

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

Health & Safety Policy

Created by: YWI Laois Board **Dated:** _____

Reviewed by: YWI Laois Board **Dated:** 11-5-22

Approved By: YWI Laois Board **Dated:** 11-5-22

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

TABLE OF CONTENTS

Introduction	3
Safety Policy	4
Arrangements to ensure Safety, Health & Welfare	11
Staff Recruitment Procedures	29
Management of Staff & Volunteers	32
Guidelines when Working with Young People	33
Responsibilities of Directors	38
Responsibilities of Regional Director	39
Responsibilities of Employees / Participants	40
Employee Consultation	41
Accident Reporting Procedure	42
Safety Training	43
Personal Protective Equipment	44
Arrangements for a Safe Working Environment	45
Arrangements for Welfare Facilities	46
Arrangements for Emergencies	47
Fire Prevention	49
Work Related Stress	52
Hazard I.D. & Risk Assessments.....	60
Access & Egress	61
Manual Handling and Lifting	62
Electricity	63
Kitchen area	64
Display Screen Equipment	65
Fire	66
Travelling to Events etc	67
Ladders	68
Dangerous Substances	69
Hand and Power Tools	70
Working in Offices	71
Fire Evacuation Procedure	77
Employee Declaration	79

Youth Work Ireland Laois Policy**Title: Health & Safety Policy****Effective Date: 03.05.2022****Total pages: 48.**

INTRODUCTION

This Safety Statement has been prepared in accordance with Part 3, Section 20, of the Safety, Health & Welfare at Work Act, 2005. In compliance with the requirements of this legislation this document specifies the manner in which the safety, health and welfare at work of our employees, and those affected by our activities, will be secured and managed by Youth Work Ireland-Laois.

In addition, Section 19 of the above Act requires that every employer identifies the hazards in the place(s) of work under his / her control and assesses the risks presented by those hazards.

The Safety Statement must specify those hazards and risks which have been identified, together with the protective and preventive measures taken and the resources provided for protecting safety, health and welfare of all in the workplace.

Management have a duty to consult with employees on matters of safety, health and welfare and to ensure that they are made aware of the contents of this Safety Statement in accordance with Section 26 of the 2005 Act. Accordingly this document will be made available to all employees and will be updated annually, as processes alter significantly or to reflect legislative changes.

Employees have a duty to read and comply with this Safety Statement and consequently it will be brought to their attention and fully explained to them.

The Board of Directors of YWI-Laois has ultimate responsibility for ensuring that the safe practices documented in this Safety Statement are fully implemented. The day to day responsibility of managing safety in the workplace rests with Regional Director: Clive Davis.

Projects and Programmes may change from time to time and this Safety Statement will be reviewed accordingly to reflect any additional risks or changes that may occur. A risk assessment will be carried out on each new project and suitable precautions implemented on the Project Charter Form which will be reviewed and signed off by Regional Director, Clive Davis.

Outside professional advice will be sought as necessary to assist us in our efforts.

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

YOUTH WORK IRELAND - LAOIS SAFETY POLICY

Youth Work Ireland – Laois (YWI) undertakes to fulfil its responsibilities under the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations, 2007 and all other relevant health and safety legislation. This document outlines the safety policy of YWI Laois and the resources provided to implement it. The Board of Directors of YWI Laois has overall responsibility for the safety, health and welfare of employees and the participants in the programmes and projects.

The safety policy of YWI Laois is:

- To provide a safe place of work for all employees and participants.
- To provide safe tools and equipment and safe systems of work.
- To ensure that the required resources are in place to allow proper implementation of the Safety Statement.
- To manage and conduct activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of employees and participants.
- To manage and conduct activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of persons at risk.
- To provide the necessary information, instruction, training and supervision to ensure safe working practices and safe systems of work are in place.
- To ensure, so far as is reasonably practicable, the safety and the prevention of risk to health at work of persons relating to the use of any article or substance or the exposure to noise, vibration or any other physical agent.
- To ensure emergency plans are in place at the workplace as necessary.
- To meet our duties to co-workers, members of the public and anyone else who may be affected by our activities.

Signed: _____
REGIONAL DIRECTOR

Date: _____

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

ARRANGEMENTS TO ENSURE SAFETY, HEALTH AND WELFARE AT YOUTH WORK IRELAND-LAOIS.

YWI Laois will make the following arrangements to ensure the safety, health and welfare of all its employees / participants while at work:

1. Consultation.
2. Accident Reporting.
3. Training.
4. Personal Protective Equipment (PPE).
5. Safe & Healthy Working Environment.
6. Welfare Facilities.
7. Emergency Plans and Procedures.
8. Bullying & Harassment Policy.
9. Supervision Policies.
10. Photo Policy
11. Staff Vetting Procedures.
12. Procedures for Dealing with Child Abuse / Neglect.
13. Code of Behaviour when Working with Young People.
14. Data Protection Policy

Youth Work Ireland Laois Policy**Title: Health & Safety Policy****Effective Date: 03.05.2022****Total pages: 48.**

ALL POLICIES REFERRED TO (and not detailed below), ARE AVAILABLE ON OUR WEBSITE AND IN HARD COPY AT THE RECEPTION AREA.

STAFF RECRUITMENT AND SELECTION PROCEDURE

- a) Youth Work Ireland Laois has a comprehensive staff recruitment and selection procedure.
- b) All staff posts are advertised in either the local and or national newspapers and or on relevant websites.
- c) All candidates for posts advertised are required to fill out a Youth Work Ireland Laois application form.
- d) A short listing procedure takes place for all staff posts and suitable candidates are shortlisted for interview, on the basis of the person specification and the application information provided.
- e) Interview panels are set up to include interviewers with expertise in the particular professional area for the post which is being filled.
- f) Interview questions are standard for every short listed applicant- and cover general areas including the interviewee's knowledge, skills and attitudes towards the job in question and towards young people
- g) Interviews last at least a half an hour and may also include a competency test depending on the post.
- h) Job descriptions and job specifications are available for all posts.
- i) There are scoring sheets which are filled out by the interviewers. Those that are suitable are selected for the post in question.
- j) At least two of the candidate's references are checked verbally and written reference forms are required for all potential candidates which are kept on the persons file.
- k) Applications are made to An Garda Síochána for Garda Vetting where possible.
- l) All staff undergo a comprehensive staff induction programme which includes training in Child Protection policies and procedures.

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

ACCIDENT PROCEDURE

Accidents by their nature will always happen. Some accidents though can be prevented by:

- a) Good planning
- b) Assessing, identifying and avoiding dangers
- c) Adequate ratio of leaders to young people (minimum 1:8 plus one)
- d) Local emergency contact numbers- if at home or on a trip away
- e) Contact numbers for parents and Youth Work Ireland Laois staff members
- f) Appropriately trained and prepared staff.
- g) Appropriately qualified and experienced staff
- h) Clear understanding of roles and responsibilities
- i) Understanding and management of risks

If an accident occurs Youth Work Ireland Laois volunteers / staff will endeavour to deal with the situation as best they can. Should there be an accident, volunteers or paid workers have a duty of care for children and the following procedure applies.

- a) Assess the situation
- b) Ensure that the area is safe and those that are not involved are safe, get them away from the scene. Need for adequate staffing and delegation of leadership of a split group.
- c) Ring for ambulance or emergency services, 999 or 112 if appropriate e.g. coast guard, Gardaí, Fire, ambulance, mountain rescue
- d) Co-operate with emergency services at all times
- e) Apply first aid where appropriate
- f) Secure communication- young people's mobiles/public phones- make sure that only those in charge make the telephone calls, texts etc. An emergency can be further exasperated by wrong information given by those not experienced or responsible.
- g) Inform parents as soon as it is possible to do so
- h) If a young person child requires medical attention (non emergency), contact a parent / guardian if possible and see if they can deal with it

Youth Work Ireland Laois Policy**Title: Health & Safety Policy****Effective Date: 03.05.2022****Total pages: 48.**

- i) If a parent/guardian cannot be contacted, bring the child to a doctor/hospital as appropriate
- j) Inform youth worker/line manager as soon as it is possible to do so
- k) Avoid being alone with a young person, where at all possible
- l) Make note of what happened and to whom as soon as possible
- m) Keep records of any accidents and advise YWI main office of any serious accidents
- n) In the event of a serious accident/incident, the scene and all equipment should be left untampered and in situ
- o) Do not talk to the Press

Following any accident the Youth Work Ireland Laois incident form should be filled out and filed in youth club file or group. If the accident is serious that report needs to be sent to YWI main office address.

Youth Work Ireland Laois Policy**Title: Health & Safety Policy****Effective Date: 03.05.2022****Total pages: 48.****SAFE MANAGEMENT OF STAFF AND VOLUNTEERS**

- a) All staff must complete their induction training which includes Youth Work Ireland Laois Child Protection Policy.
- b) All staff must attend team meetings, staff meetings and supervision on a regular basis within Youth Work Ireland Laois.
- c) Staff must attend in-service and staff training days that are relevant to their area of work. All staff must attend Child Protection training. Note: Youth Work Ireland Laois Staff training policy.
- d) Youth Work Ireland Laois has a supervision policy for staff which assists in supporting staff around best practice in their area of work.
- e) There is regular review of staff work and practice within each project in Youth Work Ireland Laois
- f) Volunteers are expected to complete the basic youth leadership training and child protection training.
- g) Volunteers are also expected to attend training workshops/days/weekends that will assist them in their youth work practice.
- h) Volunteers practicing in voluntary youth clubs are visited and mentored by a professional youth worker and feedback given to them around their practice.

Youth Work Ireland Laois Policy**Title: Health & Safety Policy****Effective Date: 03.05.2022****Total pages: 48.****CODE OF BEHAVIOUR, GOOD PRACTICE GUIDELINES WHEN WORKING WITH YOUNG PEOPLE. CREATING A SAFE ENVIRONMENT FOR ADULTS AND YOUNG PEOPLE IN THE YOUTH WORK CONTEXT**

The following are practical guidelines for working day to day with Young People and should be implemented in conjunction with YWI-Laois Child Protection Guidelines. All children/young people will:

- a) be treated equally and with respect irrespective of race, culture, religion, gender, age, sexual orientation, ethnicity
- b) voluntarily engage in youth services/clubs and have choices to make while engaged
- c) be involved in decisions to a level that they feel comfortable
- d) be respected and listened to by adults and other children

MANAGEMENT OF ACTIVITIES

It is important to plan and manage the activities in your club/organisation in such a way as to minimize the opportunity for children to suffer harm of any kind whilst in your care.

Planning activities:

Planning of activities should include:

- a) Supervision necessary – i.e. leader/member ratios (1:8 plus one floater)
- b) Is the activity/programme/venue/equipment safe?
- c) Does it suit all members – including anyone with special needs?
- d) Does it require special instruction e.g. Trampoline, Photography etc

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

Knowing the young people

There should be defined criteria for membership of the club/organisation.

Records kept of all young people should include

- a) Parental consent forms to membership and to participation of their son/daughter in the programme of activities
- b) Copies of consent form should be taken on trips – originals stored securely.
- c) Relevant medical details.
- d) Any special needs.
- e) Attendance record at club/group.
- f) Emergency contact telephone numbers.
- g) Accident and incident report books in which details of any accident and incidents are fully recorded. While an accident book should record accidents, an incident book is for the recording of breaches of professional standards and/or related concerns, which might arise.

NOTE:

Keep secure details/complaints/incidents, specify in locked filing cabinets.

New leaders should receive a copy of the club/group code of practice.

Clear guidelines

Activities such as swimming/ athletics/ weekends away etc require clear guidelines to prevent an adult from using their position to initiate activities with young people outside the scope of the programme.

Leaders should always be respectful of the privacy of young people in toilets, showers and changing rooms. Leaders should not spend time alone with young people in such areas.

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

Consent forms are required for

- a) All members who join the club/group
- b) All outings/weekends away
- c) Local outings: however if a child does not bring their consent form – it would be acceptable to ring the parent/family member for permission. Phone consent should be noted and a copy of minutes taken.
- d) Activities that are outside the normal programme base or involve an increased level of risk, e.g. fishing trip or martial arts etc

Accidents

- a) Always advise a parent/guardian if a child receives an injury you are concerned about while in your care
- b) If a child requires medical attention (non emergency), contact a parent/guardian if possible and see if they can deal with it
- c) If a parent/guardian cannot be contacted, the child needs to be brought to a doctor/hospital as appropriate
- d) Keep records of any accidents and advise YWI-Laois of any serious accidents

SUPERVISION OF CHILDREN

Practical matters:

- a) Note of participants, type of activity, environment where the activity is taking place. Note any particular needs e.g. disabilities, organizing activities well in advance.
- b) The Youth Work Ireland Laois leader member ratio is 1:8 with a minimum of two leaders present at all times.
- c) Where there are younger children and/or children with a higher intensity of needs involved, it is recommended that you have additional leaders
- d) Do you know your group?

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

Keeping records

Attendance records, accident book, consent forms etc

Adopting Health and Safety Policies

Required standards for premises + equipment; heating and ventilation, sanitation, fire precautions, first aid facilities, adequate insurance cover, regular checking of equipment where appropriate. Make a pre visit to new venues if possible. Carry out adequate research and checks on the premises. All residential sleeping accommodation should be inspected with regards to Health and Safety (fire in particular) and also Child Protection (security and locations of dorms or rooms.)

PROTECTING CHILDREN AND WORKERS (1)

IT DOESN'T MAKE SENSE TO...

- a) Spend excessive amounts of time alone with children away from others.
- b) Never run a group/club by yourself.
- c) Always have a minimum of two leaders present in the room where possible. If you are using two rooms, have an open door policy and the majority of activities should be in one room only with two leaders present.
- d) Meetings with individual children or young people should take place as openly as possible. If privacy is needed leave a door open and inform others.
- e) Have an open door policy for all rooms you are using in premises where possible.
- f) Always tell another leader if you are leaving the premises/going outside with a young person etc.
- g) If you have number of rooms to staff/volunteers present- always have one leader circulating if possible.
- h) Take children alone in a car on journeys, however short.
- i) If for any reason you do have to give a young person a lift in your car, always have another adult with you and make sure your car insurance covers this.

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

- j) Think carefully where giving children lifts – where possible drop two off at the same stop. All transport arrangements should be made with the full knowledge and consent of parents.
- k) If you are arranging a taxi, always have a leader in the taxi with the taxi driver.
- l) Take children to your home.
- m) As leaders do not take young people or children to your home - it is not good practice.

PROTECTING CHILDREN AND WORKERS (2)

NEVER...

- a) Engage in rough physical games including horseplay – apart from structured sports activities; horseplay can lead to inappropriate touching.
- b) Engage in sexually provocative games, dance, jokes or language. Some of these games could include spin the bottle etc.
- c) Allow or engage in inappropriate touching of any form.
- d) Allow children to use inappropriate language unchallenged.
- e) Make sexually suggestive comments about or to a child, even in fun; remember a child is defined as up to the age of 18 (which can include young leaders).
- f) Let allegations made by a child go unchallenged or unrecorded e.g. ‘leave me alone’, or ‘get your hands off me’. Explain and seek explanation and tell another leader.
- g) Do things of a personal nature for children that they can do for themselves.

Guidelines on Recreational Activities

- a) Always work openly with children.
- b) If manual support is required, it should be provided openly.
- c) If groups have to be supervised in the changing rooms, always ensure staff and volunteers of appropriate gender work in pairs.
- d) Where there are mixed groups on overnight stays away from home male and female leaders should always accompany them. The recommended policy is to two male and two female leaders minimum.
- e) Overnight trips should have specific guidelines

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

RESPONSIBILITIES OF DIRECTORS

- Ensure activities are managed in such a way as to ensure, so far as is reasonably practicable, the safety health and welfare at work of all employees / participants.
- Ensure activities are managed in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of employees / participants at risk.
- Ensure that an effective Safety Statement is in place and is fully implemented.
- Ensure, so far as is reasonably practicable, the safety, health and welfare of all employees / participants.
- Ensure that adequate resources are provided for the effective implementation of the Safety Statement.
- Ensure that employees / participants can make representations on matters of Safety, Health and Welfare.
- Ensure that safe systems of work are in place.
- Ensure adequate Child Protection policies are in place and fully implemented.
- Ensure that all accidents and dangerous occurrences are fully investigated and reported as required.
- Ensure adequate instruction, training and supervision is provided for all employees / participants.
- Ensure that Emergency Plans are in place where necessary.
- Ensure that adequate welfare facilities are in place.
- Ensure competent outside advice is obtained as necessary on Health and Safety issues, to ensure compliance with all safety legislation.
- Ensure that persons not involved in our organisation, but who may be affected by our activities, are not exposed to risk.
- Monitor the effectiveness of the safety policy and make improvements where necessary.

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

RESPONSIBILITIES OF REGIONAL DIRECTOR

Manage and conduct activities in such a way as to ensure, so far as is reasonably practicable, the safety health and welfare at work of all employees / participants.

- Manage and conduct activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of employees / participants at risk.
- Be familiar with this Safety Statement and relevant Risk Assessments.
- Ensure that employees / participants are familiar with the Safety Statement and any relevant Risk Assessments related to their operations.
- Ensure adequate Child Protection policies are in place and fully implemented.
- Ensure adequate instruction, training and supervision is provided for all employees / participants.
- Ensure that Emergency Plans are in place where necessary.
- Ensure that adequate welfare facilities are in place.
- Ensure suitable Personal Protective Equipment is provided and worn as required.
- Ensure employees / participants are aware of welfare facilities; accident reporting procedures; emergency procedures and First Aid facilities.
 - Ensure proper tools and equipment are supplied and used.
 - Ensure that employees / participants comply with all health and safety rules and regulations relevant to their work activities.
 - Assist in the investigation and reporting of all accidents, near misses and dangerous occurrences.
 - Ensure that activities do not pose a risk to others, including members of the public.
 - Intervene where breaches of health and safety rules occur.
 - Co-ordinate activities with others as necessary to ensure a safe working environment.

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

RESPONSIBILITIES OF EMPLOYEES / PARTICIPANTS

Every Employee / Participant shall:

- Take reasonable care to protect his / her own safety, health and welfare and that of any other person who may be affected by his / her acts or omissions.
- Ensure that he / she is not under the influence of an intoxicant to the extent that he / she is in such a state as to endanger his / her own safety, health or welfare or that of any other person.
- Not engage in improper conduct or other behaviour that is likely to endanger his / her own safety, health or welfare or that of any other person.
- Be familiar with, and comply with, relevant sections of this Safety Statement.
- Observe all safety rules and co-operate with YWI Laois to comply with any of the relevant safety regulations.
- Use in such a manner to provide the protection intended, protective clothing, equipment or anything else provided for securing their safety, health and welfare.
- Report to their Supervisor, without delay, defects in equipment, work practices, place of work or system of work, which might endanger the safety, health or welfare of others.
- Use only the correct tools and equipment for the job, task or activity.
- Report to YWI Laois all accidents and damage, whether persons are injured or not.

Section 13 of the Safety, Health & Welfare at Work Act, 2005, which covers the duties of employees, states:

‘ An employee shall, while at work – make correct use of any article or substance provided for the protection of his or her safety, health and welfare at work, including protective clothing or equipment. ’

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

CONSULTATION:

Duty to Consult:

The Safety, Health and Welfare at Work Act, 2005, provides for consultation between employers and employees to help ensure co-operation in the prevention of accidents and ill health in the workplace.

YWI Laois undertakes:

- To acknowledge employees right to make representations to and consult their employer on matters of Safety, Health and Welfare in their work place.
- To permit employees to select and appoint from amongst their number at their place of work, a Safety Representative, to represent them in consultations with their Employer on matters of safety, health and welfare.
- To consult employees to assist in promoting and developing measures to ensure their Safety, Health and Welfare at work.
- To take account of any representations made by employees on matters of health and safety.
- To inform a Safety Representative when a HSA Inspector visits a place of work for the purpose of making an inspection.
- To provide the Safety Representative with sufficient instruction and training to allow him/her to carry out the role in a competent manner.

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

Accident Reporting Procedures:

Notification of Accidents and Dangerous Occurrences:

- (a) Relevant accidents will be notified under Regulation 59 of S.I. No. 44 (1993) to the Health and Safety Authority on the prescribed Accident Report Form.
- (b) The following accidents are reportable as above:
- (c) If due to any injury received at work a person dies or is prevented from performing his/her normal work for more than three consecutive days.
- (d) Any other person who is not at work, but as a result of an accident related to a place of work or work activity, dies or receives an injury resulting in that person requiring medical treatment (i.e. injury to a member of the public or other visitor or sub-contractor).

Accident Reporting Procedures:

- All accidents are reported to the Regional Director, Clive Davis, immediately.
- Accidents will be fully investigated by the Regional Director who will determine the cause(s) and decide what actions are to be taken to prevent a recurrence. Witness statements, photographs, training records etc will be provided as necessary and included in the accident report.
- All accidents will be recorded in the Accident Book by the Regional Director.
- The Regional Director will notify the H.S.A. as required, on the specified Report Form.
- The Regional Director will notify the Board of Directors and Insurers immediately of the accident.
- In the case of a serious accident or dangerous occurrence, no person shall disturb the place where it occurred or interfere with anything at the scene. The accident site will be cordoned off until all investigations by the Regional Director, Insurance Inspectors and / or the H.S.A. have been completed.

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

SAFETY TRAINING:

YWI Laois undertakes to provide adequate training, instruction and supervision to all employees / participants. Training and instruction will be given in a form, manner and, as appropriate, language that is reasonably likely to be understood by the employee / participant concerned.

SAFE SYSTEMS OF WORK:

To ensure that employees are competent to carry out tasks safely, adequate training will be provided. Some tasks may give rise to risks which can only be controlled by adherence to proper work procedures.

Systems of work will consider the safety and health of all those who may be affected by our activities and projects.

GENERAL / SAFETY TRAINING:

Every employee / participant is trained or instructed in safe work practices for his / her job; safe use of tools and equipment, how to recognise and avoid hazards at work and is given adequate supervision to ensure he / she continues to work safely at all times.

INDUCTION TRAINING:

New employees / participants will be given adequate Induction Training and are:

- Given an understanding of this Safety Statement and their responsibilities contained in it.
- Informed of the risks involved in their own jobs together with the controls in place to prevent injury or ill health.
- Made aware of their responsibilities as employees to ensure their own safety and the safety of those affected by their work activities.
- Issued with personal protective equipment (PPE) where necessary, and made clear that it must be worn / used as and when directed.
- Informed of any hazards that exist and the controls in place to manage the risks.
- Made aware of all rules on safety; housekeeping; procedures etc.
- Made aware of First Aid facilities and of accident reporting procedure and emergency procedures applicable to the workplace.

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is the policy of YWI Laois to provide employees / participants with the necessary personal protective equipment and to replace it when necessary. Employees / participants are responsible for the proper use, maintenance and storage of any personal protective equipment issued to them and to wear it when provided. Failure to wear the required P.P.E. may result in disciplinary action.

Duty of Employer:

Under Section 8 (2) (i) of the Safety, Health and Welfare at Work Act, 2005, the employers duty extends to the following:

“ where risks cannot be eliminated or adequately controlled providing and maintaining such suitable protective clothing or equipment as is necessary to ensure the safety, health and welfare at work of his employees”.

Duty of Employees:

Section 13(1)(g) of the Safety, Health and Welfare at Work Act, 2005, places the following duty on employees:

“ make correct use of any article or substance provided for the protection of his safety, health and welfare at work including protective clothing or equipment”.

Maintenance, Replacement and Issue of PPE:

- All PPE is issued for personal use and each employee will be responsible for maintaining his / her equipment in a hygienic condition and in good working order.
- All equipment is maintained in good working order.
- All employees / participants are instructed in the proper use of PPE before issue as necessary.
- All PPE is for use on YWI Laois projects only and will be issued without expense to the employee / participant.
- All used and worn equipment is returned to the Supervisor before the issue of new equipment in order to control the issue and disposal of equipment.

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

Arrangements for a Safe and Healthy Working Environment:

- Sufficient ventilation will be provided for extraction of dust, fumes etc. at the workplace.
- Work area is maintained free of trip hazards and obstructions at all times.
- Entrances and exits are maintained in good working order and free of obstructions.
- Adequate lighting is provided for the job and is maintained in good working order.
- Adequate workspace is provided for safe operation of plant and equipment.
- In accordance with the Tobacco Smoking (Prohibition) Regulations 2003 smoking of tobacco products is prohibited in all enclosed workplaces including workshops, offices, canteens, toilets etc.
- Dangerous substances e.g. paint, adhesives etc., will be properly stored in suitable containers.
- Work may be stopped in inclement weather which may pose a risk to employees and participants e.g. heavy rain, high winds, snow etc.

Arrangements for Welfare Facilities.

Canteen / Eating Facilities:

- Canteen / eating facilities are provided where practicable.
- Canteen / eating facilities are to be maintained in a hygienic condition.
- Adequate lighting is provided.
- A person is assigned with the responsibility for the upkeep and maintenance of this facility.
- Suitable drinking water is provided.

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

Toilets and Washing Facilities:

- Sanitary facilities are provided to accommodate all employees / participants.
- Washing facilities, including soap, will be provided.
- Disposable towels or hand dryers will be provided.
- Adequate ventilation is provided for sanitary facilities.
- All facilities are maintained in a hygienic condition, and cleaned and maintained on a regular basis.

First Aid:

A First Aid box, fully stocked, will be available at the workplace at all times where required.

Arrangements for Emergencies.

Under the Safety, Health and Welfare at Work Act, 2005, the employer has the following responsibilities:

S8 (2) (j): “*preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger*”.

Purpose of Emergency Plans:

The purpose of an emergency plan is:

- To outline the procedure to be followed and the functions to be undertaken by management and other designated persons.
- To list the telephone numbers of any external agencies and authorities who may be required to assist during an emergency e.g. hospital, fire brigade etc.

Hazards with Potential to Cause an Emergency:

The main hazards with potential to cause emergencies in our workplace are:

- Fire Hazards.
- Serious Accidents.

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

Emergency Procedures:

Emergency procedures are listed for the above hazards and action outlined to be taken during an emergency.

- Fire Hazard (See Appendix - Fire Evacuation Procedure).
- Accident Procedure.

FIRE / EMERGENCY PROCEDURE

- Raise the alarm immediately.
- Do not panic and try to keep others calm.
- Inform people of the designated Assembly Point(s).
- Switch off powered equipment if it is safe to do so.
- Do not run.
- Evacuate the area by the nearest safe exit and go immediately to the designated Assembly Point. Do not re-enter the building.
- Close doors as you leave to help reduce fire spread.
- Contact the Fire Brigade immediately and assist them on arrival.
- Carry out a head count at Assembly Points.
- If the fire is small and there is no risk of injury try to tackle the fire. Use any suitable fire extinguisher available if competent to do so.
Do not take chances if you have any doubts – leave the fire and raise the alarm.
- Ensure persons with disabilities e.g. wheelchair users, partially sighted, receive assistance in evacuating.

Emergency Procedures and Fire Evacuation Procedures will be posted up in appropriate locations.

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

N.B. Youth Work Ireland Laois will appoint a suitable person(s) to act as Fire Warden(s) in the event of an emergency or evacuation / drill. Fire drills will be held at least twice a year to familiarise personnel with evacuation procedures and records kept.

FIRE PREVENTION

The elimination of risks, by controlling sources of ignition and the management of combustible and flammable fuels, forms the basis for effective fire prevention. To achieve this level of control three basic concepts should be applied and maintained regularly.

1. Recognition of all possible risks associated with activity / process.
2. Evaluation of the risks.
3. Control of risks to ensure ignition does not occur.

Some of the main causes of fire and basic controls are as follows:

1. Electrical (installation and equipment):

All electrical wiring and applications should conform to relevant standards e.g. ETCI rules, regular maintenance of wiring, fittings and equipment, isolate equipment when not in use, in addition to:

- Supervision of portable equipment.
- Supervision of contractors.
- Supervision of heating equipment.

2. Flammable Liquids:

- No smoking / no naked lights near flammable liquids.
- Adequate ventilation.
- Adequate storage and disposal.
- Supervision of process.
- Instruction and training.

WORK RELATED STRESS

Workplace stress may be defined as psychiatric damage caused by the volume or character of a person's work which is both reasonably foreseeable and also reasonable for the employer to seek to avoid, reduce and ameliorate.

The Health and Safety Authority defines workplace stress as arising *“when the demands of the job and the working environment on a person exceed their capacity to meet them.”*

Management recognise that work-related stress could arise as a result of various factors including, but not limited to:

- Role of the person / job content
- Intimidation or harassment at work
- Interpersonal relationships
- Organisational culture and leadership styles
- High work load i.e. work overload / lack of control
- Training given / lack of training
- Person's perceived ability to do the job
- Lack of feedback / support
- Unrealistic deadlines or targets

Methods to Eliminate and/or Minimise Stress:

The 3 common types of intervention to be considered in preventing stress are:

1. **Primary Prevention**: focuses on organisational and work development which includes ensuring that persons can adequately manage the work load allotted to them. We will endeavour to have a structure which is supportive of employees, a consultative as opposed to an autocratic culture, appropriate training for staff development and flexible work schedules as necessary.
2. **Secondary Prevention**: increasing awareness of stress at all levels and which can include training in:
 - Stress management
 - Job appraisal techniques
 - Interpersonal skills
 - How to recruit the right person for the job.
3. **Tertiary Prevention**: includes the provision of counselling or outsourced support services to assist those who are feeling the impact of stress.

See also: “Work-related Stress – A Guide for Employers” (HSA Publications 2002).

Identification of Hazards and Assessment of Risks.

A hazard may be defined as “anything that has the potential to cause harm” and the risk is the likelihood of the harm occurring.

To safeguard the health and safety of employees, the workplace and all tools and equipment were systematically examined, hazards identified, risks of injury and damage assessed and control arrangements drawn up to eliminate or minimise the risks involved.

The assessment of risks is based on:

- The likelihood of an occurrence.
- The consequences of such an occurrence.
- The numbers exposed to the risk.
- The severity of injuries.

Where the number exposed is small, frequency of occurrence is low and the severity of injury is minor then the risk is categorised as **LOW**.

Where more people are at risk, occurrence is more likely and severity of injury is more serious then the risk is categorised as **MEDIUM**.

Where occurrence is likely and severity of injury is serious then the risk is categorised as **HIGH**.

Control arrangements are implemented where the risk is deemed to be **MEDIUM** or **HIGH** and persons responsible are identified. Resources to be provided to ensure the effective implementation of these controls are outlined.

Examples of Hazards / Risks. any activity that could cause personal injury to you or someone else, through use of equipment / tools , materials etc. such as Platforms, Ladders, Steps, Hoists, Ropes, Blades, Knives, Saws, Paint, Hot Liquids, Flammable Heating Torches, Cutting Equipment, Heating flame Torches, all Electric, Gas or Compressed Air Power Tool, Solvents, Chemicals and Adhesives, to mention a few.

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

RISK ASSESMENT & CONTROLS

HAZARD: ACCESS & EGRESS

RISK RATING: MEDIUM

AT RISK: Employees, participants.

- Risk of slips, trips and falls on floors, stairways, halls, rooms etc.
- Risk from fire exit doors becoming blocked or obstructed.
- Risk of slips / trips from uneven floor surfaces or worn or damaged floor coverings.
- Risk of trips and falls due to inadequate lighting or wet floors.
- Risk to young persons with disabilities when crossing road outside YWI-Laois premises.
- Risk from ice, frost or snow on pathways etc

CONTROLS TO BE IMPLEMENTED

- All stairs, doors, halls, walkways to be kept clear of obstructions at all times.
- Adequate lighting to be provided to access and egress routes.
- All young persons with disabilities leaving the building to be chaperoned by a staff member or volunteer especially when crossing the road.
- All young persons leaving the premises must inform a staff member or volunteer.
- Regular checks to be carried out to ensure access / egress routes are unobstructed.
- Fire extinguishers located in strategic locations and ensure they are accessible.
- Damaged, loose or worn floor/stair coverings to be repaired or replaced immediately.
- Icy/slippery paths etc on premises to be made safe if posing a risk of falling or

RESOURCES PROVIDED:

- Regular checks by supervisors / managers / to ensure good housekeeping procedures are in place.
- Adequate storage space for materials etc.

PERSONS RESPONSIBLE:

- Regional Director

FINAL RISK WITH CONTROLS IN PLACE

LOW

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

In accordance with the General Application (**Manual Handling of Loads**) Regulations 2007, the employer shall take appropriate measures to avoid the need for manual handling by employees.

- Assess the load to be lifted to determine if it is too heavy. If it is too heavy DO NOT attempt to lift it yourself.
- Get help to assist you with the lift if you cannot manage it alone.
- Employees at risk of back injury from manual handling to be given training and instruction on safe lifting techniques by a competent Manual Handling Instructor.

RESOURCES PROVIDED:	PERSONS RESPONSIBLE:
<ul style="list-style-type: none"><input type="checkbox"/> Instruction and training in manual handling and lifting.<input type="checkbox"/> Supervision.	<ul style="list-style-type: none"><input type="checkbox"/> Regional Director.

FINAL RISK WITH CONTROLS IN PLACE

LOW

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

RISK ASSESSMENT AND CONTROLS

HAZARD: ELECTRICITY

RISK RATING: Medium

WHO MIGHT BE HARMED AND HOW

AT RISK: Employees, participants.

- Risk of electric shock from contact with damaged or faulty electrical equipment, connections, cables, sockets, plugs etc.
- Risk of fire from overloading equipment.
- Risk of fire from damaged or faulty electrical equipment.

CONTROLS TO BE IMPLEMENTED

- All electrical systems and equipment to be installed by a competent electrician.
- Inspection, maintenance and repair of electrical equipment to be carried out only by a competent person.
- Residual Current Devices (RCD) or Earth Leakage Circuit Breakers (ELCB) are installed for all electrical systems and tested regularly by a competent person.
- All electrical equipment to be fitted with suitable fuses of proper amperage.
- Damaged or loose connections, plugs etc are to be repaired / replaced only by a competent person.
- Do not overload sockets.

RESOURCES PROVIDED:

- ELCB's and RCD's.
- Trained electrician.
- Inspections and maintenance of equipment.

PERSONS RESPONSIBLE:

- Directors
- Regional Director

FINAL RISK WITH CONTROLS IN PLACE

LOW

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

RISK ASSESSMENT AND CONTROLS

HAZARD: KITCHEN AREA

RISK RATING: Medium

WHO MIGHT BE HARMED AND HOW

AT RISK: Employees

- Risk from boiling water in kettles.
- Risk from hot surfaces/dishes.
- Risk from sharp knives.
- Risk from spillages on floor.
- Risk from unsafe use of microwave, toaster etc.
- Risk from damaged sockets, plugs, connections etc.
- Risk of fire from hot surfaces or electrical appliances.

CONTROLS TO BE IMPLEMENTED

- Only authorised personnel are permitted in the kitchen area.
- Electrical appliances are to be switched off when not in use.
- Do not leave kettles at edge of worktop. Keep power cable in a safe position.
- Do not leave microwave, toaster etc unattended when in use.
- Use only microwaveable dishes in the microwave.
- Clean up all spillages in kitchen immediately.
- Use oven gloves when handling hot dishes / surfaces.
- First Aid supplies provided.
- Fire extinguishers / fire blanket to be provided in kitchen area.

N.B. See also controls listed under ELECTRICITY hazard.

RESOURCES PROVIDED:

- Supervision.
- Microwaveable dishes.
- Clean-up procedures.
- Electrician

PERSONS RESPONSIBLE:

- Regional Director

FINAL RISK WITH CONTROLS IN PLACE:

LOW

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

RISK ASSESSMENT AND CONTROL

HAZARD: DISPLAY SCREEN EQUIPMENT

RISK RATING: MEDIUM

WHO MIGHT BE HARMED AND HOW

AT RISK: Staff using VDU's.

- Risk of eye strain from habitual use of display screen equipment.
- Risk of Repetitive Strain Injury (RSI) from regular use of display screen equipment.
- Risk of headaches from constant use of display screen equipment.

CONTROLS TO BE IMPLEMENTED

- Implement the requirements in Schedule 4 of the General Application Regulations 2007.
- Ensure that work on display screen equipment is interrupted by breaks or changes of activity which reduce the employee's workload on the equipment.
- Provide training to employees in the use of workstations before they commence work.
- If deemed necessary special corrective appliances (glasses) will be provided.

N.B. See Appendix on Minimum Requirements for all Display Screen Equipment.

RESOURCES PROVIDED:

- Training
- Corrective appliances.
- Workstations to Regulations.

PERSONS RESPONSIBLE:

- Regional Director

FINAL RISK WITH CONTROLS IN PLACE

LOW

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

RISK ASSESSMENT AND CONTROL

HAZARD: FIRE

RISK RATING: HIGH

WHO MIGHT BE HARMED AND HOW

AT RISK: Employees & participants

- Risk of burns, smoke inhalation, asphyxiation.
- Risk of fire damage to buildings and property.

CONTROLS TO BE IMPLEMENTED

- See FIRE PREVENTION AND FIRE PROTECTION sections in this document.
- Suitable and sufficient fire extinguishers / blankets will be provided at strategic locations and inspected and serviced annually by a competent contractor.
- Instruction in the use of extinguishers / blankets will be provided to staff by a competent person.
- Fire Evacuation Drill will be carried out at regular intervals but at least every 6 months and records kept.
- Fire / smoke alarms to be strategically located and tested regularly.
- All emergency exits are to be free of obstruction at all times.
- Emergency evacuation procedures are to be posted up in suitable locations.

RESOURCES PROVIDED:

- Fire Drills.
- Fire extinguishers / blankets.
- Inspection and servicing of equipment.
- Training on use of equipment.
- Smoke / fire alarms.
- Emergency procedures.

PERSONS RESPONSIBLE:

- Regional Director

FINAL RISK WITH CONTROLS IN PLACE

LOW

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

RISK ASSESSMENT AND CONTROL

HAZARD: TRAVELLING TO OUTREACH PROGRAMMES, EVENTS, SHOWS ETC.

RISK RATING: MEDIUM

WHO MIGHT BE HARMED AND HOW

AT RISK: Staff and participants.

- Risk of injury from road traffic collision while travelling to outings etc.
- Children at risk from inadequate supervision while on outings.

CONTROLS TO BE IMPLEMENTED

- Only competent, reputable Bus Hire companies will be used to ensure drivers are trained and appropriately licensed and vehicles are roadworthy and fully insured.
- All buses to have passenger seat belts.
- Adequate Supervision will be provided on such trips to ensure good behaviour and that seat belts are worn.
- Permission of parents will be obtained for all children travelling.
- Child Protection Policy is implemented.
- Sufficient staff will be provided on outings to ensure adequate supervision.

RESOURCES PROVIDED:

- Competent Bus Hire Companies.
- Competent drivers.
- Supervision.
- Roadworthy Vehicles.

PERSONS RESPONSIBLE:

- Directors.
- Regional Director.
- Supervisors.

FINAL RISK WITH CONTROLS IN PLACE

LOW

RISK ASSESSMENT AND CONTROL

HAZARD: USING LADDERS

RISK RATING: HIGH

WHO MIGHT BE HARMED AND HOW

AT RISK: Employees / participants

- Risk of falling from ladders.
- Risk of ladders slipping.
- Risk of over reaching on ladders.
- Risk from using faulty / damaged ladders.
- Risk from using incorrect ladder or ladder not being long enough.
- Risk to inexperienced persons using ladders.
- Risk of ladders being struck by passing traffic / vehicles.

CONTROLS TO BE IMPLEMENTED

- Ensure ladders are inspected before use and faulty ladders are not used. Damaged ladders are removed and replaced immediately.
- Only use ladders when other safer means of work / access are not feasible / available.
- Ladders to be secured at the top or footed at the bottom to prevent slipping.
- Ladders will have a slope of 75 degrees i.e. 1 metre out for every 4 metres up.
- Ladders are never placed where there is a danger from moving vehicles.
- Ladders are placed on level, firm footings and are never stood up on blocks, drums etc. to gain extra height.
- Only competent persons will be allowed to work from ladders.
- Instruction will be given on safe use of ladders.

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

- **Ladders should not be painted as this could conceal defects.**
- **Ladders should be moved to avoid over-reaching.**
- **Use both hands on ladder as far as possible.**
- **Do not carry loads up or down ladders.**
- **Where ladders are more than 4 metres long they should be tied in the middle where possible.**
- **Ladders will be manufactured to a recognised standard e.g. Type 1 Industrial to BS 1129 (wooden ladders) or equivalent.**

RESOURCES PROVIDED:	PERSONS RESPONSIBLE:
<input type="checkbox"/> Instruction in safe use of ladders <input type="checkbox"/> Adequate Supervision. <input type="checkbox"/> Ladders in good condition.	<input type="checkbox"/> Directors <input type="checkbox"/> Regional Director <input type="checkbox"/> Supervisors.

FINAL RISK WITH CONTROLS IN PLACE
LOW

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

HAZARD: Dangerous Substances i.e. aerosol paint cans, paints, thinners, adhesives etc.

RISK RATING: HIGH

WHO MIGHT BE HARMED AND HOW

AT RISK: Employees & Participants

- Risk of eye injury; skin damage or respiratory damage from contact with dangerous substances e.g. aerosol paint cans, solvents; paint thinners; adhesives etc.
- Risk of fire from flammable substances.
- Risk of eye injury from splashes of dangerous substances.

CONTROLS TO BE IMPLEMENTED

- Employees to be given instruction in the safe use / storage of dangerous substances including the associated risks and controls to be followed to prevent injury.
- Material Safety Data Sheets to be provided where necessary.
- Personal protective equipment to be worn as required e.g. gloves, respiratory /eye protection.
- Suitable containers and storage facilities are provided.
- Extra vigilance provided with special needs children.

RESOURCES PROVIDED:	PERSONS RESPONSIBLE:
<input type="checkbox"/> Adequate Supervision. <input type="checkbox"/> Suitable containers <input type="checkbox"/> Instruction for users	<input type="checkbox"/> Regional Director <input type="checkbox"/> Supervisors.

FINAL RISK WITH CONTROLS IN PLACE

LOW

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

RISK ASSESSMENT AND CONTROLS

HAZARD: HAND & POWER TOOLS

AT RISK: Employees or Participants

- Risk of injury to hands and other body parts from sharp edges, blades etc.
- Risk of muscular strain to wrists or hands.
- Risk of electric shock from power tools.
- Risk of injury to eyes from flying materials or dust / particles thrown off during operation.
- Risk of tripping over trailing cables.
- Risk of damage to cables.

CONTROLS TO BE IMPLEMENTED

- Employees & participants to be given training / instruction on the safe use of hand and power tools being used.
- Defects in hand / power tools are reported to the Manager immediately.
- Defective equipment is removed immediately and either repaired or replaced.
- Electric cables are kept free of walkways, passageways etc.
- Power supply is disconnected before making any adjustment or changing any tool or equipment.
- All PPE such as eye, ear, foot and hand protection is worn as necessary.
- Only 110 volt portable electric tools are used.
- Maintenance is carried out on all tools and equipment only by a competent person.

RESOURCES PROVIDED:

- Instruction in use of equipment.
- Adequate Supervision.
- Equipment in good condition
- Equipment maintenance

PERSONS RESPONSIBLE:

- Directors
- Regional Director
- Supervisors.

FINAL RISK WITH CONTROLS IN PLACE

LOW

Working in Offices

The following are some of the requirements of the Safety, Health and Welfare at Work (General Application) Regulations, 2007, which are particularly relevant to offices. These regulations apply to all workplaces including offices and have requirements to keep a workplace in a clean state, by regular cleaning (at least once per week), to remove rubbish on a daily basis and to provide adequate sitting facilities, a supply of drinking water and facilities for taking meals.

The following is an assessment of the principal risks found in offices and how they should be managed.

1. Electricity:

Safety arrangements should include:

- Providing sufficient socket outlets and avoiding the use of adaptors as overloaded sockets are a fire hazard.
- Testing the residual current device, if fitted, by pushing the test button.
- Prohibiting the use of taped joints to connect leads. Damaged leads should be replaced but if they have to be joined, proper connectors must be used.
- Carry out visual inspections of leads and plugs and repair as necessary. If faults are found repairs should be carried out by a competent person.
- Switch off equipment before unplugging and before cleaning.
- Encourage staff to report electrical equipment which is not working properly.
- Ensure staff are aware of safety precautions.

2. Slips, trips and falls:

Slips, trips and falls account for most of the accidents in offices, many of them when staff are carrying or moving loads. To help prevent these accidents the following steps to be taken:

- Do not allow trailing leads to create tripping hazards.
- Clear up spillages on floors immediately.
- Replace or repair broken or torn floor coverings promptly.
- Ensure stairs are well lit.
- Ensure corridors are kept tidy.

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

3. Manual Handling:

A common office hazard is the manual movement of loads leading to back injuries and pains in hands, wrists and neck. To reduce the likelihood of these types of accident:

- Remove the need for manual handling that could pose a risk.
- Reduce the risk of injury by rearranging the work being done e.g. reduce the weight being lifted by breaking up the load.
- Provide manual handling training to those who need it.
- If cabinets, desks or other heavy office equipment have to be moved provide hand trucks and use team lifting.

4. Visual Display Units (VDU's):

The main problems which occur with VDU's are related to the design of the work station. Ensure adequate breaks for habitual users i.e. more than one hour continuous use per day.

Users should know how to arrange the work station to avoid awkward movements, reflections on the screen, aches and pains. Lighting should be adequate to avoid glare. The work chair should have adjustable seat height and seat back.

5. Work Equipment:

Office equipment e.g. photocopiers; fax machines; printers etc. should be used in accordance with suppliers instructions and should be kept in good condition at all times, be repaired or serviced by qualified persons and any defects reported to a manager or supervisor.

6. Dangerous Substances:

Small quantities of chemicals are used in offices and include inks; photocopier toner; correction fluids and chemical cleaners. Office workers should be aware of the hazards and information is available on material safety data sheets available from suppliers. Safety information is also available on the labels.

7. Office Environment:

- Adequate ventilation is available and a comfortable temperature will be maintained i.e. 17.5 degrees minimum for sedentary workers. Excessive temperatures must not be reached during hot weather.
- Adequate lighting will be provided and where possible natural lighting will be provided. Artificial lighting should avoid visual fatigue and prevent glare or reflection into the workers eyes.
- Eating facilities must be available and facilities for boiling water etc.

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

8. Welfare Facilities:

- Adequate toilet facilities are provided and will be kept clean and ventilated and in good order.
- Washing facilities – warm and cold running water – will be provided with soap and drying facilities.
- Drinking water is also provided.
- A first aid box will be kept in the offices and kept fully stocked.

MINIMUM REQUIREMENTS FOR ALL DISPLAY SCREEN EQUIPMENT (Reg. 72 Schedule 4 of the General Application Regulations 2007).

1. EQUIPMENT:

(a) Display Screen:

- (i) The characters on the screen shall be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.
- (ii) The image on the screen shall be stable, with no flickering or other forms of instability.
- (iii) The brightness or the contrast (or both) between the characters and the background shall be easily adjustable by the employee and easily adjustable to ambient conditions.
- (iv) The screen shall be free of reflective glare and reflections liable to cause discomfort to a user.
- (v) The screen shall be able to swivel and tilt easily and freely to suit the needs of the user.
- (vi) It shall be possible to use either a separate base for the screen or an adjustable table.

(b) Keyboard:

- (i) The keyboard shall have a matt surface to avoid reflective glare.
- (ii) The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard.
- (iii) The symbols on the keys shall be adequately contrasted and legible from the design working position.
- (iv) The keyboard shall be tiltable and separate from the screen so as to allow the user to find a comfortable working position which avoids fatigue in the arms or hands.
- (v) The space in front of the keyboard shall be sufficient to provide support for the arms and hands of the user.

Youth Work Ireland Laois Policy**Title: Health & Safety Policy****Effective Date: 03.05.2022****Total pages: 48.****(c) Work desk or work surface:**

- (i) The work desk or work surface shall have sufficiently large, low-reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.
- (ii) The document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movement.
- (iii) There shall be adequate space for users to find a comfortable position.

(d) Work Chair:

- (i) The work chair shall be stable and allow the user freedom of movement and a comfortable position.
- (ii) The seat shall be adjustable in height.
- (iii) The seat back shall be adjustable in both height and tilt.
- (iv) A footrest shall be made available to any user who requires one.

2. ENVIRONMENT:**(a) Space Requirements:**

- (i) The workstation shall be dimensioned and designed so as to provide sufficient space for the user to change position and vary movements.

(b) Lighting:

- (i) Lighting (including room lighting, spot lighting or work lamps) shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the user's vision requirements.
- (ii) Possible disturbing glare and reflections on the screen or other equipment shall be prevented by co-ordinating the layout of workstations within the

place of work with the positioning and technical characteristics of the artificial light sources.

(c) Reflections and Glare:

- (i) Workstations shall be so designed that sources of light, such as windows and other openings, transparent or translucent walls and brightly coloured fixtures or walls cause no direct glare and, as far as possible, no distracting reflections on the screen.
- (ii) Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight which falls on the workstation.

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

(d) Radiation:

- (i) All radiation, with the exception of the visible part of the electromagnetic spectrum, shall be reduced to negligible levels from the point of view of the protection of employees' safety and health.

(e) Noise:

- (i) Noise emitted by equipment belonging to a workstation shall be taken into account when a workstation is being equipped, in particular so as not to distract attention or disturb speech.

(f) Heat:

- (i) Equipment belonging to a workstation shall not produce excess heat which could cause discomfort to employees.

(g) Humidity:

- (i) An adequate level of humidity shall be established and maintained.

3. EMPLOYEE / COMPUTER INTERFACE:

In designing, selecting, commissioning and modifying software and in designing tasks using display screen equipment, the employer shall take into account the following principles:

- (i) Software shall be suitable for the task.
- (ii) Software shall be easy to use and, where appropriate, adaptable to the employee's level of knowledge or experience; no quantitative or qualitative checking facility may be used without the knowledge of the employees.
- (iii) Systems shall provide feedback to employees on their performance.
- (iv) Systems shall display information in a format and at a pace which are adapted to employees, and
- (v) the principles of software ergonomics shall be applied, in particular to human data processing.

FIRE EVACUATION PROCEDURE

In the event of fire:

**Raise alarm by shouting fire to fellow workers.
If possible notify your Supervisor immediately.**

Ring Fire Brigade on : 999

If it is safe to do so try to contain fire by using fire extinguishers provided.

**If it involves electrical equipment isolate power immediately and
*do not use water extinguisher.***

Do not put your life at risk, leave immediately if the fire cannot be controlled.

Switch off and shut down all equipment and do not stop to gather tools or personal items.

Assemble: At the designated Assembly Point

Do not attempt to re-enter the building until the all clear has been given.

Do not leave the assembly point until you have been accounted for.

FIRE EXTINGUISHERS – KNOW YOUR CODE

Youth Work Ireland Laois Policy**Title: Health & Safety Policy****Effective Date: 03.05.2022****Total pages: 48.**

COLOUR	TYPE	TYPE OF FIRE	NOT TO BE USED
Red White Label	Water extinguisher	For wood, paper, textile, fabric and similar material (anything that turns to ashes)	Burning liquid, electrical or inflammable metal fires
Red Cream Label	Foam Extinguisher	For use on burning liquid fires, combustible materials, paints	Electrical or inflammable metal fires
Red Blue Label	Dry Powder Extinguisher	For use on burning liquid and electrical fires	Inflammable metal fires
Red Black Label	Carbon Dioxide Extinguisher	For use on burning liquid and electrical fires	Inflammable metal fires
Red Green Label	Halon Extinguisher	For burning liquid and electrical fires, suitable for burning vehicles, communication equipment, computers, etc	Inflammable metal fires
Red	Fire Blanket	For use in kitchens	

Youth Work Ireland Laois Policy

Title: Health & Safety Policy

Effective Date: 03.05.2022

Total pages: 48.

EMPLOYEE DECLARATION

I HAVE READ AND UNDERSTAND THE SECTIONS OF THIS SAFETY STATEMENT THAT ARE RELEVANT TO ME IN MY WORK. I AM AWARE OF MY RESPONSIBILITIES UNDER SAFETY LEGISLATION AS OUTLINED IN THIS SAFETY STATEMENT AND I UNDERTAKE TO CO-OPERATE WITH YOUTH WORK IRELAND LAOIS IN THE IMPLEMENTATION OF THIS DOCUMENT.

SIGNED: Shannon Carroll O'Reilly

DATE: 12/5/22

SIGNED: Niamh Karagh

DATE: 8/6/22

SIGNED: _____

DATE: _____

SIGNED: _____

DATE: _____

SIGNED: _____

DATE: _____

SIGNED: _____

DATE: _____

SIGNED: _____

DATE: _____

SIGNED: _____

DATE: _____

SIGNED: _____

DATE: _____

SIGNED: _____

DATE: _____