



West Limerick
INDEPENDENT LIVING

SAFETY STATEMENT

West Limerick Independent Living
Enterprise Centre
Sheehan's Road
Newcastle West
Co Limerick

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Version Control List

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02		26/01/10		WEST LIMERICK INDEPENDENT LIVING	Majella Harty	WEST LIMERICK INDEPENDENT LIVING
04	Amended First Aid Section and new Complay Directors Added	10/01/12	Amended	WEST LIMERICK INDEPENDENT LIVING	Gerard O'Connor	WEST LIMERICK INDEPENDENT LIVING
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06	Ammended full Safety Statement	25.04.2021	Ammenden	West Limerick Independent Living	Margaret O'Connor and Gerard O'Connor	

Note: All amendments to this Safety Statement must be documented above i.e. Version: 2, Amendment 1 date: 16/11/10, description: newly elected safety representative,
Prepared by: Approved by:

Section 1: Management Safety Policy

1.1 Management Safety Policy

This Safety Statement, in accordance with Section 20, Safety, Health and Welfare at Work Act 2005, outlines the policy of West Limerick Independent Living in relation to the management of health and safety.

2020 and 2021, has brought unprecedented challenges with regards to Health and Safety for all stakeholders across West Limerick Independent Living with the advent of the COVID-19 pandemic. Health and Safety issues for the duration of this pandemic will have a primary focus on protecting all from the threat and spread of this virus, while also being cognisant of our overall responsibilities under current Health and Safety legislation. West Independent Living CLG COVID- 19 Work Place Return Strategy has, for pandemic response purposes, been adapted by the organisation in line with Government and NPHET Policy .This strategy will evolve as public health guidance changes.

West Limerick Independent Living are committed to managing and conducting their work activities in such a way as to ensure, so far as is reasonably practicable, (see Appendix 1 for definition) the safety, health and welfare at work of their employees including fixed term employees and temporary employees and other individuals at the place of work (not being their employees).

This will be achieved by the following;

- The provision and maintenance of welfare facilities and arrangements;
- Determining and implementing appropriate preventative and protective measures;
- Taking account of the general principles of prevention (See Appendix 1);
- The provision of adequate emergency plans, procedures and measures;
- Reporting prescribed accidents and dangerous occurrences to the Health & Safety Authority; and so far as is reasonably practicable:
- Preventing any improper conduct or behaviour;
- The design, provision and maintenance of a safe place of work, including safe means of access and egress;
- The design, provision and maintenance of safe plant and machinery, articles and substances;
- The provision of safe systems of work;
- The provision of appropriate information, instruction, training and supervision;
- Performance of ongoing hazard identification and risk assessments;
- Uses of standards, codes of practice, guidelines, or industry practices;
- Providing and maintaining suitable protective clothing and equipment;
- Investigation of accidents and dangerous occurrences;
- Obtaining, where necessary, the services of a competent person (see Appendix 1 for definition) to advise on health and safety.

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

In addition to this, each individual location will prepare a local risk assessment documents outlining location-specific risk assessments. These documents will outline task analysis and control measures for each identified hazard.

Safety Statement – West Limerick Independent Living, Newcastle West, Co Limerick

Each Personal Support Coordinator will ensure that all existing and new employees under his/her immediate supervision receive adequate Health & Safety training, supervision and instruction of the hazards and risks appropriate to their tasks.

Mr. Gerard O'Connor has overall responsibility for health and safety at the West Limerick Independent Living, Enterprise Centre, Sheehan Road, Newcastle West, Co Limerick. Day to day management of health and safety is the responsibility of management personnel. Employees share a responsibility with management in ensuring their own safety while at work. This Safety Statement requires the co-operation of all staff, visitors, contractors and others to enable West Limerick Independent Living to discharge its responsibilities under law.

West Limerick Independent Living is committed to upholding the standards outlined in this Safety Statement. The aims of the Safety Statement are to ensure sufficient resources are allocated to Safety Management. No safety measures taken by West Limerick Independent Living involve financial cost to our employees.

Allied to this Health & Safety Statement, there are Risk Registers and Risk Assessment templates as well as the local Health Safety & Fire Log which details the local structures, specific roles and responsibilities and names of nominated employees. The Health & Safety Statement both underpins and is underpinned by West Limerick Independent Living CLG Health & Safety culture. All employees are required to promote a positive Health & Safety culture by familiarising themselves with the statement and the programme objectives. The help and involvement of employees is critical in making Health & Safety a success. It is important that all employees read this document carefully and understand their role and the overall arrangements for Health & Safety and sign off that they have 'Read and Understood' the Document

All employees and contractors will be made aware of and have access to this Safety Statement. The Safety Statement will also be available to third parties where appropriate. Employees are encouraged to put forward suggestions for improvement to this document. The Safety Statement will be reviewed and amended periodically.

Signed Ben Lenihan

Date: 21-Jun-2021

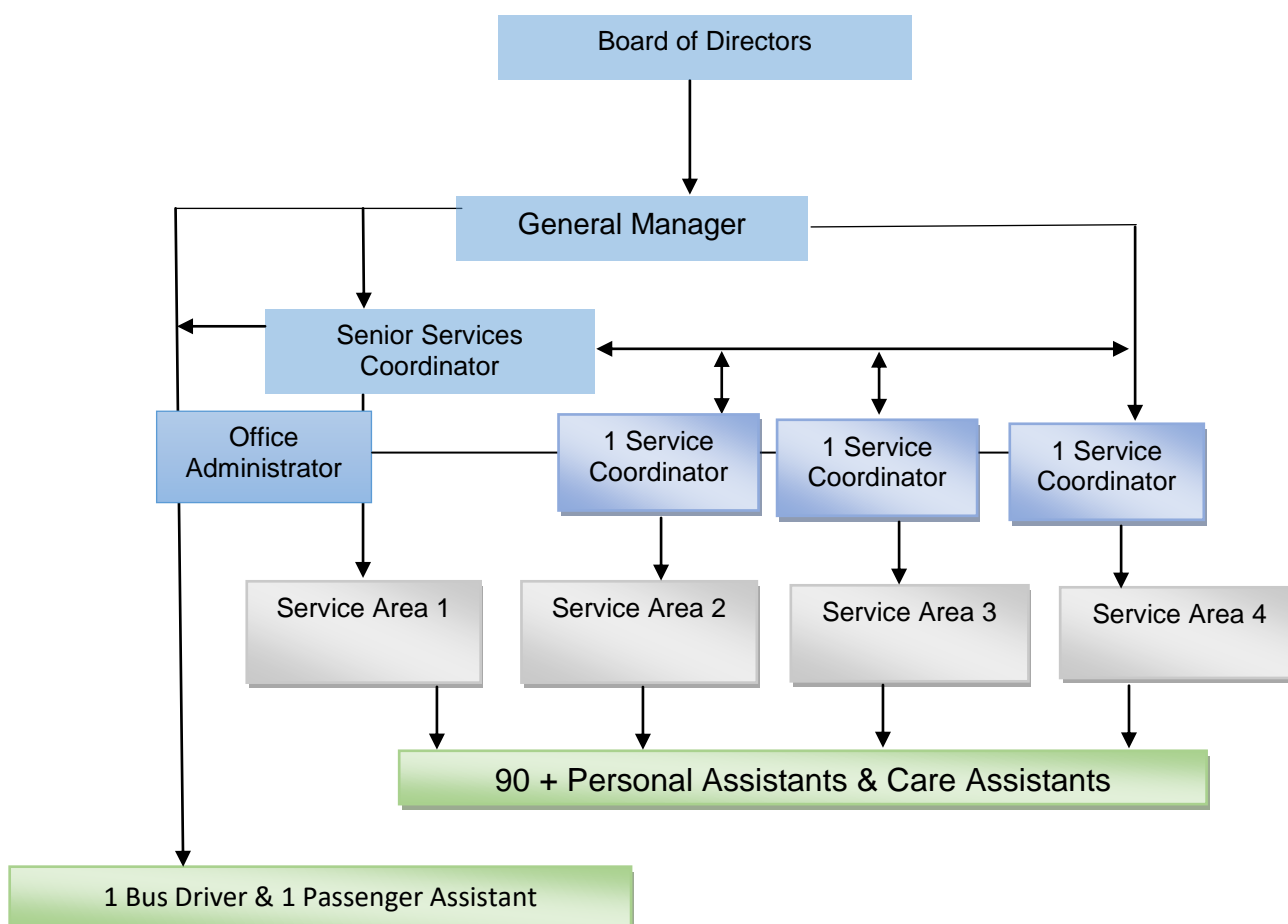
Mr. Ben Lenihan

Section 2: Safety Management Structure and Responsibilities

2.1 Safety Management Structure

The following is the Safety Management Structure within the organisation. Each person in the organisation must make themselves aware of their position within the structure and must ensure the effective implementation of the Safety Statement in their area of responsibility.

2.1.1 ORGANISATIONAL CHART



2.2 Safety Management Responsibilities

2.2.1 Board of Directors

Mr. Ben Lenihan, Chairman & Director.
Mr. John Creedon, Director.
Ms. Donal Cooper, Director.
Mr. John Killowry, Director.
Mr. Gerard O'Connor Manger & Company Secretary

The Boards of Directors are responsible for good corporate governance and perform this task by setting corporate objectives and targets and taking strategic decisions on all business issues, including safety and health management. All board members should have a clear understanding of the key safety and health issues for the business.

In accepting corporate responsibility for safety and health, directors need to be proactive in developing a positive safety and health culture for the workplaces they control.

Directors do this by:

- Ensuring that safety and health is an integral part of the management process;
- Setting clear safety and health values and standards;
- Thinking strategically about corporate safety and health responsibilities;
- Being open and constructive about safety and health regulation;
- Rewarding good safety and health behaviour;
- Creating a culture of integrity about and responsibility for safety and health matters;
- Holding Senior Management accountable for the safety and health responsibilities given to them;
- Showing visible and active support, strong leadership and commitment to safety and health;
- Showing through personal behaviour that only the highest standards of safety are acceptable;

2.2.2 Employer

West Limerick Independent Living in accordance with Section 8 of the Safety Health & Welfare at Work Act 2005 and Right to Disconnect Bill 2020 the responsibility for managing Health & Safety rests with **Mr Ben Lenihan** who has ultimate responsibility and accountability for ensuring, so far as is reasonably practicable, the safety health and welfare at work of his/her employees.

Under section 80 of the Safety Health and Welfare at Work Act 2005, where an employer authorises or consents to an act that leads to an offence under Health & Safety Legislation or such an act is attributable to their connivance or neglect, they are guilty of an offence. In these circumstances this person shall be liable for prosecution and punishment under this act.

Safety begins at Senior 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 Chairman and Director, **Mr Ben Lenihan**

He shall:

- Review and, where appropriate, endorse the safety statement when prepared by the senior management team;
- Receive regular reports on progress, performance and implementation of Health and Safety plans;
- Ensure sufficient resources are made available to achieve and implement these Health and Safety plans;

- Ensure that the senior managers and the workforce are actively involved in the management of Health and Safety;
- Develop a communications plan to show his commitment to the company's Health and Safety policy;
- Make sure the necessary organisational structures exist to ensure that Health and Safety is properly managed;
- Keep aware of all matters in relation to Health and Safety, especially major incidents and changes in legislation;
- Ensure Health and Safety audits are undertaken to monitor all aspects of Health and Safety policy implementation;
- Review the effectiveness of the Health and Safety Management System;
- Ensure that any necessary improvements derived from carrying out risk assessments are implemented;
- Devise job descriptions that include Health and Safety responsibilities;
- Incorporate Health and Safety performance in the appraisal system where personal appraisal systems exist;
- Develop Health and Safety cultures in project teams and team working situations.
- Take a direct interest in the Health and Safety policy and positively support any person whose function it is to carry it out.
- Periodically appraise the effectiveness of the Safety Statement and make reference to it in any Annual Report produced.
- Ensure that responsibility is properly assigned, understood and accepted at all levels.
- Procure advice and assistance whenever necessary and take heed of any health and safety matters brought to his attention.
- Ensure that a disciplinary procedure exists for wilful breaches of safety standards contained in the Safety Statement and that all staff are aware of this.
- Show through personal behaviour that only the highest standards of safety are acceptable.
- Where a person controls a place of work where persons, other than his or her employees are working, the person in control of the place of work must ensure, so far as is reasonably practicable, that the place of work, the means of access or egress, and any article or substance provided for use in the place of work, are safe and without risk to health. This includes landlords to their tenants, and employers to their contractors.
- Where the employer shares a place of work with other employers, they shall co-operate in complying with and implementing the relevant statutory provisions in relation to Health, Safety and Welfare at Work. The employers shall also co-ordinate their actions in matters relating to the protection of and prevention of risks and inform each other and their respective employees of those risks. This will include the exchange of Safety Statements or relevant extracts relating to hazards and risks to employees.
- Ensure that all contractors appointed by the employer observe the terms of a Code of Practice and have a Safety Statement in place for their employees where required.

2.2.3 Manager- Gerard O' Connor

(See Organisation structure which identifies managers as per job title)

Managers are responsible for ensuring that the employees under their immediate control and others, including visitors, are made aware of and comply with the Safety Statement and arrangements for carrying it out.

They shall:

- Be fully familiar with the organisation's Safety Statement and ensure it's brought to the attention of all employees under their control;
- Carry out all work in accordance with the Safety Statement's requirements;
- Ensure that all employees under their immediate control receive adequate induction training, safety training, instruction and supervision appropriate to their tasks.
- Ensure that all employees under their immediate control are aware of actions to be taken in case of emergency and that properly maintained fire-fighting equipment is available within their area;
- Be familiar with the procedures and guidelines applicable to the work in which staff are engaged and insist that these procedures and guidelines be obeyed;
- Ensure that good housekeeping standards are maintained and in particular that fire exit routes are kept clear and that fire points are not obstructed;
- Ensure that thorough and prompt investigations are carried out into all reported accidents and incidents and that an Accident Report Form is completed following any accident/incident;
- Consider representations about health and safety from employees under their control.
- Ensure that regular health and safety inspections are carried out and remedial action taken where necessary;
- Incorporate safety instructions in routine orders and see that they are obeyed;
- Ensure that suitable Personal Protective Equipment and Clothing is supplied and worn by employees under their control where required;
- Ensure that the all equipment in their area is kept by means of adequate maintenance at a level to ensure that it is safe for use.
- Ensure that risk assessments have been completed for their area of responsibility;
- Ensure that employees do not take unnecessary risks;
- Show through personal behaviour, that only the highest standards of safety are acceptable.

2.2.4 Health and Safety Coordinator Ms. Margaret O' Connor

The main responsibility of the Health and Safety Coordinator is to assist and organise the management of Health and Safety in West Limerick Independent Living

She shall:

- Assist in the co-ordination of the organisations Health and Safety management system.
- Hold the Master Copy of the company Safety Statement and ensure that it is available to all employees.
- Ensure that the Safety Statement, including Risk Assessments, is periodically evaluated and revised.
- Ensure that all employees have access to the Safety Statement and have read and understood it.
- Coordinate the Safety Training delivered to all employees on recruitment, in the event of transfer or change of assigned task, on the introduction of new work equipment or systems of work, or changes in existing work equipment.
- Ensure that up to date records are kept of all safety training provided.
- Ensure that sufficient numbers of staff are trained and hold the positions of First Aider and Fire Warden.
- In co-operation with Building Management ensure the appointment of external contractors brought in as required to maintain the fire safety systems.
- In co-operation to ensure that a minimum of two emergency evacuations are carried out on an annual basis by the appointed person
- Ensure regular inspections of the premises are carried out and remedial action taken where necessary.
- Ensure that Induction and Safety Training of all employees is carried out.
- Ensure that an accident report form is completed for all accidents and incidents and that all accidents and incidents are investigated.
- Report all relevant accidents and dangerous occurrences to the HSA (Health & Safety Authority).
- Source the services of external Health and Safety Consultants, where specific competencies, experience or knowledge are required.

2.2.5 Health and Safety Competent Person(s)

Only persons who meet the standard for Competent Persons set out in *Section 2(2) of the Safety, Health and Welfare at Work Act 2005* can be considered Health and Safety Competent Persons, also known as Health and Safety Officers. This role can be filled by an internal or external person. Refer to Section 3 of the Safety Statement for more clarification.

The Health and Safety Competent Person will play a key role in advising on the Management of Health and Safety, by advising line and senior managers, evaluating problems as they arise, suggesting solutions to those problems and generally promoting Health and Safety at the place of work.

2.2.6 Employees

Employees have the following legal duties under Section 13 and 14 of the Safety, Health and Welfare at Work Act 2005:

- Take reasonable care of their own Safety, Health and Welfare and that of others.
- Ensure they are not under the influence of an intoxicant to the extent that they may endanger themselves or others.
- Co-operate with their employer or any other person as appropriate.
- They must not engage in improper conduct or behaviour (including bullying/harassment).
- Attend and take account of all necessary training.
- Use safety equipment or clothing provided, or other items provided for their Safety, Health and Welfare at Work.
- Report to their Manager as soon as practicable:
 - (i) any work which may endanger the Health and Safety of themselves or others.
 - (ii) any defect in the place of work, systems of work, articles or substances.
 - (iii) any breach of Health and Safety Legislation of which he or she is aware.
- Employees must not:
 - (i) interfere with, misuse or damage anything provided for securing the Health, Safety and Welfare of those at work.
 - (ii) Place anyone at risk in connection with work activities.
 - (iii) Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons at work.
 - (iv) Misrepresent their level of training on entering into a contract of employment.

Section 3: Arrangements for Health & Safety

3.1 Documentation and Dissemination of Safety Statement

The Safety Statement is available to all West Limerick Independent Living employees and other persons at the place of work e.g. contractors. The master copy of the Safety Statement is held by the Health and Safety Coordinator. Controlled copies of the Safety Statement are issued to personnel and/or locations as specified on a circulation list.

When reviewing the Safety Statement and to ensure that each copy of the document contains a record of all changes, Safety Coordinator will ensure that all circulated Safety Statements are retrieved and will issue new revised documents with the appropriate changes. The revision number, date of revision and description of changes will be recorded on the Version Control List.

The Safety Statement will be brought to the attention of all new employees upon commencement of employment and to existing employees at least annually and following any amendments. It will also be brought to the attention of other persons at the work place who may be exposed to specific risks in the workplace (e.g. contractors).

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

3.2 Review of Safety Statement

The Safety Statement will be reviewed periodically, where:

- (a) It is no longer valid or
- (b) There is a reason to believe that it is no longer valid, or
- (c) There has been a significant change in the matters to which it refers, or
- (d) Under the direction of a H.S.A. Inspector.

Following the review, the Safety Statement will be amended as appropriate. The review will be co-ordinated by Health and Safety Coordinator.

3.3 Consultation

West Limerick Independent Living is committed to meeting their obligations under *Section 26 of the Safety, Health and Welfare at Work Act 2005* on consultation. West Limerick Independent Living consult employees in order to make and maintain arrangements to enable the employer and employees to cooperate, to promote and develop Health, Safety and Welfare and to monitor the effectiveness of these measures.

Employees have a right to make representations to and consult their employer on matters relating to their Health Safety, and Welfare at Work. West Limerick Independent Living recognises this right and will consider any representations made by employees and so far as reasonably practicable will take any appropriate or necessary action.

Consultation will be made in advance and in good time on the following:

- any proposed measure that is likely to substantially affect Health Safety, and Welfare at the place of work including any measures required by Health Safety and Legislation,
- the designation of employees in relation to emergency, or serious and imminent danger planning and preparation,
- any matters arising from measures related to the protection from and the prevention of risks,
- the hazard identification and risk assessment carried out,
- the preparation of the Safety Statement,
- the information required to be given to employees,
- information on reportable accidents and dangerous occurrences,
- the appointment of competent persons, the planning and organisation of training,
- the planning and introduction of new technologies and the implications for the Health, Safety and Welfare of employees in relation to the consequences of the choice of equipment and working conditions and the working environment.

In order to meet their legal obligation, West Limerick Independent Living use the following consultation mechanisms:

- Health & Safety is an agenda item at staff meetings
- All managers and supervisors maintain an 'Open Door' policy with all employees
- All arrangements for joint decision-making include consultation on safety, health and welfare.
- Safety Representative(s)
- Safety Committee

3.3.1 Safety Representatives

Employees may select and appoint from amongst their numbers a Safety Representative(s) to represent them in consultation with management on matters relating to Health Safety and Welfare. Safety Representatives will not be placed at any disadvantage as a result of fulfilling their role. Refer to Appendix 2 for a list of current Safety Representatives.

Safety Representatives have a right to make representations to their employer, on behalf of employees, on matters relating to their Health, Safety, and Welfare at Work. West Limerick Independent Living recognises this right and will consider any representations made by Safety Representatives and so far as reasonably practicable will take any appropriate or necessary action.

West Limerick Independent Living will give to Safety Representatives, such time off from his or her work as is reasonable, without loss of remuneration, to enable the Safety Representative to acquire appropriate knowledge and training and to discharge their functions. Safety Representatives must be notified when a H.S.A. Inspector visits the site for the purpose of carrying out an inspection.

Safety Representatives are given information concerning risk assessments, reportable accidents and dangerous occurrences, and information arising from preventative and protective measures.

Section 25 of the Safety, Health and Welfare at Work Act 2005 states that the Safety Representative may:

- Make representations to their employer on any aspects of Health, Safety and Welfare at the Place of Work.
- Inspect the Place of Work after giving reasonable notice to their Employer. The frequency and schedule of inspections must be agreed between the Safety Representative and the Employer in advance.
- Inspect the Place of Work in the event of an accident, dangerous occurrence or a situation of imminent danger or risk to Health and Safety.
- Investigate accidents and dangerous occurrences provided that they do not interfere with or obstruct any person fulfilling their legal duty.
- After giving reasonable notice to their Employer, investigate complaints made by employees whom they represent.
- Accompany a H.S.A. Inspector on a tour of inspection.
- At the discretion of a H.S.A. Inspector, accompany the inspector while they are investigating an accident or dangerous occurrence.
- Make oral or written representations to H.S.A. Inspectors on matters relating to health, safety and welfare at the place of work.
- Receive advice and information from H.S.A. Inspectors on matters relating to health, safety and welfare at the place of work.
- Consult and liaise with other Safety Representatives appointed in the organisation,
- West Limeirck Independent Living will provide appropriate facilities for Safety Representatives such as the use of meeting rooms.

3.3.2 Safety Committee

Representatives of the Employer and Employees have formed a safety committee, for the purposes of consultation on safety, health and welfare. Schedule 4 of the Safety Health and Welfare at Work Act 2005 outlines the provisions for the Safety Committee

Members of the Safety Committee are detailed in Appendix 2. The Safety Committee meets at once a year intervals. All Safety Committee meetings will be minuted and the minutes made available to all employees.

West Limerick Independent Living will give to Safety Committee members, such time off from his or her work as is reasonable, without loss of remuneration, to enable the committee members to acquire appropriate knowledge and training and to discharge their functions.

The Safety Committee may:

- review safety audit reports (including feedback from an inspector),
- seek solutions to Health and Safety issues which arise,
- study information relating to accidents, dangerous occurrences and instances of occupational ill-health at the place of work,
- develop and implement Safe Systems of Work,
- review communications and employee training procedures relating to Health and Safety,
- consider reports presented by a Safety Representative.

3.4 Protection against Dismissal and Penalisation

West Limerick Independent Living will not penalise or threaten to penalise any employee with respect to any term or condition of his or her employment to his or her detriment, if the employee is;

- Acting in accordance with Health and Safety Legislation or performing a duty or exercising any right under Health and Safety Legislation;
- Making a complaint or a representation about Health, Safety or Welfare at work to his or her Safety Representative, to their Employer or to the Health and Safety Authority;
- Giving evidence at any prosecutions or other legal proceedings taken by the Authority, or on behalf of the Authority,
- A safety Representative or an Employee having duties in an Emergency, or a Competent Persons appointed under *Section 18 of Safety, Health and Welfare at Work Act 2005*;
- Leaving or refusing to return to the place of work when he or she reasonably considers that there is serious or imminent danger which the employee could not reasonably have dealt with;
- Taking or proposing to take appropriate steps to protect himself or herself or other persons from the danger considering the circumstances and the means and advice available to him or her at the relevant time.

The dismissal of an Employee will be a dismissal under the Unfair Dismissals Acts 1977 to 2001, if it results from penalisation under this section although such dismissal shall not be deemed to be unfair if the Employer shows that steps taken or proposed to be taken were so negligent that it was reasonable to dismiss the Employee.

3.5 Prevention of Improper Conduct or Behaviour

West Limerick Independent living is committed to providing a workplace free from improper conduct or behaviour, including violence, bullying, harassment or horseplay, which is liable to harm the Health, Safety or Welfare of Persons at Work.

West Limerick Independent Living has a Bullying/Harassment/Sexual Harassment policy in place in accordance with Code for Practice for Employers and Employees on the Prevention of Bullying and Resolution of Bullying at work. Prevention and Procedures for dealing with Sexual Harassment and Harassment at Work (made under the Employment Equality Act, 1998). Appendix 3 contains further definitions and references to the Codes of Practices regarding Bullying and Harassment.

Section 13 of the Safety, Health and Welfare at Work Act, 2005, establishes a basic duty of employees to take reasonable care to protect his or her own Health, Safety and Welfare and that of any other person who may be affected by his or her acts or omissions at work. This can be interpreted as improper conduct or behaviour at work. *Section 14 of the Safety Health and Welfare at Work Act 2005*, prohibits any person from intentionally or recklessly interfering with, misusing or damaging anything provided for safety or to place at risk the Health, Safety or Welfare of Persons in connection with work activities without reasonable cause.

It is the responsibility of all employees, particularly those in supervisory positions, to ensure the day-to-day practical application of these policies. Management at the highest level will not tolerate any form of improper conduct or behaviour and will take appropriate steps to resolve any issues that may occur, including disciplinary action.

3.6 Design, Provision and Maintenance of Safe Place of Work

In accordance with the Workplace Risk Assessments in Section 4, West Limerick Independent Living recognises the need to provide a safe place of work. West Limerick Independent Living will ensure that the physical environment at the place of work is adequate. Work areas are large enough to be safe and are adequate with regard to stability, ventilation, fresh air, temperature and lighting. Pedestrians and vehicles are able to circulate safely. Traffic routes, entrances and exits are kept clear, floors, walls, ceilings, roofs, doors and gates are safe and adequate welfare facilities are provided.

3.7 Design, Provision and Maintenance of Safe Means of Access and Egress

In accordance with the Access and Egress Risk Assessment in Section 4, West Limerick Independent Living recognises that safe means of access and egress must be provided and maintained. Safe means of access and egress is provided to and from the premises at all times. This includes entrances, carparks, paths, the building, internal areas, workstations,

All means of access and egress are maintained as appropriate. In particular escape routes from the premises are checked by competent person.

3.8 Design, Provision and Maintenance of Safe Plant & Machinery,

In accordance with the Work Equipment Risk Assessments in Section 4, West Limerick Independent Living recognises the need to provide and maintain safe work equipment. Work equipment includes any machinery, appliance, apparatus, tool or instillation for use at work, e.g. photocopier, paper shredder, heating and ventilation systems. It also includes lifting equipment.

West Limerick Independent Living ensures that all equipment on the premises meets the requirements of the relevant CE Marking Directives. Throughout the working life of all equipment, West Limerick Independent Living will ensure that the all equipment is kept by means of adequate maintenance at a level to ensure that it is safe for use. In co-ordination with the building management, maintenance logs for all machinery are kept up to date.

3.9 Safe Use of Articles and Substances

West Limerick Independent Living recognises the need to assess the risk from articles, substances, exposure to noise, or any other physical agents. Specific Risk Assessments on these hazards, in accordance with the New Chemical Code of Practice and Biological Agents 2021.

3.10 Safe Systems of Work

It is the policy of West Limerick Independent Living to ensure that all work activities are within the competence and capacity of the Employees undertaking them. Safe systems of work will be designed with that purpose in mind.

Safe systems of work will:

- Be applied to all routine work, maintenance work and work by contractors on site.
- Include consideration for the Health and Safety of Visitors and Contractors. Carried out in coordination with building management or whoever has authorised the work.
- Be reviewed by Management on a regular basis, and when recommended by a risk assessment or accident/incident investigation.

It is the policy of West Limerick Independent Living when purchasing new equipment, altering existing equipment or changing a system of work, to study such proposed purchases or changes to ensure so far as is reasonably practicable, that they are without significant hazard. Written safety instructions and/or a safe operating procedure will be provided where necessary.

West Limerick Independent Living staff are not permitted to:

- Access the roof.
- Enter any confined spaces
- Attempt repairs or modifications to the electrical systems.

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 Statement):

- Work involving hazardous substances.
- Covid -19 regulations
- 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.
- Work at heights.

3.11 Welfare Facilities & Arrangements

In accordance with the Welfare Facilities Risk Assessments in Section 4, West Limerick Independent Living recognises the need to provide and maintain facilities and arrangements for the Welfare of their Employees at work. West Limerick Independent Living provides adequate and suitable sanitary and washing facilities, access to facilities for boiling water and taking meals. Rest rooms suitably furnished are provided for relaxing during breaks. West Limerick Independent Living also ensures that the place of work is maintained in a clean and hygienic condition. These facilities are included on the cleaning contract. However, staff must co-operate in maintaining a high standard of hygiene in these areas.

3.12 Safety Information, Instruction, Training and Supervision

3.12.1 Training Plan

1. West Limerick Independent Living Company Limited by Guarantee (CLG) also known as Limerick CIL is a not for profit company and our main aim is to ensure that people with disabilities achieve Independent Living and full participation in society. In order to achieve and maintain this West Limerick Independent Living CLG requires:
 - Highly skilled employees proficient in their roles, with the knowledge to support individuals with disabilities with a person-centered approach.
 - Employees abilities and areas of expertise are promoted along with identifying gaps in skill set.
 - Ensure all training and qualifications are of high standard and relevant to the Services delivered by West Limerick Independent Living.
 - Cost effective and in line with organisational budgets.

2. Employee input, Interviews with staff throughout the organisational structure, identify career goals, relevance and benefit to role within West Limerick Independent Living if to be supported in accomplishing them. This will help identify staff for suitable in-house training roles.
3. Putting the action plan in place, factors such as time away from specific job role to deliver or participate in training, who will cover, cost incurred, timetabling and other factors and what implications this will have on day to day operations of the organisation and its service delivery.
4. Applying the new skills in the workplace, now that time and money has been spent helping employees improve their skills. To get the best possible return, employees need to be able to put these new skills to work in the Organisation. Feedback is important at this point, not just a survey at end of training day, review with staff in following weeks post training.

3.12.2 Staff Development:

This section will focus on the key elements of reviewing staff performance levels and current skillset in order to identify the level of training required.

Key aspects of this include:

- Poor professionalism in the workplace amongst staff
- Poor reporting practices or issues around the lack of essential communication
- Poor interpretation or understanding of company policies.

3.12.3 Induction Training

All employees of West Limerick Independnet Living - whether employed on a fixed-term or a temporary basis - will receive induction training prior to commencement of employment.

See Appendix Inuction Check list (Appendix 5)

Personal Assistant Induction:

- Garda Vetting clearance and 2 references checks returned
- Complete Checklist form prior to commencement date
- Complete the relevant / mandatory training modules required prior to commencement date
- Complete HSELand.ie . <http://i-start.hseland.ie/themes/welcome-to-your-i-start-hub/> and provide Certificate once complete
- 3 way meeting to be held ½ way through probation period (Managers)
- Probation meeting 6 months into employment.
- Performance review every 24 months

3.12.4 Covid 19 training requirements Infection Prevention & Control HSELand.ie main resource:

- Hand hygiene
- Breaking the Chain of infection
- Putting on and taking off of PPE in Community setting
- Infection, Prevention and Control and antimicrobial resistance learning programme.

3.12.5 Existing Employee Training

The above information is also given to existing employees :

- In the event of the transfer of an employee or change of task assigned to an employee.
- On the introduction of new work equipment or changes in existing work equipment.
- On the introduction of new systems of work or changes in existing systems of work.
- On the introduction of new technology.
- Periodically.

Employees are requested to sign a record sheet to confirm that they have received and **understood this information.**

3.12.6 Contractor training

Contractors are given information and instruction concerning hazards and risks identified by risk assessments, protective and preventative measures and the names of Fire Wardens, First Aiders and Safety Representatives, if any. Contractors are requested to sign a record sheet to confirm that they have received and understood this information.

3.12.7 Temporary Employees Training

Where temporary employees e.g Transition Students are engaged, West Limerick Independent Living ensures that the employment agency or labour supplier concerned gives their employee the following information; the occupational qualifications necessary and the specific features of the work for which the employee is required. Employment agencies or labour suppliers are requested to sign a record sheet to confirm that they have provided their employees with this information.

3.12.8 Appointed Persons Training

Competent Persons and Safety Representatives are given information concerning risk assessments, reportable accidents and dangerous occurrences, and information arising from preventative and protective measures.

When providing information to employees on Health and Safety, it will be given in a form, manner, and as appropriate, language that will be understood. This external service will be sought for a competent organization when required.

The appropriate information, training and instruction will be provided to all appointed Fire Wardens, Occupational First Aiders, Safety Representatives (where appointed) and Safety Committee Members (where appointed) to ensure they can fulfil their Health and Safety functions. The names of all appointed persons are given in Appendix 2. Records of all training provided are kept on file.

3.12.9 Instruction, Training & Supervision

Job Specific training

All employees both fixed term and temporary will receive the training appropriate to the work which he or she is required to carry out having regard to his or her qualifications and experience. Training will be adapted to take account of new or changed risks to Health, Safety and Welfare and refresher training will be provided as appropriate.

Employees covered by specific Health and Safety Legislation such as people with disabilities, pregnant employees, or young persons will be given additional training in relation to the specific dangers that affect them.

Training will be given, as necessary, to Managers ensure that they have the necessary skills and knowledge to organise work safely without risk to health.

In assigning an employee to a specific task, West Limerick Independent Living will take account of his or her capabilities in relation to Health and Safety. Employees will not be put at risk by being given work that they do not have the competence to undertake. Risk assessments will assist in identifying the level of competence and training needs associated with a particular risk. The training needs of all Employees, including Supervisors and Managers, will be considered.

A record of all training that a person has received is maintained by the Human Resources Function. Training records will contain the following information:

- Name of person receiving instruction;
- Date of instruction;
- Duration of instruction;
- Name of Instructor/Company Name, and
- Nature and content of instruction.

When providing information to Employees on Health and Safety, it will be given in a form, manner, and as appropriate, language that will be understood. This service will be sought from a competent organization when required.

3.12.10 Personal Protective Equipment:

Personal protective equipment (PPE) controls is another important form of protection. PPE is considered after all other controls are in place. While correctly using PPE can help prevent some exposures, it should not take the place of other preventative measures as outlined above. Single use surgical masks have been made available to all Clients should they wish to wear a mask during PA visits.

Examples of PPE include gloves, goggles, respiratory protection. For staff delivering front line services, a Risk Assessment of the activity/interaction will inform decisions as to what PPE is required. This should follow the most up to date advice (see HPSC website) at the time in line with Public Health Guidance. Staff must be trained, in accordance with public health guidance, regarding its function and in the limitation of each item of PPE. Staff will comply and have communicated to them the most up to date PPE guidance from HSE.

The HSE Personal Protective Equipment (PPE) guidance will be monitored and may change as a virus or the coronavirus outbreak evolves.

3.13 Emergency Plans, Procedures and Measures

Procedures and measures are in place in the case of an Emergency or Serious and Immanent Danger, Fire, Gas Leaks, First Aid, Bomb Threat, Weather, Explosion (dust, boiler), Threat, Violence, Lone Working, Confined Space Rescue). Appendix 5 contains these procedures and measures. These documents will be reviewed periodically and amended where necessary.

List of Emergency phone numbers

Ambulance	999 or 112
Fire Services	999 or 112
Gardai	999 or 112
ESB	1850-372 999
Bord Gais (Gas Leaks etc)	1850-20 50 50

Insert names/contact details here of any staff that should be contacted in the event of an emergency:

Gerard O'Connor Manager	087-4169105
Margaret O'Connor Health and Safety Coordinator	085 2511248
Trish Kavanagh	085 8558042
Laura Denihan	085 8663889
Eimear Carroll	085 8623649
Trish Cunningham	069 77320

3.13.1 Evacuation

Fire Evacuation drills take place at least twice a year or more often if required. The necessary numbers of Fire Wardens and Deputy Fire Wardens are appointed and trained. The names of Fire Wardens and Deputy Fire Wardens are displayed in appropriate locations around the building. (Refer to Appendix 2). Fire Wardens have been given designated areas to search in the event of an evacuation. Employees are reminded to familiarise themselves with the fire evacuation procedures contained in Appendix 6, so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

After each fire evacuation, a review of the evacuation will take place involving Fire Wardens and the individual coordinating the evacuation, this will be the building management company and or/ landlord. This exercise will be carried out to identify areas where the evacuation procedures can be improved. Visitors and Contractors are informed of the fire evacuation procedures as part of the safety induction/on information sheets provided upon entry to the premises (on visitor badges).

In the event of other serious, imminent and unavoidable danger the employer will take action and instruct employees so that they can stop work and immediately leave the place of work and go to a safe place. This may involve partial or full evacuation. Employees will not be penalised because of such action and will not be required to resume work until there is no threat to their Health, Safety or Welfare. All employees where necessary should take appropriate steps to avoid the consequence of any danger. Only those employees with specific training will be requested to enter an area where a serious specific danger exists.

3.13.2 First Aid

Based on the Risk Assessment contained in Section 4, West Limerick Independent Living have an adequate number of suitably equipped, marked and easily accessible First-Aid kits and trained Occupational First-Aiders at their premises (refer to Appendix 2 for names of First-Aiders). First-aid kits are located throughout the premises (see Appendix 11 for the location and contents of a First-Aid Kit). The names of the nearest Occupational First-Aiders will be displayed on or near each first-aid kit so that staff will know whom to contact. The Occupational First Aiders have responsibility for checking the first-aid kits in their area on a regular basis and ensuring that they are adequately stocked.

Due to exposure to the special hazards (mainly household cleaning products) at least one first-aid kit contains the necessary special equipment or antidotes to treat this hazard. This kit is located as close as possible to the area where the hazard is. Where an Occupational First-Aider is absent in temporary or exceptional circumstances, an individual will take charge of the injured or ill person until medical assistance is obtained. This person's functions, is to obtain medical assistance as soon as possible and to ensure that nothing further occurs which would worsen the condition of the injured person. If this person has obtained basic life-saving skills they should apply them where possible.

Details of all cases treated by occupational first-aiders should be entered in a first-aid treatment record book, which must be kept in a suitable secure place, respecting the confidential nature of the reports.

3.13.3 Fire Fighting

Appropriate fire fighting equipment, including fire extinguishers, fire blankets & fire hose reels are provided throughout the premises. There are an appropriate number of persons trained in using this fire fighting equipment. Fire fighting equipment should only be used where a fire is on an escape route from the premises or where fighting the fire poses no danger to the individual. Fire fighting equipment are readily identifiable, easily accessible and are unobstructed at all times.

All fire fighting equipment are checked by Fire Wardens and tested/serviced by specialised contractors.

3.14 Reporting Accidents & Dangerous Occurrences

Part X Safety, Health and Welfare at Work (General Application) Regulations 1993 (Notification of Accidents and Dangerous Occurrences) requires that certain accidents and dangerous occurrences are reported to the Health and Safety Authority. These include the following categories:

- an accident resulting in the death of an employee;
- an accident resulting in an employee being prevented from performing his/her normal work for more than three consecutive days, excluding the day of the accident but including any days which would not have been working days;
- an accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment (e.g. member of the public); and
- certain dangerous occurrences, which have the potential to cause serious injury, whether or not they did cause serious injury. (See Appendix 7 for categories of dangerous occurrences that require reporting to the H.S.A.)

Ms. Margaret O'Connor is responsible for reporting any such accidents and dangerous occurrences to the Health and Safety Authority. Reporting will be done on the prescribed forms IR1 (accidents) or IR3 (dangerous occurrences). These forms will be sent by post to the Health and Safety Authority. Notification of serious incidents will be done without delay, by fax, telephone or via the internet to the Health & Safety Authority. Following this the completed relevant form will be sent by post to the Health and Safety Authority. The Health and Safety Co-ordinator/Administrator will hold copies of blank and completed forms.

H.S.A. contact details:

The Health & Safety Authority
The Metropolitan Building
James Joyce Street
Dublin 1
Lo-Call No. 1890 289 389
www.hsa.ie

3.14.1 Internal Reporting and Investigating of Accidents and Incidents

All accidents and incidents (near misses), whether serious or not, must be reported immediately PSS Coordinator. An Accident/Incident Report form is available for this purpose and must be completed by **Ms. Margaret O'Connor**

Accident/incident investigations will be carried out by **Ms. Margaret O'Connor** / and or individual's line manager. The purpose of investigation is to determine the immediate and root cause of the accident/incident and to prevent recurrence. The conclusions of the investigation will be recorded and corrective action will be taken and recorded, where necessary. All employees are required to co-operate with such investigations and to provide any information, which may be useful in establishing the circumstances surrounding the accident/incident.

When Incident occurs with PA in service Users Home, link in careplus for Incident Form to be completed immediately and note put up on Client Visits

Accident/incident data will be periodically analysed by Safety Committee with a view to improving safety management. Where appropriate, the Safety Statement (including risk assessments) will be reviewed in light of any accident/incident.

3.15 Lone Working

Lone Workers are defined as *“those who work by themselves without close or direct supervision”*. Anybody who works alone, including contractors, self-employed and employed persons are regarded as lone workers. Lone workers are found in a range of situations in West Limerick Independent Living activities, including;

- Staff who are required to travel as part of their duties.
- Staff who work outside of normal hours,
- Staff who work away from their fixed base, e.g. personal assistants carrying out their duties.

West Limerick Independent Living may require employees to work alone in some instances for operational exigencies. Such situations can be directed by line managers. In these instances however, the manager is directly responsible for ensuring that the operations are regulated through;

- Care Plus Mobile Management System.
- Regular communications checks – mobile phone.
- Controlled periodic checks.
- Instruction and Training.
- Use of PPE.

3.15.1 CarePlus Mobile Management Information System

West Limerick Independent Living uses a technological System which is a web-based Mobile Management Information System designed specifically for Community Care and Home Care Service Providers. Service Providers can create schedule of recurring appointments for each client and assign employee to client based on client needs and employee skills.

Employees use a smartphone to communicate with the West Limerick Independent Living central administration system.

- Employees view a calendar of their client appointments.
- Employees use smartphone to check-in and check-out at each appointment – recorded in real-time to central system so management has full oversight of all appointments as they occur.
- Employees can view summary client care plan / tasks to be completed .
- Employees can enter diary notes on smartphone at end of visit and upload to central system – management can read diary notes and incident reports daily for each visit.

3.16 Manual Handling and People Handling

West Limerick Independent Living recognise that Manual Handling and People Moving Tasks are required as part of it's every day operations for some individuals. Section 4 Risk Assessment will identify the requirement to carry out manual handling risk assessments. Where it is deemed not reasonably practicably, to eliminate the need for manual handling and the risk is deemed low, manual handling training will be provided to all staff members.

The training will be refreshed on at least a three yearly basis or more frequently, if identified through the review of accident and illness records. During Annual Review Services Coordinators observe all PA Manual Handling techniques. In addition, Manual Handling refresher training may be required within the recommended three years or where an individuals is identified as requiring training. All new employees will receive Manual Handling training as part of induction training. Additional Manual Handling and People Handling will be provided to those who will be involved in Client moving tasks. All record of training will be retained by **Ms. Margaret O'Connor**, Health and Safety Coordinator.

3.17 VDU Users

VDU work forms a large portion of the work undertaken by West Limerick Independent Living Support Coordinators. West Limerick Independent Living will undertake a DSE Assessment of each user. Some individuals provide training and suitable equipment compliant with the General application 2007 Regulations.

Due to working from home due to COVID-19 restrictions - DSE Risk Assessment to be carried out in office and home.

Eye and Eyesight test specially for VDU users will be available

The workstation for each user will be reviewed and whenever there is a significant change to the DSE location/ equipment or upon request of individual members of staff.

3.18 Driving

On occasions, West Limerick Independent Living personnel are required to travel as part of their duties. Individuals utilise their own car. Individuals provide a copy of their driving licence as appropriate. In addition, individuals will provide a copy of their insurance which will include business cover insurance. This will be submitted on an annual basis. All records will be kept in Employees Personal File. A motor vehicle accident which occurs whilst the individual is carrying out the duties of the employer, will be reported and investigated as per accident/ incident reporting.

While in the vehicle, staff and clients are expected to adhere to all health and safety policies and procedures. Staff need to stay up to date with any new procedures put in place, this is particularly important when unexpected situations occur including the Covid 19 pandemic.

The use of mobile telephone is not allowed when driving. Mobiles should be switched off whilst driving.

Also see Lone working policy (3.15)

3.19 Competent Persons

A person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards of the business in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken. Account shall be taken, as appropriate, of the Framework of Qualifications referred to in the Qualifications (Education and Training) Act, 1999.

West Limerick Independent Living appoints, where necessary, the services of one or more Competent Persons, whether under contract of employment or otherwise, for the purposes of ensuring so far as is reasonably practicable, the Health, Safety and Welfare at Work of his or her employees. The competent person will play a key role in advising on the management of health and safety, by advising Line and Senior Management on Health and Safety, evaluating problems as they arise and suggesting solutions to those problems and generally promoting Health and Safety at the place of work. Due to the nature of our business, having multiple sites, having remote locations, the competent person will ensure that they will perform their duties in relation to all working hours and locations. There will be adequate co-operation between any Competent Person(s) and any Safety Representatives. West Limerick Independent Living recognises that the appointment of a Competent Person does not absolve the employee from his responsibilities under the legislation.

Preference will be given to any employee who can perform the functions of a Competent Person over an external Competent Person, unless their knowledge and experience is not adequate or appropriate to the size of the place of work or the risks to which employees are exposed. An employee appointed as a Competent Person will be allowed adequate time, with no loss of remuneration, and the means at their disposal to enable him or her to perform these functions. External competent persons will be provided with the following information:

- The factors known or suspected by the employer to affect the Health, Safety and Welfare of his or her employees,
- The risks and the protective and preventative measures and activities in respect of the place of work and the work carried out there,
- The measures and designated persons for the evacuation of employees and other persons,
- Reasonable information about any fixed-term or temporary employees as is necessary to enable the competent person to perform his or her functions.

For the purposes of this section, any internal employee will be referred to as the Health and Safety Officer. See Section 2.2.4 for further information in relation to the duties of the Health and Safety Officer.

3.20 Health Surveillance & Medical Fitness to Work

Where identified by the risk assessments in Part 1 or required by relevant Health and Safety Legislation, West Limerick Independent Living will ensure that health surveillance appropriate to the risks is made available to his or her employees. The aim of health surveillance is the early detection of adverse health effects so that prompt remedial action can be taken to prevent further harm. Continued surveillance can continue to monitor the effectiveness of control measures, identify the most vulnerable employees and consolidate the risk assessment.

In general, decisions relating to health surveillance procedures, including the frequency and level of the surveillance, should be made by a suitable competent person i.e. a qualified medical practitioner. Safety Representatives and employees will be given information on the adoption of any health surveillance procedures as part of the consultation process.

Individual employees are required to inform their manager if they are taken any substance/ drugs which may affect their ability to perform their normal duties. Their manager and or HR along with medical advice will assign suitable duties to the individual.

When specific regulations are introduced West Limerick Independent Living will ensure requirements as regards medical fitness to work, given in *Section 23 of the Safety, Health and Welfare at Work Act 2005*, will be complied with.

3.21 Health and Safety Inspections/Audits

In accordance with the Risk Assessments in Section 4, West Limerick Independent Living completes regular health and safety inspections in all areas. All managers complete one inspection annually in their relevant areas in accordance with the checklist (See Appendix 8) and they ensure all necessary corrective actions are implemented. Responsibility for shared areas is allocated. Managers have received suitable training on health and safety inspection skills. Competent Persons complete annual inspections of all areas and recommendations are forwarded to senior management for their attention.

3.22 Control of Contractors and Visitors

West Limerick Independent living will ensure, as far as is reasonably practicable, the safety of contractors and visitors while on the premises

3.22.1 Visitors on Premises

All visitors must:

- Follow COVID 19 protocols and complete an adapted sign in protocol.
- Report to reception or person in charge.
- Sign in at the appropriate place and sign out when leaving. Times must be recorded.
- Adhere to all safety rules and procedures

3.22.2 Contractors on Premises

When entering the premises for the purpose of a business visit or to carry out work, all visitors and contractors should sign in at reception and sign out on leaving.

It is the responsibility of the host to ensure that their visitor/contractor has signed the visitor book and that they are accompanied where appropriate.

Whilst in the building, visitors and contractors are required to obey the safety rules and emergency procedures at all times. In the event of a fire alarm, the host will be responsible for bringing their visitor to the Assembly Point and remaining with them until given the “all clear”.

When visiting any premises of West Limerick Independent Living for the purpose of carrying out work, all contractors must:

- Follow COVID-19 protocols and complete an adapted sign in protocol
- Read and sign off that they understand the West Limerick Independent Living Health & Safety Statement.
- Adhere to all safety rules and procedures as outlined in the Safety statement
- Wear I.D. / security badge, and PPE at all times.
- Prior to attending on site have provided an up to date copy of their Health & Safety Statement to the relevant West Limerick Independent Living employee and a copy of their Insurance Liability

3.23 Annual Report

On an annual basis, West Limerick Independent Living CLG will evaluate the extent to which the Safety Statement and Policies were put into effect during the previous twelve months. It will show the level of resources committed to Safety, Health and Welfare, any special preventative measures taken and data on occupational injuries and ill-health in the workplace.

This will be reported in the company’s annual report and include details such as:

- Safety Statement reviews
- Risk Assessment reviews
- Health & Safety Training completed
- Numbers of recorded accidents
- New safety arrangements put in place during the year

3.24 Assessments of Risk

In accordance with *Section 19* of the *Safety Health and Welfare at Work Act 2005*, an identification of hazards and assessment of risks has been carried out at West Limerick Independent Living in conjunction with Nifast. Section 4 contains these detailed Assessments. West Limerick Independent Living is responsible for assigning timeframes and responsible persons to each recommended improvement and then ensuring that these persons implement the improvements, in respect of all activities and levels of the place of work, within the agreed timeframes.

Employees will be made aware of the Assessments relevant to their work activities. Section 3.12 of the Safety Statement addresses instruction and training of employees.

West Limerick Independent Living will ensure that the Assessments are reviewed where:

- (a) there has been significant change in the matters to which it relates, or
- (b) there is another reason to believe that it is no longer valid, e.g. new legislation, following an accident, introduction of a new process, etc.

Following the review, the Assessments will be amended as appropriate.

3.24.1 Procedure for the Identification of Hazards and Assessment of Risks

The assessment process was completed by Mary Collins, Nifast. The Assessment process involves the following:

- Identifying the significant hazards present in the workplace.
- Identifying what groups of people are most affected by those hazards e.g. employees, contractors and visitors.
- Listing the current controls in place.
- Recording the likelihood and severity of injury/illness associated with the hazard. Calculating the risk rating based on likelihood and severity (the risk rating is arrived at by multiplying the likelihood of injury x severity of injury - see below for details).
- Recommending additional controls in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- Designating a member of staff to co-ordinate the implementation of additional controls. Stating a date when action should be completed and recording when that action has been completed.
- The length of time specified for implementing control measures will vary and be dependant on the risk rating for the hazard i.e. the higher the risk, the faster action should be taken. If additional control measures reduce the likelihood or severity of injury, a revised risk rating can be recorded.

It should be noted that this document contains details of general Risk Assessments and may recommend more details Risk Assessments in line with specific regulations. Examples of more detailed Risk Assessments include Chemical Agents Risk Assessments, Manual Handling Risk Assessments, VDU Assessments, Pregnant Employee Risk Assessments, Machinery Risk Assessments and Biological Agents Risk Assessments.

Comment: Please note that this Safety Statement has been prepared based on conditions existing in the fabric of the workplace of West Limerick Independent Living at the time of writing. It may be altered, revised or updated periodically in order to comply with any changes in conditions or otherwise.

3.24.2 Hierarchy of Controls

The selection and implementation of the most appropriate method of risk or hazard control is a crucial part of the risk assessment process.

The following hierarchy should be used when deciding on control measures, starting with the first in the list and working down to the last resort, which is the provision of personal protective equipment and clothing.

- 1. Elimination:** Eliminating the hazard entirely from the workplace is the best way to control it. Examples of this would be providing a lifting device, which eliminates the need to carry out manual handling or disposing of unwanted chemicals.
- 2. Substitution:** If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Examples are substituting a hazardous chemical with a less toxic one or substituting a smaller package or container to reduce the risk of manual handling injuries.
- 3. Engineering Solutions:** If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact. Examples of engineering controls are:
 - enclosure (enclose in a way that eliminates or controls the risk);
 - guarding/segregation of people;
 - interlocks and cut-off switches; and
 - exhaust fans.
- 4. Administrative Solutions:** These are the management strategies, which can be introduced, training, job rotation, limitation of exposure time, provision of written work procedures. For example:
 - safe systems of work that reduce the risk to an acceptable level;
 - written procedures that are known and understood by those affected;
 - adequate supervision;
 - identification of training needs and provision of appropriate training; and
 - information/instruction (signs, handouts).
- 5. Personal Protective Equipment:** Personal Protective Equipment should always be considered as a last resort. PPE can also be used as an interim measure to reduce exposure to a hazard. Some examples of PPE include; masks, ear defenders, respirators, helmets, boots, safety shoes, overalls, etc.

The most effective way to control risk is obviously to remove it. Elimination is by definition 100% effective. The further you go down the list the less effective the methods become. Training for example has been estimated as being only 10% effective.

It is also worth bearing in mind that the amount of management and supervisory effort needed to maintain the controls is in inverse rank order. In other words, item 5 takes the most effort to maintain and item 1 the least effort.

3.24.3 Risk Assessment Tool

Priority Table

		Severity		
Likelihood		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	▶ lacerations	▶ amputation
▶ minor cuts & bruises	▶ burns	▶ major fractures
▶ eye irritation from dust	▶ concussion	▶ poisoning
▶ nuisance & irritation	▶ serious sprains	▶ fatal injuries
▶ temporary discomfort	▶ minor fractures	▶ occupational cancer
	▶ dermatitis	▶ severely life shortening disease
	▶ impetigo	▶ deafness
	▶ asthma	▶ fatal disease
	▶ minor disability	▶ head injuries
		▶ eye injuries

For Example

Likelihood	=	Unlikely	=	1
Severity	=	Very harmful	=	3

Risk Rating	=	1 x 3	=	3

Assessment	Priority	Action
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

Please Note

The Assessment of Risks is intended to assist in reducing the possibility of accidents and ill health by bringing identified hazards and management issues to the attention of West Limerick Independent Living. Within the constraints of time and resources, every effort has been made to identify hazards / management issues and recommend appropriate controls. It is implied that all other hazards are under control at the time of inspection. The report is advisory and the client must make the final decisions.

Section 4 – Risk Assessments

Section 19 of the Safety, Health and Welfare at Work Act 2005 places a duty on all employers to carry out a Risk Assessment. A template which can be used for carrying out a Risk Assessment is available from your service coordinator on Phone 069 77320 or email info@limerickcil.com.

SAMPLE RISK ASSESSMENT FORM

Division:		Source of Risk:	
HG/CHO/NAS/Function:		Primary Impact Category:	
Location Site/Service:		Risk Type:	
Dept/Service Site:		Name Risk Owner: (BLOCKS)	
Date of Assessment:		Signature of Risk Owner:	
Unique ID No:		Risk Coordinator:	

RISK DESCRIPTION	EXISTING CONTROL MEASURES	ADDITIONAL CONTROLS REQUIRED	PERSON RESPONSIBLE FOR ACTION	DUE DATE
<i>Use sepcific Risk Assessment form when describing risk</i>				

INITIAL RISK RATING		
Likelihood	Impact	Risk Rating

***One risk per form**

RISK STATUS		
Open	Monitor	Closed

A template which can be used for carrying out a Risk Assessment is available from your service coordinator on Phone 069 77320 or

Ms. Margaret O' Connor	085 2521248	Email Margaret@limerickcil.com
Trish Kavanagh	085 8558042	Email patricia@limerickcil.com
Laura Denihan	085 8663889	Email laura@limerickcil.com
Eimear Carroll	085 8623649	Email eimear@limerickcil.com

Risk Assessments

- Part 1 & 2. Risk Assessment Service User
- Part 3. Risk Assessment PA Checklist
- Part 4. Risk Assessment General
- Part 5. Risk Assessment Moving and Handling
- Part 6. Risk Assessment Hoist
- Part 7. Risk Assessment Children
- Part 8. Risk Assessment Signature Form
- Part 9. Risk Assessment CLIENT FALLS
- Part 10. Pregnant Risk Assessment
- Part 11. HSE Risk Assessment Form
- Part 12. DSE_Risk_Assessment_Blank
- Part 13. Risk Assessment Violence
- Part 14. PPE Specific Check List

Section 5: Appendices

Appendix 1	Definitions
Appendix 2	Appointed Person
Appendix 3	Bullying / Harrassement/HR Policies
Appendix 4	PPE
Appendix 5	Inducion
Appendix 6	Emergency Procedures
Appendix 7	Personal Risk Assessment
Appendix 8	Safety Data Check List Sheet
Appendix 9	Covid Plan
Appendix 10	Location & Contents of First Aid Box
Appendix 11	Accidents & Dangerous Occurances Reportable to the Notifications of Accidents and Dangerous Occurances Regulations 1993
Appendix 12	Annual Safety Inspection / Audit Check list

APPENDIX 1 - Definitions

Definition of “Competent Person”

S.2 (2)(a) ‘For the purposes of the relevant statutory provisions, a person is deemed to be a ***competent person*** where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.’

Definition of “Reasonably Practicable”

S.2(6) ‘For the purposes of the relevant statutory provisions, ***“reasonably practicable”***, in relation to the duties of an employer, means that an employer has exercised all due care by putting in place the necessary protective and preventive measures, having identified the hazards and assessed the risks to safety and health likely to result in accidents or injury to health at the place of work concerned and where the putting in place of any further measures is grossly disproportionate having regard to the unusual, unforeseeable and exceptional nature of any circumstance or occurrence that may result in an accident at work or injury to health at that place of work.’

APPENDIX 2 - Appointed Persons

Persons Appointed with Responsibilities under Health & Safety

Health and Safety Coordinator

Ms. Margaret O' Connor Email margaret@limerickcil.com

Covid 19 Compliance Officer:

Ms. Margaret O' Connor Email margaret@limerickcil.com

Safety Committee

Mr. Ben Lenihan, Gerard O'Connor and Ms. Margaret O' Connor,

Safety Representative

Ms. Trish Kavanagh Email patricia@limerickcil.com

Ms Laura Denihan Email laura@limerickcil.com

Ms. Eimear Carroll Email eimear@limerickcil.com

Ms. Margaret O' Connor Email margaret@limerickcil.com

First Aiders

Ms. Trish Kavanagh Email patricia@limerickcil.com

Ms Laura Denihan Email laura@limerickcil.com

Mr. John O' Connor Phone 069 77320

Ms Caroline Murphy Phone 069 77320

Fire Warden

Ms Laura Denihan Email laura@limerickcil.com

APPENDIX 3 - Bullying/ Harassment/ HR policies

https://www.workplacerelations.ie/en/what_you_should_know/codes_practice/cop6/

http://www.limerickcil.com/policies_and_procedures.html

APPENDIX 4 - Personal Protective Equipment

PPE Specific Check List

Personal Protective Equipment is clothing and/or equipment designed to protect workers from physical injury or infection while on a worksite. Protective clothing includes helmets, goggles, aprons, masks, gloves, visors etc. PPE should only be considered as a last line of defence between a hazard and a worker.

<u>Question</u>	<u>Yes</u>	<u>No</u>	<u>Comment</u>
Have all necessary risk assessments been completed? <i>(This includes one conducted by organisation plus individual risk assessment per task)</i>			
Are management clearly explaining the different levels of PPE that are situational based?			
Are arrangements in place for regular communication on the supply of PPE?			
Have contingency supplies of PPE been identified if stocks are running low? Is a named manager in charge of this process?			
Is all PPE CE Marked?			
Has everyone who has been identified as needing it been trained in the usage, maintenance and cleaning / disposing of this PPE?			
Do all staff know how to report defective or damaged PPE and who to?			

Different Types of PPE Checklist

Nose/Mouth			
Surgical Masks			
Eyes			
Goggles			
Face			
Visor/Face Shield			
Hands			
Hand Sanitizer			
Gloves (nitrile & latex)			
Skin/Clothes			
Apron/Gown			

APPENDIX 5 - Induction

Induction Programme for Personal Assistants:	
Referral and Initial Assessment process	
Personal Assistant aware of how the service commences	Yes <input type="checkbox"/> No <input type="checkbox"/>
Process of referring clients through the Primary Community Continuing Care referral	Yes <input type="checkbox"/> No <input type="checkbox"/>
Health & Safety (Risk Assessment)	
Safety Statement read in full	Yes <input type="checkbox"/> No <input type="checkbox"/>
Aware of annual Risk assessment & review (change in client need, environment)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Initial introduction to client provided for ALL clients you support	Yes <input type="checkbox"/> No <input type="checkbox"/>
Overview of Support requirements, disability & any specific training need	Yes <input type="checkbox"/> No <input type="checkbox"/>
Observation of moving & handling completed 2-3 weeks after introduction	Yes <input type="checkbox"/> No <input type="checkbox"/>
Shadow process individual, learn all aspects of the role to be able to support a new PA	Yes <input type="checkbox"/> No <input type="checkbox"/>
Willingness and open to participate in People Moving & Handling mandatory courses	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confidentiality & Non-Disclosure	
Read Employee Handbook page 52, sign non-disclosure & return to office	Yes <input type="checkbox"/> No <input type="checkbox"/>
Importance to report any concerns of safeguarding	Yes <input type="checkbox"/> No <input type="checkbox"/>
Issues within a service to be discussed with Service Coordinator	Yes <input type="checkbox"/> No <input type="checkbox"/>
Communication	
Effective Communication with client, family Service Coordinator and other professionals such as OT, PHN, GP. & report any communications with healthcare professionals back to Service Coordinator	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reporting to Service Coordinator	
Key areas such as; queries on tasks, people moving and handling, equipment faults, scheduling, incidents or near miss, risk identified, money management policy, medication, skin integrity and other key areas require Service Coordinators attention	
Annual Leave and other absences	
Holiday Claim Form (available on website)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Follow up with Service Coordinator to ensure received & confirm leave granted	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ensure APP is cleared of shifts for period of leave	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ample Notice Period provided minimum 2 weeks to Service Coordinator	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will be granted depending received leave requests submitted by other PA's if in ahead of time and service capacity	Yes <input type="checkbox"/> No <input type="checkbox"/>
Leave Policies from page 31 on Employee handbook	Yes <input type="checkbox"/> No <input type="checkbox"/>
If requesting ad hoc shifts off please liaise with colleagues to organise same	Yes <input type="checkbox"/> No <input type="checkbox"/>
Try to book appointments outside of working hours	Yes <input type="checkbox"/> No <input type="checkbox"/>
Team work & Long working	
Awareness of the responsibility to adhere to Code of Standards & Behaviour (website)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Responsibilities of a lone worker to problem solve and decision make	Yes <input type="checkbox"/> No <input type="checkbox"/>
Link with Co-worker regarding calls, reporting responsibility back to Service Coordinator not assume other is doing it.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Careplus mobile APP and ID Badge	Yes <input type="checkbox"/> No <input type="checkbox"/>

Safety Statement – West Limerick Independ Living, Newcastle West, Co Limerick

Connected to payroll system so PA responsibility also to ensure shifts are correct Yes <input type="checkbox"/> No <input type="checkbox"/>
Ensure log in and out all calls if cannot for any reason leave a note to explain Yes <input type="checkbox"/> No <input type="checkbox"/>
Leave notes if not emergency related update Yes <input type="checkbox"/> No <input type="checkbox"/>
Ring Service Coordinator if a concern do not rely on text messaging Yes <input type="checkbox"/> No <input type="checkbox"/>
Mandatory Training
Safeguarding Adults at Risk of Abuse available on HSELand.ie Yes <input type="checkbox"/> No <input type="checkbox"/>
An Introduction to Children First available on HSELand.ie Yes <input type="checkbox"/> No <input type="checkbox"/>
Breaking the Chain of Infection available on HSELand.ie Yes <input type="checkbox"/> No <input type="checkbox"/>
Putting on and taking off of PPE in Community Healthcare setting available on HSELand.ie Yes <input type="checkbox"/> No <input type="checkbox"/>
People Moving and Handling Course Yes <input type="checkbox"/> No <input type="checkbox"/>
QQI Healthcare support / minimum 2 modules Yes <input type="checkbox"/> No <input type="checkbox"/>
HSELand.ie refresher courses HSE Infection Prevention & Control Antimicrobial Resistance Learning Programme Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional Training recommendations:
Communicating with People with Intellectual Disability available on HSELand.ie Yes <input type="checkbox"/> No <input type="checkbox"/>
Communication available on HSELand.ie Yes <input type="checkbox"/> No <input type="checkbox"/>
Personal Protective Equipment
Manage your stockpile advise office/Service Coordinator when require replenished Yes <input type="checkbox"/> No <input type="checkbox"/>
Masks mandatory for all calls and only use of provided disposable. Dispose as per doffing training. Yes <input type="checkbox"/> No <input type="checkbox"/>

- Wages and rate of pay
- Client Service Agreement read in full
- Roster of shifts, aware of relief work e.g. maternity cover & regular weekly hours.
- Understand the full service requirements e.g. calls per day & times
- Bank Holiday Service
- On call emergency phone number (085) 806 4306
- Client cancels service
- Organisational Structure and detail of the Company layout
- Probation period and 3 way meeting mid-way through first 6 months
- I-START Induction complete and certificate provided
- Provided with HSE Communication and guidelines/twice daily temperature check/contact log

APPENDIX 6 - Emergency Procedures

Fire Emergency – Evacuation Procedure

In the event of a fire the following procedure will be applied:

- The person discovering the fire will raise the alarm by activating the nearest break glass activation point.
- On hearing the alarm, all staff and visitors will exit the building using the nominated escape routes and assemble at the designated assembly point, at site entrance on main sign. The fire brigade will be called by the Service Officer on duty at Reception.
- The appointed Fire Marshals/ Warden (see Appendix 2) will enter each room in their area to ensure that all occupants have evacuated, closing all doors, before evacuating themselves.
- For small fires, staff in the vicinity of the fire, who have been provided with appropriate training, can use the supplied fire fighting equipment to control the fire, provided they do not put themselves at risk.
- At the assembly point, staff must report to the appropriate Fire Marshal (see Appendix 2). The Fire Marshals will then report any persons unaccounted for to the Safety Officer or the Fire Brigade.
- The building cannot be re-entered until the all-clear is given by the Safety Officer or the Fire Brigade.

Gas Leak (DETAIL WHAT IS TO BE DONE ON EACH SITE)

If you smell gas:

- Do not use matches or naked flames.
- Do not operate electrical switches (either on or off).
- Do not use electrical appliances.
- Do not use the telephone/mobile phones.
- Open all doors and windows.
- Immediately inform your Supervisor or the Safety Officer in person.
- The Safety Officer will contact Bord Gais using the 24 hour emergency telephone number, 1850 20 50 50.
- The Safety Officer may order a full evacuation of the premises (as outlined on the previous page).

Bomb Threats.

On discovering a suspect package:

- Immediately inform your Supervisor in person in charge . Do not attempt to move or tamper with the package.
- The Safety Officer will contact the Gardai.
- The Safety Officer may order a full evacuation of the premises (as outlined on the previous page).

If you receive a phone call regarding a bomb threat you should try to remain calm. To reduce confusion and to assist the appropriate authorities, every effort should be made to obtain and record the following information:

- Ask the caller:
- Where is the bomb now?
 - What does it look like?
 - When is it going to explode?
 - Who planted it?
 - Why was it planted?
-

- Note:**
- The exact words of the threat – particularly the location of the bomb and when it is going to explode.
 - The exact time of the call.
 - Whether the voice is male or female, child or adult.
 - The accent of the caller.
 - Whether the caller sounds intoxicated.
 - Any background noises.
 - If the voice sounds familiar – If so, who?
 - The time the caller hung up.
 - Any code words used.
 - On completion of the call, immediately notify the Gardai (Tel 999)

Evacuation Drills

Evacuation drills will take place **at least twice a year**. 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. Contractors will be informed of evacuation procedures.

Induction Training – Basic Fire Safety

New employees will receive basic training in fire safety as part of the induction training programme. This will include 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 customers during evacuation.
- Location of the fire extinguishers

Serious and Imminent Danger

In the event of a situation arising in the course of work involving serious, imminent and unavoidable danger, employees can stop work and/or immediately leave the place of work and proceed to a place of safety.

List of Emergency phone numbers

Fire Services, Ambulance or Gardai	999 or 112
ESB	1850-372 999
Bord Gais (Gas Leaks etc)	1850-20 50 50

Insert names/contact details here of any staff that should be contacted in the event of an emergency:

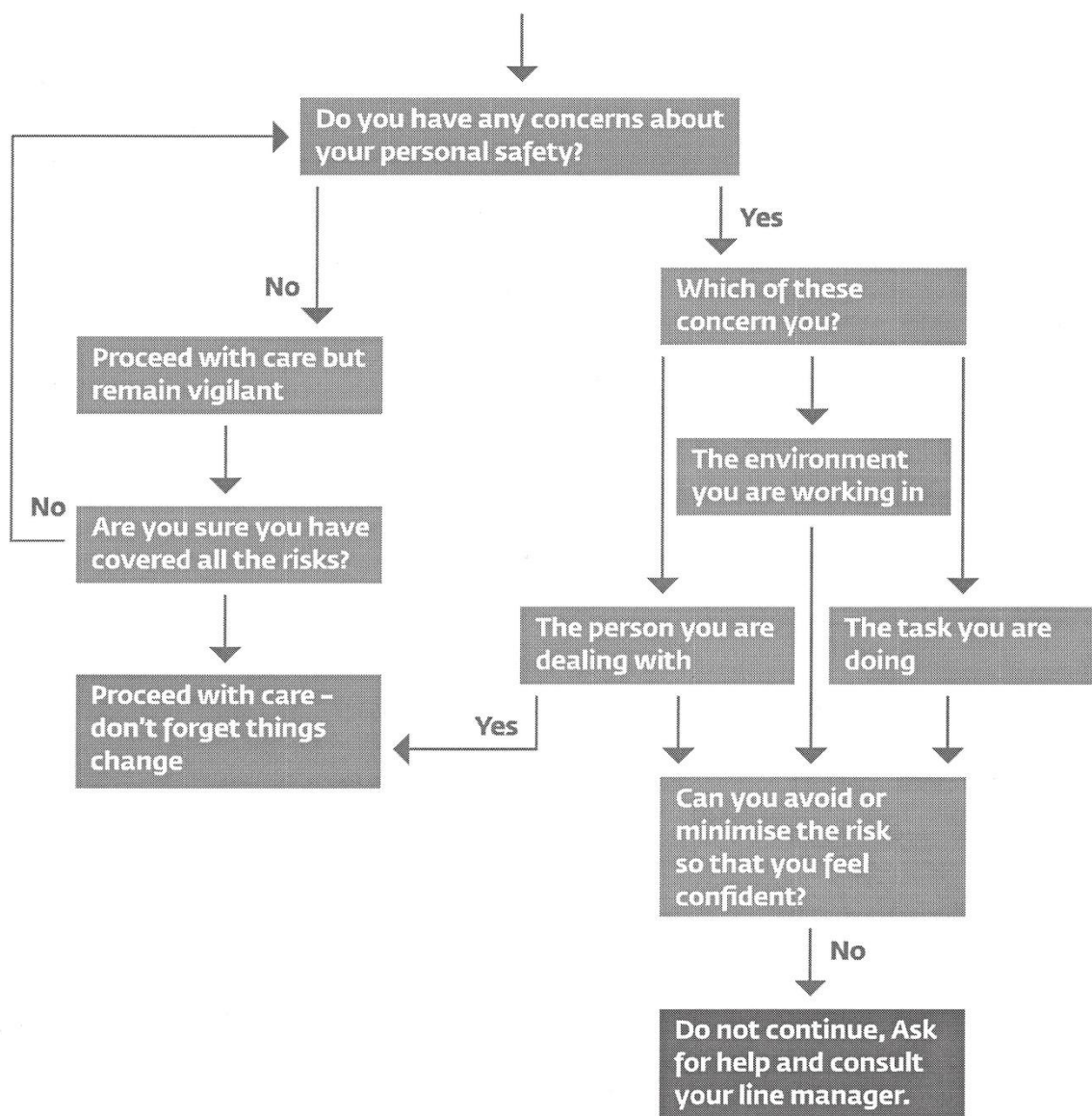
Gerard O'Connor Manager	087-4169105
Ms. Margaret O' Connor	085 2521248
Trish Kavanagh	085 8558042
Laura Denihan	085 8663889
Eimear Carroll	085 8623649
Trish Cunningham	069 77320

APPENDIX 7 - Personal Risk Assessment

Personal Risk Assessment

This chart should be used by employees of West Limerick Independent Living for use in assessing personal safety.

Assess the Situation



APPENDIX 8 - Safety Data Check List Sheet

Safety Data Checklist Sheet			
A safety data sheet is used to inform workers of the properties, hazards, and safe use of chemicals in an occupational setting.			
Product	Manufacturing Company	Hazards Identification	Handling & Storage
Hand Sanitizer 250ml	Gel Guard 100	Highly flammable Contains Ethanol Do not ingest	External use only Store in cool ventilated area, out of direct sunlight
Hand Sanitizer 60ml	Pharma Direct	Flammable Contains Ethanol Do not ingest	Store in area 0-43 Degrees Celius
Hand Sanitizer 100ml	Airmedica	Highly flammable Contains Ethanol Do not ingest	External use only Store in cool ventilated area
Hand Sanitizer Gel 5ltr.	BG	Highly flammable Causes serious eye irritation Contains Ethanol	Keep away from heat sources/No smoking near this product
General Purpose Cleaning (Lemon) 5ltr.	Galtec	Causes skin irritation Causes eye damage Can produce allergic reaction to Limonene	Suitable for use on all hard surfaces Wear PPE when handling
Sanitizing Foam 1000ml	Katrin	Causes skin irritation Causes eye damage Do not ingest	Avoid direct sunlight Store between 5-25 Degree Celsius
Anti-Bacterial Surface Cleaner 750ml	Frend	Causes skin irritation Causes eye damage	Not suitable for worn/damaged surfaces Wash hands thoroughly after use. Store in a well ventilated & cool area, in a upright position
Anti-Bacterial Surface Cleaner 750ml	Dettol	Do not ingest Avoid contact with skin and eyes	Not suitable for glass, varnished or painted surfaces or fabric Do not use with other detergents/disinfectants Do not freeze

Safety Labels on Products to be familiar with:				
				
Flammable	Skin Irritation	Danger	Handle with care	Wear Gloves/PPE
<p><u>What to do if you ingest a product or suffer a reaction:</u></p> <p>Stop doing the task, flush skin/eye with water Seek medical advice Contact National Poison Centre:</p> <p>Members of Public: +353 (1) 809 2166. (8.00 a.m. to 10.00 p.m. 7 days a week)</p> <p>Healthcare Professionals: +353 (1) 809 2566 (24 hour service)</p>				

SDS sheets for chemicals and cleaning change

https://www.hsa.ie/eng/publications_and_forms/publications/biological_agents/biological_agents_code_of_practice_2020.html1.

https://www.hsa.ie/eng/publications_and_forms/publications/codes_of_practice/chemical_agents_cop_2020.pdf

https://www.hsa.ie/eng/Publications_and_Forms/Publications/Information_Sheets/SDS_hazchem_info_sheet.pdf

APPENDIX 9 - Covid Plan

West Limerick Independent Living COVID-19 Action Plan

Version 1: 27 February 2020 Version 2: 07 October 2020 Version 3: 12 March 2021

West Limerick Independent Living provides Personal Support Services to people with disabilities across Limerick City and County, our front line staff - Personal Assistant (PA) services provides assistance to individuals in their own homes, tailored to the tasks of daily living and their personal needs.

This contingency and service continuity plan has been developed by West Limerick Independent Living for an outbreak in the communities where our business operates. This plan will help prepare us for the possibility of an outbreak of COVID19 in our workplaces and community. It may also be valid for other health emergencies. This plan is developed to address how to keep our services running even if a significant number of employees, cannot come to work - either due to being a close contact of a confirmed case, symptomatic of Covid 19 or confirmed case themselves. This plan will be communicated to all employees to make sure they are aware of what they need to do – or not do – under the plan. All staff will be provided with a copy of this action plan and will be required to follow the advice outlined.

Getting our workplace ready for COVID-19:

In January 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease in China to be a Public Health Emergency of International Concern. WHO stated there is a high risk of the 2019 coronavirus disease (COVID-19) spreading to other countries around the world. WHO and public health authorities around the world are taking action to contain the COVID-19 outbreak. However, long term success cannot be taken for granted. All sections of our society – including businesses and employers – must play a role if we are to stop the spread of this disease.

As per workplace risk assessment; all employees have completed **HSELand.ie online training** on key Infection Prevention and Control measures:

1. Hand Hygiene
2. Putting on and taking off of PPE in Community Health Care Setting
3. Breaking the Chain of Infection
4. Refresher courses completed March 2021 – Infection Prevention & Control & Antimicrobial Resistance Learning Programme.

How COVID-19 spreads:

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to flu.

Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

Getting West Limerick Independent Living ready in case COVID-19 arrives in our community:

It can take up to 14 days for symptoms of the virus to show, and therefore all employees need to disclose to West Limerick Independent Living whether they, in the last 14 days, (i) have been in close contact with someone who has the virus (ii) have been to one of these affected areas and have developed symptoms, or (iii) recently been in a healthcare centre or hospital where patients with the virus were being treated, and have developed symptoms.

Symptoms may include a cough, a shortness of breath, breathing difficulties, change in taste and or smell, or a high temperature.

- You should stay away from and isolated yourself from others, contact your GP and your Service Coordinator. Do not go work if you have any of the above symptoms without consultation with your Service Coordinator and GP.
- Do NOT go to your GP's surgery, ED or healthcare centre. This is so you do not accidentally put other people at risk. Your GP will tell you over the phone what to do next.
- If the HSE have advised that the person should “self-isolate”, Stay indoors, avoid contact with other people. Follow this advice even if your symptoms are mild.

If a staff member becomes ill with suspected COVID-19:

- Replace staff member to enable service to continue.
- If no staff member available to cover ill staff, inform service user and arrange an alternative time to deliver service.
- If an alternative service time is not acceptable to service user advise possible Respite option.
- If Respite is not an option advise service user
- Inform HSE Disability Manager of inability to provide service and seek their input.

If a service user becomes ill with suspected COVID-19:

- They should stay away from and isolated themselves from others, limiting the number of people who they have contact with and contact their service provider, their GP and their PHN.
- Service provider inform all relevant staff member to follow correct PPE protocol enable service to continue. Staff who have supported the service user the 48 hours prior to falling ill should be part of their support team.
- Arrange alternatives if no staff available to deliver service, i.e. alternative service deliverer times, or explore Respite etc.
- Inform HSE Disability Manager of inability to provide service and seek their input.

All staff advised to stay away from company office where possible, communicate by phone or email. Service coordinators to reduce all client home visits to the absolute minimum and where home visits are necessary follow correct PPE protocol. Office based staff including Service Coordinators & Administrator who develop symptoms should stay away from office, work from home and isolated yourself from others, limiting the number of people who you have contact with and contact your GP & Service Manager.

Policies, Procedure, Protocols and Guidelines (PPPGs):

Policy documents which support the organisation's safe practice have been developed & updated (for example):

1. Covid 19 Risk Assessment & Risk Register
2. Contingency Plan
3. Guidance document (for Service Coordinators & Personal Assistants) for confirmed Covid 19 case of service user
4. Health and Safety Statement
5. Infection Control Policy
6. Hand Hygiene Policy & Procedure

Each of the above clearly outline in detail, the daily processes that need to be completed by staff. Adhering to the all instructions within each document will be of utmost necessity for successful and safe provision of services in addition to following national guidance. Compliance with the above policies and application of all organisation's risk register protocols will maximise infection control throughout the organisation.

Simple ways to prevent the spread of COVID-19 in your workplace:

The following measures below will help staff prevent the spread of infections in our workplace, such as colds, flu and stomach bugs, and protect our service users, and employees.

1. Disinfecting:

Make sure your workplaces are clean and hygienic Surfaces (e.g. lockers, beds, and tables) and objects (e.g. hoists, telephones) doors handles and light switches need to be wiped with disinfectant regularly. Areas that would be touched regularly to be cleaned and disinfected 4 times daily. Ensure sufficient stockpile of disinfectant and disposable cloths/wipes to disinfect area any equipment. To prevent the spread of Covid 19 it is imperative that surfaces are disinfected aswell as cleaned. Staff to follow workplace Risk Assessment guidelines in safe and appropriate use of chemical products.

2. Hand-Washing:

service users, employees, and family members (before and after every visit)

Sanitizing hand rub will be made available to all staff and in prominent places

Circulate posters promoting hand-washing.

Circulate guidance from HSE occupational health and safety officers, briefings at information on the intranet to promote best practice

Make sure that staff have access to places where they can wash their hands with soap and warm water

Why? Because washing kills the virus on your hands and prevents the spread of COVID19

Guidance provided to all employees: <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

3. Promote good respiratory hygiene in the workplace:

- All employees and clients reminded to follow cough etiquette, catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Follow hand hygiene immediately after.
- Display posters promoting respiratory hygiene.
- Face masks and / or paper tissues made available to all staff
- All staff briefed, that if COVID-19 starts spreading in our community anyone with even a mild cough or low-grade fever (37.5 C or more) needs to stay at home. All staff self-monitor temperature checks twice daily morning and night and are advised to report to line manager and do not present to work if temperature is 37.5 C or higher. They should also stay home

(or work from home) if they have had to take simple medications, such as paracetamol/acetaminophen, ibuprofen or aspirin, which may mask symptoms of infection. All staff are to log their daily contact list on same log as their daily temperatures.

- Keep communicating and promoting the message that people need to stay at home even if they have just mild symptoms of COVID-19.

4. Social Distancing:

- Reducing the number of persons in any work area to comply with the 2-metre gap recommended.
- Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Creating “Pods” in services reducing staff clients to maximum 4 people.
- Conference calls to be used instead of face to face meetings.
- Social distancing also to be adhered to in canteen area.
- Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.
- Management checks to ensure this is adhered to.
- Staff to minimise movement within clients homes.
- Any family residing in the house stay out of work area of Personal Assistant at all times.
- Personal Assistants advised not to eat or drink in client homes.

5. Personal Protective Equipment (PPE):

Single use surgical masks have been made available to all Clients should they wish to wear a mask during PA visits.

Personal protective equipment (PPE) controls is another important form of protection. PPE is considered after all other controls are in place. While correctly using PPE can help prevent some exposures, it should not take the place of other preventative measures as outlined above. Examples of PPE include gloves, goggles, respiratory protection. For staff delivering front line services, a risk assessment of the activity/interaction will inform decisions as to what PPE is required. This should follow the most up to date advice (see HPSC website) at the time in line with Public Health guidance. Staff must be trained, in accordance with public health guidance, regarding its function and in the limitation of each item of PPE. Staff will comply and have communicated to them the most up to date PPE guidance from HSE.

<https://healthservice.hse.ie/staff/coronavirus/policies-procedures-guidelines/prevent-the-spread-of-coronavirus-in-the-workplace.html>

6. Clear Communication:

- West Limerick Independent Living CLG consistently ensure that the models of support that are available in the context of COVID-19 which will be very different from pre-COVID-19 are clearly communicated to individuals and their families. This needs to be done in accessible formats.
 - Any changes to models of support that are available, due to changes in Public Health advice or organisational issues (such as quarantine due to a staff member or individual becoming COVID-19 positive) must be communicated to individuals and families in a timely manner.
-

- Individuals and their families should be reassured that the support they receive are safe and in line with the prevailing public health guidance on infection, prevention and control.
- All updates such as emails from HSE Disabilities with UpToDate guidance on Covid 19 protocols are emailed and communicated to all staff on a regular basis.

7. Training:

- Prior to returning to work from any leave, or new employees, a Declaration Form must be completed as per the Return to Work Safely Protocol published on the 08 May 2020. This form will seek confirmation that the employee, to the best of their knowledge, has not symptoms of COVID-19 and also confirms that the employee is not self-isolating or awaiting results of a COVID-19 test.
- Every employee providing services will be provided with a re-induction by their Service Manager regarding the new protocols adopted by the organisation to prevent the spread of COVID-19. This shall include:
- Any Health and Safety Protocols specific to the building, Enhanced infection control measures, Social distancing requirements, changes to working hours on/off-site, Contact Log usage
- West Limerick Independent Living CLG has adopted a national approach to signage and screenings

General Measures to reduce the risk of accidental introduction of COVID-19 to a client/service user:

Current information suggests that COVID-19 can spread easily between people and could be spread from an infected person even before they develop any symptoms. For these reasons we suggest greater attention to cleaning and general hygiene and recommended social distancing measures. All care/support staff are requested call their managers before they go to work if they have a cough, temperature or shortness of breath.

The following are some general recommendations to reduce the spread of infection:

- Informing all staff of the signs and symptoms of COVID-19 and advise them of actions to take if they or any close family members develop symptoms and to follow HSE guidance. Guidance should be in keeping with most current information from HSE and Health Protection & Surveillance Centre.
 - Careful attention to hand hygiene with provision of hand sanitiser
Coughing / Sneezing into tissue / elbow crook
 - Encourage clients/service users to cover their nose and mouth with a tissue if they cough or sneeze
 - Maintain a distance of 2m or more for clients/service users other than when you are providing direct personal care.
 - Regular infection prevention and control training for staff with emphasis on Standard Precautions (including hand hygiene) and including the appropriate use of personal protective equipment. (see more detail on this below)
 - Avoid eating or drinking in the client/service users home
 - Clients/service users and their families/friends should who are receiving care/support in their home should be advised to let the service provider know as soon as possible if they
-

have a new cough, temperature or shortness of breath they should be advised to contact their doctor right away.

- If you arrive at a client/service users's home and find that they have a new cough, temperature or shortness of breath you should leave the room if possible or otherwise maintain a distance of at least 2m or more if possible and call your manager. If the person is not distressed but is on their own call a family member or other contact person. If you find it necessary to remain with the person or to approach within 1 m to attend to a person in distress the risk can be reduced by applying the basic precautions outlined above.

Resuming Personal Support Service after a client or employee has a confirmed case of Covid 19:

The Covid Response Team will provide support to the Long Term Care Facilities and Home Support Services across the Mid-West through:

- Supportive communication and advice;
- Guidance from Specialists;
- Where necessary, some critical staffing supports, as available;
- Other practical supports where necessary e.g. PPEs.

Once an individual is 10 days in self-isolation and an additional 5 days fever & symptom free normal service can then resume. Infection Prevention Control also outline a terminal control clean / deep clean is required with a bleach product to disinfect the home. Including washing bed linen and 60 degree wash and also washing curtains.

Staff Health and Wellbeing

As there will be many changes to staff work practices and how people interact with each other, all organisations need to be watchful for any challenges arising for staff as a result, for example, it may be more challenging for teams to work together if teammates are temporarily working different team patterns/locations. During this period, staff are encouraged to schedule social catch-ups and non-work related conversations (e.g. virtual coffees).

West Limerick Independent Living ensures that reasonable accommodation will be made to support staff with a certified underlying medical condition, in line with national guidance from Public Health. In the event that staff are experiencing issues such as anxiety within the workplace, line managers are available to the staff member to assist in the management of any concerns. Being very cognisant of the impact of this crisis on everyone. For that reason, we would like that all staff avail of regular leave for their own health and wellbeing during and after this crisis. This will be of particular importance over the coming weeks and months. These actions may help staff navigate this difficult time and help reduce stress levels. A range of supports and advice is also available from the Health and Safety Authority on work related stress at: https://www.hsa.ie/eng/Topics/Workplace_Stress/. The Government's "In This Together Campaign" also provides information on minding one's mental health as well as tips on staying active and connected and may be useful for use by employers and workers: <https://www.gov.ie/en/campaigns/together/?referrer=/together/>.

Additional Operational Considerations

Operational

- On-going measures to Identify additional sources to strengthen workforce - staff available to work increased hours and develop recruitment processes to enable the hiring of new employees during this time.
- Identify any training requirements required by existing staff or new recruits and source means of provision of such training remotely or within 2m social distancing measures.
- Identify any requirement for the timely supply of PPEs. Have a stockpile log and complete regular orders to ensure sufficient stockpiles.
- In the event of urgent replacement/redeployment, ensure replacement staff are suitably trained.
 - Access to the house is available.
 - Introductions of any new staff are carried out by Service Coordinators for all initial introductions, prior arrangements by phone with client/families and staff member may now be carried out in conjunction with site visit to reduce contact time at clients home.

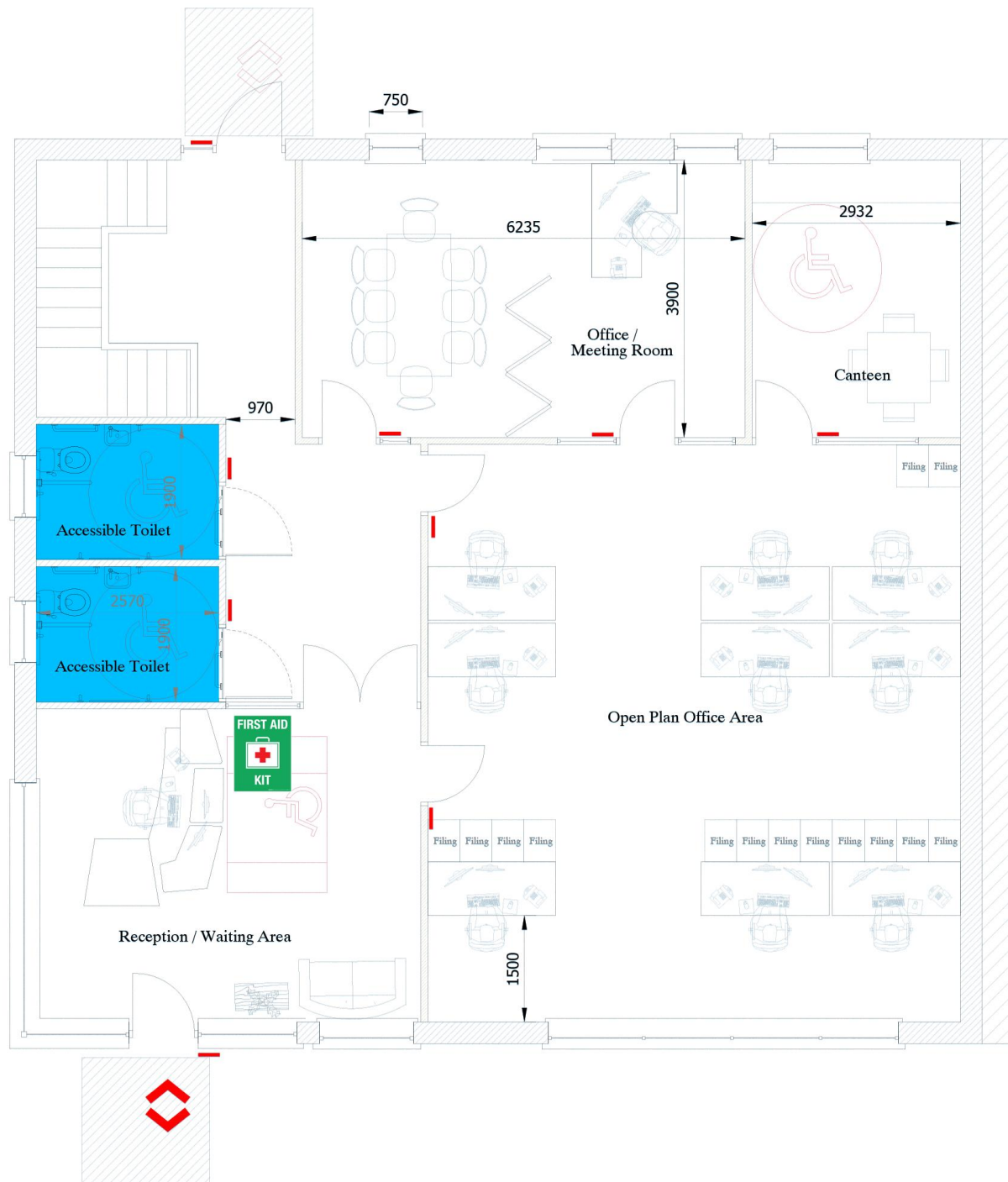
Administrative

- Identify any additional sources of support - availability of family members who may be able to provide care/support, contact details of local community groups.
- Compile alternative roster based allocated teams or increased working hours as a further contingency measure.
- Ensure all workforce/volunteer contact details are up to date and all relevant staff are aware of this list.
- Review existing business continuity plan and update based on existing situation. Your line manager to be informed of current status. Liaise with Local Co-ordination Group regarding current situation and supply chain in relation to PPEs.

West Limerick Independent Living CLG will review and update this Plan in line with Public Health guidelines.

APPENDIX 10 - Location & Contents of First Aid Box

Location of First aid Box: Main Office



First Aid

Recommended contents of first-aid boxes and kits as outlined in the H.S.A. Guidelines on Chapter 2 of Part 7 of the *Safety Health and Welfare at Work (General Application) Regulations, 2007* – First Aid.

The following table indicates the quantities that are required, depending on the number of persons present : -

Materials	First-aid travel kit	First-aid box		
		1 – 10 persons	11 - 25 persons	26 - 50 persons* ₁
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (Bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8 cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressing Large (No. 9) (13 x 9 cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound dressing Extra Large (No. 3) (28 x 17.5 cms)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Pairs of Examination Gloves	3	5	10	10
Sterile water, where there is no clear running water ** ₂	2x20 mls	1x500 mls	2x500 mls	2x500 mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10 x 10cm) *** ₃	1	1	1	1
Water based Burns Dressing Large *** ₃	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3
NOTES:				
*Note 1: Where more than 50 persons are employed, pro rata provisions should be made				
**Note 2: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to the risk of cross infection. The container should be CE marked.				
***Note 3: Where mains tap water is not readily available of cooling burnt area..				

APPENDIX 11 - Accident & Dangerous Occurrences Reportable

Accident & Dangerous Occurrences Reportable to the Notification of Accidents and Dangerous Occurrences Regulations 1993

In accordance with Part X of the Safety Health and Welfare at Work (General Application) Regulations, 1993 the following accidents and dangerous occurrences must be notified to the Health and Safety Authority (HSA) by fax (01 614 7020), telephone (1890 289 389) or the internet (www.hsa.ie). A hard copy must also be sent by post to the HSA.

Reporting of such event must be carried out on the approved forms; IR1 (accidents) or IR3 (dangerous occurrences).

Accidents to be notified to the HSA include the following:

- An accident causing the death of any employed or self-employed person
- An accident that prevents an employed or self-employed person from working for more than consecutive three days.
- An accident caused by a work activity, which cause the death of, or requires medical treatment to, a person not at work: e.g. a passer-by.

Dangerous occurrences include the following:

- Collapse of a crane or other lifting machine
 - Explosion of any closed vessel
 - Electrical short circuit, explosion or fire which results in stoppage of affected equipment or place of work for more than 24 hours
 - Uncontrolled release of 1 tonne or more of flammable substances
 - Collapse of scaffolding more than 5 metres in height
 - Collapse of a building involving more than 5 tonnes of material or of any floor or wall in a place of work.
 - Failure of freight containers or a road accident involving a vehicle carrying dangerous substances by road
 - Bursting or collapse of pipelines
 - Malfunction of breathing apparatus
 - Contact with an overhead electric line of over 200 volts
 - Bursting of a grinding wheel.
-

APPENDIX 12 - Health and Safety Audits- one Inspection per annum

Annual Safety Inspection / Audit Checklist

Location:			
Month:			
	Signed	Date	Comments
Correct fire extinguisher located at each fire point.			
Fire points free of obstructions and accessible.			
Fire exits free of obstructions.			
Pedestrian routes free of obstructions.			
Contents of first aid kits checked and replenished as necessary.			
Review Manual Handling techniques			
Maintenance record on Hoist service and other mobility aids.			
Cables, wiring, insulation, plugs and sockets on electrical equipment show no signs of wear, breakage or damage.			

Safety Statement- Employee Agreement

Safety Statement - West Limerick Independent Living, Newcastle West, Co Limerick

Acceptance of the Safety Statement

I hereby acknowledge, by my signature below, that I have received and read a copy of the West Limerick Independent Living Safety Statement. I agree to abide by the policies and arrangements for Health and Safety outlined within the document.

Employee

Signature: _____

Date: _____

Please print your name here in BLOCK CAPITALS: _____

Please detach and return to:

Ms. Margaret O' Connor, Health and Safety Coordinator.

West Limerick Independent Living

Address: Sheehan's Road, Gortboy, Newcastle West, Co. Limerick, V42 EE38