

## HEALTH AND SAFETY MANAGEMENT RESPONSIBILITIES

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

### THE MANAGEMENT OF HEALTH AND SAFETY

#### General

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

#### Occupational Health

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

#### Accidents, Incidents and First Aid

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

#### Fire and Emergency Arrangements

Ensure that;

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

## **Risk Assessment**

Ensure that;

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

## **Premises**

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

## **Equipment**

Ensure that;

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

## **Substances**

Ensure that;

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

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

## **EMPLOYERS RESPONSIBILITIES INCLUDE**

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

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

#### **EMPLOYEES RESPONSIBILITIES INCLUDE**

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

#### **MONITORING**

The operation of this policy and arrangements is actively monitored through the periodic review of our completed Safety Record Forms and also by using Periodic Workplace Checklists. The Director has overall responsibility for this, but some of the routine tasks may be delegated. We also undertake an annual health and safety

management review to determine whether our existing health and safety procedures and arrangements are adequate. This is achieved by completing an Annual Health and Safety Review form.

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

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

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

Site or Location: Oaklands Nursing Home, Derry, Listowel Co Kerry	
Date Completed:	28/08/2018
<b>FUNCTION</b>	<b>NAME</b>
Director	Director
Office Manager	Office Manager
P.I.C Person in Charge	P.I.C Person in Charge
Clinical Nurse Manager	Clinical Nurse Manager
Maintenance	Maintenance
Head Chef	Head Chef
Safety Statements	Director
Finance and Purchasing	Director
Management of Contractors	Director
Asbestos Duty Holder	Director
Anti-Bullying Policy Contact	Office Manager
Management of Health and Safety	Director
Operational Procedures (writing and preparation)	Director
Appointed Competent Person(s) for Occupational Safety, Maintenance and Chemical Agents	Director
All Risk Assessments	Director
Emergencies (fire, flood, first aid), plans and procedures	Director
Utilities (gas, electricity, water)	Director
Personal Protective Equipment	Director
Training	Office Manager
Maintenance	Maintenance
Equipment and machinery (guarding, maintenance and statutory tests)	Director
Welfare facilities	Director



**RESPONSIBILITY TABLE**

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

**Key***DR - Director**OM - Office Manager**DON - Director of Nursing**CNM - Clinical Nurse Manager**MAI - Maintenance**HC - Head Chef*

<b>Safety arrangements</b>	<b>DR</b>	<b>OM</b>	<b>DON</b>	<b>CNM</b>	<b>MAI</b>	<b>HC</b>
Managing Safety & Health at Work	✓	✓	✓	✓	✓	✓
Accident, Incident, Ill Health Reporting and Investigation	✓		✓			
Workplace H&S Consultation - One-to-one	✓					
Risk Assessment and Hazard Reporting			✓	✓	✓	✓
Occupational Health and Health Surveillance		✓				
Substance & Alcohol Abuse		✓				
Purchasing	✓					
New and Expectant Mothers	✓	✓	✓	✓	✓	✓
Employing Children & Young Persons		✓				
Health & Safety Training	✓			✓		✓
Health & Safety of Visitors		✓				
Personal Protective Equipment	✓		✓	✓	✓	✓
Safe Systems of Work	✓					
Action on Enforcing Authority Reports	✓					
Equality and Disability Discrimination Compliance		✓				
H&S Information for Employees		✓				
Fire Safety - Arrangements and Procedures	✓	✓	✓	✓	✓	✓
First Aid	✓	✓	✓	✓	✓	✓
Welfare, Staff Amenities, Rest Rooms & the Working Environment	✓					
Housekeeping and Cleaning			✓	✓	✓	✓
Pest Control					✓	
Building Services					✓	
The Control of Hazardous & Non Hazardous	✓		✓	✓		

<b>Safety arrangements</b>	<b>DR</b>	<b>OM</b>	<b>DON</b>	<b>CNM</b>	<b>MAI</b>	<b>HC</b>
Waste						
Access, Egress, Stairs & Floors			✓	✓	✓	✓
Windows, Glass & Glazing in the Workplace					✓	
Water Temperature Control					✓	
Premises	✓					
The Control and Management of Healthcare Waste			✓	✓		
Electrical Safety	✓	✓	✓	✓	✓	✓
The Provision, Use & Maintenance of Work Equipment	✓		✓		✓	✓
Hand Tools					✓	
Office Equipment		✓				
Storage of Chemical Substances & Agents	✓					
Slips, Trips & Falls				✓	✓	✓
Special Events	✓					
Hoists			✓	✓		
Work at Height					✓	
Occupational Road Safety	✓					
The Prevention of Sharps and Needlestick Injuries			✓	✓		
Safety in Food Preparation Environments						✓
Infection Control			✓	✓		
Working Time, Night Work and Shift Working	✓		✓			
Manual Handling	✓	✓	✓	✓	✓	✓
Manual Handling in the Care Sector	✓		✓	✓		
Legionella Control	✓				✓	
Radon	✓					
Stress in the Workplace		✓				
Aggression & Violence in the Workplace		✓				
Bed Rails - ROI			✓	✓		
Wheelchairs - ROI			✓	✓		
Drugs & Medication - Healthcare ROI			✓	✓		
Hairdressing & Beauty Salons	✓					
Contractor Control & Management	✓	✓	✓	✓	✓	✓

**Note:** Those persons who have been allocated responsibilities for health and safety issues should ensure that the required risk assessments and safety records are



completed, either by them or by other persons and that the required control measures are implemented when work activities take place.

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

**EMERGENCY CONTACT DETAILS**

Garda	999 or 112
Garda Station.	See Fire Action Notices
Fire and Ambulance	999 or 112
Location of Fire Assembly Point	See Fire Action Notices
First Aiders & Location of First Aid Kits	See Fire Action Notices
Nearest Hospital A&E	See Fire Action Notices
Local Doctor	See Fire Action Notices
ESB	For emergencies, supply failure or damage to networks - ESB Networks Ltd: <b>1850 372 999</b> (24 hour service)
Gas	National Gas Emergency number: <b>0800 111 999. Or 1850 205 050</b>
Health & Safety Authority	1890 289 389

**Emergency Procedures**

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

**Fire**

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

**Medical Emergencies**

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

**Theft, aggression or violence**

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

## RELEVANT LEGISLATION

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

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

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

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

- Chemicals Acts 2008 and 2010
- Carriage of Dangerous Goods by Road Act, 1998
- Carriage of Dangerous Goods by Road Regulations 2007
- Chemicals Act (CLP Regulation) Regulations 2011.
- Dangerous Substances Act 1972
- Employment Equality Act 1998
- Display Screen Equipment Regulations 2007
- European Communities (Classification, Packaging, Labelling and Notification of Dangerous Substances) (Amendment) Regulations 2008
- Chemicals Act (Control of Major Accident Hazards Involving Dangerous Substances) Regulations 2015
- European Communities (Lifts) (Amendment) Regulations 2008
- European Communities (Export And Import Of Certain Dangerous Chemicals) (Pesticides) (Enforcement) Regulations 1995 as amended
- European Union (Prevention Of Sharps Injuries In The Healthcare Sector) Regulations 2014
- Factories Act 1955
- Fire Services Act 1981 & 2003
- Organisation of Working Time Act 1997
- Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 and 2015
- Safety, Health and Welfare at Work (Carcinogens) Regulations 2001 and 2015.
- Safety, Health and Welfare at Work (Confined Spaces) Regulations 2001
- Safety, Health and Welfare at Work Act 2005 (Commencement) Order 2005

- Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006 and 2010
- Safety, Health and Welfare at Work (Work At Height) Regulations 2006
- Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2016
- Safety Health and Welfare at Work (General Application) (Amendment) Regulations 2010 – Optical Radiations
- Safety Health and Welfare at Work (General Application) (Amendment) Regulations 2012 – Optical Radiations and Pressure Systems
- Safety Health and Welfare at Work (Biological Agents) Regulations 2013.
- Safety, Health and Welfare at Work (Construction) Regulations 2013.
- Safety Health and Welfare at Work (Electromagnetic Fields) Regulations 2016

## Safety Arrangements Index

Ref. Number	Title	Publication Date
SA1-1	Managing Safety & Health at Work	v1
SA1-3	Accident, Incident, Ill Health Reporting and Investigation	v2
SA1-5	Workplace H&S Consultation - One-to-one	v1
SA1-6	Risk Assessment and Hazard Reporting	v2
SA1-7	Occupational Health and Health Surveillance	v2
SA1-8	Substance & Alcohol Abuse	v1
SA1-9	Purchasing	v1
SA1-11	New and Expectant Mothers	v2
SA1-12	Employing Children & Young Persons	v1
SA1-14	Health & Safety Training	v1
SA1-15	Health & Safety of Visitors	v1
SA1-17	Personal Protective Equipment	v1
SA1-20	Safe Systems of Work	v1
SA1-21	Action on Enforcing Authority Reports	v1
SA1-22	Equality and Disability Discrimination Compliance	v2
SA1-23	H&S Information for Employees	v1
SA 2-1	Fire Safety - Arrangements and Procedures	v2
SA3-1	First Aid	v2
SA3-2	Welfare, Staff Amenities, Rest Rooms & the Working Environment	v2
SA3-3	Housekeeping and Cleaning	v2
SA3-4	Pest Control	v1
SA3-5	Building Services	v3
SA3-6	The Control of Hazardous & Non Hazardous Waste	v2
SA3-9	Access, Egress, Stairs & Floors	v2
SA3-10	Windows, Glass & Glazing in the Workplace	v1
SA3-14	Water Temperature Control	v1
SA3-15	Premises	v2
SA3-18	The Control and Management of Healthcare Waste	v1
SA4-1	Electrical Safety	v1
SA4-2	The Provision, Use & Maintenance of Work Equipment	v1
SA4-3	Hand Tools	v1
SA4-4	Office Equipment	v1
SA4-5	Storage of Chemical Substances & Agents	v1
SA4-8	Slips, Trips & Falls	v1
SA4-9	Special Events	v1
SA4-18	Hoists	v1
SA4-20	Work at Height	v2
SA4-31	Occupational Road Safety	v2
SA4-32	The Prevention of Sharps and Needlestick Injuries	v3
SA4-35	Safety in Food Preparation Environments	v1
SA5-4	Infection Control	v1
SA5-5	Working Time, Night Work and Shift Working	v1
SA5-9	Manual Handling	v3
SA5-10	Manual Handling in the Care Sector	v4
SA5-12	Legionella Control	v1
SA5-13	Radon	v1
SA5-18	Stress in the Workplace	v1
SA5-19	Aggression & Violence in the Workplace	v1
SA6-1	Bed Rails - ROI	v3
SA6-2	Wheelchairs - ROI	v3
SA6-3	Drugs & Medication - Healthcare ROI	v4
SA7-2	Contractor Control & Management	v1



## MANAGING SAFETY AND HEALTH AT WORK

We recognise the business benefits that can accrue from the effective management of safety and health at work. To obtain these benefits for our company we have recognised the need for an effective management system and have taken steps to put such a system in place.

We have done this by;

- Nominating an individual member of the senior management to take responsibility for managing safety and health at work.
- Providing adequate resources
- Providing such health and safety information, instruction and training for all workers as is necessary for them to be able to work without risk to their health or safety so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near-miss incidents and dangerous occurrences.
- Reporting reportable accidents within the statutory timescales (information is in our Guidance Notes).
- Providing and recording relevant training.
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing this organisation's arrangements for managing safety and health at work is identified within the Responsibility Table of our Health and Safety Policy.

## **MANAGING SAFETY AND HEALTH AT WORK**

### **Action Plan**

**In order to meet our legal obligations to manage safety and health at work we need to;**

1. Identify a person to take responsibility for managing health and safety in our business activities.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Plan our management of health and safety at work, set up and maintain systems that will deliver a satisfactory health and safety performance.
6. Explain to our workers, Supervisors and Managers the nature of our arrangements for managing health and safety at work.
7. Ensure that all our workers are aware of the need to make concerns about health and safety at work known and report accidents, incidents and cases of work-related ill health to their Managers.
8. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on the reporting requirements and reporting system can be found in our Guidance Note 1-1 – Managing Safety and Health at Work.



## **ACCIDENT, INCIDENT, ILL-HEALTH REPORTING AND INVESTIGATION**

We encourage our employees to report all personal injury accidents, near miss incidents (dangerous occurrences) and ill-health that happen in the course of their work so that we can investigate the causes, learn from experience and improve our management of health and safety. We also use the information to help us meet our obligations under the legislation requiring accidents to be reported to the Enforcing Authority.

We do this by;

- Nominating an individual member of staff to be responsible for investigating, recording and reporting accidents, incidents and cases of work related ill-health.
- Having accident, incident and work related ill-health reporting procedures.
- Recording and analysing all reportable accidents, minor accidents, near-miss incidents (dangerous occurrences) and work related ill-health.
- Reporting reportable accidents, dangerous occurrences and work related ill-health within the statutory timescales (information is in our Guidance Notes).
- Developing and implementing investigation protocols and policies.
- Providing and recording relevant training.
- Ensuring that those carrying out investigations are competent.
- Routinely reviewing the outcome of investigations and the operation of our reporting system.

The personnel responsible for reporting accidents, dangerous occurrences and work related ill-health are identified within the Responsibility Table of our Health and Safety Policy.

## **ACCIDENT, INCIDENT, ILL-HEALTH REPORTING AND INVESTIGATION**

### **Action Plan**

**In order to meet our legal obligations to manage effectively the health and safety of our workforce and report accidents, incidents and cases of work related ill health to the Enforcing Authority we need to;**

1. Identify people to be responsible for investigating the cause of injuries, incidents and ill-health and to manage our reporting arrangements.
2. Ensure that the people nominated with responsibility for these arrangements have the knowledge and experience to carry out investigations and operate the system effectively.
3. Provide suitable training for those who don't.
4. Create the systems and make sure all members of our workforce, including managers and supervisors are aware of and understand them.
5. Provide an accident book, implement the procedures, and ensure that they are followed in practice.
6. When investigating consider;
  - a. the time and date of the event, the prevailing weather conditions and local lighting.
  - b. what was happening or what the injured person and any witnesses were doing.
  - c. risk assessments or safe systems of work for the task being carried out and details of relevant training given to the injured party and others involved.
  - d. obtaining witness statements, where possible.
  - e. making a sketch of the accident area, include accurate measurements, if appropriate.
  - f. taking photographs of the site; record any unusual or causal features present.
  - g. making observational notes on the potential causation, noting features, equipment defects or work practice that may have contributed to the eventual outcome.
  - h. the underlying, as well as the immediate, causes of the event.
7. Keep a written record of investigations.
8. Review the causes of the events that have occurred to consider whether similar events could be prevented by the introduction of reasonably practicable control measures.
9. Monitor and review the operation of this procedure from time to time to check that the investigation and reporting procedures are understood, are being followed in practice and that lessons learned are being put into practice.

For information and advice see;

Guidance Note 1-3 – Accident, Incident and Ill-Health Reporting.

Guidance Note 1-4 – Accident Investigation.

## WORKPLACE HEALTH AND SAFETY CONSULTATION

We have a duty to consult with our workforce on matters affecting their health, safety and welfare whilst at work. To meet this obligation we have established a process for Managers to consult with employees and elected safety representatives about work-related health, safety and welfare issues. We also use this system to deliver simple safety messages and rules through short tool-box talks.

We do this by:

- Nominating Supervisors and Managers to organise and hold consultation meetings and tool box talks.
- Arranging scheduled formal consultation meetings or tool box talks between Managers, elected representatives and employees (see also Guidance Note – Workplace Health and Safety Consultation).
- Developing and implementing consultation procedures.
- Implementing and undertaking where necessary a ‘one to one’ consultation process with individual employees. Details of such sessions will be recorded.
- Taking and keeping minutes of consultation meetings, making them available to all staff.
- Being seen to listen and act on issues and concerns raised during ‘one to one’ consultation meetings.

The management and supervisory personnel responsible for implementing and operating this consultation process are identified within the Responsibility Table of our Health and Safety Policy.

## WORKPLACE HEALTH AND SAFETY CONSULTATION

### Action Plan

To set up a system for consulting with our workforce on health and safety at work matters we need to;

1. Ensure that the people nominated with responsibility for these arrangements have the knowledge and experience to operate the system effectively.
2. Provide suitable training for those who don't.
3. Create the system and make sure it is known to all members of our workforce.
4. Consider as part of the system;
  - a. recognising and involving representatives of the workforce from all levels.
  - b. permitting employee representatives to have time off to attend relevant health and safety training.
  - c. provide training for employee representatives if necessary or beneficial to the process.
  - d. scheduling health and safety as an agenda item for Consultation meetings.
  - e. implementing and undertaking 'one to one' consultation sessions with individual employees.
  - f. formally recording the outcomes of all consultation meetings and retaining these records.
  - g. making the outcomes of consultation meetings available to all those employees affected by them.
5. Explain these arrangements to our workforce. Ensure they are understood.
6. Implement the procedure and ensure that it is followed in practice.
7. Monitor and review the operation of this procedure from time to time to check that our workforce is consulted about health and safety matters that affect them whilst at work.

Advice and guidance on consultation arrangements and procedures can be found in our Guidance Note 1-5 – Workplace Health and Safety Consultation.