



SPC Kilkenny

Health & Safety Statement

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Mission Statement

Utilising our resources and skills to provide intentional supports for the people we support; enabling them to live full and inclusive lives by contributing to and enriching the fabric of their local communities.

SPC partners with external agencies and community services to facilitate '*ordinary lives in ordinary places*'

Vision Statement

People supported will live a good life, in their own home, with supports and opportunities to become active, valued and inclusive members of their local communities.

Table of Contents

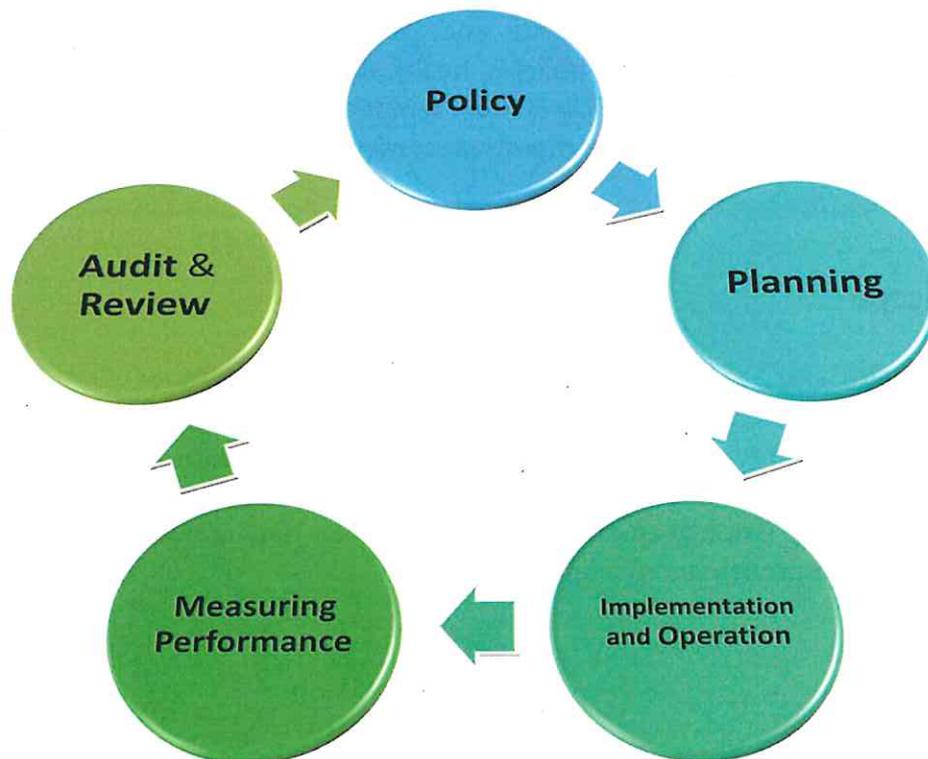
| | | |
|-----|---|----|
| 1. | Policy Statement | 3 |
| 2. | Scope | 4 |
| 3. | Safety Statement - Declaration of Intent | 5 |
| 4. | Roles and Responsibilities | 5 |
| 5. | Site Specific Safety Management System | 9 |
| 6. | St Patrick's Centre Safety Management System | 10 |
| 7. | Arrangements for Dealing with Fire and Other Emergencies | 22 |
| 8. | Risk Management (Hazard Identification and Risk Assessment) | 26 |
| 9. | Specific Measures for Control of Health and Safety | 27 |
| 10. | Distribution/Access to the Safety Statement | 49 |
| | Appendix 1 SPC Organisation Chart | 50 |
| | Appendix 2 Supporting legislation/Codes of Practice | 51 |
| | Appendix 3 Risk Assessments | 52 |

1. Policy Statement

Section 20 of the Safety, Health & Welfare at Work Act 2005 requires St Patrick's Centre (SPC) to prepare a written Safety Statement describing the arrangements in place for safeguarding and maintaining a safe and healthy environment for employees, the people we support, visitors, contractors and all who come in contact with SPC Services or may be affected by our activities. As per Section 28, the Safety Statement refers to the hazards in the workplace, indicate the risks associated with those hazards and the control measures put in place to reduce the risk.

An integral component of our safety management system is the clear allocation of responsibility and accountability to managers and employees which is understood, demonstrated and monitored. This is of fundamental importance in continually improving delivery of safe, quality and a person-centred environment, which is intrinsically linked to the provision of a safe work environment, operation of safe systems of work and the wellbeing of the workforce and the people we support.

Effective safety and health risk management systems are essential to achieve SPC's strategic goals. SPC has adopted the Health and Safety Authority's key elements of a Health and Safety management system model.



The organisational structure and reporting structure for implementing these duties is illustrated in St Patrick's Centres organisational chart. *Appendix 1*

The successful implementation of this policy will be supported by open communication, engagement and consultation thus enabling an open attitude to health and safety issues, encouraging employees to identify and report hazards and suggest innovative solutions so that their contribution creates and maintains a safe working environment. Failure to comply with the terms of the safety statement may result in disciplinary action. To achieve this safe environment, SPC is committed to continuous improvements in the following areas: -

- A Safe place of work, safe plant & machinery and safe systems of work.
- Proper and adequate training and supervision.
- Correct emergency planning and standards of procedures are in place in Community Homes, Day Centre and Administration Offices.
- Consultation with the work-force and others concerned with health and safety.
- Provision of PPE and equipment with appropriate training thereof.
- Health & Safety Committee meetings held quarterly, reps from management and employees.
- Review of Safety Statement and risk assessments as required.
- Continuous monitoring and auditing of health & safety, accident & incidents, near-misses and monthly feedback of same to Board of Management, CEO, Senior Management, employees and regulatory authorities as required.
- The provision of "Competent Person" to advise and assist in the provision and promotion of health and safety queries/ standards/ initiatives and proactive planning.

St Patrick's Centre (SPC) Health and Safety Statement policy should be read in conjunction with all other policies, health & safety legislation, Code of Practice for Community Dwellings 2017, and HIQA compliance regulation which are located on the SPC Q Drive. This is not an exhaustive list of policies, legislation and HIQA Regulations.

2. Scope

SPC Health and Safety Statement is applicable to all employees, people we support, contractors, visitors and all services throughout SPC. The Safety Statement places obligations on both management and employees to ensure SPC safety management system is fully implemented to secure the safety, health and welfare of all people supported and employees and those affected by SPC activities and to support the continuous improvement of a quality service.

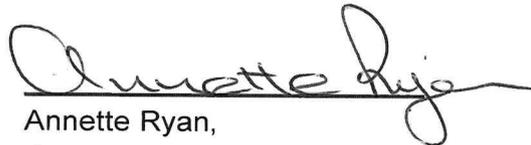
3. Safety Statement - Declaration of Intent

This Safety Statement has been prepared in accordance with the provision of the Safety Health & Welfare at Work Act 2005 for SPC.

The basic intent of the document is to formally declare the means by which the management of SPC ensures, so far as is reasonably practicable the safety, health and welfare of employees, the people we support, visitors, contractors and all who come into contact with our Services and/or may be affected by our activities. This Safety Statement contains details of how safety, health and welfare will be managed at SPC in our Community Houses, Community Hub and Administration Offices.

Safety is everybody's business and the success of our safety policy will depend on the co-operation of employees. It is important that employees are familiar with the arrangements for health and safety in the service and incorporate these as an integral part of the tasks performed while at work.

Signed:



Annette Ryan,
CEO
St Patrick's Centre
11/12 Danville Business Park
Ring Road
Kilkenny.

Date: 25/01/2022

4. Roles and Responsibilities

4.1. CEO

The CEO, has overall responsibility, insofar as is reasonably practicable, for ensuring the safety, health and welfare of persons supported, employees, contractors, and visitors of SPC.

- Provides resources and support for the set up and maintaining an effective system for managing health and safety within SPC.

- Ensure safety requirements are integrated in all service provisions and activities.
- Ensure that management and organisational structure is suitable to properly address health and safety across all levels of the organisation and that management teams and employees actively promote health and safety.
- Ensure that adequate resources such as finance, competent personnel and time allocated to meet the requirements of the safety management system.
- Ensure ongoing consultation with employees or their representatives is facilitated.
- Ensure that responsibility for health and safety is properly assigned, understood, and accepted at all levels.
- Ensure that all employees under their control are held accountable for their performance in relation to health and safety.

4.2. Director of Service's and Assistant Director of Service's

The Director of Service and Assistance Director of Service have responsibility for the safety, health and welfare of persons supported, employees, contractors, and visitors to SPC.

- To develop a positive Health and Safety culture within their teams.
- **Ensure systems, processes, and resources to manage safety, health and welfare are in place** within all locations.
- Ensure that timely accident investigations are carried out in line with policy and procedure and ensure recommendations are shared and acted upon promptly.
- Ensuring that competent employees and appropriate materials are available to meet the requirements of the safety legislation.
- Ensure documented work systems and processes are in place for all tasks.
- Ensure safety requirements are integrated into all service activities within SPC.
- Incorporate health and safety objectives in the performance review system.
- Ensure that relevant parts of the Safety Statement and its related obligations are communicated to all employees.

4.3. Senior Management

Senior Management are responsible for ensuring that the employees under their remit including persons supported, contractors and visitors are made aware of and comply with SPC Safety Statement and arrangements for carrying it out.

- Develop positive safety culture within their teams.
- Ensure they themselves are fully familiar with SPC Safety Statement and ensure it is brought to the attention of all employees who report to them.
- Ensure systems, processes, and resources, necessary to manage safety, health and welfare are in place.
- Ensuring that competent employees and appropriate materials are available to ensure safety.

- Ensure safety requirements are integrated into all services activities.
- Showing through personal behaviour that only the highest standards of safety is acceptable.
- Ensure that all employees under their remit have adequate competence (training, knowledge, and experience) for work activities they undertake.
- Ensure that good housekeeping standards are maintained.

4.4. Community Service Managers/ Community Inclusion Lead

Community Service Managers/ Community Inclusion Lead are responsible for supporting and monitoring implementation of the safety management systems to comply with the Safety Statement and arrangements for carrying it out.

- Ensure that the safety management system is effectively implemented in their cluster locations and that health and safety performance is continually monitored and improved.
- Support PIC's/Team Leaders and employees teams to set up and implement site specific safety management systems see Local [Fire Policy Procedures](#).
- Ensure risk management procedures are implemented and managed in their cluster as per SPC [Health Safety and Risk Management Policy](#).
- Ensure timely accident investigation is carried out and ensure recommendations are communicated and implemented see Incident/Accident pathway within the [Health Safety and Risk Management Policy](#).
- Ensure all audits are carried out in their cluster locations, recorded and action plans are acted upon promptly.
- Ensure that designated centres have adequate, current, and appropriate person specific and environment specific risks assessments. Ensure that any significant risks are brought to the attention of the Director of Service's.
- Carry out regular Health and Safety audits in their cluster locations to ensure safety systems are working well and where gaps are identifies, complete action plans and support PIC/Team Leader in implementing agreed actions in a timely manner. Raise safety issues with Director of Service's.

4.5. Person in Charge/Team Leaders

- Ensure up-to-date documented safe systems of work are in place and risk assessments are available for all work activities/tasks. Ensure all risk assessments and SOPs are signed, dated and the house risk register is live and up to date at all times.
- Ensure that all employees under your remit have adequate competence (training, knowledge, and experience) for the activities and tasks they are instructed to undertake.
- Report any defects in the safety management system to their line manager immediately.
- Being aware of all identified hazards in their area of responsibility and implement specific measures to reduce the risks associated with these hazards.
- Ensure safety is an Agenda Item at team meetings and quality conversations.
- Ensure local fire policy procedures are implemented, reviewed, signed and dated.

- Ensure their employees teams always follow the incident/accident notification procedure and that investigations and follow-up actions are performed and communicated promptly.
- Develop a positive health and safety culture within their teams.
- Ensure equipment is fit for purpose, safe to use and has been inspected in line with legislative requirements.
- Carry out health and safety inspections in their locations.
- Ensure that all employees who report to them are aware of actions to be taken in case of emergency and that properly maintained firefighting equipment is available within their location (s)
- Ensure good housekeeping standards are maintained and that fire exits routes are always kept clear and access to fire equipment is not obstructed.
- Ensure that any contractors working within the premises observe safety procedures and that they are aware that any work carried out must be in accordance with current health and safety regulations and code of safe practice governing the work been completed.
- Ensure daily, weekly, and monthly fire safety checklists are recorded signed and kept in the live H&S checklist folder within each designated centre.
- Maintaining the general workplace safety file to include copies of all equipment certificates, vehicle safety inspections, training records, MSD Sheets and other health and safety information.
- Ensuring all employees comply with established safety rules and immediately corrects any violations of these rules.
- Maintaining a complete and up to date copy of the Safety Statement and ensure they are available to all employees, contractors, visitors and others.

4.6. Housing & Estates Manager/ Health & Safety Co-Ordinator

- Oversight of Health & Safety within SPC.
- Ensure there is up-to-date safety policies and procedures in place.
- Communicate with managers to ensure safety is the core value and implementation is adhered to.
- Monitor the safety performance of the organisation through Health and Safety audits and feedback to CSM's/PIC/Team Leaders for implementation, prioritisation and control measures rectification.
- Ensure that employees communications, consultations and Safety Committee structures work effectively.
- Support and facilitate managers at all levels in identification of safety risks. Provide advice and support to managers to priorities minimum control measures to manage risk for ensuring compliance with relevant health and safety legislation and policies within their areas of responsibility.
- Monthly Report to the Board of Management, CEO and Director of Service on health and safety performance and compliance.
- Liaise with government bodies i.e., HSA, HIQA etc on matter pertinent to health and safety, as necessary.

4.7. Individual Employees

- All employees are obliged to adhere to safe systems of work as outlined in this safety statement and to the instructions provided by their line manager in relation to health and safety.
- Protective equipment provided and information gained in training courses to protect one's own health and safety and that of colleagues must be adhered to.
- All employees are obliged to report to their line managers, immediately, all accidents and near misses and to ensure that their line manager is made aware of any hazardous equipment or conditions in their work areas.
- Serious incidents must be notified to their line manager immediately. Incident / accident forms (DMS – Data Management System) must be completed in consultation with their Line manager.
- Employees must not come to work under the influence of drugs or alcohol. Not to engage in improper conduct or other behaviour such as violence, bullying or horseplay, which could endanger another person at work or his or her safety, health, and welfare.
- Where safety and health training related to a particular task is required by the employer or by safety and health legislation, attend and undergo, as appropriate, any reasonable assessment required by his or her employer or as may be prescribed in regulations.
- Take account of the training and instructions given by the employer, correctly use any article or substance and protective clothing and equipment provided for use at work or for his or her protection.

4.8. Board of Management

Under section 80 of Safety Health and Welfare at Work Act 2005 the Board of Management are responsible for Health and Safety Management

- Ensure sufficient resources to implement Safety Management Systems
- Receive regular reports on progress, performance, and implementation of Safety Management Systems.
- Ensuring senior management and the workforce are actively involved in the management of Health and Safety.
- Ensure that the necessary organisational structures exist to ensure that Health and Safety is effectively managed.

5. Site Specific Safety Management System

SPC provides community living and day services for people with intellectual disability throughout the Kilkenny area. All designated centres within SPC maintain workplace safety folders and internal Q drive that describe all relevant information regarding, workplace hazards, risks particular to each site and person specific and details the safety arrangements in each centre.

It is the responsibility of each CSM/PIC/Team Leader to ensure that all house specific documentation associated with safety management system reflect the current practices.

- Site-specific risk assessments outlining persons, workplace hazards and associated risks in a particular centre, all those who are at risk and the necessary preventative control measures to manage the risks.
- Record of all employees confirming they have read and understood person and house specific risk assessments.
- Records of all employees confirming when they read and that they understood the Health and Safety Statement and other policies.
- Completed Health and [Safety audits](#) and action plans.
- Completed monthly [PIC/Team-Leader Health and Safety Monthly Checklists](#).
- Up-to-date training records including names of employees, training courses, dates course were attended, refresher etc.
- Database of all chemicals, including household and cleaning agents and relevant safety data sheets identifying any hazards.
- Records of maintenance and servicing of all equipment stored on the Q drive [Service Records](#). Instructions of safe use of equipment records and relevant user manuals are all accessible to all employees on the Q drive or within the community home.
- Ensure representatives from each of their designated centre is present at all Health and Safety meetings.
- Monitoring and oversight on monthly fire drills within homes.
- To develop a positive Health and Safety culture in their teams.
- Health and Safety a named agenda topic at team meetings.
- Fire drills completed as per SPC and regulatory guidelines.

6. St Patrick's Centre Safety Management System

6.1. Consultation

The company is committed to meeting its obligations under Section 26 of the Safety, Health and Welfare at Work Act, 2005. This includes full and early consultation with employees on all health and safety matters, including any alterations or changes which could potentially affect the health and safety of employees, contractors, and visitors to the company.

All employees are encouraged to take an active role in the consultation process and forward/communicate any suggestions for the improvement of health and safety to their line manager.

Employees can seek information/guidance on health and safety matter from the Health and Safety Department.

6.2. Health and Safety Committee

SPC Health and Safety committee meets four times per year and consists of employees from each designated centre within SPC. The purpose is:

- A forum for consultation on health and safety between management and employees.
- To ensure effective communication regarding Health and Safety issues throughout the organisation.
- Assist in the development, review and revision of Health and Safety policies and procedures.
- Review incident/accident statistics and make recommendations to ensure controls are in place.
- Identify safety training needs taking account of mandatory training guidelines.
- Make recommendations to Senior Management on issues relating to health and safety.
- Forum for COVID lead representatives to communicate and implement COVID-19 control measures.

The safety committee membership list is kept up to date by the Health and Safety department. All minutes of meeting are available on SPC internal Q drive [H&S Committee meeting minutes](#)

6.3. Visitors/Volunteers

SPC recognises its responsibility to ensure the safety, as far as is reasonably possible of all who come in contact with our activities and services including visitors/volunteers.

SPC recognises the important and valuable contribution made by Volunteers in promoting and enhancing the social lives of the people we support. They are not duty bound but give of their time voluntarily because of an affinity for the person supported.

To that end the following procedures will apply:

- Visitors/ Volunteers should always report to the CSM/PIC/Direct support employees upon arrival.
- All visitors/volunteers will sign the visitor's books upon arrival.
- CSM/PIC/Manager will brief the Volunteer on duties and operational requirements including all safety arrangements including.
 - Fire evacuation procedures
 - Safety Statement
 - Relevant person/house specific risk assessments
 - CEEPS/PEEPS
 - Safe systems of work were applicable
- All Volunteers/Visitors must follow all safety rules and emergency procedures.
- Volunteers are always required to wear suitable clothing and footwear and to be neat and tidy.

- Volunteers must complete mandated training and be aware of personal care plans, risk assessments and any other relevant plans in relation to the supported person.
- It should be noted that Employee Volunteers are indemnified by SPC vehicle insurance when volunteering with the people supported, outside of their working hours.
- Should an evacuation take place, visitors must leave the property at once by the nearest Emergency Exit and report to Assembly Point. Visitors/ Volunteers should remain there until instructed otherwise.

Please review SPC [Visitor Policy and Volunteer Policy](#).

6.4. Accident and Near Miss Investigation

SPC recognises that no person supported, or employee should be subjected to any preventable injury. Therefore, it is important that all incident/accidents are reported promptly. The purpose of this procedure is to

- Ensure appropriate medical attention is given if required.
- Regulatory reporting requirements are adhered to i.e., HIQA, Health and Safety Authority.
- Internal Accident & Incident pathway adhered to.
- Identification of hazards, to ensure corrective/preventative measures are in place.

All incidents must be reported immediately to your CSM/PIC/Team Leader and recorded on SPC internal Data Management System (DMS). The Incident/Accident Pathway process must be followed. [Health Safety and Risk Management policy](#)

All Incident/Accidents will be monitored and Actioned through your Line Management process – Submitter → PIC/Team Leader → CSM

Accidents and near misses are monitored/reviewed daily by the Health and Safety Department.

Employees are obliged to co-operate with accident / near miss investigation, and to provide any information, which may help to establish the circumstances surrounding an incident.

The health and safety Department is responsible for maintaining Incident/Accident records and communicating with State Claims Agency (SCA), Health and Safety Authority (HSA) solicitors, and regulatory bodies as appropriate.

Where an injury results in the employee been absent from work she/he are required to submit a “Medical Cert” and upon return to the working environment, a “Fit to return to Work” is required. Once back in work your CSM/PIC/Team Leader must

complete a “Return to Work Interview”. In some circumstances SPC reserves the right to request an employee to attend occupational Health for review in the interest of assisting the employee to return to work.

All work-related injuries resulting in three or more days lost at work are logged on the Health and Safety Authority (HSA) reporting system.

6.5. Notifiable Accidents and Incidents

The Safety Health and Welfare at Work (General Application) regulations, 2016 part 10 “Notification of Accidents and dangerous occurrences” requires that certain accidents/incidents are reported to the Health and Safety Authority.

Accidents are recorded and investigated in the same way whether they involve, employees, suppliers, contractors or members of the general public.

- A workplace incident causes the death of an employee.
- Employees are injured at a place of work and cannot perform their normal work for more than 3 consecutive days, not including the day of accident.
- Employees are injured while driving in a vehicle in the course of work and cannot perform their normal work for more than 3 consecutive days, not including the day of accident.
- Any person in a place of work, or as a result of a work activity, requires treatment from a medical practitioner.

6.6. Safety Audits

SPC recognises the importance of active monitoring as a mechanism for ensuring the implementation and compliance with safety management systems in all designated centres across SPC.

Information gathering and sharing is critical to H&S risk identification process, and this information is derived from

- | | |
|--------------------------------|--------------------------------------|
| - Staff workshops | - Audits – Facilitated on IAuditor |
| - Observations | - DMS (Data Management system) |
| - Cluster Meetings | - Changing needs of person supported |
| - Quality Meetings | - Union Recommendations |
| - Incident | - COVID – Task Force Meetings |
| - Accidents | - Trust In Care |
| - Near Miss | - Family Forum |
| - HIQA Inspection and feedback | - Employee Suggestion Box |
| - Team Meetings | - Training evaluation forums |
| - SMT Meetings | |
| - Service Enhancement Meetings | |
| - H&S Committee Meetings | |

All audit tools can be accessed on SPC internal Q drive [SPC Audit Tools](#)

SPC Audit schedule and checklists are in place for all community homes across SPC.

- CSM's/PIC's/Team Leaders/Direct Support employees must carry out health and safety inspection of their centres to ensure that local safety systems and housekeeping standards are adhered to. Feedback from inspections is discussed at team meetings. Records of completed PIC H&S monthly checklists audits are kept digitally and monitored by the Health and Safety Department.

6.7. Review and Monitoring

To ensure that continuous improvement takes place, risk assessments should be continuously reviewed, monitor and updated annually or earlier if there are changes in legislation, following review of incidents, changes in work practices/procedures or upon the introduction of new technology/equipment.

Ultimately, the process should ensure that all identified risks in the workplace, that could cause harm to employees, people supported, visitors and all who come into contact with our Services and facilities and or who may be affected by our activities, are carefully reviewed, monitored and updated.

6.8. Pregnancy at work

SPC under the Safety, Health and Welfare at Work (General Application) Regs 2007, chapter 2, part 6 Protection of Pregnant, Post Natal and Breastfeeding Employees is committed to such protection of its employees.

- The Pregnant employee must inform their Line Manager as soon as is possible and furnish a medical certification. SPC management will treat this information in a confidential manner.
- Once a manager becomes aware that an employee is pregnant, they must assess the specific risk and complete the Pregnancy risk assessment (available on the Q drive [Pregnancy Risk Assessment](#)). All action must be taken to ensure that the pregnant employee is not exposed to anything, which would damage either her health or that of her developing child.
- The CSM/PIC/Team Leader must inform the Pregnant employee of the risk/s and control measures in place to protect her while a work. Once the Pregnancy risk assessment is completed, it must be signed by the Line Manager/PIC and a copy issued to the Hr Dept. The risk assessment must be reviewed at regular intervals or here new risks are identified.
- Where the risk identified cannot be eliminated, the employee must do the following.
 - Change or adapt the work practices to eliminate the risk, including changes to shift patterns or work locations.
 - Be provided with suitable alternative employment.
 - The employee must be granted Health and Safety Leave in accordance with Section 18 of the Maternity Protection Act 1994 and revised 2004.

The CSM/PIC/Team Leader must discuss solutions with HR Department and Health and Safety must be informed of proposed corrective actions.

6.9. Work-Related Stress and Dignity At Work

SPC 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, or degrading behaviour by, colleagues or managers and that everyone in the workplace treats others with respect and courtesy.
- No employee must work in an environment which is unsafe.
- Employees are trained so they can do their jobs effectively and safely.
- The [Dignity at Work Policy](#) outlines procedures regarding addressing bullying and harassment at work.

6.10. Occupational Health Services

SPC is availing of external Occupational Health Services to promote Health and Wellbeing for employees.

Responsibilities include:

- Provision of medical advice on issues where work is affecting health and/or health is affecting work
- Promoting compliance with health and safety legislation
- Providing independent, impartial medical advice taking into consideration employees' health problems that will assist both the employer and employees in securing treatment or rehabilitation as appropriate
- Advising and supporting employees with pre-existing medical conditions on appropriate placement or on restrictions, modifications or alterations if required.
- Providing advice on ill health retirement
- Providing health surveillance to employees identified as at risk in the workplace
- Monitoring the health of employees after an accident or illness as appropriate and advising on rehabilitation back to work.
- Providing occupational health advice on medical fitness for work in the management of attendance
- Providing information to employees regarding support services available. E.g., Employee Assistance Programme
- Promoting employee health and wellbeing

6.11. Employee Wellbeing/Employee Assistance Program (EAP)

EAP provides a confidential support service for employees. The service is opened 24 hours a day. They can be contacted on 1800 936 710 or www.healthassuredeap.com

- Confidential short-term counselling, support and referral services to employees on a wide range of issues that could impinge on work performance or personal wellbeing, including: work related stress; personal or professional change; interpersonal relationships; difficulties in the workplace (including bullying & harassment); traumatic incidents (e.g. assault, suicide); adverse incidents; addictions and substance misuse; personal issues (e.g. bereavement, relationships)
- Access to services via self-referral, or referral by Occupational Health or Management
- Formal structured supports to groups of employees who have experienced distress as a result of a critical incident
- Consultation and support to management on employee's wellbeing issues

6.12. Personal Protective Equipment (PPE)

SPC shall ensure that all employees are provided with personal protective equipment (PPE) where applicable.

Personal Protective Equipment is provided taking account of the specific hazards in our workplace to ensure it is appropriate and suitable for use. Personal Protective Equipment (PPE) will be procured in accordance with Safety Health and Welfare at Work (General Applications) Regulations 2007.

Employees must wear/use Personal Protective Equipment (PPE) properly whenever it is required.

Employees are provided with information, instruction, and training.

Personal Protective Equipment (PPE) includes:

Hand protection:

Gloves used shall be appropriate to the activity being carried out.

- Sterile and non-sterile gloves for medical and personal care.

Safety Footwear:

- Safety footwear is required in limited circumstance. It is required to be worn when there is a risk of injury to feet from heavy objects falling etc. In addition, it can be required due to the nature of the work being carried out in maintenance activities.

Eye and face Protection (COVID-19):

- Face masks must be worn when a two-metre distance cannot be maintained.

- Eye protection must be worn when there is a suspected/confirmed case of COVID-19 in the designated centre that an employee works in. Refer to the St Patricks Centres (SPC) [Infection Control Policy](#) for more guidance.

Aprons:

Employees are provided with plastic aprons to be worn when:

- Providing personal care
- Handling clinical waste, blood, and bodily fluids.
- Aprons must be worn when there is a suspected/confirmed case of COVID-19 in the designated centre that an employee works in.

Hi-Visibility clothing:

Reflective clothing shall be worn by persons supported/ employees in the event of an emergency or if house vehicle is broken down and awaiting on roadside assistance.

Hi- Visibility clothing is provided to employees and people supported for walking activities. Hi- Visibility clothing can also be located in the grab bag in each community home and the break down bag in each vehicle.

Contractors must provide their own PPE for any work they carry out.

6.13. Maintenance Work and Building Services

All SPC designated centres are constructed, fitted and maintained in accordance to legislative guidance and codes of practice to ensure safety to all persons supported, employees, contractors and visitors.

- All building maintenance requirements are managed by the Health and Safety Department. The team comprises of competent maintenance employees who carryout both reactive and preventative maintenance and repair in each designated centre.
- All employees are required to promptly report any defective equipment to their line manager, notification through the SPC maintenance email address.
- Maintenance logging system in place for reporting defects/issues and repairs. This system is monitored by the Maintenance Department and Health and Safety Department. Issues are prioritised and tasks are issued to the maintenance employees to address as soon as is practicable.
- Maintenance Department provide a service from Monday to Saturday from 8:30am to 17:00pm, any issues/defects outside of this timeframe warrant an emergency callout from an external electrician/plumber. List of contact details are available on the Q drive [Emergency Contact list](#) in each community home folder.
- Detection systems are installed in each designated centre where applicable i.e. carbon monoxide detectors, gas slam-shut valves, well shut off valves, emergency lighting and alarm systems etc.
- Fire Policy Procedures/ Standard Operating Procedures in place in each designated centre detailing specific actions to be taken in the event of such unplanned events such as floods, fire, power cut etc.

- Annual maintenance requirements are managed by competent Service Providers as follows
 - Heating systems serviced annually
 - Fire Safety system (Fire alarm and emergency lighting) serviced four quarterly
 - Tracking and portable tracking devices serviced
 - PAT testing
 - Water Testing (Wells)
 - Fire Door checks

6.14. Provision of Safe Work Equipment and machinery

SPC ensures that all work equipment is suitable for the work intended, must comply with the minimum requirements of the Safety, Health and Welfare at Work act general regulations 2007 and may be used by employees without risk to their safety and health.

Before purchasing new workplace and household equipment for St Patrick's Centre (SPC) Community Homes and services, the CSM/PIC/Team Leader must seek approval through SPC resource form approval system. Please refer to SPC internal Q drive system [Resource form](#). It will be approved on the following basis

- Be assessed to ensure so far as is reasonably practicable, that they are without significant hazard,
- Be appropriate to the task intended.
- Take account of the relevant EU standards and where applicable EN standards, such work equipment must be "CE" marked, where there is no relevant EN standard.

6.15. Lone Working Policy

SPC recognises that employees may be required to work by themselves.

SPC have a [Lone Working policy](#) and the aim of the policy is to ensure that employees and managers are aware of risks and to provide:

- Guidance on managing the potential risks associated with Lone Working.
- Appropriate protective measures are in place to ensure safe systems of work for those who work alone in SPC.

A "Lone worker" is defined as an employee who is required to work alone without close or direct supervision or are physically isolated from colleagues and without access to immediate assistance. A lone worker includes employees who; Are the only employee in the person supported home.

Risk Assessments and SOPs are available in community homes to support Lone Workers.

In locations where a personal alarm is required risk assessments and SOPs are available in community homes to support employee.

6.16. Contractors

SPC aims to ensure that all third parties and employees are competent, have appropriate safe systems of work and adhere to SPC requirements to safeguard the safety of persons supported and employees when carrying out work in SPC.

Selected contractors are appointed based on a procurement basis, characteristics of the site and complexity of the job. Overseeing of the projects is managed by Housing and Estates Manager in liaison with the Health and Safety department. Prior to commencement of any work on the premises the following criteria should be observed.

- An assessment of the likely safety hazards and risks in or associated with the proposed work, provide Safety statement and Method assessments to demonstrate how works will be carried out safely.
- For major contracts, the provision of the Safety, Health and Welfare at Work (Construction) 2013 regs must be adhered to.
- In the event that contractors are working onsite when persons supported are present at the time of works, CSM/PIC/Team Leaders/Direct support employees shall ensure that contractors and their employees are briefed on the house specific health and safety precautions that might affect their work on site, COVID-19 procedures are completed by all external contractors.
- Third party Service Providers are an essential element to the provision of quality of care to the persons supported living within SPC. It is the responsibility of the Housing and Facility manager to ensure that
 - Third party Service Providers must abide by SPC safety procedures.
 - Have employer and public liability insurance. When submitting insurance details, the Service Provider must notify SPC of any specific exemptions or limits to the policy.
 - Insurance policies must contain indemnity to SPC.
 - Make sure that the equipment they bring on site is in good condition. No equipment is provided by SPC to the third-party service provider for completion of work.
 - COVID-19 procedures adhered to - wearing off PPE, sanitising, screening forms, temp checks.

6.17. Welfare Facilities

SPC recognises that a successful safety culture can only be achieved with the co-operation of management and employees.

- The provision of welfare facilities required by legislation will be provided in accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007, and the Safety Health and Welfare at Work (Miscellaneous Welfare Provisions) Regulations 1995.

- Promotion of an open environment where information is shared to improve the safety, health, and welfare of all employees.
- The Health and Safety Committee is supported strongly by management and encouraged to bring forward any safety, health and welfare matters for discussion.
- SPC ensures that competent personnel are employed to advise line management on safety issues. These personnel have the necessary knowledge and experience to carry out these roles.

SPC undertakes to provide resources in so far as is reasonably practicable, for the following.

- Provision of health and safety training in accordance with current legislation, good practice and the requirement of the service.
- Designating emergency response employees i.e., first aid responders / COVID response team, COVID task Force Team, COVID Lead representatives.
- Provision of equipment and machinery in safe, good working order and appropriate for the task involved.
- Purchase and maintenance of emergency equipment, including first aid kits, fire safety equipment (emergency lighting and fire alarm systems) and other appliances deemed necessary for emergency purposes (ski sheet, ski pads, evacuation chairs).
- Ensure safe access and egress for all employees.
- Occupational Health Services as appropriate to include EAP Programme, vaccination against Influenzas and other diseases.
- Smoking is prohibited across SPC Refer to [Smoking Policy](#) on the Q drive.

6.18. First Aid

SPC recognises its duty of care to provide necessary first aid equipment, materials and first aid trained employees at work in the event of an emergency.

First Aid boxes are provided by SPC and available in all community homes and house vehicles.

Staff must replenish items as and when required.

First Aid Training

First aid responders training to include first aid, CPR and defib training is on the training schedule.

6.19. Training

SPC provides safety training for all our employees. All Health and Safety training including refresher training is provided in accordance with legislation.

- SPC is committed to ensuring that all out employees are trained to a level of competence that allows them to carry out their work competently and safely. Training is provided by both internal trainers and external providers.
- The CSM/PIC/Team Leader is responsible for ensuring employees receive appropriate instruction and supervision.
- Employees are expected to complete training as provided and implement fully the training in their day-to-day practices.
- Training records are maintained including attendance sheets within the Training Dept and are available for inspection upon request.
- Training co-ordinator and Housing and Estates manager shall discuss requirements for new or changes to health and safety training programmes based on training needs analysis, trends in incident/accidents, changing needs of persons supported and other feedback mechanisms.

Please refer to [SPC Learning & Development Policy](#) for reference.

6.20. Transport (Driving for work)

The purpose of the Transport Policy gives direction to management and employees that are responsible for vehicles within SPC, and to ensure cohesion with Road Safety Authority guidelines.

It is the duty of all employees to be aware of the policy and to understand and adhere to same

It is the responsibility of all employees in SPC to comply with current road safety legislation to ensure their safety and the safety of the people supported.

Please refer to [SPC Transport Policy](#) for reference on the internal Q drive.

6.21. Missing Person Policy

The purpose of Missing Person policy is to establish clear and defined procedures for locating and returning the person we support to his/her place of residence and to safeguard the person we support.

SPC has a duty of care to ensure that the whereabouts of the person supported is always known, and to have a strict protocol in the event that the person we support is found to be missing without notifying anyone from his/her place of residence.

Please refer to [SPC Missing Person Policy](#) for reference on the internal Q drive.

7. Arrangements for Dealing with Fire and Other Emergencies

7.1. Fire Safety Features of Community Dwellings

The community homes within SPC are single and two storey properties. Walls and floors are constructed of fire resisting material to inhibit the spread of fire. There are adequate means of escape from all areas.

7.2. Fire Alarm / Detection System

An automatic fire alarm system comprising of break glass units and detectors (smoke and heat) has been installed in these buildings. If a fire is discovered and the break glass system or a smoke/heat detector is activated, the fire alarm bell sounds. This is the signal to evacuate the premises. When activated the alarm bells can be clearly heard throughout building.

New fire alarms installation in accordance with Code of Practice for Fire Safety in New and Existing Community Dwellings Houses have LD1 (three button) Fire Alarm System and L1 (addressable fire panel Category). When the fire alarm is activated, whether by break glass unit or smoke / heat detector, the zone in which it was activated will indicated on the panel where there is an L1 panel and for the LD1 panel the "Locate" button will need to be activated to silence all rooms apart from the effected room.

The fire alarm panel is checked daily and alarm bells are tested weekly and records are maintained within the house Fire Register. The alarm system is serviced quarterly by competent contractors.

7.3. Fire Fighting Equipment

Portable fire extinguishers/blankets are provided throughout the premises. Specialised operators will inspect and test fire-fighting equipment annually.

Records of inspections are maintained on SPC internal Q drive [H&S Service Records](#).

7.4. Fire Training

All employees receive training on evacuation procedures, it is mandatory training.

7.5. Emergency Lighting / Emergency Exit Routes

New Emergency Lighting system installed in the community homes in accordance with the Code of Practice for Fire Safety in New and Existing Community Dwellings Houses.

A visual inspection of Emergency lighting is checked daily and weekly and recorded on in the Fire Safety Daily checklist and the Fire Register. It is serviced quarterly by competent contractors. Records of inspections will be maintained on the Q drive [H&S Service Records](#).

All emergency exit routes are clearly marked on the [Fire Evacuation Plans](#) per community home folder and located within each community home. Emergency exit routes are always kept clear.

Existing doors are fitted with thumb turn devices in the direction of escape.

7.6. Fire Doors

30 mins Fire doors (FD30S) are provided as appropriate in bedrooms and on all escape routes. Many of these doors have self-closing devices fitted. All fire doors have sealing strips, which expand at high temperatures thus helping prevent the ingress or egress of smoke in the event of fire.

Fire doors are inspected on a weekly basis in the community homes and six monthly by maintenance and recorded in the Fire register folder.

Where a fobbed door is installed a break glass unit is also provided to enable the doors to be readily opened in the event of an emergency.

7.7. Fire Action Plan

Fire Action Plan and escape route plans are strategically placed within the community home and employees are advised of same during their house induction.

7.8. Fire Wardens

Fire Wardens are responsible for ensuring that all residents/personnel leave the scene of the emergency safely including contractors and visitors, and taking any steps necessary, without undue risk to their own or anyone else's safety, to minimise potential damage. Fire Wardens are identified on the daily shift planners in each designated centre.

Fire Wardens control the crowd during an evacuation and offer direction and authority to accelerate the process. Direct the firefighting operation prior to the arrival of the local Fire services/brigade. Offer the fire services whatever assistance is necessary to accelerate their response once on site. Ensure that assembly points are always intact and visible. Advise all employees on the location of their assembly point.

Have a clear knowledge of how to acquire a list of residents/employees within a community home in case of an emergency evacuation. Inform the fire authorities of the fire on site. Rollcall at the assembly point. Crowd calming at the assembly point. Assessing the situation as it progresses and if needed, relocate the assembled crowd to a safer location.

7.9. Fire Drills / Assembly Points

Fire Evacuation Drills are carried out once a month. Four night-time fire drill must be completed in each community home within a year. The time for each drill is recorded, persons supported reaction during the drill is captured, as are any observations on the

effectiveness of the drill and actions and learning from the drill. Fire drills are on the agenda of house team meetings. The use of ski sheets and ski pads is practiced on a frequent basis with employees, as part of evacuation.

Assembly Points are clearly identified on the [Fire Evacuation Plans](#) and in the [Fire Policy procedures](#) for each community home. All employees are aware of the assembly point within the location they work.

7.10. Action in the Event of Fire

Fire Warden Procedure

- Taking overall lead (as identified per shift planner) for fire evacuation
- If you discover a fire or one is reported to you, immediately sound the alarm by using a break glass unit. Alternatively, your first knowledge of a fire may be the continuous sounding of the fire bell.
- In either case using an authoritative voice, direct personnel (employees members, persons supported, members of the public, contractors etc.) to the emergency exit route by calling – “**THIS WAY OUT PLEASE**”
- Call the fire brigade as soon as possible on 112
- As far as is practicable, i.e., without risk to yourself or others, make sure that all areas within the home are empty. Shut all doors as you leave.

Employee Procedure

- If you discover a fire or one is reported to you, immediately sound the alarm by using a break glass unit.
- If you discover the fire yourself and if it is safe to do so, attack the fire with suitable extinguishers, e.g., do NOT use water on electrical fires, use a CO2 extinguisher. When attacking a fire be sure to keep an emergency exit at your back.
- Whatever the status of the fire be sure to secure your own safe evacuation by leaving the building if the fire is beyond your capacity to deal with or on the instruction of the Fire Warden in your home. Follow the Fire Evacuation Procedure

7.11. On discovering a fire

- Activate Fire alarm. This automatically sets the alarm off.
- The person who discovers the fire should call the Fire Station immediately on **112 or 999**
 - Clearly state the address:
 - Please also state that this is an **INSTITUTIONAL FIRE**

(By stating this: **2 Fire Brigades** will be sent instead of 1)

- Identify landmark near to property
 - Give the exact details of location of fire i.e.... sitting room, kitchen etc
 - **Advise if there is oxygen in the building and its location**
-
- **Staff members will evacuate the people we support in accordance with the Centre Evacuation and Egress Plan (CEEP) and Personal Evacuation and Egress Plan (PEEP).** All employees should be aware of all persons (people supported and colleagues) present in the house (via handover report, fire duties etc. on commencement of duty). All persons other than people supported and employees (i.e. Visitors, contractors etc.) should be advised (when entering the building and on sounding of the alarm) to evacuate the building on sounding of the alarm. Close all doors as you go to contain the spread of fire. Proceed to the house vehicle or assemble point.
 - If the house vehicle is not present or there is no driver on duty, please make way to assembly point located at your specific location (clearly marked on the house fire escape plan).
 - Order of evacuation could depend on the location of the fire.
 - The people being supported may not understand the fire evacuation process for emergency evacuation therefore employees should explain to them what is happening at all times. Should any person refuse to evacuate then employees should move onto next person whilst awaiting additional support.
 - Please contact that night manager/emergency governance person on duty to support employees in the event of a fire.
 - Ensure you bring the house mobile phone, emergency grab bag, emergency rescue medication for people supported and visitor book. Take a roll call.
 - One employee will resume the position of "Fire Warden" and wear the orange hi-vis jacket (located in Grab bag), this person will communicate with the Fire Brigade (advise if there is oxygen in the building and its location and also advise the location of all persons on the premises) once they arrive - follow their instruction.
 - Contact the Person in Charge (PIC), on to inform them of the fire and/or the Team-leader if applicable. In their absence contact the Community Service Manager (CSM) (**names and numbers available on the house emergency contact list**) or senior person on duty (**emergency governance rota is available weekly, please ensure same is printed and visible in house**) or the **Night Manager**.

- Emergency coordinating employees should contact parents of people supported; contact details are listed in Emergency Grab Bag

In the event of not being able to return to the community home an emergency meeting will take place with the relevant managers to determine the most suitable alternative accommodation to meet the specific needs of the people supported, available at that time. This needs to be escalated to Director of Service and CEO.

8. Risk Management (Hazard Identification and Risk Assessment)

The management of safety, health and welfare at work is integral to SPC approach to risk management and is a requirement for SPC, in addition to being a legislative requirement as specified under section 19 of the Safety, Health and Welfare at Work Act 2005. Section 19 of the Safety, Health and Welfare at Work Act 2005 provides that every employer must identify the hazards at the place of work, assess the risks from those hazards and have in place a written assessment of those risks as they apply to employees and others affected by the employer's activities.

SPC integrated [Health Safety and Risk Management Policy](#) sets out the policy and guidance by which SPC manages risk, Principles and Guidelines. The Policy adopts a proactive approach to the management of risk to support both the achievement of objectives and compliance with governance requirements.

8.1. Hazard Identification and Categories of Risk

Risk/Hazards can be categorised as: clinical, public liability and employee liability.

The following are the risk areas identified: -

- Risk of injury to People supported/Employees and the Public.
- Professional Standards Risks
- Objectives and Project Risks
- Business Continuity Risks
- Financial Risks
- Reputational Risks
- Environmental Risks and
- Audit/Inspection/Accreditation/Standards/Legislative Risks

8.2. Overview of SPC Risk Management Process

Overview of SPC Risk Management Process

Step 1.

Hazard Identification & development of Risk Register for each designated centre. Once a hazard is identified, the risk of injury or illness

needs to be established by completing a Risk Assessment which will quantify the hazard which in turn indicates its significance and the attention level the hazard deserves.

STEP 2

Any employee of SPC can carry out a Risk Assessment. This may be prompted by the observation of a risk, or a perceived risk, as identified in Step 1 above. It can follow information received from a person supported, family member.

Step 3

Depending on the seriousness of the risk identified and the control measures and/or resources that need to be put in place to address the risk, the Risk Assessment may be discussed with the Community Service Manager for advice and direction.

Step 4

A review date will be set up.

9. Specific Measures for Control of Health and Safety

9.1. Physical Hazards

9.1.1. Fire Hazard / Risk Assessment

Fire is a serious hazard and can result in death or serious injury to human life, property, and the environment. Due to the risk that this hazard poses SPC strives to ensure that all employees are aware of general fire safety prevention measure and are training in evacuation procedures specific to their location. The main causes of fire include electrical wiring/equipment, smoking, open flames, flammable liquid/gases, placing of combustibles close to hot surfaces and arson.

Risks associated with fire are smoke inhalation/respiratory damage/serious burns, death, and property damage.

Risk Control Measures

- An automatic fire alarm system, consisting of detectors (smoke/heat), has being installed in all properties along with a maintenance contract. The fire detector must be tested weekly.
- Fire extinguishers are provided throughout. A maintenance contract is in place to service all firefighting equipment on an annual basis.
- A live fire Safety folder located in each community home with daily, weekly, monthly fire safety checklists.

- Fire policy procedures, Fire evacuation plan & emergency contact lists for each community home is available on the internal Q drive system.
- New starters H&S induction and local induction to ensure that the new employees are aware of policies and procedures. All employees must read and sign off on the policies.
- Timed fire drills are carried out monthly and learning is discussed at team meetings.
- Fire Policy Procedures are in place for all community homes and they are reviewed annually.
- Fire safety training is provided to all employees on a regular basis.
- Smoking is prohibited in all buildings.
- All employees are responsible for implementing fire prevention measures in their workplace.
- The fire alarm system, fire extinguishers and emergency lighting are serviced on a regular basis. Records is kept on the internal Q drive.
- Employees are obliged to keep their work areas clear of accumulations of wastepaper and other waste, and to ensure that no unauthorised flammable liquids are brought into the building.
- All escape routes are always kept clear.
- SPC has an organisational fire risk register.
- Depending on the requirements of the people supported some community homes have evacuation aids in place such as Evac chairs, ski sheets/ski pads. Training is provided for employees on the use of evacuation aids. Evacuation aids are practiced by employees, and on a regular basis and is a regular item on the house meeting agenda.
- A fire warden is assigned to each community home during each working shift. This employee will have a specific role to play in the event of an evacuation. They will phone the fire brigade for assistance; they will communicate with the fire brigade upon arrival to the premises. They will co-ordinate the evacuation.
- The PIC's/ Team Leaders is the person responsible for the fire safety management within their community home they are managing.
- Auditing is carried out on fire safety and the environment.

9.1.2. Electricity Hazard / Risk Assessment

Electricity is a serious hazard in any occupation or domestic setting, so respect for electricity is essential. Accidental overloading of electrical sockets is a common cause of fires. The associated risks are burns, shock, asphyxiation and even death.

Risk Control Measures

- Only approved equipment installed by a competent person shall be used, and all equipment should be used according to manufactures instructions.
- All fuse boards are installed in a safe area and circuits clearly identified.
- All electrical work which involves more than fuse, bulb or plug changing is attended to by qualified personnel only.
- Double-adaptor type units are not permitted.
- Staff are advised to report any loose electrical connections, any electric shock, any burning smell or blackening of leads or plug pins etc.
- A regular inspection of all electrical apparatus must be carried out and any faults found e.g., damaged socket outlets, are reported immediately and remedial action taken, i.e. replacement. Unauthorised repairs and use of unauthorised electrical apparatus are not permitted.

9.1.3. Access and Egress Hazard / Risk Assessment

In compliance with section 8 (c) (ii) of the Safety, Health and Welfare at Work Act 2005, SPC will provide and maintain safe access and egress to places of work.

Control Measures:

- Emergency exits should always be kept clear and unobstructed.
- Care should always be exercised by those driving SPC vehicles.
- All aisles, stairways, landings, hallways, and doorways to be always free from obstructions.
- Adequate internal and external lighting provided.
- Any difficulties relation to access or egress should be reported to your Line Manager and rectified as soon as possible.
- Extra wide doorways are provided where necessary in community homes to allow for wheelchair accessibility.
- Lino/tiles are maintained in good condition and are free from damage, which could cause employees, persons supported, visitors or contractors to slip, trip or fall.
- Keep pathways free from algae, leaves etc.
- Cut back plants/trees that overhang pathways.

9.1.4. Slip, trip, fall Hazard/ Risk Assessment

An accident involving slips, trips or falls can result in a serious personal injury to a person supported, employee, visitor, contractor, or volunteer.

Control Measures:

- Cleaning schedules in place
- All floors are free from obstruction.
- Floors only to be mopped at appointed times throughout day/night where safe to do.
- Persons supported to be away from direct vicinity of floors when wet.

- Non-slip mats in situ at entrance and exit.
- Wet Floor man sign in place when floors are wet.
- Non-slip flooring in place.
- Good communication with fellow workers.
- Regular power washing to footpaths/driveway.
- Wear comfortable, slip resistant footwear.
- Maintenance audits
- Ice/wintery weather controls alert
- Weather – monitoring of snow/ice alerts.
- Exercise caution from 6:00am to 11:00am
- Keep hands free and out of pockets.
- Allow extra time for journey.
- Use handrails were provided.
- Clear allocation of responsibility for dealing with snow/ ice on walkways,
- Gritting and salting of pathways/driveway access and egress to properties
- Regular garden maintenance scheduled.

9.1.5. Machinery Hazard/Risk Assessment

In accordance with the Safety, Health and Welfare at Work (General Application) Regulations, 2007 and Machinery regulations 2008, the associated risks with machinery and equipment include danger of injury from moving parts, electric shock, entanglement in rotating parts/shafts, laceration, noise.

Control Measures:

- Ensure all guards are in place before operating such machinery.
- All interlocking switches must be working and cannot be interfered with.
- Isolate all power sources prior to opening guards and making adjustment to the machine.
- Ensure all employees wear tight fitting clothes when operating machinery.
- All employees must be trained on the correct use of machinery and equipment.
- Ensure sharp blades are lowered before cleaning a machine.
- Use gloves during cleaning.
- Use ear protection if noise levels exceed 80 d(B).
- Only qualified person should engage in machine maintenance and repair.
- Always isolate the power source prior to maintenance.
- All equipment is serviced as per the manufacturing guidelines and records of services stored on SPC internal Q drive.
- All equipment shall be regularly inspected at local level.

- Compressors, pressurized equipment, lifts, hoists, lifting equipment, chains, straps, harnesses and ladders should be frequently inspected, serviced and tested in accordance with statutory regulations and manufactures recommendations.

9.1.6. Other Machinery & Grounds Keeping

Perspex guards must be fitted to a bench grinder. When in use, this guard must always be in place. If damaged or missing inform your supervisors immediately.

Eye protection must be worn at all times. When using a grass strimmer, face guard must be worn at all times. One must isolate the power on any machine before maintenance and repair of the machine.

Maintenance at Work

Specialised Safety Rules – Maintenance Work

- Always consider carefully whether the job is within your capability and whether you have the appropriate tools. Always use an outside contractor if the job is too big for your own resources.
- Always lift, carry, put down, pull and push safely, i.e. in accordance with manual handling training. Never overreach – always ask for help.
- Always wear appropriate protective clothing for the job in hand. All jobs require safety footwear and overalls. In addition, other items of personal protective equipment (PPE) are required. Always wear chemical resistant PPE when exposed to chemicals.
- Always climb ladders safely. Always use the correct ladder. Set the ladder at the correct angle (four up: one out). Have the ladder either footed/butted or lashed in place to avoid sliding. Carry light materials only up step ladders. Pull objects by rope rather than carry up a straight ladder. Never work from a ladder, unless unavoidable (a ladder is for access only). Ensure the ladder extends 30 inches at the top above the alighting point (getting onto platforms/roofs).
- Always climb platforms/roofs etc. safely. Always close platform gates when working aloft (or secure yourself safely otherwise). Always wear body harness/life-line where the risk warrants it.
- Always use the safety cage with extreme care. Use the double-key. Do not go forwards or in reverse while aloft (except when unavoidable and then only at crawl speed over very short distances). Close the gate and secure its catch. Always connect the securing chain to the mast before being raised. Always use the main safety cage in preference to the low-rail cage (use only when main cage is impossible). Always kneel or crouch when being elevated in the low-rail cage. Always work only with careful, experienced drivers. Always use a safety cage on even ground only, never on rough ground

9.1.7. Ladders, Trestles & Steps Hazard/Risk Assessment

Ladders, step ladders & trestles (or lightweight staging) are among the most common used pieces of access equipment on site and perhaps the most misused. Any surface on which a ladder rests must be stable, level and firm, strong enough to support the ladder and any load that may be placed upon it. A ladder must be of sufficient strength and suitable for the purpose or the job which is to be done, and be so erected that it does not become displaced.

- Ladders should be set on a firm, level base, and there should be no makeshift use of bricks, blocks or timber packing etc. to gain extra height or to level up the stiles.
- Ladders should be clear of any excavation and in such a position that they are not causing a hazard, or placed anywhere where they may be struck or dislodged. Barriers should be placed around the foot as added protection where necessary.
- Ladders should not be placed on or leant against any fragile surface or fitting.
- Bracing boards should be used where the ladder is required to rest adjacent to windows and other openings.
- Ladders should be set, as near as possible, at an angle of 75° (1m out to 4m up).
- Ladders must not be secured by their rungs; lashings should be around the stiles.
- Lashing or clamping ladders, at the midpoint of a ladder, will make them safer and help to prevent sway, particularly with ladders that are over 6m in height.
- If the vertical height of a ladder is over 9m, an intermediate landing with toe boards and guard rails must be provided, wherever practicable.
- Only one person should be on the ladder at any one time.
- Always face the ladder when climbing it or descending it and use both hands.
- Tools and materials required for work can be carried in a shoulder bag, on a special belt, or be hoisted up or lowered afterwards.
- When a ladder must be left standing after working hours, a board should be lashed between the rungs to prevent unauthorised access.
- Overreaching leads to over balancing. The most satisfactory method for working safely on a ladder is for both thighs and hips to be kept between the stiles. The working position should be not less than five rungs from the top of the ladder.

- Ladders must be properly maintained, of sound construction and materials, free from any defects and kept in good repair. If a rung is missing or damaged, the ladder must not be used.
- All ladders should, in the interest of safety, be securely fixed or lashed to prevent slipping, either near the top or, if this is not possible, at the bottom.
- Where the length of a ladder used exceeds 3m it must be secured. Where this is not possible a person must be at the foot of the ladder to prevent, it slipping.
- Ladders must extend at least 1m above the landing place, unless some other suitable handhold is available, and must be placed so that there is adequate space behind each rung for a proper foothold.

During an inspection of a ladder, one should not find the following:

- Damaged or worn stiles, particularly at the head or foot of the ladder.
 - Broken, missing, loose or worn rungs
 - Mud or grease on the rungs
 - Rungs supported solely by nails, screw or spikes, etc.
 - Movement in the rungs or stiles
 - Decayed timber, or the corrosion of fittings
 - Insecure tie-rods
 - Warping, sagging or distortion; check that the ladder stands firmly.
- Ladders should be stored on racks, supported on the stiles only, with enough supports to prevent them from sagging. They must not be hung from the rungs or stiles.
 - Aluminium ladders should be kept away from wet lime or cement which may corrode them.

9.1.8. Step Ladders

Many of the general rules for the safe use of ladders also apply to step ladders. In addition, the following points should be considered.

- The treads (steps), hinges, bolts, screws and fixings must all be sound and secure.
- Retaining cords or hinges should be of equal length and in good condition.
- The step ladder must be stable when open and standing on a level base.
- They should be at right angles to the work, whenever possible.
- When step ladders are used, the knees of the person using the step ladder should be kept below the top of the steps.
- The top tread of a step should not be used as a working platform, unless it has been constructed as a platform with a secure handhold.

9.1.9. Portable Electric Power Tools Hazards/ Risk Assessment

Portable electric power tools may be utilised in particular maintenance projects at various times, e.g., power drills, grinders, jig-saws etc.

Associated hazards arising from the presence and use of portable tools will include:

- Ejection of sparks and debris which may enter eyes
- Laceration or other injuries to hands or other parts of the body
- Trip
- Fire
- Electric Shock
- Manual handling

Control Measures

- Only formally trained, qualified/competent, and authorised employees may operate portable power tools at any time.
- Suitably assessed PPE (e.g. safety goggles) are provided and must be worn when utilising portable tools.
- If possible, only 110V power tools or battery powered tools are permitted. Use of portable tools with a 220V/110V transformer may be allowed in certain limited circumstances and only following a formal Risk Assessment review.
- The use of extension leads should be minimised where possible with clear warning signs in place, relating to the presence of the trailing cables and associated trip hazards.
- Portable electric power tools must be earthed or double insulated.
- Electrical supply cables must be maintained in good condition.
- Temporary repairs with tape, etc. are not permissible at any time.
- Cables must be fitted with suitable secure plugs in good condition.
- Power tools must be kept clean and dry, if possible.
- If portable electric tools are required for use under adverse wet conditions, they should be selected accordingly regarding the inherent wear and tear and electrocution risks.
- Formal checks on the condition of the portable power tools should be carried out to a specific schedule. Written records of all visual and test checks should be retained on a suitable file.

All such work will involve maintenance or construction work by external contractor under contract.

9.1.10. Electrical Power Tools Safety Hazards/ Risk Assessments

Electrical power tools may be utilised maintenance projects at various times,

- Electric Shock from improper use of 110V equipment or lack of residual current devices or earth leakage current breakers
- Burns
- Fire/Explosion
- Tripping and falling over cables

Control Measures

- Power tools provided for use are in accordance with the relevant applicable safety standards and are maintained in good safe condition at all times.
- No power tools or electrical equipment of greater voltage than 110V shall be used on the premises unless special safety and risk assessment arrangements have been made.
- Lower voltage tools, lighting, etc. may also be required in damp or confined situations. Most of the tools in use are now battery powered.
- Where power tools must be used off the mains electricity supply, the source of this supply must be fitted with residual current devices (R.C.B./E.L.C.B.) rated at 30 Amps at 30m.sec.
- All external contractors must be informed of the Company Policy on the use of electricity and electrical equipment and will be expected to always comply with these requirements. Contractors must describe the electrical safety requirements for their operations, where and when applicable, in the formal Method Statement they are required to prepare for all projects.
- Only authorised persons are permitted to repair or alter electrical equipment. All defects noted in electrical equipment must be reported to the Managing Director without delay so that immediate steps can be taken to have defects remedied by competent electricians. All cable connections must be properly made.
- Under no circumstances is insulation tape to be used for any repairs or joints.
- Power tools must be maintained in good condition with casings intact and labels fitted showing voltage and other information.
- Regular inspections of all electrical equipment (fixed and portable) on work premises will be carried out by a competent electrician in accordance with the requirements of the Safety, Health & Welfare at Work (General Application) Regulations 2007 and the E.T.C.I. Code of Practice E.T. 206 – The Management of Electrical Safety at Work.
- All electrical equipment on these premises will be supplied, installed, maintained and used in accordance with the above standards.

- Only competent electrical personnel are permitted to carry out any work on electrical equipment or tools or maintain/repair switchboards.
- Areas at and about electrical switchboards cannot be used as storage or as work areas by anyone. These are critical installations and the areas about must be maintained tidy.
- Each switchboard/panel has a sign on the access door to warn of high-voltage.
- Faulty electrical instruments/plant, tools and bare wires, defects, faults, etc. must be reported immediately to the Managing Director.
- Water leaks in any area must be reported immediately and all employees should realise the danger of electrocution when water comes into contact with a live power source.
- Water-based fire extinguishers must never be used for electrical fires.

9.1.11. Hand Tools Hazards/Risk Assessment

Potential to impale, Cuts to hands and body and Bruises to hands and body

Control Measures

- Extensions or levers must not be fixed to spanners or Allen keys.
- Chisels and punches with mushroom heads (from use) should be redressed or replaced as necessary.
- Knives, scrapers and other sharp edges must be protected when in tool kit or being carried.
- Sharp tools should not be carried in pockets.
- Wooden handles should be renewed/replaced when split or damaged in any way.
- Hammer heads must be tightly secured to their shafts with suitable wedges.
- The hand holding the cutting tool should be kept behind the cutting edges when in use.
- Screwdrivers should not ever be used as chisels.
- Tools worn beyond repair should be scrapped.
- Condition of tools should be regularly and formally checked. Written records of the checks should be retained on file.

9.1.12. VDU Workstation Equipment Hazard / Risk Assessment

With VDUs, there is the potential for muscular strain of the eyes, shoulders, neck, back and arms. In addition, there is the potential for fatigue and stress.

Control Measures

- All habitual users of VDUs are provided with suitable chairs - Swivel features with adjustable back (tilt and up/down) and seat (up/down) - Lumbar support.
- Display screens are moveable and can be adjusted to minimise glare.
- Suitable work desks are provided. Adequate legroom is provided at each workstation.
- All workstations' components (chairs, keyboards, display screen, desk etc) shall meet minimum standards laid down in the VDU regulations.
- Workstation assessments carried out by a competent person.
- Good artificial lighting is provided.
- Document holders and footrests are available on request.
- Guidelines on good working practices at VDU workstations are made available to all appropriate employees on SPC internal Q drive.
- Work is arranged so that VDU users can take regular breaks and have changes of activities.

9.1.13. Office Equipment Hazard / Risk Assessment

In office areas, a small number of potentially hazardous machines are used. This includes photocopiers where there is a risk of hand injury from moving parts and hot elements inside the protective covers.

There is also a shredder which presents a risk of injury to fingers from shredding knives on high-speed rollers, also loose clothing could become entangled.

Equipment such as laser printers and photocopiers produce small amounts of ozone and dry- heat which can contaminate the office air and may cause respiratory and skin irritation.

There is a potential hazard from tripping over trailing and loose cables from office equipment or from loose carpets. There is a potential fire hazard from accumulations of wastepaper.

Risk Control Measures

- Photocopier covers are interlocked so that the machine stops when they are opened.
- The hot elements are clearly marked to warn of the dangers (they need time to cool).
- Shredders have limited openings to allow access for paper but not fingers.
- Side openings are interlocked and isolate the power supply upon opening, thus stopping moving parts before access is gained.

- Office carpet is close fitting, and all office floors are maintained to a high standard.
- There are no trailing or loose cables on office floors to cause trips.
- Paper is not stored next to photocopiers. Wastepaper is removed daily.
- Lighting is installed to a high standard in all offices.

9.1.14. Transport hazard/ risk assessments

As part of service provision SPC provides transportation to persons supported to enable them to access the community as much as is practicable. A house vehicle is provided to each community home and Deans Gate Community Hub.

Control Measure:

- All employees must read and familiarise themselves with SPC "Transport" policy.
- A comprehensive vehicle preventative maintenance database is in place.
- All drivers are required to complete the "Driving for work Checklist form", Fuel declaration form and provide a copy of the front and back of their driving licence.
- Drivers carry out a daily visual on the vehicle on the SPC "Travel Form" and weekly on the "Drivers Weekly Visual" checklists. Any defects noticed on vehicle at time of inspection are to be actioned immediately by the employee.
- Drivers must always adhere to the rules of the road and drive within the speed limits and to the speed dictated by weather conditions.
- **Drivers must adhere to the RSA's guidelines at all times to include Mobile phone usage, driving under the influence of alcohol or drugs, tyres are in adequate condition etc.**
- Drivers must report any collisions or incidents on SPC internal DMS system and cooperate in any investigations related to Road traffic incidents.
- Where required a seating plan is in place on the vehicle and employees must always adhere to this plan to reduce the risk of injury.
- All vehicles are supplied with "Breakdown" bags.
- Protocols and procedures in place for servicing and NCT of SPC vehicles.
- Auditing process in place for inspection of all SPC vehicles.

9.1.15. Manual Handling hazards/ risk assessments

SPC recognises that Manual Handling activities can be an important element of service delivery and the management of this is essential to maintaining a healthy and safe work environment for employees and persons supported. SPC through its risk assessment programme, assistive equipment management system and employees training programme seeks to avoid or reduce Manual Handling activities wherever possible within the service.

In accordance with the Safety, Health and Welfare at Work (General Applications) regulations 2007 SPC recognises its obligations to firstly avoid the need for Manual Handling and where this cannot be avoided put in place key guidelines for our services to adhere to.

The primary manual handling tasks within SPC involve the care of persons supported due to the complexity of their conditions. Therefore, there can be risks to employees resulting in back and other musculoskeletal injuries.

Control measures:

- All employees must read and familiarise themselves with Manual Handling risk assessments located at local level and they must comply with safe manual handling practices and guidelines.
- Assistive equipment is provided to minimise the need for manual handling, and it is recommended that whenever possible it is used in preference to manual handling tasks. Risk assessments of all assistive equipment are carried out and all employees must familiarise themselves and follow key controls.
- All PIC's/Team Leaders must identify any activities that pose a risk of injury and ensure that they are addressed in the site specific and individual manual handling risk assessments where applicable.
- Manual Handling training is mandatory for all employees.
- All employees must wear flat, enclosed appropriate footwear and slip-resistant sole, suitable for the tasks to be carried out.
- All managers should be aware of poor practice in manual handling and should remind employees of proper techniques whenever necessary.
- Assistive equipment is checked prior to every use and is annually serviced and maintained. Any defects should be reported to the maintenance dept and equipment put out of use until it is repaired.
- All hoists'/slings are visually inspected prior to use and any defects reported to the PIC/Team Leader. Any defective slings are removed from use immediately and OT informed.
- Employees are trained to use all relevant assistive equipment. Any employees unsure of how to operate assistive equipment must notify their PIC/Team Leader immediately.

Practical Guidelines

Person Supported moving and handling

All assistive equipment must be selected with the involvement of the relevant Clinician, to take account of individual persons supported requirements and safety criteria.

Maintenance programme in place to ensure that assistive equipment is maintained in good working order. Assistive equipment/moving and handling devices must be thoroughly examined by a competent person and records

maintained. SPC have in place an approved external maintenance contractor to carry out this work.

Employees involved in person supported moving and handling by hoist are required to have received training in the use of the hoist and sling by a competent person.

Manual Handling risk assessments are in place at local level.

Manual lifting/full body lifting of persons supported should be avoided at all times unless in a life-threatening situation e.g., fire, risk of drowning or electrocution.

Employees should not attempt to “catch” a falling person as this could pose a greater risk to all concerned.

9.2. Behavioural Hazards

9.2.1. Physical injury because of distressed behaviour

SPC recognises that working with people with intellectual disabilities and supporting them to reach their potential is rewarding both for employees and for the individual person supported. Additionally, SPC recognises that while most of the challenging behaviour poses no physical risk to employees, there is the potential for physical injury. Therefore, a number of control measures have been implemented to minimise the risk.

Control Measures:

- SPC have in place a detailed Positive Behaviour Support Policy. The roles and responsibilities of all employees are outlined in the policy, which all employees must follow. Please refer to policy on SPC internal Q drive under the policies section.
- PIC's/Team Leaders must ensure that all employees working in their specific locations are familiar with the Positive Behaviour Support policy and that it is implemented locally.
- Training provided to employees on a regular basis.
- Each community home has access to the support of a Multidisciplinary team who provide support and managing of person supported with challenging behaviour.
- Behaviour Support plans developed for persons supported.
- Regular meetings are held with MDT to assist local employees in the planning and implementing of behaviour support plans.
- Challenging behaviour incidents are recorded, analysed, and reviewed.

9.3. Chemical Hazards

9.3.1. Cleaning chemicals hazards/ risk assessments

Detergents, bleaches, and disinfectants are commonly used in SPC as part of environmental cleaning schedules.

Chemicals have the potential to cause harm if handled and stored incorrectly by employees or come in contact with persons supported. Potential risks include burns, poisoning, accidental ingestion. To minimise the risk to employees and persons supported the following precautions should be put in place.

Control Measures:

- All chemicals shall be kept in locked cupboards and away from ignition sources or food.
- Chemicals with a flammable symbol shall be stored separate to other chemicals.
- Overstocking of chemicals shall be avoided.
- Chemicals should never be moved from their original containers. They should always be kept in their original container with the original label intact.
- Chemicals should never be mixed.
- Care should be exercised regarding the usage and disposal of substances used for gardening (weedkiller etc.). All gardening substances must be locked away and kept out of reach of persons supported.
- PPE shall be used, where required and as directed by the product supplier/manufacturer.
- PIC/Team Leader is responsible for ensuring that the Material Data Sheets are obtained for all hazardous chemical's substances used and these must be brought to the attention of employees using them.
- All chemicals shall be handled, used, stored and disposed of as per the chemical label and/or the material data sheet.
-

Below is an outline of labels that are put on chemicals to help identify if they can cause harm. It is important that employees familiarise themselves with these labels.

| | |
|---|--|
|  | Explosion Hazard |
|  | Chemical is stored as a gas under pressure |

| | |
|---|--|
|  | Flammable |
|  | Oxidising |
|  | Corrosive – causes severe skin burns and eye damage |
|  | Harmful, may cause skin and eye irritation, Respiratory irritant |
|  | Toxic |
|  | Can cause serious long term health effects |
|  | Damaging to the environment |

9.3.2. Portable Oxygen Cylinders hazards/ risk assessments

Portable Medical Oxygen Cylinders are utilised in several community homes as part of a persons supported care plan. Risks associated with them include explosion, injury from physical contact and fires.

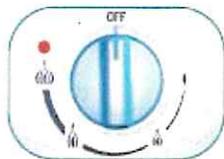
Control Measures:

- No freestanding cylinders allowed, always place the cylinder in an appropriately designed strap.
- Ensure the Oxygen cylinders are stored in safe secured area where they cannot fall over and cause injury. Spare oxygen cylinders should be stored in a designed storage area.
- When carrying portable oxygen cylinders in transport they must be secured as per manufacturer's instructions. Oxygen signage must be displayed on vehicle when in transit.

- All employees must visually inspect oxygen cylinders before use, any defects noted are reported to the Manger and the oxygen cylinder taken out of use.
- Ensure labels always remain clearly visible. Label must not be removed or covered, and unauthorised labels must not be fitted to oxygen cylinder.
- Keep oxygen cylinders away from flammable materials or soft furnishings as an oxygen leak could lead to oxygen enrichment of the material making them vulnerable to ignite.
- A weekly check needs to be carried out by employees on oxygen cylinders.
- If an oxygen leak is identified: Turn off the valve on the oxygen cylinder, open the windows to let the oxygen out into the open air. Notify line manager/H&S dept immediately.

9.3.3. Gas Leak

If there is a smell of gas, employees should follow these important steps:



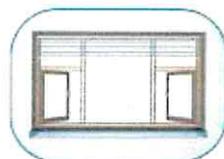
Ensure gas appliances haven't been left on and unlit



Don't smoke or use naked flame



Don't unplug or switch anything electrical on or off



Open Windows or doors



If your appliances are off but the smell persists turn off gas at the meter

- Call the Bord Gais 24-hour Emergency Line 1850 20 50 50
- If you can't get through, dial 999/112
- Don't use a phone in the immediate area of the leak. Use a neighbour's phone or call from outside

9.4. Biological Hazards

9.4.1. Blood Borne diseases hazards/ risk assessments

In accordance with Safety, Health and Welfare at Work (Biological Agents Regulations) 2013, SPC aims to prevent the risk of the infection by blood or body fluids through the provision of education, training and information about blood-borne disease, the adoption and monitoring of good infection control practices and through the widespread adoption of universal and standard precautions.

Blood-borne disease such as viruses or bacteria include: Hepatitis C virus (HCV), Hepatitis B virus (HBV).

Control measures:

- Avoid all contact with blood or body fluids where possible. Cover breaks in exposed skin by means of waterproof dressings and/or gloves.
- Treat all blood or blood products as if it were infectious.
- Use engineering controls e.g., needle safe systems.
- Use safe work practices e.g., have documented safe practices for handling and disposing of contaminated sharps, handling specimens, handling contaminated laundry, items and surfaces etc.
- Wear appropriate Personal Protective Equipment (PPE) to avoid contamination e.g. gloves, goggles or visor, disposable clothing protection such as aprons.
- Ensure emergency procedures and post-exposure plans are in place for those who experience an exposure incident e.g. needlestick injury.
- Follow good basic hygiene practices such as hand washing before and after glove use and avoid hand to mouth or eye contact

9.4.2. Safe handling and disposal of sharps:

A sharps injury is one in which there has been skin penetration by a sharp needle, broken glass, scalpel, bite etc. which has been used in a person supported or been in contact with a person supported body fluids.

- Avoid using sharps where possible.
- A sharps bin is in all community homes.
- All needles, syringes and sharps must be disposed of immediately into the sharp's disposal bin provided. Never in to refuse waste.
- The lid of the sharp's bins must be closed securely after each use.
- Sharps should not be passed from hand to hand.
- Do not keep syringes with needle attached in your pockets.
- It is the personal responsibility of the person using a sharp to dispose of the safely.
- Discard needles, syringes as a single unit where possible.
- Drop sharps into bin. Do not push down into bin or allow your hands or fingers past the level of the lid.
- Do not overfill sharps bins.
- Position the sharps bins in strategic, safe locations.
- Keep bins out of reach of vulnerable persons supported.

9.4.3. Leptospirosis Jaundice (Weil's Disease) hazards/ risk assessments

Leptospirosis is a zoonotic infection of which there are two forms:

1. Weil's disease: spread via direct or indirect contact with rat urine, often via contaminated water.

2. Hardjo: this is spread from cattle to humans via bacteria in cattle urine. It is usually less serious.

Infection occurs when the bacteria enter through cuts or abrasions in the skin or through the mucous membranes of the nose, mouth or eyes. There are two types of infection: mild infection which can include flu like symptoms, sudden headaches and vomiting and severe infection which can result in jaundice, meningitis, kidney failure and even death. Antibiotic treatment should be started as soon as possible.

Control measures:

- Good basic hygiene is followed - regular hand washing, avoiding hand to eye and mouth contact, taking rest breaks including meals and drinks away from the work area.
- Cuts and abrasions are washed and covered.
- Appropriate protective gloves are worn if handling rats (dead or alive) or dealing with
- A rodent control programme is in place for all community houses.

Please refer to the “Educational Toolbox” folder on SPC internal Q drive for information on the protocol around Pestkill.

9.4.4. Legionellosis hazards/ risk assessments

Legionellosis is the collective name given to the pneumonia like illness caused by legionella bacteria, including the most serious Legionnaires’ disease.

- Infection is caused by breathing in small droplets of water contaminated by the bacteria.
- Common symptoms include coughing, breathlessness, high fever, muscle aches and headaches and usually appear 5-6 days after infection but may take longer.

Control measures:

- Water is regularly turned over and does not stagnate.
- Ensure hot and cold water are kept at the correct temperatures

9.4.5. Infection Control hazards/ risk assessments

Infection Control refers to keeping person supported and direct support employees protected from COVID-19 or other infectious diseases. Employees have an important role to play in the prevention and control of infection.

Control measures:

- Hand washing is the most important means of preventing the spread of infection and its importance is emphasized throughout all community homes within SPC. All employees should be familiar with SPC Hand Hygiene Policy.

- Online Hand Hygiene completed by all employees.
- Protective clothing and equipment i.e., single use disposable gloves are provided to protect employees from exposure to contamination from bodily fluids. Disposable gloves and aprons must be worn if contact with blood or bodily fluids are anticipated. These should be discarded as soon as the task for which they are worn is completed.
- Infection Control folders available in each community home.
- All employees should be familiar with SPC Infection Control Policy.

9.4.6. COVID-19 Response Plan

Severe acute respiratory syndrome coronavirus 2' (SARS-CoV-2), the virus responsible for the disease COVID-19 belongs to the Coronaviridae family. This family also includes severe acute respiratory syndrome-related coronavirus (SARS-virus) and Middle East respiratory syndrome coronavirus (MERSvirus). Both of these viruses are classified as risk group 3 biological agents under the Safety, Health and Welfare at Work (Biological Agents) Regulations 2013.

In response to the Governments 'Return to Work Safely Protocol', and the 'HSE Approach to Return to Work Safely Protocol', a COVID-19 Response Plan has been developed detailing the measures to prevent the spread of COVID-19 in the workplace. The COVID-19 Response Plan is available on SPC internal Q drive system.

The national COVID-19 vaccination programme began at the end of 2020 and the Government is continuing to roll out vaccinations to groups of individuals in line with national COVID-19 vaccination allocation strategy.

Under the Safety, Health and Welfare at Work Act 2005 (the Act), we, as an employer owe a duty to ensure, so far as reasonably practicable, the safety health and welfare at work of our employees. We take this duty seriously and in compliance with that obligation, employees are encouraged in line with public health advice, to receive the vaccine when offered it (unless otherwise directed in line with HSE guidance or by a medical professional).

Our employees also have a duty to take reasonable care to protect their own safety, health, and welfare at work as well as that of others under the Act as well as a general duty to co-operate with their employer. The Company believes that receiving one of the recommended public health vaccines is the best possible way in which employees can carry out their duty to protect others.

The Health Service Executive (HSE) and World Health Organisation (WHO) have produced guidance on getting the COVID-19 Vaccine. The guidance from the HSE is that getting the COVID-19 vaccine offers the greatest protection from serious illness that COVID-19 can sometimes cause.

9.4.7. Food Safety hazards/ risk assessments

At SPC we must ensure that the food we prepare and serve is of the highest quality, freshness and safe for consumption to safeguard the health and wellbeing of the person supported and employees.

Control measures:

- Food safety training is mandatory for employees.
- Each community home must maintain records of key food checks including.
 - Fridge and freezer daily temperatures.
 - Core food temperature checks of high-risk foods (Meat, Fish, Poultry)
 - Records of food checks must be kept in the food safety folder at local level.
- Each community homes shall maintain cleaning schedules for all cleaning activities and monitor cleaning standards.
- All employees involved in the preparation and serving of food shall follow personal hygiene requirements:
 - Wearing of appropriate protective clothing.
 - Washing of hands.
- All employees should use heat resistant gloves when handling hot substances.
- Employees who have
 - Symptoms of vomiting and diarrhoea.
 - An infection of the mouth, nose or ears
 - An infectious skin disorder.Must report this to their manager and shall not be involved in food related duties.
- Treat cuts, sores and grazes and cover with a washable dressing.
- Food thermometers should be used for checking core temperature of food. Food probe must be calibrated annually or replaced.
- Colour coded chopping boards are provided, and employees must use appropriately when preparing foods.

9.4.8. Clinical waste hazards/ risk assessments

Clinical waste is defined as the solid or liquid waste arising from healthcare. The associated risks to employees are that of acquiring an infectious disease transmitted via blood or body fluids.

All employees should be familiar with the Infection and Control Policy.

Within SPC, there are 2 types of waste:

Domestic (Non-risk).

This includes normal household and catering waste, and all non-infectious waste including non-toxic, non-radioactive and non-chemical waste.

Clinical (Risk).

Healthcare risk waste is classified as hazardous or dangerous due to the risk of it being infectious, or because it contains used sharp materials that could cause injury.

For management of waste, you must ensure that you:

- Risk assess waste before appropriately disposing it.
- Segregate and dispose of waste at the point of use.
- Ensure bins are never more than 2/3rds full and use foot operated pedal bins or wall mounted sharps bins as appropriate.

9.5. Human Factor hazards

9.5.1. Lone Workers

SPC recognised its duty to identify all hazards, assess the risks and put measures in place to avoid or control the risks as per Section 19 of the Safety, Health and Welfare at Work Act 2005 and the Safety Health and Welfare at Work (General Application) Regulations 2007.

However, all employees have a responsibility to take reasonable care of their own safety, the safety of others and to co-operate with your employer. Employees should not knowingly place themselves in situations which exposes them to additional risk when Lone Working.

Control measures:

- All employees must be familiar with SPC Lone Working policy.
- Local level risk assessments in place and adherence by all employees within the location.
- All employees are trained in the safe use of equipment, the safe system of work and emergency procedures. All records to be documented and retained on file.
- All employees have access to an Emergency Contact list.
- Ensure that all issues reported by employees is documented, investigated and corrective actions undertaken.
- Where employees work alone for extended periods and/or on a regular basis, Community Service Manager, PIC's, Team Leaders and Night manager must make provision for regular contact, both to monitor and to counter the effects of working in isolation.
- Lone Worker Policy is to be part of everyday safe work methods and ensure that all safe work methods are promoted daily.
- Support employees working alone and support employees in any incident which may occur during the incident and later at follow up support / debriefing meetings.
- Agreed plans in place in the event a Lone Worker does not report in as expected (including attending for rostered hours and at the end of their working shift/hours).

- Lone workers receive all relevant training, information, instruction, and supervision so as to allow them to carry out their duties safely and effectively.

9.5.2. Work related stress risk assessment

Stress at work results from the interaction between an aspect or many aspects of the working environment and the individual concerned.

Control measures:

- All employees must be familiar with the Dignity at Work policy.
- All employees must be familiar with the Grievance and disciplinary policy.
- Line management structure in place for reporting issues.
- EAP program in available to all employees.
- Referral to Occupational Health.
- Quality Conversation meetings scheduled regularly for all employees with line managers.
- Support structure in place with the individual, Hr Dept and line manager.

10. Distribution/Access to the Safety Statement

The Safety Statement is available to all employees and others who may also require access to it e.g. contractors/agency employees.

This Safety Statement will be brought to the attention of all new employees and to existing employees at least annually and following any amendments.

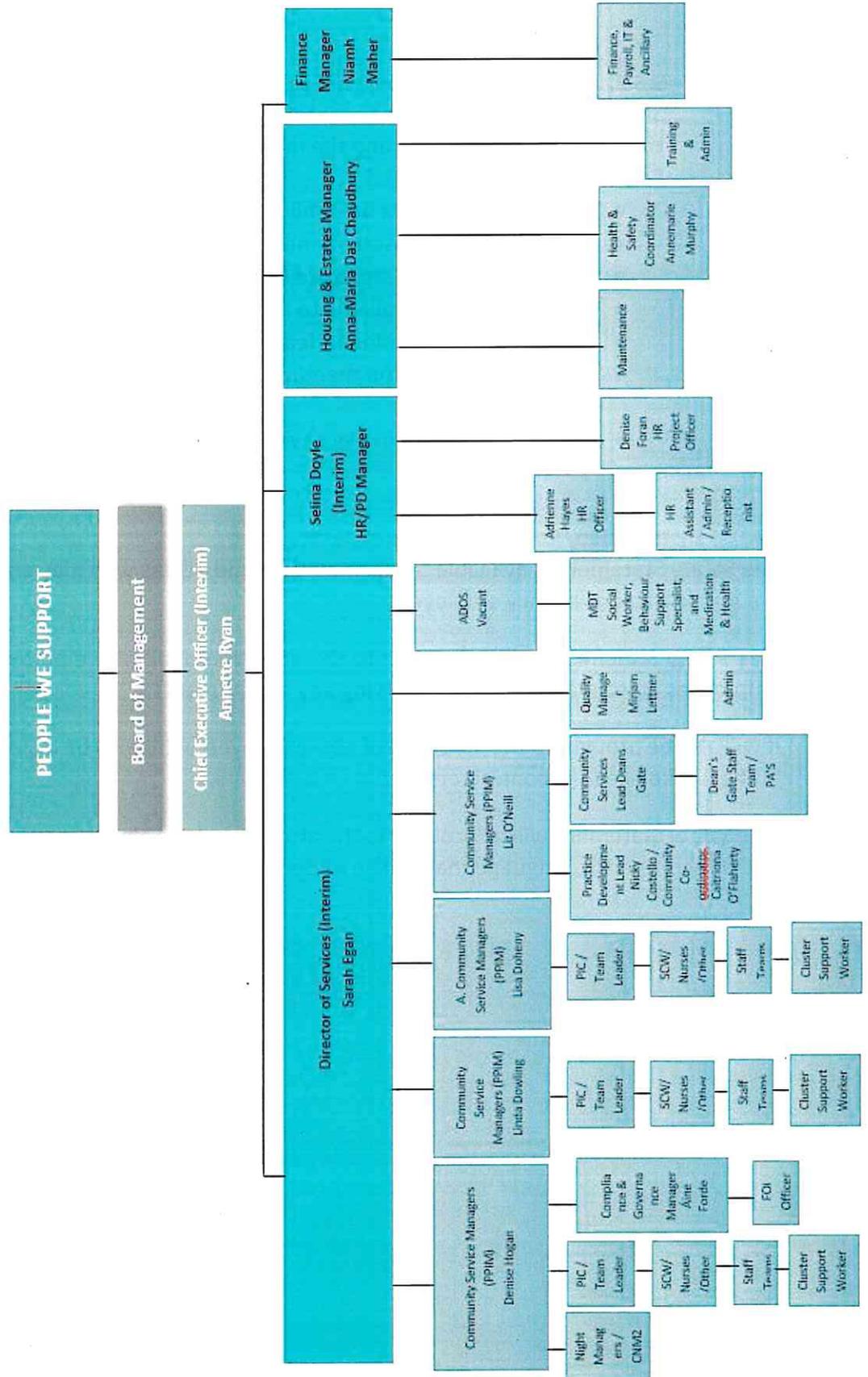
It will also be brought to the attention of non-employees who may be exposed to specific risks in the workplace (e.g. contractors)

This Safety Statement will be brought to the attention of the above persons in a form, manner and as appropriate, language that will be understood'.

Appendix 1 SPC Organisation Chart

Current as at: 7th February 2022

St. Patrick's Centre Kilkenny (SPC) Organisation Chart



Appendix 2 Supporting legislation/Codes of Practice

Supporting Legislation / Codes of Practice (Non-exhaustive)

Safety, Health and Welfare at Work Legislation

Safety, Health and Welfare at Work Act 2005

Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007)

Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2007 (S.I. No. 732 of 2007)

Safety, Health and Welfare at Work (General Application) (Amendment) (No. 3) Regulations 2016 (S.I. No. 370 of 2016).

Health Act 2007

Health Act 2007 (Care and Support of Residents in Designated Centres for Persons (Children and Adults) with Disabilities) Regulations 2013

Health Information and Quality Authority (HIQA) (2012) National Standards for Better Safer Healthcare

HSE (2018) Incident Management Framework

Code of Practice for Community Dwellings 2017

In addition to the above the Health and Safety Authorities website contains an extensive list of health and safety legislation/ regulations and codes of practice can be sourced at:
http://www.hsa.ie/eng/Legislation/List_of_Legislation/Fire

Fire Services Act 1981 as amended 2003

Building Regulations 2006, Technical Guidance Document B - Fire Safety

Appendix 3 Risk Assessments

The following is a non-exhaustive list of risk assessments within St Patricks Centre (SPC)

[Risk Assessment Access and Egress](#)
[Risk Assessment Blood Borne Disease](#)
[Risk Assessment Challenging Behaviour](#)
[Risk Assessment Chemicals](#)
[Risk Assessments Covid-19 Social Distancing at work](#)
[Risk Assessment Driving a work vehicle](#)
[Risk Assessment Electricity](#)
[Risk Assessment employee becoming infected with COVID-19](#)
[Risk Assessment Fire](#)
[Risk Assessment Food Safety](#)
[Risk Assessment Gas Leak](#)
[Risk Assessment Hand Held Tools](#)
[Risk Assessment Infection Prevention and Control](#)
[Risk Assessment Ladders](#)
[Risk Assessment Legionellosis](#)
[Risk Assessment Lone Working](#)
[Risk Assessment Machinery/Equipment](#)
[Risk Assessment Manual Handling](#)
[Risk Assessment Office Equipment](#)
[Risk Assessment Portable Electric Power Tool](#)
[Risk Assessment Portable Oxygen](#)
[Risk Assessment Slip/Trip/Fall](#)
[Risk Assessment Employee with underlying health condition](#)
[Risk Assessment use of sharps and safe disposal](#)
[Risk Assessment Visual Display Unit](#)
[Risk Assessment Weil's Disease](#)
[Risk Assessment Work Related Stress](#)