

MANAGEMENT OF HEALTH & SAFETY

POLICY MANUAL

In relation to

LEISURE DOMES LIMITED

**Currymount,
Buttevant,
Co. Clork.**

For

SITE WORKS

CONTENTS

<u>SECTION.</u>	<u>CONTENT</u>
1/2.	Safety Statement of Intent.
3.	Safety Legislation.
4.	Safety Management Structure at LEISURE DOMES LIMITED
5.	Introduction to our Safety Policy.
6.	Dignity in Our Workplace.
7.	Smoke Free Policy.
8.	Occupational Health.
9/10	Violence and Bullying.
11/12	Controlling Stress.
13.	First Aid
14.	Mobile Phones Policy
15.	Joint Consultation.
16.	Safety Training/Information.
17.	Employee Responsibilities.
18.	Risk.
19.	Legionellosis
20/21	Weil's Disease/Leptospirosis
22/23.	Personal Protective Equipment.
24.	Housekeeping.

SECTION.**CONTENT**

25.	Manual Handling.
26.	Chemicals.
27/28.	Fire.
29.	Accidents.
30.	Offices, Canteen and Toilets.
31.	Consultation & Representation.
32/33.	Resources.
34.	Contractors.
35.	Review Dates.
36.	Declaration of Sight.
37.	Risk Assessments.

LEISURE DOMES LIMITED

SAFETY STATEMENT OF INTENT

In compliance with the Safety, Health & Welfare at Work Act, 2005 it is our firm intention to enforce appropriate measures to control and monitor safety, health and welfare procedures as a vital part of running LEISURE DOMES LIMITED as an efficient and successful operation.

Therefore, so as far as is reasonably practicable LEISURE DOMES LIMITED

- Ensures that equipment and working practices are safe and offer no hazard and risk to safety, health and welfare
- Ensures that all necessary precautions are taken in respect of the safe use, handling, storage and transport of materials and substances, as applicable
- Provides such information, instruction, training and supervision as is necessary to ensure the safety, health and welfare at work of all employees
- Maintains all places of work, work equipment and transport under its control in a safe condition, free from risk to safety, health and welfare
- Provides adequate facilities for the welfare of employees
- Safeguards the safety, health and welfare of visitors, contractors and of any members of the general public who could be affected by our activities
- Provides all necessary information relating to safety, health and welfare in respect of procedures and services and to consult with employees on all aspects of safety, health and welfare
- Reviews and updates the policy as and when necessary particularly in respect of major changes within LEISURE DOMES LIMITED and/or changes in legislation and brings these changes to the attention of all employees
- Ensures that all employees are mindful of their safety, health and welfare responsibilities and co-operate with LEISURE DOMES LIMITED in its efforts to fulfil the above policy.

Continued/

- Ensures the policy is monitored in the workplace
- Ensure that adequate evacuation plans are in hand in the event of an emergency
- To communicate this statement and subsequent updates to all employees, contractors and visitors/members of the public (as applicable).

Signed:

GERALD FITZGIBBON

Position:

Managing Director

Date:

SAFETY IS A JOURNEY NOT A DESTINATION

This document relates to the following Regulations as well as Codes of Practice, and should be read in association with additional Safety Data periodically developed by the Company.

- ❖ The Factories Act 1955 and associated Regulations.
- ❖ The Safety in Industry Act 1980 and associated Regulations.
- ❖ The Dangerous Substances Acts 1972 and 1979 and associated Regulations.
- ❖ The European Communities Act 1972 and associated Safety Regulations.
- ❖ The Safety Health and Welfare at Work (General Application) Regulations SI 44 1993. (Part X and 12th schedule).
- ❖ The Safety Health and Welfare at Work (Carcinogens) Regulations SI 80 2001.
- ❖ The Safety Health and Welfare at Work (Chemical Agent) Regulations SI 445 2001 and ATEX Regulations 2003.
- ❖ The Safety Health and Welfare at Work (Construction) Regulations SI 481 2001. (Regulations 80 to 123 revoked).
- ❖ The Waste Management Act 1996 and associated Regulations.
- ❖ The Organisation of Working Time Act 1997 and associated Regulations.
- ❖ The General Application (Amendment) Regulations 2003 (Part X and 12th schedule).
- ❖ The Data Protection Act 2003.
- ❖ The Safety, Health and Welfare at Work Act 2005.
- ❖ Safety, Health and Welfare at Work (Control of Noise at Work) Regulations, 2006. (Regulation 11(3))
- ❖ Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations, 2006.
- ❖ Safety, Health and Welfare at Work (Construction) Regulations 2006 (SI 504/06).
- ❖ Safety, Health and Welfare at Work (General Application) Regulations, 2007 SI 299 2007.
- ❖ REACH (Registration, Evaluation and Authorisation of Chemicals).

SAFETY MANAGEMENT STRUCTURE AT LEISURE DOMES LIMITED



MANAGING DIRECTOR



SAFETY OFFICER



SAFETY REPRESENTATIVE

INTRODUCTION TO OUR SAFETY POLICY

- We are legally required to identify the duties and responsibilities on safety, health and welfare of management.
- Those involved in the management of LEISURE DOMES LIMITED have their duties and responsibilities clearly defined. This is to ensure the Safety Statement General Policy and Safety Statement of Intent are properly taken into account when designing and implementing systems and procedures.
- We also have a responsibility and duty to ensure that:
 - You are aware and understand the Safety Statement General policy and Safety Statement of Intent
 - You are aware and understand the Safety, Health and Welfare rules relating to your work
 - You are adequately instructed, trained and supervised
 - You are aware of the hazards and risk associated with their work activities
 - You are provided with safe products and equipment, safe methods of work and an environment which is safe and healthy to work in
 - You will be consulted on all matters relating to safety, health and welfare.
- The above duties and responsibilities on us are implemented through the use of the documentation outlined within the manual and through management carrying out periodic monitoring of the areas within their control.

'DIGNITY IN OUR WORKPLACE'

We at LEISURE DOMES LIMITED commit ourselves to working together to maintain a workplace environment that encourages and supports the right to dignity at work.

All who work here are expected to respect the right of each individual to dignity in their working life.

All will be treated equally and respected for their individuality and diversity.

Bullying in any form is not accepted by us and will not be tolerated.

Our policies and procedures will underpin the principles and objectives of this Charter.

All individuals, whether directly employed or contracted by us, have a duty and a responsibility to uphold this Dignity at Work Charter. Supervisors and Managers in the workplace have a specific responsibility to promote its provisions.

SMOKE FREE POLICY

(PUBLIC HEALTH (TOBACCO) AMENDMENT ACT 2004)

LEISURE DOMES LIMITED in line with Legislation, is fully compliant with the above as and from 29th March, 2004.

Gerald Fitzgibbon, Managing Director has taken personal responsibility for the implementation of Smoke Free Zones throughout the Organisation.

This Policy was devised to reduce risk of exposure to the ill effects of tobacco smoke. It is a medical fact that second hand smoke is harmful and contains cancer causing substances, so not only are smokers at risk, but everyone in their smoke trail. Our duty of care extends to our Staff, Customers, Visitors and indeed our family.

Because of the "Fire Load" at our facility/premises, we cannot provide designated Smoking Areas.

Smoking is therefore prohibited throughout the facility and anyone found in breach of our Smoke Free Policy will incur disciplinary procedures.

While we cannot provide direct support for smokers, we suggest you contact:

QUITLINE: Tel. No. 1850 201 203

or

Website: www.smokefreetwork.i.e.

and

www.otc.ie.

THANK YOU FOR YOUR SUPPORT IN CREATING A SMOKE FREE ZONE.

LADDERS – WHEN CAN THEY BE USED

(Extract from HSA Newsletter – December 2006)

The Safety Health and Welfare (Work at Height) Regulations 2006 contain specific requirements on the use of ladders. The Regulations do not ban ladders but require that careful consideration to be given to their use. Ladders should only be considered where the use of other more suitable work equipment such as mobile elevating platforms, towers scaffolds or temporary stairs is not appropriate. Ladders and stepladders should only be used for light work that is low risk and of short duration.

You must select the most appropriate work equipment for a particular activity and take account of the hierarchy of controls:

first, to avoid work at height where possible
then to prevent falls from height and, failing that
to reduce the consequences of a fall.

Where work at height is necessary you need to justify, as part of a risk assessment whether a ladder or stepladder is the most suitable access equipment compared to other access equipment options.

Only use a ladder or stepladder:

where the work is of short duration – ladders are not suitable where they are in one position for 30 minutes or more;
where the risk is low, i.e. because the nature of the work makes a fall unlikely or where a fall would be unlikely to cause injury for ‘light work’ – ladders are not suitable for strenuous or heavy work.
for work that does not involve carrying heavy or awkward tools or equipment
where a handhold is available both for climbing the ladder and in the working position.
where you can maintain three points of contact (hands and feet) at a working position.

And where it complies with EN 131 is marked accordingly.

OCCUPATIONAL HEALTH

- We recognise that the scope of occupational health monitoring is becoming steadily wider. At one time this was primarily concerned with medical examination and first aid. This expanding role now covers specific aspects within the miscellaneous welfare provisions that may cause or contribute to ill health at work.
- We have a legal responsibility for ensuring the well-being of anyone who may be affected by the possibility of ill health arising from a work activity involving the use of materials, harmful micro-organisms, chemical agents, processes and products used, handled or stored.
- We take notice of the above requirements and will where identified, institute monitoring procedures for the health of any employee who is exposed to health risks whilst carrying out these work activities.
- We recognise that, when we cannot control or remove the hazard and risk in the chemical agents used or the by-products generated, protective measures must be instituted such as the issue and use of personal protective equipment and the required information and instruction will be provided.
- If you suffer from any of the following medical conditions you should inform the Safety Officer so that, in case of need, the appropriate action can be taken:

Bronchitis	Heart Complaints
Epilepsy	Allergy to e.g. Penicillin
Asthma	High/Low Blood Pressure
Diagnosed Pregnancy	Diabetes
Giddiness/Fainting	
- These are not exhaustive - any other ill health aspects noted should be reported e.g. sickness, abscesses, etc.

VIOLENCE & BULLYING

LEISURE DOMES LIMITED has a clear unequivocal policy towards violence and bullying in the workplace.

Violent behaviour towards another is the most obvious form of bullying. It can take the form of assaults or the deliberate pushing or jostling of an individual. Other physical forms of bullying can include damaging or tampering with the property of others.

Such behaviour which is criminal will be the subject of disciplinary procedures and may lead to a prosecution.

Non-physical forms of bullying include:

- Aggressive behaviour by a Manager, Supervisor or Colleague.
- Verbal abuse/harassment.
- The use of songs or laughter as a form of ridicule.
- Continued and deliberate staring.
- Unfair selection for difficult/unpleasant tasks.
- Intrusion by pestering, spying and stalking.
- Displaying hostility through sustained unfriendly contact or exclusion.
- Picking on a person as the butt of jokes, gossip, slander and horseplay.
- Posters, photocopied cartoons, graffiti, obscene gestures, flags, bunting and emblems.
- Coercion for sexual favours.

LEISURE DOMES LIMITED recognises that bullying can make victims fearful of going to work, cause them to leave their employment, resulting in physical or psychological illness and in extreme cases result in the victim taking their own life.

LEISURE DOMES LIMITED - POLICY IN RELATION TO BULLYING

Mr. Gerald Fitzgibbon, Managing Director is taking personal responsibility in relation to handling any alleged incident.

In order to maintain confidentiality all reported incidents will be sensitively and speedily investigated.

Should the alleged victim wish to communicate with an alternative senior member of staff Mr/Ms. _____ has been instructed by the Company in relation to the sensitive and confidential duties associated with the handling of this matter.

The Company may obtain the services of relevant professionals where applicable.

LEISURE DOMES LIMITED wishes to note the following:-

- ❖ This policy applies at all levels of the Organisation.
- ❖ Anyone complaining of bullying will not be victimised.
- ❖ Constructive suggestions welcomed from individuals in order to ensure that this negative, ugly culture does not take hold in this organisation.

CONTROLLING STRESS

STRESS:

Many of us are faced with it everyday, but we might not know how to deal with it. It is important to learn how to handle stress because it can affect our performance and relationships in our work and home. At work, stress can lead to distraction and cause an unfortunate accident. At home, stress can put a strain on family relationships.

Stress usually occurs when there are changes in our lives and we feel that we don't have enough resources to deal with those changes and demands. Which of the following do you think causes stress: getting married, winning the lottery, or having an argument? It is all of them. Stress can occur not only from negative life experiences, but also from positive ones. People react and deal with stress differently, but common stress symptoms include upset stomach, fatigue, tight neck muscles, irritability and headaches. Some people react to stress by eating or drinking too much, losing sleep or smoking cigarettes. Stress may also make you more susceptible to illnesses, including the common cold, ulcers and some cancers.

The first step to managing stress is to identify your "stressors"; those things that are making you react. Stressors may not only be events that cause you to feel sad, frightened, anxious or happy. You can cause stress through your thoughts, feelings and expectations. Look at the list below. Which cause you stress?

- Not enough time
- Unexpected change
- Family problems
- Extra responsibility
- Personality clashes
- Money difficulties

Everybody has to deal with life's problems. A key to dealing with the big and little everyday stressors is coping with stress in a positive way.

1. Acceptance:

Many of us worry about things we have no control over. For example, a family illness, a great deal of change at work or finding out that your team has lost. One way to manage stress is to accept when things are beyond your control. It may be helpful to think positive thoughts such as, "Someday I'll laugh about this", or "It's a learning experience".

2. Attitude:

Try to focus on the positive side of situations. Ask yourself, "What good can come out of this?" What can I learn from this situation? and "How can I handle this better when it comes up again?". Solutions come easier when you focus on the positive and your stress level will be reduced.

3. Perspective:

We often worry about things that never happen. Keep things in perspective by asking yourself, "How important is this situation?" Can I do anything about it? In five years, will I even remember it happened?"

Think about the situations in your life that cause you stress. Are they important or unimportant? Are they controllable or uncontrollable? If they are controllable events, you can take action to change the situation; if they are uncontrollable, you can use your skills in acceptance, attitude and perspective to reduce the stress.

This Company will provide help and assist any employee to cope with stress.

Please contact: Gerald Fitzgibbon, Managing Director.

FIRST AID

Our legal duty to provide first aid facilities is a general requirement within the scope of the Regulations.

The legislation outlines the provisions that we have to provide:

- First Aider(s), namely: _____
- If you are unfortunate and sustain an injury during the course of your work, you must stop work immediately and seek treatment from your First Aider.
- Responsible for administering first aid treatment, maintaining first aid kits and facilities and summoning medical assistance is _____
- Suitable records of treatment will be maintained by _____
- It is recommended that you enter all your details in an Accident Book/Registers. Alternatively someone may do this on your behalf.
- The first aid kits are located in _____

MOBILE PHONES POLICY

Mobile phones are very distracting and can be a contributing factor in accidents. Please follow the guidelines below. Mobile calls should only be contemplated while parked and when not operating plant/equipment.

- Never answer a mobile phone while driving.
- Never answer a phone while operating plant/equipment or in other high risk situations, i.e. when working at heights.
- Do not make mobile phone calls while working. If you must make a call, first finish off the task. Only then should a call be contemplated and then only when safe to do so.

All Staff: Must obey the law as it relates to the use of mobile phones while driving where applicable.

- Hands free kit only.
- Short calls.
- Pull over safely.
- Don't impede or restrict traffic flow.
- Don't pull over on Motorways, call back.

JOINT CONSULTATION

- Within the clearly defined function and responsibilities of Safety Management Structure there is a duty for us to communicate with you.
- To enable the effective implementation of the Safety and Health Policy and Statement of Intent and procedures, communication and consultation has to take place between us, you and where applicable your Representatives.
- Your nominated SAFETY REPRESENTATIVE is: Thomas Fitzgibbon.

Feel free to bring your Health & Safety issues to Thomas Fitzgibbon, who will formally bring them to our attention.

**REMEMBER SAFETY CONCERNS US ALL
HIGHLIGHT YOUR CONCERNS**

SAFETY TRAINING/INFORMATION

- Safety, Health & Welfare at Work Act 2005 has a wide range of training implications from induction training covering the Safety, Health & Welfare general Policy and the systems and procedures used, along with individual responsibilities to requirements outlined under specific regulations.
- We have a duty to train, instruct and inform you as necessary to ensure your safety, health and welfare whilst at work on any hazards arising from your work activities.
- In recognition of this duty, it is our policy to ensure that safety training will be reviewed on an ongoing basis.
- A review of our training requirements will be carried out at identified intervals. Should you be aware of any training that you feel is essential for your safety, health and welfare you have the responsibility to draw this to the attention of management.

EMPLOYEE RESPONSIBILITIES

YOU MUST:

- Read, understand and comply with the Safety Statement and additional safety data as issued.
- Observe the safety rules as applicable.
- Not to consume or not to be under the influence of alcohol or banned substances.
- Report any safety hazard within your work area or defect in any plant, machinery or equipment.
- Comply with all written or verbal instructions given to you to ensure your personal safety and the safety of others.
- Dress sensibly and safely for your particular working environment or occupation.
- Conduct yourself in an orderly manner in the workplace.
- Use the safety equipment and/or protective clothing provided.
- Avoid improvisation in any form which may create a risk to your safety and to the safety of others.
- Maintain all equipment in good condition and report any defects.
- Report all accidents whether injury is sustained or not.
- Attend, as requested, any training course, meeting, etc. designed to further the interests of safety, health and welfare.
- Observe all laid down procedures concerning work activities, plant, materials, chemical agents.
- Observe the Fire/Emergency Evacuation Procedure and learn the position of all fire equipment and exit routes and if trained, attempt to control the fire until the fire service arrives.
- Not invite visitors onto the premises/site facility without permission from management.
- Not consume food or drink in areas where there is a risk of contamination.
- Comply with the control measures identified in the assessments.
- Comply with the requirements outlined for first aid treatment.

INTRODUCTION TO RISK

- The Safety, Health & Welfare at Work Act 2005 imposes a statutory duty upon us to make suitable and sufficient assessments of the degree of risk associated with your work.
- A written assessment is brought to your attention by your Supervisor if you are affected.
- External consultants may be obtained to assist with these. It is important you adhere to all the safety measures introduced to protect your safety, health and welfare and request information if in doubt.
- Reviews are undertaken at regular intervals and you will be informed of the results of the assessments, which generally affect you and others.
- All the required control measures identified within each of the assessments are for the protection of you and others whilst on our premises/sites/facilities.

SHOULD YOU AT ANY TIME IDENTIFY ANY ACTIVITY FOR WHICH YOU HAVE NOT RECEIVED INFORMATION ON THE SAFETY MEASURE YOU HAVE TO ADOPT YOU MUST REPORT IT IMMEDIATELY TO YOUR SUPERVISOR.

RISK DEFINED

A **hazard** is something with the potential to cause harm e.g. machines, chemical agents, fumes, plant and equipment or methods of work etc.

A **risk** is expressed as the likelihood that harm from a particular hazard is realised.

Risk therefore is defined as the probability by the consequences.

Risk Assessments help to identify hazards so the company can determine what measures we need to take for your safety, health and welfare and that of others who may be affected.

We also carry out Risk Assessments on an ongoing basis during the course of working operations, to note changes in working practices, identifying faults and hazards and taking the necessary corrective action.

LEGIONELLOSIS

Legionellosis is a collective term given to illnesses of the lower respiratory tract caused by legionella bacteria. Legionnaires' disease is a form of pneumonia which principally affects susceptible persons who may already have an underlying respiratory illness. The other form of legionellosis is termed Pontiac fever, which is a flu-like, short-lived illness and is not fatal. An average of 175 cases of Legionnaires Disease were reported per annum in the United Kingdom over the period 1980-1995, 13% of which proved fatal.

Legionella bacteria are commonly encountered in both natural and man-made water systems. Under the right conditions, for example temperatures in range 20 degrees celsius to 45 degrees celsius and in the presence of sludge, and corrosion deposits, legionella can rapidly multiply increasing the potential for exposure. These conditions can occur in poorly maintained cooling towers and hot and cold domestic services, which are the source of the vast majority of cases of Legionnaires' disease.

Infection is caused by the inhalation of legionella carried in fine water droplets in the air. This means that any water system which is capable of sustaining the growth of legionella and generating an aerosol will present a risk of infection to persons who may be exposed to the aerosol.

Experience shows that whilst it is very difficult to completely eradicate legionella from industrial water systems, the risk of legionella can be reduced to an acceptable level by adopting an effective programme of risk management and control..

WEIL'S DISEASE (LEPTOSPIROSIS) -

By - Dr. John Fleetwood

It is the most serious form of a group of illnesses known collectively as leptospirosis. When one examines the leptospirosis germs under a microscope, they look rather like corkscrews which wriggle actively.

These organisms can be found in practically any animal, wild or domestic, including cats, dogs, foxes, horses, cattle and sheep, but rodents are the biggest culprits. The cycle of infection is that the germs are excreted in the animal's urine or motions. They can live for long periods in water or moist areas, such as farmyards, at summer temperatures. Transmission to a human occurs either by swallowing the water, by contact through an open cut or sore and occasionally by contact with the eyes, nose or mouth even though the water is not swallowed.

Symptoms may develop within 48 hours but delays of up to 26 days have been recorded between contact and the person falling ill. The early symptoms suggest a dose of flu, are often treated as such and may clear up quickly if one of the less virulent germs is involved, but in Weil's Disease it is soon obvious that there is a major problem.

The patient may recall possible contact with infected water or a sick animal. Blood tests are available to make a firm diagnosis and it is important that, in any suspect case, these be carried out promptly. Early treatment with massive doses of penicillin or other antibiotics is called for, along with plenty of fluids to combat possible dehydration and kidney damage. Other complications include skin rashes, haemorrhages, jaundice, eye inflammation, severe muscle and bone pain, vomiting and delirium. There is a very considerable death rate in these severe cases. Sometimes the person seems to improve but may relapse several times. In general, the fitter and younger the patient, the better the outlook.

An old proverb says "Prevention is better than Cure". Nowhere is this more applicable than in Weil's Disease. Scrupulous personal and environmental hygiene is the key to success. In many underdeveloped countries and even in rural and slum areas of countries with high public health standards, it is possible for water to become contaminated from animal excreta.

Everyone should avoid direct skin contact with soil, vegetation or water where there may be animal droppings or urine. One should never go barefoot into stables, byres, muddy soil or anywhere that animals may have been grazing. Swimming or paddling in ponds, lakes or pools to which animals have access is potentially dangerous. Golfers should also take note.

Continued/

These precautions are especially important where there are open cuts or sores on the skin. These should be washed gently, painted with iodine or some similar disinfectant and covered with a protective dressing. If flu-like symptoms develop within a couple of weeks, one should be sure to mention any possible exposure to the doctor so that appropriate blood tests can be done quickly.

On a boat or caravan, if rats, mice or their droppings are seen, all food which is not securely covered should be destroyed and the area washed with water to which acetic acid (vinegar) has been added. A pint of acetic acid (vinegar) to the average bucket of water hastens destruction of the leptospira germs. Traps or poison should be put down, taking the usual precautions to protect children and domestic pets.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- The Safety, Health & Welfare (General Application) Regulations require us to provide protection for you in the workplace.
- Personal Protective Equipment (PPE) includes all types of equipment and clothing which must be used or worn by you where the identification of hazard(s) and the degree of associated risk necessitate the use of such equipment and clothing.
- Should it not be reasonably practicable to remove or eliminate the risk or introduce engineering, mechanical or other control measures, we have a duty to protect you by issuing appropriate and suitable PPE as a last resort.
- If issued with PPE you must ensure it's care and maintenance and sign as having received it and must wear the protective equipment at all times when exposed to a risk.

**PPE items are not fashion accessories!
They are issued as a last resort to protect you from
exposure to specific hazards.
Wear them, when issued they are your last line of defence.**

LEISURE DOMES LIMITED

PERSONAL PROTECTIVE EQUIPMENT ISSUE

I have received the following Personal Protective Equipment for my safety
i.e. Gloves

List: Please fill in below and tick as appropriate:	YES	NO
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		

I agree to use this equipment as is required by Legislation and LEISURE DOMES LIMITED safety regulations. I also agree to care for and maintain this equipment in good condition. I understand that any unserviceable safety equipment may be turned in for new equipment, but if lost, must be replaced at my own expense. Upon termination of my employment with the company, I agree to return all equipment.

*Items listed above may not be necessary for all employees.

Employee's Signature: _____ Date: _____

Issuer's Signature: _____

HOUSEKEEPING PROCEDURES

Untidy Work Area

Untidiness in the workplace is a major cause of injury and fire.

The risk to employees from untidy workplaces include:

- Risk of fire from the accumulation of combustible materials.
- Fall injuries from tripping over concealed or poorly placed hazards.
- Fall injuries from slipping on floors which have water, oil or grease spilt on them.
- Penetration and laceration due to having concealed or poorly stored or placed objects about.

Housekeeping inspections will be a regular part of the safety inspection programme.

MANUAL HANDLING/LIFTING

The Safety, Health & Welfare (General Application) Regulations require us to review manual handling activities with the intention of reducing the incidence of back injuries at work.

Our policy is to:

- Avoid hazardous handling operations so far as is reasonably practicable.
- Reduce the risk of injury so far as is reasonably practicable.

The following elements are to be considered:

- The task
- The Load
- The working environment
- Your capabilities

Where assessments reveal that it is necessary to reduce the risk, training and team work will be introduced as soon as is reasonable to do so.

At all times correct manual handling techniques must be used.

Please ensure:

- Those of you without previous experience in handling and moving operations attend demonstration in the technique of lifting and the use of lifting equipment.
- Those of you with previous experience and training in lifting and manoeuvring and the use of lifting equipment attend refresher demonstrations at regular intervals.

Remember do no under any circumstances attempt to lift anything heavy/awkward.

Always seek help- when in doubt seek direction from your Supervisor.

CHEMICALS IN OUR WORKPLACE

CHEMICALS

We aim to ensure that the level of exposure to chemical agents which may effect your health will be controlled.

- Chemical agents hazardous to health in the workplace emanate from:
 1. Hazardous materials taken into the workplace.
 2. Hazardous materials or by-products by the person involved e.g. dust, fumes and other residues.
- Chemical agents may be found in all sorts of working conditions and unless the right procedures are taken they can threaten your health and the health of others exposed to them.

***Always request copy of Safety Data Sheets.**

We have a duty to you and other persons exposed to chemical agents arising out of our work activities.

ISSUES:

1. What chemicals are present?
2. Do we have the Safety Data Sheets (SDS) from the supplier(s) which identify their hazardous nature?
3. How are the chemical agents used and in what quantity?
4. What is the risk from their use and are there less hazardous chemical agents available?
5. What control measures are in place and can these be improved

ALWAYS ASK – Do not expose yourself or your colleagues to the risk of exposure to harmful chemical agents.

FIRE

1. The Safety Health & Welfare at Work Act 2005, requires workplaces to have fire related hazards evaluated. It also requires employers to set up procedures and other provisions to ensure that appropriate action e.g. raising of the alarm, evacuating the premises/facility and where reasonable to fight the fire.
2. The Safety Health & Welfare at Work Act, 2005 requires employers to carry out fire risk assessments.

The assessments must take into account the relevant hazards:

- The use of flammable substances or materials
 - Work such as welding (hot work)
 - Electricity in the workplace (overloading of sockets and circuits, old wiring, etc.)
 - Storage and use of other materials such as paper and cloth
 - Waste Products
 - Catering and Cooking facilities
 - Housekeeping
3. Factors that can help a fire to grow need to be considered e.g.
 - Dust
 - Storage and accumulation of waste
 - Materials brought in by Contractors
 - Bad housekeeping
 4. The persons who are at risk will be considered particularly those who may have special needs e.g.
 - Hearing impediments (difficulty in hearing a fire alarm call)
 - Mobility impediments (difficulty in evacuating the premises, particularly multi storey buildings if the lifts are turned off).
 - Visually impaired
 - Elderly and infirm residents
 - Young Persons
 - Employees involved in processes that are hazardous such as the use of highly flammable substances.
 5. All employees and visitors are required by law, to ensure that they do not endanger lives by being the cause of a fire and to comply with any measures (fire procedures) established.

FIRE PRECAUTIONS & EVACUATION PROCEDURES

All employees must understand and follow fire precautions.

PROTECT AGAINST FIRE:

- Familiarise yourself with the fire exits and assembly points.
- Know the location of fire extinguishers.
- Emergency exits must be kept free of obstruction.
- Fire extinguishers must be kept free of obstruction.
- Fire extinguishers must be inspected every six months and the test certificates must be displayed.
- Observe no smoking signs.
- Store flammable materials outside in proper containers.
- Never leave a gas fire, or any naked flame unattended.
- Keep sparks, flames or excessive heat away from solvents, fuels or other combustible materials.
- Never refuel plant or other equipment with the engine running.
- Clean up debris, oil and combustible waste and remove them from the workplace daily.
- Switch off all electric and fuel heaters before leaving the premises/facility as applicable.

PROCEDURES IN THE EVENT OF FIRE:

- On noticing a fire, raise the alarm immediately.
- Tackle the fire if it is safe to do so.
- Leave the place of work and go to the nearest fire exit.
- Do not return to the premises/facility for any reason.
- Go to the Assembly Point and wait until the most senior person available concludes a head count.

- Our designated FIRE MARSHAL is: Michael Bowles.

ACCIDENT/INCIDENT REPORTING

- There are legal obligations placed on us for reporting to the Health & Safety Authority certain types of injuries and dangerous occurrences.
- Accidents involving injury or dangerous occurrences which happen to you or other people must be recorded in the Accident Record and investigated by the person in charge.
- Some accidents are required to be notified and must be made on the appropriate form which is then sent to the Health & Safety Authority.
- Our Insurers have to be informed of any accident or dangerous occurrences.
- Should you therefore be involved in an accident involving injury or contact an occupational disease at work, after receiving immediate treatment you should enter all the details in the Accident Book. If you are unable to do this someone may do it for you at your request and notify management.
- Any incident/near miss i.e. that which appears to be a dangerous occurrence, must be reported to your Supervisor immediately.
- In both of the above, an investigation may be undertaken to establish the facts.
- The objectives of the accident/incident investigation and reporting procedures are:
 1. To prevent a reoccurrence
 2. To enable prompt remedial action to be taken
 3. To fulfil legal requirements
- An incident does not necessarily involve personal injury or damage to equipment and building being sustained. A near miss or a situation whereby there has been potential to cause an injury or damage will be recorded to the Accident/Incident Investigation Report.
- In the event of a fatality the Health & Safety Authority must be informed by the quickest practicable means and a written report must be sent as soon as possible.
- Where you are absent from work for over three consecutive days, excluding the day of the accident, because of an injury resulting from an accident at work, a report of the accident in writing (I.R.1) is sent to the Health & Safety Authority as soon as possible.

OFFICES, CANTEEN & TOILETS

A number of electrical appliances are in use at our facilities. Employees should recognise the risk of tripping over trailing wires, waste paper baskets etc. and all such articles should therefore, be kept tidy and as unobtrusive as possible. A particular watch should be maintained for frayed wiring, broken plugs or sockets or faulty connections - these should be repaired without delay by a qualified Electrician. Adequate power points are provided throughout and excessive use of adapters (which could result in overloading) is to be avoided.

A good level of lighting is provided and should be maintained at all times.

Electric kettles, cooking or other equipment should be used strictly in accordance with manufacturer's instructions. A good standard of hygiene is essential in canteen and toilets and the co-operation of all employees is requested in this regard. In particular, spillages should be cleaned up immediately.

A first-aid kit is provided to afford treatment for minor injuries incurred on the premises and this will be kept intact and topped-up as required.

Computers and VDUs (visual display units) are used extensively in the Offices. The company recognises that these can give rise to certain hazards, particularly in the case of those employees whose duties entail the use of VDUs for continuous periods of more than one hour, or on-going on a daily basis and is committed to eliminating or minimising any risk identified by taking whatever appropriate steps as can reasonably be taken.

In particular, the following arrangements will apply to VDUs and work stations:-

- Screen to be readable, with stable image, adjustable and glare free.
- Keyboard detachable, adjustable and with key tops legible.
- Work surface to allow flexible arrangement, spacious, glare free, with document holder as appropriate.
- Work chair to be stable and adjustable. Footrest will be provided if required.
- Leg room and desk clearance adequate to allow postural change.
- Lighting to be adequate without glare or reflection.
- Distracting noises to be minimised.
- Operators to have periodic breaks or changes of routine away from VDUs,

Any problems or difficulties under these or related headings to be taken up with Superior in the first instance.

CONSULTATION AND REPRESENTATION

The Safety Health & Welfare at Work Act, 2005 provides for the setting up of consultative procedures.

It is the policy of LEISURE DOMES LIMITED to both encourage and facilitate consultation and communication on matters of the Safety and Health to all Stakeholders.

Consultation and communication is a two way process and it can be formal or informal.

INFORMAL CONSULTATION:

Informal consultation will take place on an informal basis between the Safety Officer, and employees.

This will include information exchange on items such as:

- Safe Work Systems
- Hazards
- Accident Reports
- Personal protective Equipment
- Inspections
- Welfare Facilities

Any employee who has any concern about her/his Safety, Health or Welfare may feel free to express those concerns at any time with the Safety Officer.

The Safety Officer will take account of such representations and take the necessary actions to resolve the problem.

FORMAL CONSULTATION:

Formal consultation will take place in the form of planned safety meetings.

These meeting will be held at intervals and will be fully devoted to safety matters. The Safety Officer will be responsible to ensure the meetings are planned in advance.

These meetings will follow a set agenda, which will include:

- Review of Accidents
- Review of Hazards
- Safety Statement Contents
- Any Items of Concern to Employees on Safety and Health Matters

RESOURCES PROVIDED FOR MANAGING OCCUPATIONAL HEALTH AND SAFETY

The Company is committed to the provision of the necessary resources to ensure the proper management of the Health and Safety Programme.

These resources are looked upon by the Company as an investment, which will yield returns through the prevention of accidents, ill, health and injury as well as property damage and loss.

Included in these resources are:

FINANCE:

A budgeted sum will be set aside for each calendar year.

Included in this figure are personal protection clothing, equipment, training and induction requirements.

This will also be required so as to cater for employee's welfare in the provision of eating, washing and toilet facilities.

The following are also to be included:

PROFESSIONAL ADVICE:

The services of a competent professional Safety Consultant will be procured when necessary.

SIGNS AND POSTERS:

The Company will provide all the necessary safety signs as required.

Safety posters may be brought and displayed in all work areas.

TIME:

The Company will allow time slots with pay for all employees to attend a safety meeting.

Continued/

CONSULTATION:

It is the Company's policy to have general consultations with all employees at intervals to:

- Continuously acquaint everybody with safety policies.
- Monitor present safe working procedures and arrangements.
- Identify any area where further in-house action is to be considered, where practical for improvement.
- Confirm channels of communication.
- Identify and confirm the actual areas for the continuous implementation of procedures so as to ensure safety at all times.

Such consultations will give all employees an opportunity to:

- Express their views.
- Offer any other ideas to ensure continuous improvement in safety arrangements.

TRAINING:

The Company management and supervisory staff will attend courses where applicable. They will also determine the training requirements of our employees.

The Company will provide the funding and time for all safety training.

TRANSPORT:

It is our Company's position that the responsibility of Drivers under the Road Traffic Acts is quite explicit and each driver must operate a vehicle in accordance with the Law as laid down as and where applicable.

CONTRACTORS

The following responsibilities are allocated to Contractors:

1. All Contractors will be expected to comply with LEISURE DOMES LIMITED policy for Health, Safety and Welfare and must ensure that their own Company's Safety Statement is made available to LEISURE DOMES LIMITED whilst work is being carried out.
2. All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules and taking into account the safety of others on the site/facility.
3. Access equipment used by Contractors' employees must be erected and maintained in accordance with Regulations and Codes of Practice.
4. All plant and equipment brought onto site by Contractors must be safe and in good working order, fitted with necessary guards and safety devices and with any necessary certificates available for checking.
5. No power tools or electrical equipment of greater voltage than 110 volts should be brought onto site. All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 220 volt supply, a residual current device with a rated tripping current of 30 MA and operating 30 m secs. must be used.
6. Any injury sustained by a Contractor's Employee must be reported immediately to our Safety Officer.
7. Contractors must comply with any safety instructions given by our Safety Officer.
8. We must be notified of any material or substance brought onto the site which has health, fire and explosive risks. Such materials must be stored and used in accordance with current recommendations.
9. Contractors must take all reasonable steps to avoid interference with mobile plant.
10. LEISURE DOMES LIMITED reserves the right to see documentary clarification of Contractor's insurance arrangements.

REVIEW DATES

This document has been brought to the attention of our Staff and others who may be affected by our operations on the following dates.

DATE	PRESENTER	NOTES

<p>LOCATION ON SITE</p>	<p>RESPONSIBLE PERSONS</p>	<p><u>NAMES:</u> _____ _____ _____</p>	<p><u>JOB TITLES:</u> _____ _____ _____</p>	<p>LATEST REVIEW DATE 14th January, 2009</p>
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>GROUND SURFACES Slips, Trips and Falls, Personal Injury</p>	<p>L</p>	<p>STAFF AND MEMBERS OF THE PUBLIC</p>	<ul style="list-style-type: none"> ▪ WALKWAYS KEPT CLEAR ▪ ADEQUATE LIGHTING ▪ MAINTAINED IN GOOD CONDITION 	

LOCATION ON SITE	RESPONSIBLE PERSONS	<u>NAMES:</u> _____ _____ _____	<u>JOB TITLES:</u> _____ _____ _____	LATEST REVIEW DATE 14th January, 2009
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
OBSTRUCTIONS, SITE MATERIALS AND EQUIPMENT Trips and Falls, Injuries to head, hands, feet and other parts of the body, Collisions, Personal Injury	M	STAFF AND MEMBERS OF THE PUBLIC	<ul style="list-style-type: none"> ▪ WALKWAYS KEPT CLEAR ▪ ADEQUATE LIGHTING ▪ SITE/WORK AREAS KEPT TIDY ▪ MATERIALS AND EQUIPMENT KEPT SECURE ▪ PERSONAL PROTECTIVE EQUIPMENT PROVIDED 	

LOCATION ON SITE	RESPONSIBLE PERSONS	<u>NAMES:</u> _____ _____ _____	<u>JOB TITLES:</u> _____ _____ _____	LATEST REVIEW DATE 14th January, 2009
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
MANUAL HANDLING Incident whilst lifting, handling or carrying, Serious Personal Injury	M	HANDLERS	<ul style="list-style-type: none"> ▪ STAFF ARE ADVISED AGAINST LIFTING HEAVY/AWKWARD LOADS UNASSISTED ▪ STAFF TRAINED IN MANUAL HANDLING 	

<p>LOCATION ON SITE</p>	<p>RESPONSIBLE PERSONS</p>	<p><u>NAMES:</u> _____ _____ _____</p>	<p><u>JOB TITLES:</u> _____ _____ _____</p>	<p>LATEST REVIEW DATE 14th January, 2009</p>
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>NOISE Can lead to deafness, Serious Personal Injury</p>	<p>M</p>	<p>STAFF</p>	<ul style="list-style-type: none"> ▪ GENERALLY BELOW 80 dB(A) ▪ STAFF ARE ADVISED TO VACATE AREAS WHERE HIGH NOISE LEVELS EXIST ▪ EAR PROTECTION PROVIDED 	

LOCATION ON SITE	RESPONSIBLE PERSONS	<u>NAMES:</u> _____ _____ _____	<u>JOB TITLES:</u> _____ _____ _____	LATEST REVIEW DATE 14th January, 2009
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>HEIGHT WORK (2007 REGULATIONS)</p> <p>Fall from height, Falling Objects, Accidental contact with overhead services/objects, Incident whilst accessing or working at height, Serious Personal Injury</p>	M	STAFF	<ul style="list-style-type: none"> ▪ UNDER NO CIRCUMSTANCES ARE UNSAFE, UNSTABLE, INSECURE, DEFECTIVE OR INAPPROPRIATE ACCESS OR WORKING EQUIPMENT/PLATFORMS TO BE USED FOR ANY TASK NO MATTER HOW SMALL ▪ DEFECTS TO BE REPORTED TO OUR SAFETY OFFICER ON DETECTION ▪ NEVER TAKE CHANCES, IF IN DOUBT SEEK DIRECTION ALWAYS! 	

<p>LOCATION ON SITE</p>	<p>RESPONSIBLE PERSONS</p>	<p><u>NAMES:</u> _____ _____ _____</p>	<p><u>JOB TITLES:</u> _____ _____ _____</p>	<p>LATEST REVIEW DATE 14th January, 2009</p>
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>VIBRATION Hand Arm can result in White Finger Whole Body in Serious Personal Injury</p>	<p>M</p>	<p>STAFF</p>	<ul style="list-style-type: none"> ▪ ACTIVITIES GENERATING VIBRATION ARE ROTATED TO REDUCE RISK OF PERSONNEL EXCEEDING ACTION LEVELS ▪ MONITORED BY SUPERVISORY PERSONNEL 	

LOCATION ON SITE	RESPONSIBLE PERSONS	<u>NAMES:</u> _____ _____ _____	<u>JOB TITLES:</u> _____ _____ _____	LATEST REVIEW DATE 14th January, 2009
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>ELECTRICITY</p> <p>Fire, Burns, Electrocution, Serious Personal Injury, Damage to Property</p>	H	STAFF AND MEMBERS OF THE PUBLIC	<ul style="list-style-type: none"> ▪ CORDLESS PORTABLE TOOLS USED WHERE PRACTICABLE ▪ 110V TOOLS USED ▪ GENERATORS HIRED FROM REPUTABLE SUPPLIER 	

<p>LOCATION ON SITE</p>	<p>RESPONSIBLE PERSONS</p>	<p><u>NAMES:</u> _____ _____ _____</p>	<p><u>JOB TITLES:</u> _____ _____ _____</p>	<p>LATEST REVIEW DATE 14th January, 2009</p>
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>FIRE Burns, Fume Inhalation, Serious Personal Injury, Damage to Property</p>	<p>H</p>	<p>STAFF AND MEMBERS OF THE PUBLIC</p>	<ul style="list-style-type: none"> ▪ ESCAPE ROUTES KEPT CLEAR ▪ PORTABLE EXTINGUISHERS PROVIDED ▪ ----- 	

LOCATION ON SITE	RESPONSIBLE PERSONS	<u>NAMES:</u> _____ _____ _____	<u>JOB TITLES:</u> _____ _____ _____	LATEST REVIEW DATE 14th January, 2009
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>OIL/ELECTRIC HEATERS</p> <p>Fire, Burns, Fume Inhalation, Serious Personal Injury, Damage to Property</p>	H	STAFF AND MEMBERS OF THE PUBLIC	<ul style="list-style-type: none"> ▪ MAINTAINED IN GOOD CONDITION ▪ PORTABLE EXTINGUISHERS PROVIDED ▪ MONITORED BY STAFF ▪ ----- 	

LOCATION ON SITE	RESPONSIBLE PERSONS	<u>NAMES:</u> _____ _____ _____	<u>JOB TITLES:</u> _____ _____ _____	LATEST REVIEW DATE 14th January, 2009
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
FORKLIFTS Crash, Crush, Overturn, Fall from, Falling Objects, Accidental Contact with Persons/Vehicles, Serious Personal Injury, Damage to Property	M	OPERATOR AND PERSONS IN CLOSE PROXIMITY	<ul style="list-style-type: none"> • MAINTAINED IN GOOD CONDITION • OPERATED BY DESIGNATED PERSONNEL • ENSURE 4 METRE CLEARANCE RULE IS OBSERVED • ----- 	

LOCATION ON SITE	RESPONSIBLE PERSONS	<u>NAMES:</u> _____ _____ _____	<u>JOB TITLES:</u> _____ _____ _____	LATEST REVIEW DATE 14th January, 2009
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
VEHICULAR TRAFFIC ON SITE Injuries to personnel, Collision with structures and scaffolding, Noise, Dust, Fumes, Trench Collapses	M	STAFF AND MEMBERS OF THE PUBLIC	<ul style="list-style-type: none"> ▪ MONITORED BY STAFF ▪ DIRECTION TAKEN FROM CLIENT WHERE APPLICABLE 	

<p>LOCATION ON SITE</p>	<p>RESPONSIBLE PERSONS</p>	<p><u>NAMES:</u> _____ _____ _____</p>	<p><u>JOB TITLES:</u> _____ _____ _____</p>	<p>LATEST REVIEW DATE 14th January, 2009</p>
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>CHILDREN AND MEMBERS OF THE PUBLIC</p> <p>Slips, Trips and Falls, Collisions, Vandalism, Serious Personal injury,</p>	<p>M</p>	<p>CHILDREN AND MEMBERS OF THE PUBLIC</p>	<ul style="list-style-type: none"> ▪ MONITORED BY STAFF 	

LOCATION ON SITE	RESPONSIBLE PERSONS	<u>NAMES:</u> _____ _____ _____	<u>JOB TITLES:</u> _____ _____ _____	LATEST REVIEW DATE 14th January, 2009
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
WHACKER PLATES Noise, Vibration, Fumes, Cuts, Wounds, Serious Personal Injury	M	OPERATOR	<ul style="list-style-type: none"> • JOB ROTATION SYSTEM IN PLACE • MONITORED BY SUPERVISORY PERSONNEL 	

LOCATION ON SITE	RESPONSIBLE PERSONS	<u>NAMES:</u> _____ _____ _____	<u>JOB TITLES:</u> _____ _____ _____	LATEST REVIEW DATE 14th January, 2009
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>SLEDGE HAMMERS</p> <p>Cuts, Wounds, Accidental contact with concealed services</p>	M	OPERATORS	<ul style="list-style-type: none"> • USED BY DESIGNATED PERSONNEL • OPERATION MONITORED BY SUPERVISORY PERSONNEL 	

LOCATION ON SITE	RESPONSIBLE PERSONS	<u>NAMES:</u> _____ _____ _____	<u>JOB TITLES:</u> _____ _____ _____	LATEST REVIEW DATE 14th January, 2009
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
FALLING MATERIALS Serious Personal Injury	M	STAFF AND MEMBERS OF THE PUBLIC	<ul style="list-style-type: none"> ▪ SITE/WORK AREAS KEPT TIDY ▪ MATERIALS AND EQUIPMENT KEPT SECURE ▪ PERSONAL PROTECTIVE EQUIPMENT PROVIDED AND EXPECTED TO BE WORN WHEN APPLICABLE ▪ MONITORED BY STAFF 	

LOCATION ON SITE	RESPONSIBLE PERSONS	<u>NAMES:</u> _____ _____ _____	<u>JOB TITLES:</u> _____ _____ _____	LATEST REVIEW DATE 14th January, 2009
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>ERECTING, DISMANTLING OR REPAIRS TO MARQUEES</p> <p>Manual Handling, Cuts and Wounds, Fall from height, Falling Objects Serious personal Injury</p>	M	STAFF AND MEMBERS OF THE PUBLIC	<ul style="list-style-type: none"> ▪ CARRIED OUT BY EXPERIENCED PERSONNEL ▪ RELATIVELY SMALL MARQUEES ▪ PERSONAL PROTECTIVE EQUIPMENT PROVIDED AND EXPECTED TO BE WORN WHEN APPLICABLE 	

LOCATION ON SITE	RESPONSIBLE PERSONS	<u>NAMES:</u> _____ _____ _____	<u>JOB TITLES:</u> _____ _____ _____	LATEST REVIEW DATE 14th January, 2009
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
OIL/ELECTRIC HEATER UNITS Fumes, Fire, Burns, Serious Personal Injury, Damage to Property	M	STAFF AND MEMBERS OF THE PUBLIC	<ul style="list-style-type: none"> • MAINTAINED IN GOOD CONDITION • ----- 	

<p>LOCATION ON SITE</p>	<p>RESPONSIBLE PERSONS</p>	<p><u>NAMES:</u> _____ _____ _____</p>	<p><u>JOB TITLES:</u> _____ _____ _____</p>	<p>LATEST REVIEW DATE 14th January, 2009</p>
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>ACCESS EQUIPMENT</p> <p>Falls, Collapse, Overturn, Falling Objects, Nips, Manual Handling, Contact with overhead power lines, Serious Personal Injury</p>	<p>H</p>	<p>STAFF</p>	<ul style="list-style-type: none"> ▪ USED BY EXPERIENCED PERSONNEL ▪ MAINTAINED IN GOOD CONDITION ▪ SECURED WHEN IN USE ▪ UNSAFE, UNSTABLE, UNSUITABLE DEVICES NOT TO BE USED ▪ WHEN IN DOUBT ALWAYS SEEK DIRECTION ▪ DEFECTS TO BE REPORTED ON DETECTION 	

LOCATION ON SITE	RESPONSIBLE PERSONS	<u>NAMES:</u> _____ _____ _____	<u>JOB TITLES:</u> _____ _____ _____	LATEST REVIEW DATE 14th January, 2009
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>ROAD FLEET</p> <p>Crash, Crush, Collision, Overturn, Falls, Entanglement, Fire, Fumes, Burns, Manual Handling whilst loading or unloading, Overloading/Load shifts, slips or falls, Serious Personal Injury, Damage to Property</p>	H	STAFF AND MEMBERS OF THE PUBLIC	<ul style="list-style-type: none"> ▪ SERVICED AND MAINTAINED BY EXPERIENCED CONTRACTOR ▪ DRIVEN BY PERSONNEL WHO ARE LICENSED AND INSURED TO DO SO ▪ MAINTAINED IN ROAD WORTHY CONDITION ▪ LOADS ADEQUATELY SECURED ▪ ----- 	

LOCATION ON SITE	RESPONSIBLE PERSONS	<u>NAMES:</u> _____ _____ _____	<u>JOB TITLES:</u> _____ _____ _____	LATEST REVIEW DATE 14th January, 2009
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
SKILL SAWS Noise, Dust, Projectiles, Fire, Eye Injuries, Cuts and Wounds, Amputation, Burns, Electrocutation, Entanglement, Serious Personal Injury, Damage to Property	M	OPERATOR	<ul style="list-style-type: none"> ▪ MAINTAINED IN GOOD CONDITION ▪ OPERATED BY EXPERIENCED DESIGNATED PERSONNEL ▪ GUARD FITTED ▪ CONTINUAL PRESSURE REQUIRED ON SWITCH FOR OPERATION ▪ PERSONAL PROTECTIVE EQUIPMENT PROVIDED AND EXPECTED TO BE WORN WHERE APPLICABLE 	

LOCATION ON SITE	RESPONSIBLE PERSONS	<u>NAMES:</u> _____ _____ _____	<u>JOB TITLES:</u> _____ _____ _____	LATEST REVIEW DATE 14th January, 2009
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
PORTABLE ELECTRIC DRILLS Noise, Dust, Projectiles, Fire, Eye Injuries, Cuts and Wounds, Burns, Electrocutation, Entanglement, Serious Personal Injury, Damage to Property	M	OPERATOR AND PERSONS IN CLOSE PROXIMITY	<ul style="list-style-type: none"> ▪ MAINTAINED IN GOOD CONDITION ▪ OPERATED BY EXPERIENCED DESIGNATED PERSONNEL ▪ PERSONAL PROTECTIVE EQUIPMENT PROVIDED AND EXPECTED TO BE WORN WHERE APPLICABLE ▪ OPERATES AT 110V 	

LOCATION ON SITE	RESPONSIBLE PERSONS	<u>NAMES:</u> _____ _____ _____	<u>JOB TITLES:</u> _____ _____ _____	LATEST REVIEW DATE 14th January, 2009
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
BATTERY POWERED DRILLS AND CHARGERS Electrocutation, Entanglement, Eye Injuries, Cuts and Wounds, Serious Personal Injury	M	OPERATOR	<ul style="list-style-type: none"> ▪ MAINTAINED IN GOOD CONDITION ▪ OPERATED BY EXPERIENCED PERSONNEL 	

<p>LOCATION ON SITE</p>	<p>RESPONSIBLE PERSONS</p>	<p><u>NAMES:</u> _____ _____ _____</p>	<p><u>JOB TITLES:</u> _____ _____ _____</p>	<p>LATEST REVIEW DATE 14th January, 2009</p>
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>HAND TOOLS AND EQUIPMENT</p> <p>Manual Handling, Cuts and Wounds Personal Injury</p>	<p>M</p>	<p>USERS</p>	<ul style="list-style-type: none"> ▪ MAINTAINED IN GOOD CONDITION ▪ USED BY EXPERIENCED PERSONNEL ▪ DISCARDED WHEN WORN OR DAMAGED 	

LOCATION ON SITE	RESPONSIBLE PERSONS	<u>NAMES:</u> _____ _____ _____	<u>JOB TITLES:</u> _____ _____ _____	LATEST REVIEW DATE 14th January, 2009
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
GENERATORS Electrocutation, Fire, Fumes, Burns, Noise, Manual Handling, Entanglement, Serious Personal Injury	M	STAFF AND MEMBERS OF THE PUBLIC	<ul style="list-style-type: none"> ▪ HIRED FROM REPUTABLE CONTRACTOR WHERE APPLICABLE ▪ MAINTAINED IN GOOD CONDITION ▪ OPERATED BY EXPERIENCED PERSONNEL 	

<p>LOCATION</p> <p>ON SITE: CHEMICAL TOILETS</p>	<p>RESPONSIBLE PERSONS</p>	<p><u>NAMES:</u></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><u>JOB TITLES:</u></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>LATEST REVIEW DATE</p> <p>14th January, 2009</p>
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>FLOOR SURFACES</p> <p>Slips, Trips and Falls, Personal Injury</p>	<p>L</p>	<p>STAFF AND MEMBERS OF THE PUBLIC</p>	<ul style="list-style-type: none"> ▪ MAINTAINED IN GOOD CONDITION ▪ MONITORED BY STAFF 	

<p style="text-align: center;">LOCATION</p> <p style="text-align: center;">ON SITE: CHEMICAL TOILETS</p>	<p style="text-align: center;">RESPONSIBLE PERSONS</p>	<p><u>NAMES:</u></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><u>JOB TITLES:</u></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;">LATEST REVIEW DATE</p> <p style="text-align: center;">14th January, 2009</p>
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HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>ELECTRICITY</p> <p>Fire, Burns, Electrocution, Serious Personal Injury, Damage to Property</p>	<p style="text-align: center;">H</p>	<p style="text-align: center;">STAFF AND MEMBERS OF THE PUBLIC</p>	<ul style="list-style-type: none"> ▪ MAINTAINED IN GOOD CONDITION ▪ ADDITIONAL WORKS BY REPUTABLE (RECI) CONTRACTOR ▪ RCDs FITTED WHERE APPLICABLE 	

<p>LOCATION</p> <p>ON SITE: CHEMICAL TOILETS</p>	<p>RESPONSIBLE PERSONS</p>	<p><u>NAMES:</u></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><u>JOB TITLES:</u></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>LATEST REVIEW DATE</p> <p>14th January, 2009</p>
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>FUMES AND ODOURS</p> <p>Respiratory Conditions, Personal Injury</p>	<p>L</p>	<p>STAFF AND MEMBERS OF THE PUBLIC</p>	<ul style="list-style-type: none"> ▪ MONITORED BY STAFF ▪ MAINTAINED IN GOOD CONDITION 	

<p>LOCATION</p> <p>ON SITE: CHEMICAL TOILETS</p>	<p>RESPONSIBLE PERSONS</p>	<p><u>NAMES:</u></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><u>JOB TITLES:</u></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>LATEST REVIEW DATE</p> <p>14th January, 2009</p>
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HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>BACTERIA/VIRUSES</p> <p>Viruses, Disease, Infections, Personal Injury</p>	<p>M</p>	<p>STAFF AND MEMBERS OF THE PUBLIC</p>	<ul style="list-style-type: none"> ▪ CLEANED AT REGULAR INTERVALS ▪ MAINTAINED IN GOOD CONDITION ▪ HAND WASHING FACILITIES PROVIDED 	

<p>LOCATION GENERAL</p>	<p>RESPONSIBLE PERSONS</p>	<p><u>NAMES:</u> _____ _____ _____</p>	<p><u>JOB TITLES:</u> _____ _____ _____</p>	<p>LATEST REVIEW DATE 14th January, 2009</p>
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>EXPOSURE TO ATMOSPHERIC CONDITIONS</p> <p>Colds, Flues, Sunburn, Personal Injury</p>	<p>L</p>	<p>DRIVERS AND STAFF</p>	<ul style="list-style-type: none"> ▪ PERSONAL PROTECTIVE EQUIPMENT TO SUIT INCLEMENT WEATHER PROVIDED AND EXPECTED TO BE WORN WHERE APPLICABLE 	

LOCATION ROAD FLEET (ALL AREAS)	RESPONSIBLE PERSONS	<u>NAMES:</u> _____ _____ _____	<u>JOB TITLES:</u> _____ _____ _____	LATEST REVIEW DATE 14th January, 2009
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
BREAKDOWNS Entrapment, Entanglement, Fire, Cuts and Abrasions, Serious Personal Injury, Damage to Property	M	DRIVER, STAFF IN TRANSIT AND MEMBERS OF THE PUBLIC	<ul style="list-style-type: none"> ▪ MECHANICS ON CALL ▪ WHERE PRACTICABLE WARNING INDICATORS/SIGNS USED TO ALERT ROAD USERS ▪ PERSONAL PROTECTIVE EQUIPMENT PROVIDED AND EXPECTED TO BE WORN WHEN APPLICABLE ▪ VEHICLE MOVED TO SAFE LOCATION WHERE POSSIBLE 	

LOCATION ROAD FLEET (ALL AREAS)	RESPONSIBLE PERSONS	<u>NAMES:</u> <hr/> <hr/> <hr/>	<u>JOB TITLES:</u> <hr/> <hr/> <hr/>	LATEST REVIEW DATE 14th January, 2009	
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
LOADING/UNLOADING ACTIVITIES Strains and Sprains to limbs, Incident at destination, Serious Personal Injury, Damage to Property	M	DRIVERS AND STAFF	<ul style="list-style-type: none"> ▪ STAFF ARE ADVISED AGAINST LIFTING HEAVY/AWKWARD LOADS UNASSISTED ▪ ----- 		