are recommended to: -

1. Plan journey in advance and allow sufficient time to minimise stress and fatigue.
2. Check weather conditions before departing on journey
3. Take regular meals when travelling long distances.
4. Stop driving when tired and rest.
5. Ensure vehicle is in a roadworthy condition.
6. Comply with the rules of the road.
7. Ensure that tax and insurance discs are displayed in accordance with Road Traffic Acts.

## TRANSPORT DEPARTMENT

### NOTICE

## TO: ALL PERSONS DRIVING COPE Foundation – Vans.

All staff, driving COPE Foundation's vans, must comply with the following.

Before authorisation to drive the van is granted to a staff member (*i.e. those not working in the transport department*), the following must be complied with:

The form, requesting authorisation must be completed by the staff member seeking authorisation and countersigned by the relevant line manager.

To be considered for authorisation staff must be:

- Over 23 years of age
- Hold a full clean D1 driving licence.

Have at least two years experience working with persons with an Intellectual disability.

#### **Safety Rules:**

- The van must be secured and locked when not in use.
- It is the **responsibility of the driver** to ensure that clients are not left unattended in the van.
- Keys **must not** be left in the van at any time when the driver is out of the driving seat.
- Over loading is a very serious matter and must be avoided, even if it means cutting down on the numbers going swimming or on other outings. In the interest of everybody's safety due discretion should be used when deciding on the number of people to travel in the van. It may be necessary to significantly reduce numbers based on individual client's dependency needs.
- **No client is to sit up front with the driver.**
- **Everyone** in the van must use safety belts; it is the **driver's responsibility** to ensure that safety belts are engaged before the journey commences.

- **All wheelchairs must be clamped.**
- Ramps to be used for loading and unloading wheelchairs. **Under no circumstances are wheelchairs to be lifted in or out of Vehicle.**
- **Always** have a member of staff sitting on the seats near the exits.
- The sliding side doors on Renault Masters (van) are to remain closed and only used in case of emergency. The aisle ways must be free from obstruction at all times,
- Correct strapping must be used to support person in wheelchair.
- Return keys to transport office and sign book.

### General Rules:

The vehicle logbook must be completed for every journey. The following details **must** be recorded.

- Name of Driver.
- Date:
- Time Taken:
- Passenger List:
- Starting Mileage:
- Time Returned:
- Finishing Mileage:

Drivers must carry their driving licence at all times when driving.  
No trip can extend further than 30 miles from base location, without prior approval from Senior Management.

CNM2 / CNM1 or relevant line manager must be informed where the outing is going to and the route being taken.

All vans must be kept tidy, please discard any rubbish in a proper manner after use.

Ensure that there is sufficient petrol / diesel for the next driver.

Return the keys and the logbook to the appropriate location.

Please ensure that all rules are observed and it will make life more pleasant for everyone. Failure to observe these rules may result in authorisation to drive the vans being withdrawn from staff.

**Numbers allowed in: Renault Master - 14 people and 1 driver.**

**Renault Traffic – 7 people and 1 driver.**

Noel Tyrrell  
Transport Dept.

Issued: January 1996		
Revisions:	#2 = 06 June 00. #3 = Dec 2002. # 4 = 09/04/2003. # 5 = 22/10/2004. # 6 – 13/09/2005 # 7 – 14/04/2014	



## Policy and Guidelines on Manual Handling

<b>DOCUMENT CONTROL</b>				
	<b>Developed by:</b>		<b>Date</b>	
Origination:	COPE Foundation Staff members			
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23/03/14	Majella Smith			01/08/14



## Manual Handling

The Manual Handling Regulations (Chapter 4 of Part 2 (Section 68) of the Safety, Health and Welfare at Work – General Application Regulations, 2007) defines manual handling of loads as:

“Any transporting or supporting of a load by one or more employees, and include lifting, putting down, pushing, pulling, carrying, or moving a load which, by reason of its characteristics or of unfavourable ergonomic conditions, involves risk, particularly of back injury, to employees”.

The following are some selective important extracts from Chapter 4, Part 2 of the Safety, Health and Welfare at Work – General Application Regulations, 2007) arising from implementation of the EC Directives on Manual Handling:-

### Duties of Employer:

#### 69 An employer shall –

- a) take appropriate organisational measures, or use appropriate means, in particular mechanical equipment, to avoid the need for manual handling of loads by the employer’s employees
- b) where the need for manual handling of loads by the employer’s employees cannot be avoided, take appropriate organisational measures, use appropriate means or provide the employer’s employees with such means in order to reduce the risk involved in the manual handling of such loads, having regard to the risk factors specified in schedule 3.
- c) whenever the need for manual handling of loads by the employer’s employees cannot be avoided, organise workstations in such a way to make such handling as safe and healthy as possible
  - i) taking account of the risk factors for the manual handling of loads specified in Schedule 3, assess the health and safety conditions of the type of work involved and take appropriate measures to avoid or reduce the risk, particularly of back injury, to the employer’s employees,
  - ii) ensure that particularly sensitive risk groups of employees are protected against any dangers which specifically affect them in relation to the manual handling of loads and the individual risk factors, having regard to the risk factors set out in Schedule 3,
  - iii) ensure that where tasks are entrusted to an employee, his or her capabilities in relation to safety and health are taken into account, including, in relation to the manual handling of loads by employees, the individual risk factors set out in Schedule 3, and
  - iv) when carrying out health surveillance in relation to the manual handling of loads by employees, take account of the appropriate risk factors set out in Schedule 3, and

- d) without prejudice to section 9 of the Act, ensure that those of the employer's employees who are involved in manual handling of loads receive general indications and, where possible, precise information on –
  - i) the weight of each load, and
  - ii) the centre of gravity of the heaviest side when a package is eccentrically loaded.

It is the policy of COPE Foundation to ensure the safety and health of employees through the provision of mechanical aids where employees are required to handle clients or heavy loads.

To this end, COPE Foundation provides hoists or other mechanical aids and sliding devices as required to eliminate the need for manual handling and employees receive training in their use. Where the need for manual handling cannot be avoided, the work station is so organised as to keep this requirement to a minimum.

Ten employees have completed a Manual Handling Instructors Course and are validated by the University Safety Associates to conduct training in manual handling.

In addition, COPE Foundation employs the services of nationally accredited training agencies to conduct on-site manual handling training programmes.

On-going refresher training in manual handling is extended to all employees required to carry out manual handling operations on a regular basis. The programme content is conducted in accordance with the HSA recommendations.

## Client Handling

Forethought and preparation are essential before moving a client. The handling space, furniture, handling aids and hoists, posture, use of body weight and teamwork must first be considered.

It is important that employees who are involved in manual handling activities on a regular basis understand the need to maintain optimum personal fitness.

Clothing worn must not inhibit good working posture.  
Suitable footwear must be worn i.e. flat with non-wedged non-slip sole surface.

**It is the responsibility of each employee to utilise the handling aids and hoists provided at all times when handling clients.**

Supporting, pushing and pulling movements should be minimised by using appropriate rolling techniques and sliding devices.

### Assess the working area.

Check for obstructions, space, spillage, uneven surfaces etc.

### Assess the individual client.

Consider the medical and other factors which may affect the handling procedure.

Consult the handling assessment in the client individual care plan.  
Always explain what you are doing to the client and encourage his/her co-operation.

***In exceptional circumstances when it is not feasible to use a hoist due to extraordinary individual client requirements it may be necessary to use a manual lift.***

***A minimum of two employees are required to carry out a manual lift.***

*Following assessment of*

1. THE TASK
2. THE AREA
3. THE CLIENT
  - Position feet – broad base – feet roughly hip distance apart.
  - Bend the knees.
  - Keep the back straight though not necessarily vertical.

- Make sure the hand grip is secure on the Phili-Slide.
- The client is held as close as possible to the handlers.
- Decide which handler will give the verbal command, i.e. – Prepare to lift / slide/roll – and proceed.
- Rhythm and timing between handlers is essential.

**Special points to remember**

1. If a client should fall, do not attempt to lift him/her alone. Make him/her comfortable on the floor until help arrives.
2. Client handling activities should be rotated fairly.
3. If an employee sustains an injury during a handling activity it must be reported immediately to the senior employee member on duty. All necessary accident forms must be completed. Seek medical assistance as required.

## Principles of Safe Lifting

1. Think before you lift (TILE)
  - T**ask
  - I**ndividual
  - L**oad
  - E**nvironment
2. Don't lift or handle more than you can easily manage
3. Adopt a stable position
4. Ensure a good hold on the load
5. At the start of the lift, moderate flexion (slight bending) of the back, hips and knees is preferable to fully flexing the back (stooping) or the hips and knees (squatting)
6. Keep the load close to your waist
7. Don't flex the spine any further as you lift
8. Avoid twisting the trunk or leaning sideways, especially while the back is bent.
9. Keep your head up when handling
10. Move smoothly
11. Put down, then adjust

## RISK IDENTIFICATION/ASSESSMENT CHECKLIST FOR THE HANDLING OF PEOPLE

Work Location

Date:

Task Description

Assessed By:

Employees' Representative(s)

Tick the appropriate response. A Yes answer means that control measures should be considered

1. Characteristics of people as loads		Comments	
a.	Does the person require special handling		
b.	<i>Is the person:</i>		
(i)	Unable to assist?		
(ii)	Unable to weight bear?		
(iii)	uncooperative		
(iv)	likely to shift or move about, or go rigid		
(v)	slippery or wet		
(vi)	difficult to grip		
(vii)	awkward to handle		
(viii)	unstable or unbalanced		
c.	Does the person block the view of the employee during handling?		
d.	Does one employee handle large and/or heavy persons without assistance from equipment or a second person?		

e.	Is any equipment attached to the person being moved?		
<b>2. Workplace layout</b>		<b>Comments</b>	
a.	Does the layout prevent the employee adopting an upright and forward facing posture?		
b.	Is the task obscured in any way from the employee?		
c.	Is the employee unable to perform handling tasks between his/her knuckle and shoulder height?		
d.	Is there limited space for movements in the task?		
e.	Is there insufficient space for the employee's leg and feet movements?		
f.	Is the task performed without mechanical aids?		
g.	Are working heights inappropriate to the employee's size and the task performed?		
h.	Is the workplace outdoors or difficult to control?		
<b>3. Actions and movements</b>		<b>Comments</b>	
a.	Does the employee experience undue discomfort from actions during the task?		
b.	Are the employee's movements sudden or uncontrolled?		
c.	Are there repetitive over-reaching movements?		

d.	Does the employee need to move his/her joints to the extremes of their range?		
e.	Are these joint movements prolonged or repetitive?		
f.	Is the load unevenly shared between both hands?		
g.	Is the person lifted by one hand only?		
h.	Is the person pushed or pulled across the front of the employee's body?		
i.	Does the employee need to bend over to one side to lift or to exert a force?		
j.	While holding an unsupported position, is another action performed by the employee?		
4.	<b>Postures and Positions</b>		<b>Comments</b>
a.	Is the employee's posture uncomfortable during the task?		
b.	Is one posture required to be maintained for long periods without variation of activity or rest?		
c.	<b>Is the task performed in a position which makes it difficult to reach, grasp or handle?</b>		
d.	Does the task require frequent, prolonged or repetitive:		
(i)	Above shoulder reach?		
(ii)	Forward bending?		



(iii)	Sideway bending?		
(iv)	twisting of the back		
			<b>Comments</b>
<b>5.</b>	<b>Task duration and frequency</b>		
a.	Does the task require frequent or prolonged:		
(i)	Pushing?		
(ii)	Pulling?		
(iii)	Carrying and holding?		
(iv)	Restraining?		
b.	<b>Can the task become monotonous and reduce alertness?</b>		
c.	Does the task require prolonged periods of effort resulting in fatigue?		
d.	Does the task involve sustained or repetitive use of smaller muscles as in the hand?		
<b>6.</b>			<b>Comments</b>
	<i>Locations and distances</i>		
a.	<b>Is the person to be carried up or down stairs?</b>		
b.	<b>Is the person LOCATED?</b>		
(i)	<b>above the employee's shoulder?</b>		

<b>(ii)</b>	<b><i>below mid-thigh height?</i></b>		
<b>(iii)</b>	<b><i>in a position which requires extended reach</i></b>		
<b>c.</b>	<b><i>Is access to the person restricted?</i></b>		
<b>7.</b>	Weights and Forces		<b>Comments</b>
<b>a.</b>	<b><i>Is the person lifted, lowered, carried, held or moved at a distance from the employee's body?</i></b>		
<b>b.</b>	Is a large amount of force required to:		
<b>(i)</b>	push?		
<b>(ii)</b>	pull?		
<b>(iii)</b>	lift?		
<b>(iv)</b>	lower?		
<b>(v)</b>	carry?		
<b>(vi)</b>	hold?		
<b>(vii)</b>	restrain?		

(viii)			
	cope with sudden movements?		
c.			
	<b>When sliding, pulling or pushing, is the person difficult to move?</b>		
d.			
	<b>Is the employee required to exert a large force while seated?</b>		
e.			
	<b>Is the employee required to push/pull while seated without having good seating and stable foot support?</b>		
8.			
	<i>Work organisation</i>		
a.			
	<b>Is the work flow affected by congestion or sudden changes or delays?</b>		
b.			
	<b>Is the work affected by insufficient employee numbers to complete tasks within a deadline, or at peak workloads?</b>		
c.			
	<b>Are assistive devices unavailable or not used?</b>		
d.			
	<b>Are policies and procedures on the use of assistive devices inadequate?</b>		
e.			
	<b>Should procedures for specific</b>		

	<b><i>lifting situations be identified?</i></b>		
f.	<b><i>Should team lifting be a requirement for this job?</i></b>		
g.	<b><i>Is there ineffective maintenance of mechanical handling aids and equipment?</i></b>		
h.	<b><i>Are people handling tasks performed without planned recovery time?</i></b>		
i.	<b><i>Are there inadequate procedures for reporting and fixing unsafe equipment or environmental conditions?</i></b>		
j.	<b>For mechanical handling aids and equipment, are there deficiencies in:</b>		
(i)	<b><i>selection processes?</i></b>		
(ii)	<b><i>purchasing specifications?</i></b>		
(iii)	<b><i>record keeping related to health and safety?</i></b>		
(iv)	<b><i>instruction in safe use?</i></b>		

9.	<b>Work environment</b>		
a.	<b>Does noise interfere with communication?</b>		
b.	<b>Is inadequate footwear worn for the task?</b>		
c.	<b>Does rain or water affect the task?</b>		
d.	<b>Are the floors/surfaces underfoot uneven or slippery?</b>		
e.	<b>Are there different floor levels?</b>		
f.	<b>Is the workplace untidy?</b>		
g.	<b>Are there extremes of heat, cold, wind or humidity</b>		
h.	<b>Are there high levels of fumes, dusts, gases, vapours?</b>		
i.	<b>Is there excessive vibration?</b>		
j.	<b>Is lighting inadequate for the task?</b>		

k.	<i>Is the task performed in a confined area?</i>		
l.	<i>For seated work:</i>		
(i)	<i>is the seating uncomfortable?</i>		
(ii)	<i>does the height of the chair contribute to discomfort?</i>	N/A	
(iii)	<i>does lumbar support need to be improved?</i>	N/A	
(iv)	<i>does leg room need to be improved</i>		
m.	<i>For prolonged standing work, does a footrest need to be provided</i>		
10.	<i>Skills and experience</i>		<b>Comments</b>
a.	<i>is there a need for more training in recognising risks and knowing how to deal with them?</i>		
b.	<i>Is there a need for improved Induction training ?</i>		

<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c.	<b>Is the employee inexperienced in heavy handling tasks if required for the job</b>	Yes	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11.	<i>Personal characteristics</i>	<input type="text"/>	<b>Comments</b>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
a.	<b>Are the demands of the job matched to the physical characteristics of the employee?</b>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
b.	<b>Is a young worker handling or lifting people?</b>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c.	<b>Are at-risk groups (for example, smaller or older workers) performing people handling tasks?</b>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d.	<b>Are employees who perform people handling tasks physically unfit for the tasks?</b>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e.	<b>Is an employee with a previous back injury handling or lifting people?</b>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12.	<i>Clothing</i>	<input type="text"/>	<input type="text"/>
a.	<b>Does clothing design hinder the use of appropriate and safe techniques for people handling tasks?</b>	<input type="text"/>	<input type="text"/>

b.	<i>Is the employee's footwear poorly designed for people handling tasks?</i>		
c.	<i>Is the employee's jewellery or hair likely to be caught or pulled by a person being handled?</i>		
d.	<i>Will the requirement to wear gloves or personal protective equipment significantly increase the risk of injury due to reduced grip stability, dexterity or strength of grip?</i>		
13	<i>Special needs</i>		<b>Comments</b>
a.	<i>Does the employee have temporary special needs, for example, pregnancy, returning from illness or extended leave?</i>		
b.	<i>Does the employee have any permanent special needs not addressed elsewhere?</i>		

**ACCIDENT REPORTING**

(\*) Is there a system for reporting and monitoring accidents, near-misses, injuries and ill health? -

(\*) Are incidents investigated and is action taken to prevent them happening again?



## Risk Assessment on Client Handling

Client Name:		Date of Assessment:		ACTION TAKEN:	Review Date & Sign
D.O.B:		Carried out By: Signature(s):		Moving & handling plan written	
Client:	Build: Weight:			Manager informed	

Unit/Centre:

LOAD	TASKS	INDIVIDUAL <i>This criteria refers to you and your team</i>	ENVIRONMENT <i>Where you undertake the tasks</i>
<p><b>A</b> – Patient/client totally independent for all activities of daily living.  <b>B</b> – Patient/client needs minimal assistance. Requires supervision and verbal prompting.  <b>C</b> - Patient/client able to assist a little and co-operates with staff when being moved.  <b>D</b> - Patient/client unable to assist in any way or is unconscious.  <b>E</b> - Patient/client is prone to be uncooperative, may present challenging behaviour.  <b>F</b> - Patient/client unable to comprehend verbal instruction.</p> <p><b>If B, C or D, applies there must be reference to moving and handling in the care plan or if indicated a specific moving and handling plan must be completed.</b></p> <p>If the patient/clients weight is equal to or greater than 125kg (20 st) then refer to the Guidance On The Handling Of Heavy Patients/Clients.</p>	<p><b>Circle the tasks where the client will need help:</b></p> <p>Move in bed            Get into and out of bed            Wash, bathe or shower            Get on or off the toilet or commode            Move from chair to chair or bed to chair            Stand and walk            Get up from the floor            Transport</p> <p>Special areas to be aware of when handling such as tissue viability, spasm.  <b>Give details:</b></p> <p><i>The moving and handling plan must cover the range of tasks indicated above.</i></p>	<p>Do you have the correct equipment available to make the task easier? (<i>delete as appropriate</i>)</p> <p style="text-align: center;"><b>YES / NO</b></p> <p>How many staff will you need to undertake moving and handling take with this patient/client? (<i>circle the appropriate number</i>)</p> <p style="text-align: center;"><b>1      2      3      4</b></p> <p>If you answer NO or you need more than 2 staff to care for this patient/client safely then you must report to the manager.</p>	<p><b>Circle the following answers as appropriate:</b></p> <p>Is there enough space to work in a good posture? <b>YES / NO</b></p> <p>Is there enough space to manoeuvre or use the equipment safely? <b>YES / NO</b></p> <p>Is the lighting adequate? <b>YES / NO</b></p> <p>Are the floors in a good condition (i.e. no slip or trip hazards)? <b>YES / NO</b></p> <p>Are the floor levels (ie. no steps or ramps)? <b>YES / NO</b></p> <p><b>Note any other problems identified?</b></p> <p>If you answer NO to any of these questions then you must include a safe system of work in your moving and handling plan and report the problem to your manager.</p>



## Additional Handling Considerations

<b>Client Name:</b>	
<b>D.O.B:</b>	
<b>Unit/Centre:</b>	

**Does the client present with any of the following features. Please  $\checkmark$  if appropriate.**

- 
- |                                     |                          |
|-------------------------------------|--------------------------|
| Fixed deformity leg, arms           | <input type="checkbox"/> |
| Uncontrolled spasm                  | <input type="checkbox"/> |
| No/Poor Head Control                | <input type="checkbox"/> |
| Unable to Weight Bear               | <input type="checkbox"/> |
| Impaired balance – sitting/standing | <input type="checkbox"/> |
| General Fragility                   | <input type="checkbox"/> |
| Poor comprehension                  | <input type="checkbox"/> |
| Risk of falling/precautions         | <input type="checkbox"/> |
| Restricted Movement                 | <input type="checkbox"/> |
| Painful Joints                      | <input type="checkbox"/> |
| Unreliable/Unpredictable Behaviour  | <input type="checkbox"/> |
| Spinal Deformity                    | <input type="checkbox"/> |
| Epilepsy                            | <input type="checkbox"/> |
| Hearing impairment                  | <input type="checkbox"/> |
| Communication impairment            | <input type="checkbox"/> |



## Client Moving & Handling Plan

<b>Client Name:</b>				<b>Date:</b>	
<b>Date of Birth:</b>				<b>Plan Prepared By:</b> (signature(s))	
<b>Unit/Centre:</b>					
<b>Task/s</b>	<b>No. Of Carers</b>	<b>Equipment And Handling Method</b>	<b>Review w1</b> (date)	<b>Review w2</b> (date)	
<b>Moving In &amp; Out of Bed</b>					
Rolling					
Positioning					
Into bed					
<b>Transfers</b>					
Bed to chair					
Chair to bed					
Toilet					
<b>Bath/Shower</b>					
<b>Mobility</b>					
Sit to stand					
Walking					
Stairs					

**Note:**

*If this plan cannot be followed because the patient/clients condition has changed, you must review the moving and handling risk assessment and write a new moving and handling plan.*



## Client Moving & Handling Plan

Client Name:		Date:		
Date of Birth:		Plan Prepared By: (signature(s))		
Unit/Centre:				
Task/s	No. Of Carers	Equipment And Handling Method	Review 1 (date)	Review w2 (date)
<b>Falls</b>				
Up from the floor				
<b>Dressing</b>				
<b>Vehicle Transfer</b>				
<b>Other (specify)</b>				

**Note:**

*If this plan cannot be followed because the patient/clients condition has changed, you must review the moving and handling risk assessment and write a new moving and handling plan.*

## Manual (Inanimate Loads) Risk Assessment Checklist

### POSTURE OR MOVEMENT

#### Does the work involve?

- (\*) frequent or prolonged stooping?
- (\*) stretching or reaching above shoulder height?
- (\*) sideways twisting of the body?
- (\*) unbalanced or uneven carrying of loads (e.g. one handed carrying)?
- (\*) sitting in an uncomfortable position with back unsupported?
- (\*) risk of sudden movement of load?

#### LOADS

When the load is inanimate:

- (\*) is the weight of loads known and clearly marked?
- (\*) can loads be made smaller and lighter (e.g. by ordering smaller units)?
- (\*) are loads securely packed, so the contents won't shift or spill?
- (\*) do loads contain dangerous substances, or are they slippery, sharp or too hot or cold to hold?

#### WORKING ENVIRONMENT

Is lack of space or poor layout causing problems?

- (\*) is there enough space to move freely and change posture?
- (\*) is there sufficient space to use mechanical equipment when needed?
- (\*) are floors clean, even, slip-resistant and free from obstructions?
- (\*) is workplace temperature too hot or cold?
- (\*) is lighting adequate (e.g. not too dim or causing glare)?
- (\*) could hoists, lifts or ramps be installed to reduce physical strain?
- (\*) are heavy items stored at a convenient height (to avoid stooping or reaching above shoulder height)?
- (\*) are work surfaces at a comfortable height or adjustable to suit the user?
- (\*) do work surfaces allow a convenient arrangement of equipment on them (to avoid twisting or stretching)?
- (\*) are work surfaces at compatible heights (to reduce lifting from one to another)?

#### INDIVIDUAL CAPABILITY

- (\*) does the job require unusual strength, height etc.
- (\*) does the job create a hazard for those who are pregnant or have a health problem?

#### FURNITURE AND EQUIPMENT

- (\*) are work stations and equipment adjustable to suit the user?
- (\*) are employees trained and encouraged to adjust furniture and equipment before use?
- (\*) are furniture and equipment checked and maintained regularly?
- (\*) are faulty equipment and furniture taken out of service and replaced?
- (\*) are employees trained and encouraged to use mechanical equipment to reduce physical strain?

## **METHODS OF WORK**

Can work be changed to make it safer?

- (\*) can mechanical equipment be used (e.g. trolleys, hoists, lifts)?
- (\*) are there sufficient rest breaks to allow employees to recover from physically demanding work? (\*) are there enough trained and experienced employees to cope at all times (including absence cover, night and weekend working)?
- (\*) can work routines be changed to spread physically demanding work more evenly between employees and shifts?

## **TRAINING**

- (\*) are employees, supervisors and managers trained in prevention of manual handling injury?
- (\*) does training include use of mechanical and adjustable equipment and furniture?
- (\*) are employees retrained when new equipment or work methods are introduced?
- (\*) is the training relevant to the needs of the occupational group to whom it is being provided?
- (\*) are training courses monitored for their effectiveness?

## **CLOTHING AND FOOTWEAR**

- (\*) do uniforms, protective equipment and other clothing provided allow easy movement?
- (\*) is appropriate non-slip footwear provided where needed?

## **ACCIDENT REPORTING**

- (\*) is there a system for reporting and monitoring accidents, near-misses, injuries and ill health?
- (\*) are incidents investigated and is action taken to prevent them happening again?

## Waste Management

Cope Foundation generates a variety of categories of waste and is aware of the need to comply with environmental disposal controls.

### Health Care Waste

Management of health care non risk and risk waste at Cope Foundation is carried out in accordance with "Guidelines on Infection control for Community and Disability Services HSE South(Cork & Kerry)2012"

SRCL is the named contractor which provides a healthcare waste collection service for Cope Foundation

SRCL's Waste Permit No. is NWCPO -09-1178-02.

All waste collected by SRCL is disposed of in accordance with the rules and regulations enforced by The Environmental Protection Agency.

### Non Health Care Waste

Waste Management Ltd. are contracted to provide a domestic waste collection service for all COPE Foundation sites throughout Cork City and County. Greenstar collect general waste, dry mixed waste recyclables, glass and food waste from all sites separately in specific trucks.

Greenstars waste permit number is NWPCO-11-02577-01. All waste collected by Greenstar is disposed of in accordance with the rules and regulations enforced by The Environmental Protection Agency.

**All other waste generated by maintenance contractors is taken from COPE sites and disposed in licensed facility**

# Welfare Arrangements Staff

COPE Foundation provides the following facilities, equipment and furniture at each of its 65 centres:

- Toilets
- Wash Hand Basins
- Canteens or local dining/cooking facilities
- Drinking water
- Rest rooms
- Sanitary facilities
- Cloakrooms

COPE Foundation is committed to facilitating and implementing the following statutory needs of its employees:

- Health and Safety Leave
- Maternity Leave
- Paternal Leave
- Force Majeure Leave
- Working Time Act arrangements

Finally, COPE Foundation implements employee welfare schemes to facilitate the following:

- Compassionate leave
- Parental leave
- Sick Pay absences
- Counselling and Stress Management services

Separate Dignity at Work Policy document published, and circulated to each employee.



## Employee Support

COPE Foundation has put in place internal and external support systems for employees as follows:

**Internal:** Nominated COPE Foundation personnel:

Mary Desmond, (extn: 3211)  
Head of Children and Families

Aine O'Callaghan, Personnel Manager, (extn: 3216)

Majella Smith, Health & Safety Officer, (extn: 3320)

David Quinlan, (extn: 3352),

**External:** COPE Foundation has introduced an information & counselling service (An Employee Assistance Programme) provided by VHI Corporate Solutions. This programme will provide free professional information & counselling on a 24 hour basis, 365 days of the year. This is a completely confidential service.

For assistance call freephone 1800 995 955

## Welfare of Clients

COPE Foundation endeavours at all times to provide quality resources and environments for the services it delivers to its clientele.

Staff providing services must meet strict standards in relation to suitability, experience, qualifications, training so that quality of care and service as well as individual human rights of clientele are preserved at all times.

In accordance with the provisions of the Child Care Act, all staff entering the employment of COPE Foundation must undergo Garda clearance procedures prior to taking up employment.

## Policy on Staff Dress

It is the personal responsibility of each staff member to be dressed appropriately.

General tidiness is most important. Long hair must be tied back.

It is most important that, an all staff wear flat, comfortable shoes with non-slip soles. Staff should not wear flip-flop or mule type footwear.

In some units staff are required to wear uniforms. The uniforms are as follows:-

- |                    |   |
|--------------------|---|
| Staff Nurses       | - White uniforms or white tunics and navy trousers                          |
| Student Nurses     | - White uniforms with coloured epaulettes or white tunics and navy trousers |
| Nursing Assistants | - Blue uniforms or blue tunics and navy trousers                            |

Staff are not allowed wear jewellery while on duty.

In some areas staff are not required to wear uniforms, but it is essential that they are dressed appropriately to the work activity, whether it is a tracksuit-trousers or skirt and jumper that is required.

Employees are expected to observe standards of dress appropriate to their function and work location



## Infection Control Policy

DOCUMENT CONTROL				
	<b>Developed by:</b>		<b>Date</b>	
Origination:	COPE Foundation Staff members			
Authorised by:	Sean Abbott			
Approved by:				
DOCUMENT REVIEW HISTORY				
<b>Original Circulation Date: 16 October 2006</b>			Next Review Date: October 2007	
Responsibility for Evaluation and Audit:				
Date	Reviewed by	Document Amended Y/N	Version No:	Next Review Date
06/02/2014	Mary Hinchliffe	Yes	2	06/02/2016

# Section A

## COPE Foundation Policy

### 1. Infection Control Policy

#### *Introduction*

COPE Foundation has over 65 locations in Cork City and County. It is committed to ensuring, insofar as is reasonably practicable, the health and safety of all clients in day, residential and respite services and to providing a safe and healthy environment for all staff and visitors. This commitment includes the development and implementation of an infection control policy to support the procedures and guidelines, which have been developed in accordance with available best evidence; and in consultation with key infection control stakeholders and experts.

#### *Purpose of Policy*

This policy endeavours to ensure that all staff members adhere to the procedures and guidelines, which have been developed in accordance with available best evidence and in consultation with key infection control stakeholders and experts.

#### *Definition*

For the purpose of this policy, Infection Controls are measures, which are taken to decrease transmission and acquisition of infectious agents and include Standard and Transmission Precautions.

- **Standard Precautions** constitute the minimum acceptable level of practice in infection control, which must be complied with by all staff when caring for clients - regardless of their diagnosis or presumed infection status or location.
- **Transmission based precautions** are precautions which must be added to the standard precautions when a client is known or suspected to be infected with pathogens.

#### *Scope of Policy*

The policy applies to all staff and must be complied with by all staff in every location of COPE Foundation.

## 2. Policy

COPE Foundation's policy is that all reasonable and appropriate steps are taken to protect clients, staff and visitors from infection and cross infection in adherence to the HSE South Cork and Kerry Guidelines on Infection Prevention and Control (Community and Disability Services) 2012.

All centres are provided with the related information booklet for operational use.

The two-tiered approach to infection control, i.e. standard precautions and transmission precautions is central to this policy.

All staff must adhere to the following Standard Precautions.

- All staff members must adhere to the hand washing guidelines and procedures outlined in the Procedure/guidelines document.
- All staff must adhere to the guidelines and procedures outlined on the use of protective clothing outlined in the Procedure/guidelines document.
- All Staff must adhere to the guidelines and procedures on the disposal of Sharps outlined in the Procedure/guidelines document.
- All staff members must adhere to the waste disposal guidelines and procedures outlined in the Procedure/guidelines document.
- All staff must adhere to the guidelines and procedures outlined on the management of a body fluid spillage.
- All Staff must adhere to the Environmental Hygiene (Cleaning) guidelines and procedures outlined in the Procedure/guidelines document.
- All catering staff must adhere to the Food Hygiene regulations.
- Staff must inform the Health Promotion Practitioner if a client or staff member is diagnosed with, or suspected of having a communicable infectious disease
- The Health Promotion Practitioner must then adhere to the HSE guidelines and procedures.

All staff must adhere to the following Transmission based precautions when required to do so:

- All staff must adhere to the guidelines and procedures for preventing infectious diseases being spread by droplet transmission.
- All staff must adhere to the guidelines and procedures for preventing infectious diseases being spread by airborne transmission.
- All staff must adhere to the guidelines and procedures for preventing infectious diseases being spread by contact transmission.