

**NORTH TIPPERARY DISABILITY SUPPORT SERVICE**

**2 CUDVILLE**

**ASHE ROAD**

**NENAGH**

**CO. TIPPERARY**

**Safety Statement**

**April 2023**

This document is intended to assist in reducing the possibility of accidents and ill health by bringing to the client’s attention identified hazards. Within constraints of time and resources every effort has been made to identify hazards and recommended remedies. It is not implied.

that all other hazards are under control at the time of inspections.

The report is advisory, and the final decisions must be made by The North Tipperary Disability Support Service.

**Statement Part 1**

**Policies and Arrangements for Health & Safety**

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**PART (1): Policies and Arrangements for Health & Safety**

**INTRODUCTION.**

The Safety, Health, and Welfare at Work Act, 2005 requires employers, their representative management, and employees alike to consider safety as a joint responsibility.

This safety statement is a written commitment by North Tipperary Disability Support Service that the safety and health of all employees whether full/part time is an important objective of the company.

NTDSS provide a valuable service locally in North Tipperary to people living in their own homes who may need varying levels of assistance every day or week at their own home.

This is usually a health care worker looking after their daily needs.

It will vary from a few hours a week to several hours a day and also night work.

It may involve assisting to get people up and dressed in the morning getting their breakfast washing them and so on it may be at night putting to bed.

It may involve feeding cooking meals and so on

All Health Care Assistants (HCA) are trained in the area of health care and must hold a min of QQI Level 5 Health care support.

NTDSS employs approx. 45 staff plus 3 office staff and a General Manager

We have approx. 7o clients in the region that they provide a service for.

We work closely with the HSE for advice and support in providing our services to our clients.

1. **Management Safety Policy**

The Safety, Health and Welfare at Work Act 2005 require North Tipperary Disability Support Service management to prepare and issue a safety statement setting out its policy on safety. This statement together with the following will be known collectively as the ‘safety statement.’

* Hazard identification and risk reduction guidelines
* Allocation of responsibilities
* Consultation procedure

The management at North Tipperary Disability Support Service recognises the paramount importance of safety, health, and welfare, to all employees, in the successful conduct of business. This Safety Statement, in accordance with the Safety, Health and Welfare at Work Act 2005, outlines the policy of North Tipperary Disability Support Service for ensuring so far as is reasonably practicable, the Health, Safety and Welfare of employees, clients, the public, contractors and visitors. North Tipperary Disability Support Service will comply with the requirements of the Safety, Health and Welfare at Work Act 2005 and all other statutory requirements, Approved Codes of Practice, and national standards.

North Tipperary Disability Support Service will ensure so far, as is reasonably practicable:

* Safe and healthy working conditions
* Safe equipment and systems of work
* Provision of appropriate information, instruction, training, and supervision
* Provision, where necessary, of a competent person to advise and assist in securing the health, safety and welfare of employees and others.

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement.

The Manager has overall responsibility for health and safety within North Tipperary Disability Support Service. Employees share a responsibility with management in ensuring their own safety while at work. Persons other than employees (e.g. clients, contractors, visitors) also share in this responsibility.

Sufficient authority and resources, both financial and otherwise, will be made available to enable employees to carry out their responsibilities in a reasonable and efficient manner.

Covid 19

With the new risk of contracting or spreading Coronavirus COVID 19 It is the policy of **NTDSS** to ensure the health & safety of all its staff as well as others including members of the public.

**NTDSS** will ensure that all its staff are made as safe as possible and will ensure full compliance with HSE guidelines as well as any governmental requirements that are necessary.

We have a COVID 19 policy for all our staff available as well as many protocols such as cleaning, fencing protocol and driving protocol.

All out staff will complete RTW induction and anyone working in construction will complete the CIF Covid 19 induction (C19)

See attached **NTDSS** Covid 19 policy.

All employees will be made aware of and have access to this Safety Statement and arrangements for consultation with the employee representatives on health and safety matters. This will be an integral part of the company’s safety policy.

This Safety Statement will be subject to revision and is liable to amendment, on an annual basis or if circumstances change. While the Safety Statement is management’s Programme, in writing, for safeguarding safety and health in the workplace, it is also a proactive document and is part of a wider continual improvement and learning process in the area of safety, health and welfare at work.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Management Structure**

NTDSS have their Headquarters located in 2 Cudville, Ashe Road Nenagh, Co. Tipperary. This office space is leased and consists of large offices with access to a kitchen/ Canteen, toilet facilities and training rooms.

The NTDSS office is equipped with modern office furniture, PC’s, printers, phone lines and general office equipment.

There are 2 fire extinguishers located outside the main office door.

All electrical equipment appears to be up to the required standard.

Three people usually work in these offices including the Manager.

The owners of the building and their board of management are responsible for the maintenance and upkeep of this building.

NTDSS are responsible for ensuring their offices are maintained in a safe and tidy manner.

**Denise Darcy** is Manager of North Tipperary Disability Support Service (NTDSS) and is responsible for the effective implementation of the policy ensuring that their areas of responsibility are run in accordance with the policy.

NTDSS also have a board of Directors that are responsible for making overall decisions.

Chairperson of Board of Directors: **Edel Carey**

Service Co-coordinator: **Denise Darcy**

Safety Co-coordinator: **Fiona Heffernan**

**3.0 Responsibilities**

Allocation of Responsibilities for Safety and Health under the Safety, Health, and Welfare at Work Act 2005.

**Manager**

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health, and Welfare at Work rests with the Manager.

The Manager shall, in conjunction with and with the aid of the Safety Co-Coordinator **Fiona Heffernan** and North Tipperary Disability Support Service shall:

* Effectively manage health and safety, so far as is reasonably practicable.
* Demonstrate his/her commitment by taking active steps to be aware of the safety record of the premises and shall issue any necessary reasonable directives in the interest of the health, safety, and welfare of all employees and third parties.
* Endeavor to ensure that there are sufficient funds and facilities available to enable the safety policy to be reasonably implemented.
* Annually appraise the effectiveness of the safety statement.
* Ensure that the responsibility is properly assigned, understood, and accepted at all levels.
* Procure advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to his/her attention.
* Ensure that the Safety Statement is brought to the attention of employees at all levels within the company.
* Ensure that all employees are trained sufficiently to carry out their work safely and are fully aware of all hazards to themselves and others.
* Ensure that all equipment used on site, is properly maintained and safe to use.
* Ensure that all activities are planned so that they may be carried out in a safe manner.
* Provide induction training in health and safety to all new employees and ensure that they are made aware of their responsibilities as laid out in the Safety Statement.
* Ensure that all accidents, however slight, are reported and where necessary fully investigated and remedial advice is provided.
* Ensure where an accident removes a person from their place of work for 3 consecutive days or more after the day of the accident, the Health and Safety Authority are informed by the appointed person using the online system.

Ensuring that employees under their control and others, including contractors/visitors, are made aware of and comply with the company’s health and safety statement and the organisation and arrangements for carrying it out.

**Employees**

Employees have general statutory obligations under the Safety, Health and Welfare at Work Act 2005, Part 11 Section 13, which includes the following:

In line with these obligations and as an employee of North Tipperary Disability Support Service employees must:

* Take reasonable care of their own safety, health, and welfare and that of any other person who may be affected by their actions or omissions while at work.
* Co-operate on all health and safety related issues.
* Use the safety equipment or clothing provided, or other items provided for their safety, health, and welfare at work.
* Report to their manager, without delay, any defects in equipment, place of work or systems of work, which might create a danger to the safety, health and welfare to themselves and others.
* Ensure that they are not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health, or welfare at work or that of any other person.
* Not engage in improper conduct or other behavior that is likely to endanger their own safety, health, and welfare at work or that of any other person.
* Attend such training and, as appropriate, undergo such assessment as may reasonably be required by your manager or supervisor.

They must not:

* Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety, health or welfare of persons arising out of work activities.

In addition, employees are reminded:

* Only carry out duties you are trained to perform.
* Keep work areas clean and uncluttered.
* Be careful when moving items.
* Do not run on floors and steps.

Any form of dangerous pranks or unauthorised hazardous activities is totally prohibited on company premises.

**Contractor/Self-Employed Person**

Contractors and self-employed persons shall provide their safety statement when requested to do so and shall:

* Conform generally with the duties and responsibilities as for employees.
* Provide evidence when requested, showing that appropriate employer’s liability and public liability insurances are in place.
* Bring to the attention of the organisation management and anyone else who may be affected by any process or use of materials, which may endanger health and safety while at work.
* Provide evidence when requested, showing that appropriate employers who may be affected by any process or use of materials, which may endanger health and safety while at work.
* Comply with the requirements of this safety statement and co-operate with site management in providing a safe place of work, a safe system of operation and wearing of protective clothing.
* Ensure all their employees and others under their care are provided with and wear any necessary safety equipment.
* Attend any safety courses prepared for workers on projects managed by this company.
* Report any defect in the equipment, place of work, or system of work without unreasonable delay.
* Only use competent and suitable persons on site.
* Obtain the consent of the company to engage persons other than their direct employees on site.
* Ensure that their managers, supervisors, and employees are aware of the obligations placed upon them with regard to health and safety.

1. **Documentation and Distribution of Safety Statement.**

The Manager will keep the master copy of the Safety Statement for North Tipperary Disability Support Service CLG and is responsible for the issue of new documentation and the retrieval and filing of obsolete documentation. To ensure that each copy of the Safety Statement contains a record of all changes he/she will record changes or amendments on an amendment list, which will then be circulated to all on a circulation list.

A copy of the Safety Statement will be kept in the office.

The terms of the Safety Statement will be brought in an appropriate manner to the attention of all employees, on an annual basis.

**5.0 Provision of Safety Training and Instruction**.

Within the company, training is organised by management. Management has a responsibility to ensure that the employees reporting to them are properly trained and competent in their job. Management plays an important co-ordination role in ensuring that training takes place.

North Tipperary Disability Support Service is thus committed to providing appropriate health and safety training for all employees, which will be sufficient to meet the company’s obligations under the Safety, Health and Welfare at Work Act 2005 and other relevant legislation. The primary responsibilities for this rests with management in co-operation with specialists as appropriate and the company expects that all employees will co-operate in any training provided.

All employees employed by North Tipperary Disability Support Service will receive induction training to ensure that they fully understand the hazards of the equipment and what safety precautions and emergency procedures are required. The training will involve an introduction to the company’s safety statement.

Training records will be maintained and will contain the following information:

* Date of instruction or exercise
* Duration
* Name of Instructor
* Name of person receiving instruction
* Nature and content of instruction

Additional training course will be provided to meet specific needs as they arise from time to time. Such courses may be carried out in-house or at an appropriate outside agency. All employees are required to co-operate with the organisation in the implementation of its training Programme.

Such training may include but is not to:

* Manual Handling
* Patient Handling
* Firefighting and evacuation
* First Aid
* Safe Administration of Medications
* Childcare Protection Awareness
* Health and Safety
* Carers Training

**6.0 Provision of a Safe Place of Work**

It is the policy of North Tipperary Disability Support Service to ensure that the place of work access to it and egress from it are as safe as is reasonably practicable. To ensure this:

* Every place at which any person has at any time to work will be kept in a safe condition and safe means of access and egress will be provided. This will include floors, walkways, stairs, ladders, personnel hoists, platforms, confined spaces, transport, emergency exits. A risk assessment of each Leader or Service User home is conducted with each Personal Assistant.
* Care is taken to ensure that lighting is of a standard to allow employees carry out their duties without risk to their health and well-being.
* Every effort will be made to reduce the noise level to the greatest extent reasonably practicable.
* Dusts and Fumes will be removed from the place of work by extraction systems where reasonably practicable so that exposure limits will not be exceeded.
* Chemicals will be handled, used, stored, and disposed of in a safe manner in line with best practice as laid out in the individual chemical’s SDS (Safety Data Sheet).
* The company recognises the importance of good housekeeping standards and will organise audits and campaigns to maintain a high standard.

**7.0 Provision of Safe Plant and Equipment**

It is the responsibility of North Tipperary Disability Support Service to provide employees with safe equipment, ensuring that they meet minimum safety requirements, and are used in a correct safe manner and that employees are trained in their use.

It is the policy of the organisation when purchasing new equipment, altering existing equipment or changing a system of work, to study such proposed purchases or changes to ensure as far as is reasonably practicable, that they are without significant hazard and are compliant with all relevant legislation.

When buying/leasing or hiring machinery or equipment one should ensure that the work equipment carries a CE Mark and/or other third part certificate mark e.g. the BS/CE kite mark. North Tipperary Disability Support Service shall not purchase equipment unless it conforms to legal requirements.

All equipment must be maintained in good condition and removed from service when worn, damaged and/or not fit for use.

Employees are advised to always ensure that guards and interlocks are functioning on equipment prior to powering up. Do not use live equipment without guards or safety interlocks. Many serious and fatal accidents have been caused by this bad practice.

**Plant and equipment should only be used by employees who have been trained in their use.**

**8.0 Provision of Practical and Safe Working Systems.**

It is the policy of North Tipperary Disability Support Service to ensure that tasks are within the competence and capacity of each employee and the systems of work will be designed with that purpose in mind. Systems of work include all routine work and work by contractors on site. They will include consideration for the safety and health of clients/visitors/contractors.

Written safety instructions/risk assessments will be prepared or conducted where necessary. Management will review systems of work on a regular basis as required.

North Tipperary Disability Support Service is committed to providing safe systems that are planned, organised, performed, and maintained so as to be safe as far as reasonably practicable.

Handling requirements for chemicals are laid down in the Material Safety Data Sheets (MSDS) for each substance and manual-handling activities must be performed in accordance with manual handling training.

Only competent approved contractors will be engaged to provide services to North Tipperary Disability Support Service. The following are examples of activities where particular care is required and it is necessary for contractors to have a written Safe System of Work (Method Statements):

* Work involving hazardous substances.
* Storage and/or use of flammable liquids and materials
* Noisy operations
* Hot work
* Major building operations covered by the Construction Regulations
* Entry to confined spaces.
* Live work on electrical apparatus

**9.0 Consultation**

North Tipperary Disability Support Service is committed to meeting its obligations under *Section 26 of the Safety, Health, and Welfare at Work Act 2005* on consultation. The company is committed to a policy of co-operation and consultation between management and employees and will take account of any representations made by staff members. The effectiveness of the consultation arrangements will be reviewed at regular intervals.

**SAFETY REPRESENTATIVE**

A safety representative has been elected at this time in North Tipperary Disability Support Service Ltd. All employee representations on any aspects of safety, health and welfare are brought to the attention of the Safety Representative: **\_\_\_\_\_\_Fiona Heffernan\_\_\_\_\_\_\_**

Employees have been advised of their right to appoint/select a safety representative. *Section 25* *of* *the Safety, Health, and Welfare at Work Act 2005* states that employees may select a Safety Representative who has the following rights under the legislation:

* To make representations on any aspects of safety, health, and welfare at the place of work.
* To investigate accidents and dangerous occurrences. A safety representative must not interfere with anything at the scene of an incident or obstruct any person with statutory obligations from doing anything required of them under the occupational safety and health legislation.
* To make oral or written representations to inspectors on matters of safety, health, and welfare at work.
* To receive advice and information from inspectors on matters of safety, health, and welfare at work.
* To accompany an inspector on any tour of inspection other than a tour of inspection made by an inspector for the purpose on investigating an accident.
* Subject to prior notice to the employer, he may carry out inspections of the premises to determine any potential hazards on the premises.
* Subject to prior notice to the employer, he may investigate potential hazards and complaints made by any employee whom he represents relating to that employee’s safety, health, and welfare at the place of work.

In the event that a safety representative is elected in the future, they will be given access to information as is necessary to fulfill their function and will be notified of a Health and Safety Authority inspector visiting the premises to carry out an inspection. Safety representatives will not be placed at any disadvantage as result of fulfilling their role.

In addition, the Safety Representative will be informed when a Health and Safety Authority inspector is on site and may accompany the inspector except on investigations of a specific incident. He or she is also entitled to deal directly with the H.S.A. for the purpose of giving or receiving information. The Safety Representative will be allowed reasonable time of normal duties to fulfill his/her role. This will be arranged with the Manager as the need arises.

1. **Safety Audits**

To ensure compliance with the provisions in the sections above the manager will organise safety audits and safety inspections from time to time. These will check on:

Housekeeping, including Floors, Walkways & Stairs

Machinery Guarding, e.g. Photocopier, printer, and shredder.

Procedures are relevant, in place and complied with

Fire exits & Equipment.

Electricity

Storage of Chemicals

General conditions & hazards

Action taken on the recommendations since previous audit.

**11.0 Welfare**

The provision of welfare facilities required by legislation will be provided in accordance with the Safety, Health, and Welfare at Work (General Application) Regulation, 2007 & 2016.

To ensure the continued welfare of employees, toilet and kitchen facilities are provided. Employees must co-operate in maintaining a high standard of hygiene in this area.

Employees are reminded that:

Any person who is under medical supervision, or on prescribed medication and who has been certified fit for work, should notify management of any known side effects or temporary physical disabilities, which could hinder their work performance, and which may be a danger to either themselves or their fellow workers. Management will arrange to assign appropriate tasks for that person to carry out in the interim wherever possible.

Illicit drugs and alcohol – employees are not allowed to attend the premises to carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule would be liable to disciplinary procedures.

**12.0 Personal Assistant and Care Assistant Working Policy**

It is the policy of this Company that all reasonable and practicable steps are taken to ensure the Health, Safety and Welfare of all persons it employs, by providing a healthy and safe environment and employing safe systems of work. The objective of this policy is to establish the way in which we ensure, as far as is reasonably practicable, the safety of Personal Assistant employees working in the homes of our clients. The provisions of the Safety, Health and Welfare at Work Act 2005 and the Safety, Health, and Welfare at Work (General Application) Regulations 2007 & 2016 apply to all places of work, including workplace outside the conventional office.

Hereafter Clients will be referred to as “Leader and Service Users.” The organisation aims to minimize and manage the risks to which Personal Assistants may be exposed as a result of carrying out their responsibilities. Personal Assistant responsibilities may include physically assisting Leader and Service Users in and out of bed, helping them to shower, dress and eat, along with transporting them to appointments and shops.

The following procedure will be adopted:

* Each Personal Assistant will be carefully assessed via a checklist to ensure his or her suitability for the role.
* As manual handling and patient is an inherent part of the Personal Assistants role, prior to commencing his or her duties, each Personal Assistant will be given full manual and patient handling training. This training is given by a qualified Lift Handling Instructor and takes place over a day session. Refresher training is provided every 2 years to all Personal Assistants.
* The Leader and Service Users level of ability will be assessed to determine the magnitude of the Personal Assistants responsibilities.

As caring for each Leader and Service User requires Personal Assistant to work in many different work environments, **a risk assessment will be carried out for each “Leader and Service user Home” in consultation with the assigned Personal Assistant.** This will involve a risk assessment of the manual handling tasks carried out by the Personal Assistant and a risk assessment of their work environment. This will help generate recommendations for improvements.

**13.0 Dignity at Work Policy for Bullying, Sexual Harassment, Harassment, and Violence.**

This policy has the overall objective of preventing bullying, sexual harassment, harassment, and violence with the workplace and ensures our compliance with the Employment Equality Act 1998. North Tipperary Disability Support Service is fully committed to creating an environment within the organisation that is free of bullying, sexual harassment, harassment, and violence.

Bullying in the workplace, regardless of who bullies, is now well recognised as a form of harassment. Workplace bullying and harassment undermines organisational performance by resulting in poor morale, higher absenteeism, stress-related illness, reduced productivity, and higher turnover of staff. Bullying and harassment can also affect the physical and emotional health of its victims. As with all forms of harassment, bullying is unacceptable and North Tipperary Disability Support Service will not tolerate any employee treating a fellow worker with anything less than their due dignity.

All employees have the right to be treated with dignity and respect. Any complaint involving bullying, sexual harassment, harassment, or violence will be investigated immediately and if substantiated will be regarded as grounds for disciplinary action.

**Objectives of this policy**

The objectives of this policy are:

* To define workplace bullying, sexual harassment, harassment, and violence.
* To promote awareness of the issue among staff.
* To enable the Management of North Tipperary Disability Support Service CLG to identify bullying, harassment and violent behaviors and take appropriate action.
* To provide an effective procedure for dealing with allegations of bullying, harassment, and violence.

**What is Bullying?**

The Report of the Task Force on the Prevention of Workplace Bullying published in 2001 provided the following definition for bullying:

*“Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying.”*

Bullying manifests itself as various types of behaviour, examples of which include:

* Verbal abuse.
* Shouting, making jokes, unfair and excessive criticism, ridiculing the person in front of other individuals, spreading false truths about the individual around the company.
* Nonverbal abuse.
* Looks, a gesture, displaying emblems on clothing, exclusion, whistling, isolation at work breaks, social events etc.
* Victimisation.

**What is Sexual Harassment?**

Section 23 of the Employment Equality Act 1998 states that sexual harassment includes any of the following:

* Act of physical intimacy.
* Request for sexual favors.
* Other act or conduct including spoken works, gestures or the production display or circulation of written works, pictures or other material that is unwelcome and could reasonably be regarded as sexually offensive, humiliating or intimidating.

A single incident may constitute sexual harassment. Sexual harassment manifests itself as various forms of behaviour, examples of which includes:

* Insensitive jokes and pranks.
* Lewd comments about appearance.
* Unnecessary body contact.
* Display or circulation of sexually offensive material.
* Request for sexual favors.
* Threat of actual sexual violence.
* Threat of dismissal, loss of promotion etc. for refusal of sexual favors.

**What is harassment?**

Section 32(5) of the Employment Equality Act 1998 defines harassment as:

*“Any act or conduct including spoken works, gestures or the production, display or circulation or written words, pictures or other material if the action or conduct is unwelcome to the employee and could reasonably be regarded as offensive, humiliating or intimidating.”*

The harassment has to be based on the relevant characteristic of the employee whether it be the employee’s marital status, family status, sexual orientation, religious belief (or none), age, disability, race, colour, nationality or ethnic origin, or membership of the Traveler community.

**What is Violence?**

Workplace violence included, but is not to, the following:

* Harassment.
* Stalking.
* Physical Violence.
* Making threatening remarks.
* Committing acts motivated by or related to sexual harassment or domestic violence.
* The direct or implied threat of physical violence towards any member of the staff or Service Users of North Tipperary Disability Support Service.

**Procedures for addressing allegations of Workplace Bullying, Sexual Harassment, Harassment or Violence**

The management of North Tipperary Disability Support Service Ltd will not tolerate bullying or harassment behaviour and sets out the following procedures for addressing all allegations of bullying, harassment, and violence.

**Informal Procedure:**

Where possible, every attempt will be made to address an allegation of bullying, harassment, or violence as informally as possible by means of this informal procedure:

* Any employee who believes he or she is being bullied or harassed, i.e. the complainant, should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the complainant finds it difficult to approach the alleged perpetrator(s) directly, he or she should seek help and advice, on a strictly confidential basis, from the Manager or a member of the Board of Directors. The complainant should keep detailed notes of each incident as they occur, including dates, times and his or her feelings at the time.
* Having consulted the Manager/Board member the complainant may request the assistance of the Manager in raising the issue with the alleged perpetrator(s). In this situation the approach of the Manager should be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal low-key manner.
* A complainant may decide, for whatever reason, to bypass the informal procedure. Choosing not to use the informal procedure should not reflect negatively on a complainant in the formal procedure.

**Formal Procedure**

If the above informal procedure is inappropriate or if after the informal stage, the bullying, harassment, or violence persists, the following formal procedure should be invoked:

* The employee who wishes to make a bullying or harassment allegation should make a formal complaint in writing to the Manager of North Tipperary Disability Support Service CLG, or if preferred, to a member of the Board of Directors. The employee should give precise details of all bullying or harassment incidents.
* The alleged perpetrator(s) should be notified in writing that an allegation of bullying or harassment has been made against him or her. He or she should be given a copy of the complaints statement and advised that he or she shall be afforded a fair opportunity to respond to the allegation(s).
* The complaint should be subject to an initial examination by a member of the Board of Directors who can be considered impartial with a view to determining an appropriate course of action. An appropriate course of action at this stage, for example, could be exploring a mediated solution or a view that the issue can be resolved informally. Should either of these approaches be deemed inappropriate or inconclusive, a formal investigation or the complaint will take place.

**Investigation**

Where a formal investigation is required, either by a member of the Board of Directors or an appropriate third party will conduct such an investigation. Every effort will be made to carry out and complete the investigation as quickly as possible and preferably within an agreed time. On completion of the investigation, the investigator(s) will submit a written report to management containing the findings of the investigation. Both the complainant and the alleged perpetrator(s) will be informed in writing of the findings of the investigations. Where a complaint is well founded, an appropriate course of action will be taken by North Tipperary Disability Support Service.

**14.0 Stress Policy**

North Tipperary Disability Support Service CLG adheres to all aspects of the 2005 Safety, Health, and Welfare at Work Act, which requires employers to identify and safeguard against risks to health and safety, including stress.

Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them.

Causes of stress in the workplace:

* Poorly organised work
* Faulty work organisation
* Poor working relationships
* Poor communication at work
* Ill-defined work roles
* Highly demanding tasks
* The threat of violence

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard:

* Identification of potential problems
* Assessment of risks
* Implementation of safeguards
* Monitoring the effectiveness of safeguards

North Tipperary Disability Support Service will utilise the following methods of Managing Stress:

* Ensure that Management is aware of the potential causes of stress and the early warning signs.
* Ensure that all complaints that may be related to stress are listened to and appropriate measures taken.
* Where Management is aware that a workload or conditions of work are particularly stressful, measures should be taken to reduce the workload or improve conditions.

**15.0 Smoking Policy**

North Tipperary Disability Support Service operates a no-smoking policy inside the premises to comply fully with the provisions of the Public Health (Tobacco) (Amendment) Act 2004.

It is the policy of North Tipperary Disability Support Service CLG management that all enclosed work areas under their control are smoke free. Smoking poses a significant risk to the health of smokers and to non-smokers who are exposed to secondhand smoke. This restriction is a 24-hour restriction and includes weekends. Smoking is only permitted outside, and employees must ensure that they carefully extinguish all naked flames; all cigarette ends are fully extinguished when finished.

European legislation has confirmed that the right to clean air overrides the right to smoke. Any individual found smoking inside an enclosed workspace is liable to disciplinary action. If you require help in giving up smoking, please contact management who will advise you of where assistance can be sourced. The national Smokers Quit-line number is 1840 201 203.

This policy applies to all persons on site (employees, contractors, clients, visitors etc.). Therefore, this policy and associated procedures must be communicated to all employees and in particular to new and part-time employees before they commence employment.

Infringements by employees will be dealt with under company disciplinary procedures. Non-employees who contravene legislation prohibiting smoking in the workplace are liable to criminal prosecution with an associated fine. Breaches of this policy by such persons may result in they being asked to leave and may impact their standing as supplier/contractor/consultant to the company.

Person responsible: **Manager: Denise Darcy**

**16.0 Pregnant Employees**

The company adheres to the provision of the Safety, Health, and Welfare at Work (General Application) Regulations 2007 & 2016: Pregnant, Post natal and Breastfeeding Employees.

These regulations apply to employees that are present, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If management is notified to any of the above, an assessment of any hazardous activities relating to the employee will be carried out. The following hazards must be considered:

* Physical shocks, including direct blows to the abdomen.
* Handling a load.
* Movement and postures, which are abrupt or severe, or give, rise to excessive fatigue.
* Non-ionising radiation.
* Chemicals – in particular, any chemical which is harmful by inhalation or when absorbed through the skin, i.e. organic solvents.

A pregnant employee must not be exposes to these hazards unless they are adequately controlled. Adequate control means:

* The hazard is reduced to a level, which will not harm the pregnant woman or the developing child or breast-fed child.
* If any of these risks are present, they must be either eliminated or safeguards put in place to protect the employee’s health and safety.

These safeguards include:

* Changing the type of work, working hours, etc.
* Moving the employee to other safer work.

If these safeguards are not possible then the employee must be granted safety and health leave. This is paid leave, which continues until either the condition change or else the pregnant employee becomes eligible for paid maternity leave.

(Note: Maternity leave is usually taken four weeks before and 18 weeks after birth).

**17.0 First Aid**

The provision of first aid equipment required by legislation will be provided in accordance with First Aid Regulations 1993 and 2007 & 2016, contained in the General Applications Regulations 2007 & 2016.

A first aid box is located on top of the filing cabinet in the office. A check will be carried out regularly to identify any replacement stocks needed. Following this check, a list of stocks required will be purchased. The restocking of the first aid boxes will be the responsibility of \_**Teresa Murphy**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Following an accident requiring first aid treatment, an accident report form is completed. In the event of a serious injury the ambulance service must be called, the insurance company and the Manager will be notified, and a full accident investigation is carried out.

**18.0 Emergency/Fire Procedures**

All emergency exits are clearly marked and unobstructed at all times. Evacuations drills will take place at least once a year or more often if required. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency. After each evacuation, a review will be carried out to evaluate procedures and carry out any remedial action deemed necessary. Visitors and contractors will be informed on evacuation emergencies.

New employees will receive basic training and all employees will be instructed on the following:

* Policy on smoking
* How to raise the alarm
* Actions to be taken on discovering a fire.
* How to call the fire brigade
* Location and use of escape routes
* The evacuation procedure
* Assisting disabled people, visitors, and others during evacuation
* Location and use of fire extinguishers

The fire register (see Appendix 2) will include company details, specific duties for members of staff, a log of fire procedure notices and fire drills, an inventory of firefighting equipment, details of the fire alarm system, a record of all instruction/training and a maintenance/test/inspection schedule.

**List of emergency numbers**

Ambulance 999 Gardaí 067-27101

Fire Brigade 999 ESB 1850-372-999

1. **Fire Equipment**

In the office buildings fire extinguishers, hose and fire blanket are provided and correctly sited to meet safety requirements. These appliances are provided to deal with incipient fires. Trained personnel using these appliances will tackle small fires.

All firefighting equipment is tested and serviced annually by specialised contractors. In accordance with the recommendation of the appropriate Irish Standard for fire equipment 25% - 33% of extinguishers will be discharged each year as part of the annual service and relevant employees trained in the safe and efficient use of the equipment.

Fire extinguishing appliances are readily identified, with easy access and will be unobstructed at all times. The appliances must not be interfered with in any way.

The locations of fire extinguishers (fire points) are clearly visible throughout the premises.

1. **Accident/Incident Reporting**

All incidents, no matter how trivial, and whether to employees or clients must be reported immediately to management. An accident report form is available for this purpose and must be completed by the immediate superior of the person(s) involved in the accident. An incident report form is also available and can be completed by any employee who wishes to bring an incident to the attention of the company.

Copies of both forms are contained in Appendix 5.

This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required and as an aid in the identification of hazards so that the appropriate measures can be taken to prevent the accident from reoccurring.

Where an accident investigation is necessary, all employees are obliged to co-operate fully with such an investigation and to provide any information, which may be useful in establishing the circumstances leading up to the accident.

If an employee is absent from work for more than three calendar days due to an industrial injury or illness, it is a statutory requirement (S1 No. 44. 1993) that formal notice is given to the Health & Safety Authority online at [www.hsa.ie](http://www.hsa.ie).

**21.0 Disciplinary Action**

If an employee disregards safety policy and procedures, and where advice and persuasion fail to achieve compliance with safety and health rules, it is the policy of North Tipperary Disability Support Service to take disciplinary action on the matter.

The following basic procedure will be followed:

* Apart from any case of gross negligence of the Safety Regulations, which may warrant instant dismissal, the employee should be warned of any shortcomings and given a reasonable opportunity to put them right.
* Should it be necessary to take formal action a number of verbal warnings will be given. This warning will indicate the Specific Regulation, which has been breached, how it is to be rectified and the time limit in which it is to be achieved.

A further warning will be given in writing, should the required improvement not result within the stated period.

* In any instances of alleged willful breaches of the Safety Regulation, the case will be investigated rapidly and fully. Depending on the results of the investigation, the employee will either be dismissed, be given a written warning or return to normal work.

All warnings for breaches of Safety Regulations will be noted in the employee’s file.

1. **Annual Review**

The purpose of the Annual Review is to present an overview of the progress made by the North Tipperary Disability Support Service over a 12-month period in the areas of safety, health, and welfare.

A report will be generated at the end of the organisation’s financial year and will include the following information:

* Number of accident and/or incidents
* Number of first aid incidents
* Number of workdays lost as a result of incidents.
* Full details of any safety training carried out during the year.

Discussion of any areas of safety, health or welfare that need to be addressed in the future as a result of new legislation, incident history or any new work practices.

North Tipperary Disability Support Service CLG welcomes any comments/queries or suggested initiative from any member of staff.

1. **Contractors, Customers and Visitors**

**Visitors**

North Tipperary Disability Support Service CLG will ensure, as far as is reasonably practicable, the safety of contractors and visitors while on the premises.

When entering the premises for the purpose of a business visit or to carry out work, all visitors and contractors should report to reception.

While on the premises, customers and visitors are to obey the safety rules and emergency procedures at all times. Signage will be erected to make customers and visitors aware of safety rules. Their host, who in the event of a fire alarm will be responsible to bring their customer or visitor to the appropriate assembly point.

**Contractors**

Contractors will not be allowed on the premises to carry out work until the North Tipperary Disability Support Service CLG has checked and is satisfied with their insurances. Copies of contractor’s safety statements must also be received prior to being granted access to the premises.

The contractors must liaise with a company-appointed official and discuss and agree the safety precautions deemed necessary by either party.

Contractors must take all due care of their own safety; the safety of their employees and all others affected by their work.

Contractors must not use any equipment, or the service of personnel belonging to or engaged by the company without prior approval being granted by the company-appointed official.

Scaffolding and other access equipment used by contractors/sub-contractors must be erected and maintained in accordance with current standards and regulations.

Every contractor working on organisation premises must comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by the occupier.

In this regard, it is the responsibility of the contractor to:

* Provide all necessary instruction, training and information on health and safety matters to their employees.
* Provide competent and adequate supervision of their employees and activities.
* Provide all necessary safety equipment and clothing for their employees.
* All plant and equipment brought onto the company site must be safer and in good working order fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
* Ensure that all accidents and dangerous occurrences are reported to the company official in charge.
* Ensure that all company safety notices and alarms are followed at all times.
* Ensure that hazardous substances are not brought on to the premises without prior notice and permission.
* Ensure that ‘approved’ hazardous substances are stored and used safely whilst on the premises.
* Ensure, on completion of work, that hazardous substances are removed from the premises.
* Monitor and assess the safety performance of their employees.
* Ensure that all subcontractors are advised accordingly and, in particular, are not brought onto company premises without prior notice or permission.

Prior to the commencement of any work on the premises the following criteria should be observed:

* Both parties must undertake an assessment of the likely safety hazards and risks involved in or associated with the proposed work. The extent of each party’s involvement will be determined by the separate sets of safety responsibilities as agreed.
* The degree of risk assessment that must be carried out before work begins will depend on the nature and extent of activities associated with each individual contract.
* No work, no matter how minor, should commence without some form of prior consultation, hazard identification and risk assessment.
* For major contracts, the provisions of the Safety, Health, and Welfare at Work (Construction) Regulations, 2001 must be adhered to.

1. **Concluding comment**

The aim of North Tipperary Disability Support Service CLG is to provide a healthy and safe environment for employees, contractors, clients, and visitors. This can be achieved with the help and assistance of all by:

* Observing the general rules of safety.
* Using all equipment in a safe and proper manner.
* Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves or others.
* Keeping work areas clean and tidy at all times.
* Making sure all corridors and passageways particularly those leading to escape routes are kept free of obstructions at all times.
* Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

This Safety Statement has been prepared based on conditions existing in the premises of North Tipperary Disability Support Service CLG at the time of writing. It may be altered, revised, or updated at a future date so as to comply with any changes in conditions.

**PART (2): RISK ASSESSEMENTS**

**Risk Assessment Method Used**

(Likelihood (L) x (S) Severity) = Risk (RR)

**Priority Table:**

Likelihood Severity Effect

|  |  |  |  |
| --- | --- | --- | --- |
|  | Slightly Harmful | Harmful | Very Harmful |
| Unlikely | 1 | 2 | 3 |
| Likely | 2 | 4 | 6 |
| Very Likely | 3 | 6 | 9 |

|  |  |  |
| --- | --- | --- |
| **Slightly Harmful** | **Harmful** | **Very Harmful** |
| Superficial Injuries  Minor cuts & bruises  Eye irritation from dust  Nuisance & irritation  Temporary discomfort | Lacerations  Burns  Concussion  Serious sprains  Minor fractures  Deafness  Dermatitis  Asthma  Minor disability | Amputation  Major fractures  Poisoning  Fatal injuries  Occupational cancer  Severely life  Shortening disease  Fatal disease  Head injuries  Eye injuries |

**Risk Rating Action Required**

|  |  |  |
| --- | --- | --- |
| **Risk Rating** | **Priority** | **Action Required** |
| **Trivial Risk**  **1** | **Non-urgent** | No action needed |
| **Acceptable Risk**  **2** | **Non-urgent** | No additional controls  Monitoring required.  Assessment recorded |
| **Moderate Risk**  **3-4** | **Action needed** | Controls required as soon as practical.  Assessment recorded.  Controls documented |
| **Substantial Risk**  **6** | **Urgent action needed** | Controls required immediately.  Assessment recorded.  Controls documented |
| **Intolerable Risk**  **9** | **Urgent action needed** | Work prohibited/ceased.  Controls required immediately.  Assessment recorded.  Controls documented.  Work stoppage documented |

**Risk Assessment**

|  |  |
| --- | --- |
| **Hazard** | **Offices generally** |
|  |  |
| Risk | High risk of falling over trailing cables to pc’s  Risk of back and neck injury from using incorrect chairs and incorrect desk height  High Risk of stress from lack of working desktop space  Risk of eyestrain from incorrect PC location on desk.  High risk of eye neck and back injury from poor ergonomics |
|  |  |
| Controls in Place | Proper chairs in place  Desks at correct level  Monitors at correct level to persons eye line.  Training of staff |
|  |  |
| Further controls needed | All office staff to attend a VDU Training Session  All staff to attend Fire Training Session  All the offices should have 4 castor swivel chairs for employees.  All employees need to ensure all cables are kept tidy to prevent trip hazards especially where people are sitting at PC and crossing to printers etc. |
|  |  |
| Resources | Training in use of Fire extinguishers and VDU’s  Ongoing housekeeping  Tidy cables  swivel chairs in place  Needs cable tidy conduit to prevent trip hazards |
|  |  |
| Responsible persons | All employees |

|  |  |
| --- | --- |
| **Hazard** | **Board Room/ Training Room** |
| Risk | Low risk of personal Injury |
|  |  |
| Controls in Place | Large sized room well laid out with good lighting.  Access to toilet facilities through the main hall  Separate entrance which is the emergency escape route also. |
|  |  |
| Further controls needed | Tidy up and dispose of any paper or items not required.  Foam Fire extinguisher and CO2  Check exit door is maintained free and easy to open.  keep emergency lighting checked.  All fire extinguishers to be clearly marked with proper labels. |
|  |  |
| Resources | Fire extinguisher (AFFF) & CO2  Good housekeeping policy |
|  |  |
| Responsible persons | All employees |

|  |  |
| --- | --- |
| **Hazard** | **Staff Kitchen** |
|  |  |
| Risk | Low risk of causing injury  Fridge, Microwave, Electric Kettle, and immersion for hot water are the electrical components there |
|  |  |
| Controls in Place | Sink available with Hot & Cold water. |
|  |  |
| Further controls needed | Take due care when handling hot items or moving across floor with hot water.  Keep all areas clean and tidy.  Mop up floor spill immediately.  Keep a check on electrical cables to components for damage and replace if there is any sign of wear or damage.  First Aid box should have Cooling Gel available in Kitchen in the event of burns/scalds.  A fire blanket available also |
|  |  |
| Resources | Ongoing house keeping |
|  |  |
| Responsible persons | All office staff |

|  |  |
| --- | --- |
| **Hazard** | **Electricity in the offices** |
|  |  |
| Risk | High risk of electrocution from  Poor wiring installation  Faulty RCD’s  Handling equipment with wet hands  Trailing leads that may get damaged.  Using improper earthed equipment  Inexperienced persons carrying out work.  Broken light covers and bulbs |
|  |  |
| Controls in Place | * All electrical installations to be designed wired and maintained to ETCI and EU standards. * The building is earthed securely and regularly checked. * All electrical circuit is routed through an RCD. |
|  |  |
| Further controls needed | Extension leads to be checked and rolled out fully when operating heavier appliances, if using outdoors they need to be IP67 Rated.  Label all MCB, s and RCD, s.  All fixed electrical appliances to be fitted with Isolation switch.  External lights are IP67 Rated.  All trailing cables and leads to be placed in conduit so as to prevent trips.  Ongoing monitoring of wiring and fitting and fixtures for damage |
|  |  |
| Resources | IP Rated Fixtures, labels, competent person new light fittings and fixtures |
|  |  |
| Responsible persons | Manager |

|  |  |
| --- | --- |
| **Hazard** | **Toilets** |
|  |  |
| Risk | Low risk of personal injury |
|  |  |
| Controls in Place | Clean and tidy and provisions are adequate. |
|  |  |
| Further controls needed | Chemical containers are not to be stored in this area.  Tidy up and dispose of any paper or items not required.  Keep floors free from water spills as far as possible.  Continuous need for all employees to practice good housekeeping in these toilets.  Remove all ash trays as this is a place of work and therefore the smoking ban applies. |
|  |  |
| Resources | Ongoing maintenance and keep clean |
|  |  |
| Responsible persons | All staff and cleaning contractor keep toilets and general office clean and maintained |

**General Workplace hazards**

|  |  |
| --- | --- |
| **Hazard** | **In adequate Housekeeping** |
|  |  |
| Risk | High risk of slipping, tripping and falling. |
|  |  |
| Controls in Place | Staff trained on their duties.  Wet Floor signs  Relevant equipment available |
|  |  |
| Further controls needed | All employees to be aware of location of material for cleaning up spills.  Standard location for objects left in the wrong place.  Dispose of items that are not being used.  Remove obstacles from behind doors.  Avoid parking in front of exits. |
|  |  |
| Resources | None |
|  |  |
| Responsible persons | all employees |

|  |  |
| --- | --- |
| **Hazard** | **Manual handling** |
|  |  |
| Risk | High risk of back injury, damage to the bones of the spinal column, discs or soft tissue. |
|  |  |
| Controls in Place | Manual handling must be avoided if possible.  Where it is unavoidable the manual handling tasks must be assessed and the risk reduced as much as possible.  If the manual handling requirement is too great for any particular employee, she/he should report it and seek assistance.  Trolleys and/or handcars, etc. may be used to reduce the manual handling.  When storing materials always put light material on the top shelves and heavier materials at a height between shoulder and hip. |
|  |  |
| Further controls needed | Training for all staff |
|  |  |
| Resources | Refresher Manual handling training for employee. |
|  |  |
| Responsible persons | Manager and staff |

|  |  |
| --- | --- |
| **Hazard** | **Fire** |
|  |  |
| Risk | Medium risk of fire if good housekeeping is maintained.  High risk of fire in the kitchen area  Also office area and electrical areas such as papers coming in contact with heaters |
|  |  |
| Controls in Place | Fire extinguishers are in place.  These are checked every 6 months and 25% of them are Test discharged each year.  Training is carried out with new employees each year as part of the service contract.  A Fire blanket is available in the kitchen. |
|  |  |
| Further controls needed | Fire extinguishers must be serviced every 6 months.  Recommended  ABC Dry Powder for general use on all fires  Carbon Dioxide for electrical fires  Foam for Liquid fuel fires or paper/material fires.  Dispose of old items that are not in use. Especially old paper and pc’s |
|  |  |
| Resources | Maintain present standards.  refresher training for all staff  carry out fire drills regularly |
|  |  |
| Responsible persons | All employees |

|  |  |
| --- | --- |
| **Hazard** | **Chemicals including:**  **household cleaning products**  **correction fluids in the office** |
|  |  |
| Risk | All these chemicals are marked (X) irritant.  can cause irritation to the skin and eyes.  can be harmful if swallowed. |
|  |  |
| Controls in Place | Chemicals are stored in their original containers |
|  |  |
| Further controls needed | Chemicals must be stored in secure storage container where acids and alkalis can be separated.  This store should be marked as a chemical store and located in a secure, well-ventilated storeroom |
|  |  |
| Resources | Wear PPE when handling chemicals |
|  |  |
| Responsible persons | All employees |

|  |  |
| --- | --- |
| **Hazard** | **Working as a care assistant in a client’s home**  Lack of facilities in the home  Lack of help when handling patients  Difficult patient to manage.  Dealing with family members  Accessing a client or patient’s home  Working alone with a patient/client  Fire hazards |
|  |  |
| Risk | Risk of injury to the care assistant whilst caring for the patient or client in their own home  Back injury whilst moving or lifting a patient.  Risk of confrontation while dealing with family members  Risk of injury from dealing with difficult patients |
|  |  |
| Controls in Place | Staff really well trained in managing various scenarios when dealing with a patient or client.  Initial assessments carried out in advance of taking the client or patient on  Client care plans put in place identifying what requirements are needed to manage the patient’s condition.  A risk assessment carried out by NTDSS in advance to ensure all concerns on behalf of your staff is addressed.  Trained in how to manage patients and family members |
|  |  |
| Further controls needed | Hoist training possible required in some cases.  Refresher training  Revision and re assessment of care plan as time goes on or if changes develop in condition of the patient.  Agreement in place with regards accessing the home of the client agreed by the client or family members  Awareness and training on the risks associated with lone working in a client’s home,  How to summon support and contact other services if necessary |
|  |  |
| Resources | Induction training for carer’s  Job specific Training  Issuing of PPE  Reports on clients and updates. |
|  |  |
| Responsible persons | HC worker and NTDSS |

|  |  |
| --- | --- |
| **Hazard** | **Patient handling** |
|  |  |
| Risk | High risk of injury to back in particular  But also soft tissue injury from trying to lift or move a patient |
|  |  |
| Controls in Place | Lifting equipment where required in patients’ home.  Training in correct methods of manual and patient handling  Risk assessment training for staff as part of patient handling training  Equipment and facilities to be in place to assist the care worker |
|  |  |
| Further controls needed | Refresher training  Equipment training  Review of care plan and especially around moving and lifting patients as they worsen |
|  |  |
| Resources | Training  Refreshed training |
|  |  |
| Responsible persons | HCA assistant, HC worker and NTDSS |

|  |  |
| --- | --- |
| **Hazard** | **Moving patient up and down stairs** |
|  |  |
| Risk | High risk of back injury if there are no facilities or equipment available |
|  |  |
| Controls in Place | Where possible stairs are avoided  Where patient is able to walk up and down easily the HCA is there to assist for support and thus the risk is low |
|  |  |
| Further controls needed | Ensure patient holds the handrail when going up and down.  Make sure the steps have nothing that will cause trips such as carpet torn.  A very glossy finish on wooden stairs to be avoided.  If washing stairs do not use any substance that can cause slippery finishes |
|  |  |
| Resources | Training on how to manage patients on stairs |
|  |  |
| Responsible persons | HCA assistant and NTDSS |

|  |  |
| --- | --- |
| **Hazard** |  |
|  |  |
| Risk |  |
|  |  |
| Controls in Place |  |
|  |  |
| Further controls needed |  |
|  |  |
| Resources |  |
|  |  |
| Responsible persons |  |

**Appendices**

**Revision and Approval Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Revision # | Prompted by | Comments | Approved | Date |
| 001 | Annual review | New document reviewed | Jim Dockery | 2017 |
| 002 | Annual review | Update in staff and legislation | Jim Dockery | 2018 |
| 003 | Annual review | Updates | Jim Dockery | 2019 |
| 004 | COVID 19 | Updated to reflect covid 19 | Jim Dockery | 2020 |
| 005 | annual review | updates | Jim Dockery | 2021 |
| 006 | Annual review | update legislation | Jim Dockery | 2022 |
| 007 | Annual review | updates | Jim Dockery | 2023 |
|  |  |  |  |  |

It is recommended that this document is reviewed annually at a minimum. It is also a requirement to review it when new laws are enacted and when new equipment or new task are involved.

**Safety Statement Log**

I have read the Company Safety Statement and agree to co-operate in the implementation of all Safety, Health and Welfare Policies and Legislation.

|  |  |  |
| --- | --- | --- |
| DATE | EMPLOYEE NAME (PLEASE PRINT) | EMPLOYEE SIGNATURE |
|  |  |  |
|  |  |  |
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|  |  |  |

**Issue of PPE Form**

This is to state that the undersigned has been supplied with the following items of.

**PERSONAL PROTECTIVE EQUIPTMENT:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PPE Form for items Dispensed to employees. | Date supplied & signed for. | Date supplied & signed for. | Date supplied & signed for. | Date supplied & signed for. |
| Apron/gown |  |  |  |  |
| Gloves |  |  |  |  |
| Safety shoes |  |  |  |  |
| Facial protection |  |  |  |  |
| Safety Glasses. |  |  |  |  |
| Mask |  |  |  |  |
| Hand wipes |  |  |  |  |
| Masks |  |  |  |  |
| Hand gel |  |  |  |  |
| Other |  |  |  |  |
| Note:  Store according to the instructions provided.  Keep your Equipment in good working order.  Report all damage or requirements for parts to management. | | | | |

**I always agree to wear & use the above Personal Protective Equipment as may be required and/or necessary for my work.**

**I have received the above equipment. And will always wear whilst carry out my work.**

Name (Block Letters) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

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

DISCLAIMER:

In the event of this Personal Protective Equipment not being worn by the above employee,

The Company reserve the right to enforce its disciplinary procedure which may involve:

1: Dismissal - Permanently

2: Suspension- With or without pay, for a period as decided by Management.

# 

# NTDSS Coronavirus (COVID-19) Company policy and procedures

* **Employer and Employee Obligations**

Contents

Introduction

Background

What to do if you have symptoms

Returning to work Requirements

Hygiene and Cleaning controls

Social Distancing

Business Trips / Contractors/Visitors

Working from Home

Contact Logging

Access to Services

Human Resources and Health and Safety Contact Details

## 

## Policy brief & purpose

This policy outlines the measures we are actively taking to mitigate the spread of coronavirus within our workplace. It outlines the obligations of both Management and employees of **NTDSS** in the event of an employee contracting Covid 19 or being medically instructed too self-Isolate. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions, we assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

You should follow the public health advice and guidance, as well as any specific direction as outlined in this document. You are expected to adopt good hygiene practices, such as frequent hand washing, respiratory etiquette, and physical distancing to protect yourself and your work colleagues against infection.

Please seek professional healthcare advice if unwell. If you have any symptoms of COVID-19, please do not attend work. You must avoid making contact with your face and your eyes, nose, and mouth.

**The best way to prevent person-to-person spread of COVID-19 is to use proper hand hygiene and respiratory etiquette and practice physical distancing.**

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

## Scope

This coronavirus policy applies to all our employees who physically work in our office(s). as well as our care staff in carer homes. We strongly recommend to our remote working personnel to read this action plan as well, to ensure we collectively and uniformly respond to this challenge.

**Background**

**What is COVID-19?**

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called the coronavirus.

**What are the symptoms of COVID-19?**

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take anything from 2 days up to 14 days for symptoms of coronavirus to appear. They can be similar to the symptoms of cold and flu. Common symptoms of coronavirus include:

* a cough - this can be any kind of cough, not just dry
* shortness of breath
* breathing difficulties
* fever (high temperature – 38 degrees Celsius or above)

For the complete list of symptoms please refer to the HSE Website. Some people infected with the virus, so called asymptomatic cases, have experienced no symptoms at all.

**How is COVID-19 transmitted?**

The virus that causes COVID-19 disease is spread from people in fluid and in droplets scattered from the nose or mouth of an infected person when the person with COVID-19 coughs, sneezes or speaks. The fluid or droplets land on objects and surfaces around the infected person. Other people contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose, or mouth by touching them with their contaminated hands. COVID-19 can also spread if droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them.

It is still not known how long the virus survives on surfaces in different conditions. The period of survival may vary under different conditions (e.g. type of surface, temperature or humidity of the environment). Studies indicate that it can persist on surfaces for hours and up to several days in the absence of effective cleaning. Thorough and regular cleaning of frequently touched surfaces is essential. If disinfection is required it must be performed in addition to cleaning, never as a substitute for cleaning.

While people are most likely to pass on the infection when they have symptoms, current information suggests that some infected people spread the virus to others prior to developing or displaying symptoms themselves.

**What is the advice from the HSE if you have symptoms?**

If you HAVE any of the symptoms:

* You should behave as if you have the virus and [self-isolate](https://www2.hse.ie/conditions/coronavirus/managing-coronavirus-at-home/self-isolation.html) for 14 days. People in your household will need to [restrict their movements](https://www2.hse.ie/conditions/coronavirus/managing-coronavirus-at-home/if-you-live-with-someone-who-has-coronavirus.html#restrict).
* Phone your GP without delay. Your GP will advise you if you will be tested or not.
* Inform your Line Manager

**Returning to Work Premises**

**Employee duties**

* Complete and return the self-declaration form before you return to work.
* Inform your manager if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to allow your safe return to work.
* Self-isolate at home and contact their GP promptly for further advice if you have any COVID-19 symptoms.
* Stay out of work until all symptoms have cleared following self-isolation.
* In the event that you become symptomatic while at work please ensure you use the isolation route and room as per signage.
* Adhere to cleaning protocol
* Participate in any induction training as required by Management

**Hygiene and Cleaning Controls**

Here, we outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

To protect yourself and others the most important action we can take is regular hand-washing and good respiratory hygiene. Please ensure that you are familiar with and follow hand hygiene guidance and advice.

Wash your hands frequently with soap and water or with an alcohol-based hand rub regularly and in particular:

* after coughing and sneezing,
* before and after eating,
* before and after preparing food,
* if in contact with someone who is displaying any COVID-19 symptoms,
* before and after being on public transport (if using it),
* before and after being in a crowd,
* when arriving and leaving the workplace/other sites,
* before having a cigarette or vaping,
* when hands are dirty,
* after toilet use
* after touching cuts, blisters, or any open sores

**How to wash your hands with soap and water**

* Wet your hands with warm water and apply soap.
* Rub your hands together until the soap forms a lather.
* Rub the top of your hands, between your fingers and under your fingernails.
* Do this for about 20 seconds.
* Rinse your hands under running water.
* Dry your hands with a clean towel or paper towel.

Please watch the following HSE demonstration on effective hand cleaning

<https://youtu.be/IsgLivAD2FE>

Practice good respiratory hygiene, that is, when coughing and sneezing, cover your mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with alcohol-based hand rub or soap and water.

Maintain physical distancing, that is, leave at least 2metres (6 feet) distance between yourself and other people, particularly those who are coughing, sneezing and have a fever (Please refer to Section on Social distancing)

Avoid touching your eyes, nose, and mouth – if you touch your eyes, nose, or mouth with your contaminated hands, you can transfer the virus from the surface to yourself.

Use your own pen to sign in and out of the office.

**Cleaning Workstations**

All offices will be cleaned regularly by appointed cleaning companies, for additional measures please clean your workstations (desk and lockers) and telephone, mouse and Keyboards at the start and end of each working day. Cleaning supplies are provided in each office.

Clean the surface first and then use a disinfectant.

**Kitchens**

Avoid sharing items where possible. After you use utensils wash them in a dishwasher or with hot water and soap. Place all rubbish in bins provided immediately and wash your hands.

**Social Distancing**

When planning a return to the workplace it is critical that all staff are aware of social distancing and what social distancing measures are in place in our offices. Social distancing is important to help slow the spread of coronavirus. It does this by minimising contact between potentially infected individuals and healthy individuals. Coronavirus (COVID-19) is spread in sneeze or cough droplets.

You could get the virus if you come into close contact with someone who has the virus and is coughing or sneezing. HSE advice is to stay two meters apart at all times.

**Social Distancing Measures**

The most effective control measure is no contact. This can be achieved through home working however we understand that not everyone can work from home. If you have been deemed as a critical worker and must come to the office, you must abide by the following:

* As per HSE guidelines you must ensure that you always maintain a two-metre distance from other people.
* Social distancing of two meters is non-negotiable in all situations whether you are at your desk, walking down a corridor, eating in the canteen, entering the building or any other situation which might lead you towards contact with another individual.
* Social distancing always applies this includes travel to and from work. Please adhere to the two-meter distance from others on public transport.
* Brief all visitors to the offices on the social distancing measures that are in place.
* Do not shake hands or make close contact with other people.
* Avoid communal areas and crowded areas.
* You must always abide by the signage and stickers in the offices. These signs will mark out the two-metre distance to which you must adhere. Do not veer outside of these guidelines as to do so may put you and others at risk.
* Be aware of people around you at all times. Stop immediately and move away if there is a risk that you will come into contact with another individual.
* Intervene if you see people not adhering to the guidelines and report it to your manager immediately.

**Canteens**

* Please abide by any rotas that are in place and abide by maximum numbers in the canteen as indicated on signage. You must always abide by the signage and stickers on floors and in canteens to ensure you are always maintaining the two-metre distance from other people. Avoid sharing items where possible. After you use utensils wash them in a dishwasher or with hot water and soap. Place all rubbish in bins provided immediately and wash your hands.

**Meetings**

* Face to face meetings should be avoided where possible.
* Consider whether a face-to-face meeting or event is needed. Could it be replaced by a teleconference or online event.
* Could the meeting or event be scaled down so that fewer people attend.
* Advise participants in advance that if they have any symptoms or feel unwell, they should not attend. Make sure all organizers, participants, caterers, and visitors at the event provide contact details: mobile telephone number, email, and address where they are staying. State clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease.
* Anyone who does not agree to this condition cannot attend the event or meeting. Develop and agree a response plan in case someone at the meeting becomes ill with symptoms.
* Please consider all other options and seek approval from your manager prior to a face-to-face meeting.

**Smoking Areas**

* Please do not congregate outside. Please abide by any rotas that are in place and abide by social distancing and signage. You must always abide by the signage and stickers on floors to ensure you are always maintaining the two-metre distance from other people.

**Business Travel and Contractors/Visitors:**

* Business trips and face-to-face interactions should be reduced to the absolute minimum and, as far as is reasonably practicable, technological alternatives should be made available (e.g., telephone or video conferencing).
* For necessary work-related trips, the use of the same vehicles by multiple workers is not encouraged. The number of workers who share a vehicle – simultaneously or consecutively – should be kept to a minimum as far is as reasonably practicable, for example by assigning a vehicle to a fixed team.
* Employees should travel alone if using their personal cars for work.
* Workers, contractors or visitors visiting workplaces where there are restrictions arising from the risk of COVID-19 should follow the site infection prevention and control measures and take into account public health advice around preventing the spread of COVID-19. A log for recording visits to the site(s) by workers/others as well as visits by workers to other workplaces should be completed as required.

**Working from home**

Office work should continue to be carried out at home, where practicable and non-essential work. Please refer to the remote working policy.

**Contact Logging**

This is a simple process where individuals that are out and moving around in other circles through work essential services etc. must keep a daily log of who they were in close contact (with < 2 meters for more than 15 minutes.) Please refer to the Contact log form.

This information is shared with the HSE contact Tracing team who will follow up with the calls to have the individuals tested should you show up with a positive test to COVID 19 (this information will not be shared with any other party other than the HSE officials as part of GDPR)

**Access to other Services**

Please be advised that Employee Assistance Program (EAP) may be available to all staff. Please contact your manager for further details.

Access to Occupational Health services can also be coordinated through your manager if required. Please consult with your manager

**Contact Details**

If you require further assistance or have any concerns, please contact us accordingly:

**Contact Log form.**

**This Form is to be completed if you have come in contact with someone at work for more than fifteen minutes while not maintaining the 2 meters social distancing.**

***Please email this form upon completion to your manager***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff Name** | **Date** | **Location** | **Name of Person with whom you were in Physical Contact** | **Contact Number of Person with whom you were in Physical Contact** |
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**North Tipperary Disability Support service (NTDSS)**

**Self-Declaration Return to Work Form**

To be completed by employee as recommended by the HSE to minimise Covid-19 infection.

Please complete the form and return by email BEFORE returning to the workplace.

1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days? Circle Yes **/ No**
2. Have you been diagnosed with confirmed or suspected Covid-19 infection in the last 14 days? **Yes/No**
3. Are you a close contact of a person who is a confirmed or suspected case of Covid-19 in the past 14 days (i.e. less than 2 meters for more than 15 minutes accumulative in 1 day)?

**Yes / No**

1. Have you been advised by a doctor to self-isolate at this time? **Yes / No**
2. Have you been advised by a doctor to cocoon at this time? **Yes / No**

If the answer to any of the questions above is ‘yes,’ then you are strongly advised to follow the medical advice you have received.

The company is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital interests and maintaining occupational health and will be held securely in line with our retention policy.

**Signed and Dated by Employee.**

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

**Signature**

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

**Date**