

**Youth Work Ireland Laois Policy**

**Title: Health & Safety Policy**

**Effective Date:** 15.03.2021

**Youth Work Ireland Laois Form Number: 6**

**Version 4** Dated as above

**Total Content:** 83 Pages

**Created by:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

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## **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.

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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:** \_\_\_\_\_  
**DIRECTOR**

**Date:** \_\_\_\_\_

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### **History of YWI Laois**

Youth Work Ireland Laois is affiliated to Youth Work Ireland, which is the largest youth work organisation in Ireland. Founded in 1962, the organisation caters for the changing needs of young people by developing and adapting a wide variety of relevant and accessible services. These services are provided through a network of 22 Local Youth Services delivering a comprehensive national programme.

Youth Work Ireland Laois is an independent, locally based youth service which serves the county of Laois. It was established as a Company Limited by Guarantee in 2002 and is managed by a voluntary management committee.

Youth Work Ireland Laois aims to provide a co-ordinated range of services in the county primarily targeted at disadvantaged young people between the ages of 10 and 25 years. These services are designed to be high quality, accessible, attractive and fun, delivered in partnership with young people, volunteers and other agencies, both statutory and voluntary.

Youth Work Ireland Laois is committed to achieving the highest standards and best practice through the Quality Standards Framework for Voluntary Youth Organisations in the following core areas.

- Policy standards
- Service Standards
- Organisational and Administration Standards
- Financial Standards

### **YWI Laois Programmes**

To provide and support a range of initiatives to meet the development needs of young people primarily between 10 and 25 years of age

**Clubs:** provide support for Clubs, Club networking and national programmes

**Schools:** provide leadership and social development programmes in partnership with Secondary and Primary Schools

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**Teen Between & Counselling:** develop individual support and listening service and explore the options to provide other counselling services

**Youth Participation:** supporting Young People to have a voice in influencing decisions that affect their lives

**Youth Space:** create a range of safe spaces, that Young People call their own

**Outreach Workshops and Training (Youth Space):** provide arts and life skills based workshops to promote awareness, creativity, intra and inter personal skills

**Volunteerism:** To develop a strong support structure for Volunteer Leaders throughout the county, who are affiliated to Youth Work Ireland Laois.

**Partnership:** To work collaboratively, making the best use of resources in order that all agencies working for young people are strategically coordinated and effective in their work

**Advocacy:** To ensure that the voice of young people is heard in the decision making processes that impact on their lives.

**Organisational Development:** To develop the organisation so that it provides the highest quality and most effective youth service for young people in Co. Laois.

## **YWI Laois Mission Statement**

*“Youth Work Ireland Laois in partnership with young people, volunteers and agencies, will promote, develop and deliver quality responsive youth services in County Laois”*

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### **Guiding Principles**

- 1. Trust and Honesty:** we will work in a way which is open and honest, we come from a position of trusting others and encouraging others to trust us.
- 2. Empowerment and Participation:** we believe that Young People have the right to participate in decisions that impact on their lives and we will work in a way that empowers them to do so.
- 3. Quality:** we believe Young People deserve the best possible service. We will strive to achieve the highest quality standards in the work that we do
- 4. Personal Development:** we work to support Young People develop as active citizens contributing positively to their community
- 5. Equality:** we will actively promote equality for all and challenge inequalities experienced by Young People and their communities.
- 6. Learning:** we are committed to learning from our experiences and our interaction with others and we will, through reflective practice, integrate this learning into our future actions.
- 7. Change:** Young People's needs and the environment in which they live are constantly changing - we will work to be responsive to these changes and support Young People in meeting the challenges that they face.
- 8. Safety:** We will work to ensure that we provide a safe space for Young People

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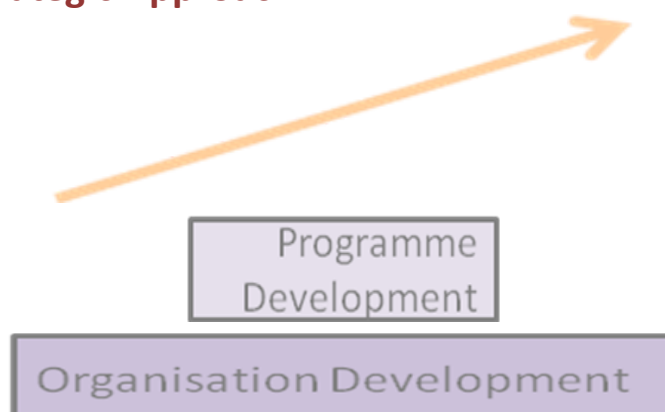
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### Strategic Aims



1. Programme
2. Volunteerism
3. Partnership
4. Advocacy
5. Organisational Development

### 2 Step - Strategic Approach





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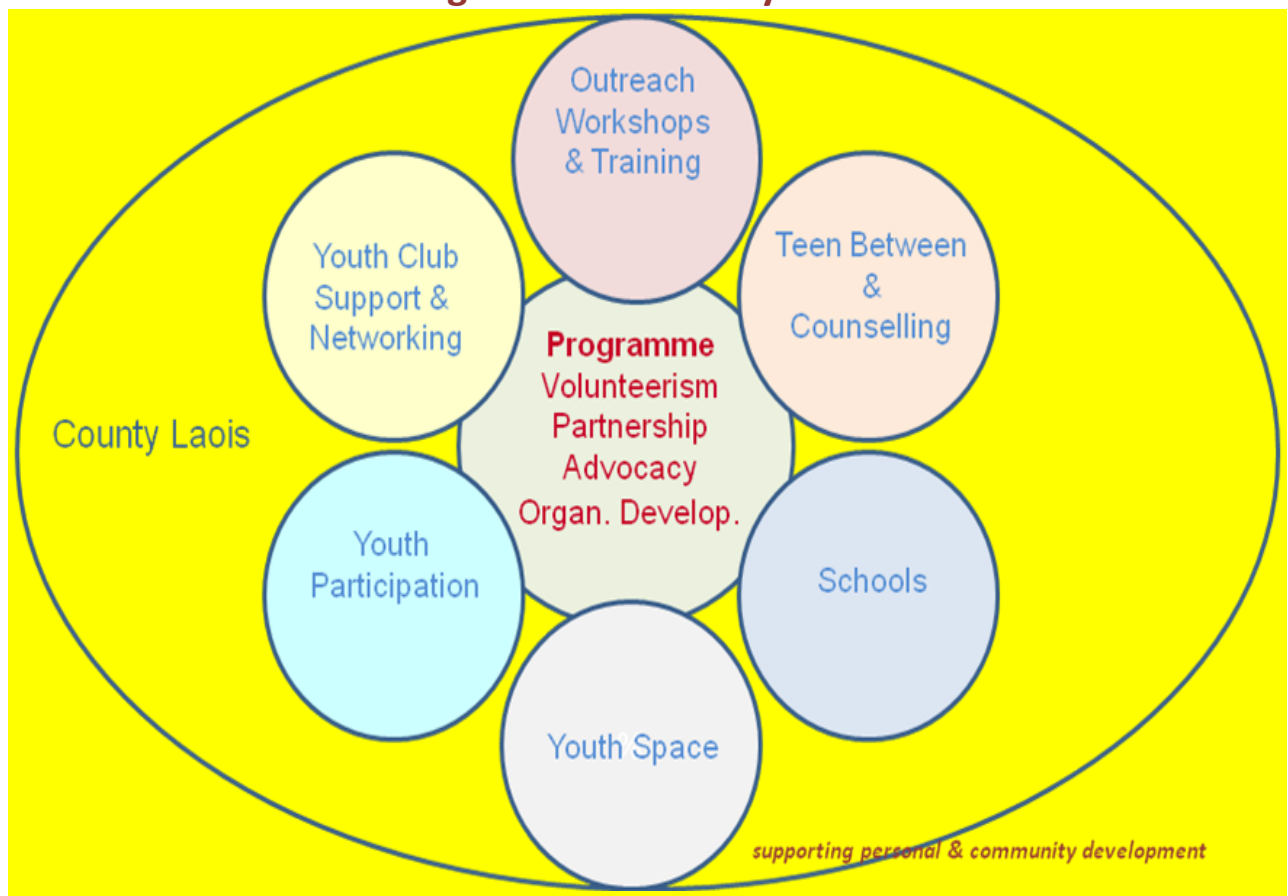
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1. Focus on Programme Development
2. Focus on Organisational Development

### Strategic Model - County Laois



### Strategic Objectives 01 - Programme

**1.0 Programme:** to provide and support a range of initiatives to meet the development needs of young people primarily between 10 and 25 years of age

**1.1 Clubs:** provide support for Clubs, Club networking and national programmes

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**1.2 Schools:** provide leadership and social development programmes in partnership with Secondary and Primary Schools

- Moving on Up for TY's and 1st Years
- Stepping Up for 6th class

**1.3 Teen Between & Counselling:** develop individual support and listening service and explore the options to provide other counselling services

**1.4 Youth Participation:** supporting Young People to have a voice in influencing decisions that affect their lives

**1.5 Youth Space:** create a range of safe spaces that young people call their own.

**1.6 Outreach Workshops and Training (Youth Space):** provide arts and life skills based workshops to promote awareness, creativity, intra and inter personal skills

## **Strategic Objectives 02 - Volunteerism**

**2.0 Volunteerism:** to develop a strong support structure for Volunteer Leaders throughout the county, who are affiliated to Youth Work Ireland Laois

## **Strategic Objectives 03 -Partnership**

**3.0 Partnership:** To work collaboratively, making the best use of resources in order that all agencies working for young people are strategically co-ordinated and effective in their work

*"YWI Laois recognise the value and importance of building relationships with other organisations and agencies working together for the better, to promote the well being of young people and the community at large"*

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### **Strategic Objectives 04**

**4.0 Advocacy:** To ensure that the voice of young people is heard in the decision making processes that impact on their lives.

### **Strategic Objectives 05**

**5.0 Organisational Development:** To develop the organisation so that it provided the highest quality and most effective youth service for young people in Co. Laois.

### **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.

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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: STAFF SUPERVISION POLICY.**

- Please refer to relevant policy in schedule.

**YOUTH WORK IRELAND – LAOIS: PHOTO POLICY.****Use of images of children / young people under the age of 18**

- Please refer to relevant policy in schedule

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**Project Charter for .....**

**1.1 Project Title:**

**1.2 Project Team:**

**1.3 Project Objectives:**

**1.4 Project Scope:**

**1.5 Project Outcomes:**

**1.6 Assumptions:**

**1.7 Constraints:**

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**1.8 High Level Project Plan (Milestones)**

**1.9 Risk Assessment for Project**

**1.10 Project Cost**

**1.11 Justification for Project**

**1.12 Evaluation**

**1.13 Approval**

**Regional Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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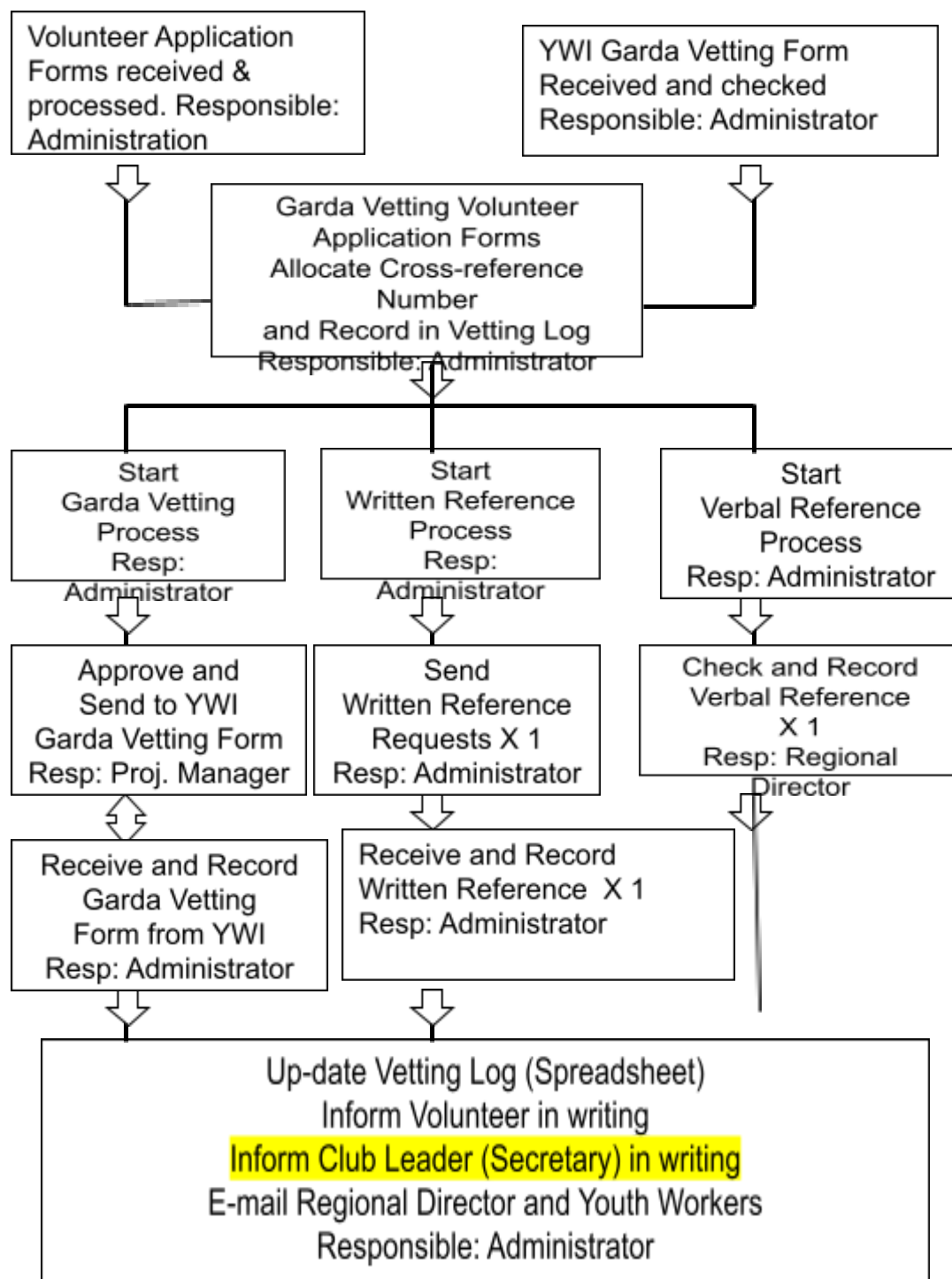
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### YWI Laois Vetting Procedure Flowchart

**Title:** YWI Laois Vetting Procedure Flowchart



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## **Procedures for Dealing with Allegations or Concerns of Child Abuse and Neglect**

### **1.0 INTRODUCTION**

The following procedures are based on the guidelines issued by the Children First National Guidelines for the Protection and Welfare of Children, Departments of Health & Children. It sets out the steps to be taken within Youth Work Ireland Laois when dealing with concerns of child abuse and neglect.

It should be understood, however that the contents of the document are intended as guidelines and that their adoption is not mandatory in nature and in the event of court proceedings arising, each case would be judged on its own merits. There is an expectation that all persons working in Youth Work Ireland Laois-staff and volunteers- will follow these guidelines.

#### **1.1 Definition of Child Abuse:**

There are four categories of Child Abuse:

- a) Neglect
- b) Physical
- c) Sexual
- d) Emotional Abuse

### **2.0 HOW TO RECOGNISE POSSIBLE CHILD ABUSE AND NEGLECT**

#### **2.1 Protection and safety of the child is the first and paramount consideration:**

- a) Consider the possibility
- b) Look out for the signs
- c) Record the information



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**2.2 The following examples would constitute reasonable grounds for concern:**

- a) A specific indication from the child that s/he was abused
- b) An account from a person who saw a child being abused
- c) Evidence such as an injury or behaviour which is consistent with abuse and is not likely to be caused another way
- d) An injury or behaviour which is consistent both with abuse and with an innocent explanation but there are corroborative indications supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour.
- e) Consistent indication, over a period of time, that a child is suffering from emotional or physical neglect.

N.B. No one indicator should be seen in isolation but in the context of a constellation of factors.

**3.0 REPORTING PROCEDURES**

- a) If a staff member/volunteer receives an allegation or a concern that a child is being abused or neglected the staff member volunteer should in the first instance take detailed notes, then inform their local youth worker or line manager. The staff member and/or line manager will inform the Child Protection Designated Person in Youth Work Ireland Laois: Clive Davis at 057 8665010. The role and responsibility of the Child Protection Designated Person in Youth Work Ireland Laois is to:
  - b) Ensure that allegations or concerns are reported to HSE and/or the Gardaí.
  - c) Ensure that Youth Work Ireland Laois child protection policies and procedures are followed.

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- d) Advise on child protection matters
- e) Co-ordinate child protection action and training within Youth Work Ireland Laois
- f) Liaise with the HSE and An Garda Síochána on actual cases of child abuse & neglect
- g) Staff / volunteers should seek advice and support from their local youth worker /project youth leader.
- h) Where reasonable grounds for concern exist the volunteer/ staff member should report the matter verbally (where appropriate) initially and then in writing to the Duty Social Worker HSE- Dublin Mid Leinster South West without delay. (Use standard reporting yellow form) Always follow up a verbal report with a written report to the Duty Social Worker. It is essential that at all time the matter be treated in the strictest confidence and only discussed with those who need to know. See section 5 on Confidentiality.

If not sure whether reasonable grounds for concern exist you can contact DSW for advice.

**Note:** It is not the responsibility of volunteers or staff to make *enquiries* of parents or of guardians, or to initiate their own investigation. In some cases it could be counter- productive for them to do so. It is for the Duty Social Worker HSE- Dublin Mid Leinster South West to assess suspected abuse and/or neglect and determine what action to take. In most Youth Work Ireland Laois projects it is practice that there is regular contact with parents. It is good practice to inform parents of the referral to Duty Social Worker HSE- Dublin Mid Leinster South West unless by doing so is likely to endanger the child.

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- i) If a staff member or volunteer receives an allegation or has suspicion that a child or young person is being abused by a volunteer/staff member of Youth Work Ireland Laois then the procedures in the staff allegation section will also apply. See App.6.
- j) In the case of an emergency or the non-availability of a HSE Social Worker, the report should be made to the Gardaí. This may be done at any Garda Station. The report should also be reported to the HSE the next time the HSE staff are available.
- k) If a staff member/volunteer receives a further allegation or has a suspicion that a child is continuing to be subjected to abuse after dealing with the original allegation or suspicion, further contacts should be made with the Duty Social Worker HSE- Dublin Mid Leinster South West office in accordance with the procedures outlined above.

#### **4.0 RECORDING**

When child abuse and/or neglect is suspected, it will be essential to have a record of all the information available. Staff/volunteers should note carefully what they have observed, the time, dates and names of those involved and where they observed it. Signs of physical injury should be described in detail or sketched.

Any comment by the child concerned, or by an adult who might be the abuser about how an injury occurred should be recorded, preferably quoting words actually used, as soon as possible after the comment has been made. It is possible that a staff member or volunteer may subsequently be invited to attend a case conference by the Childcare Manager.

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Copies of recordings and report are to be kept by the staff member in a locked filing cabinet in a private and confidential section, with limited access. A copy must also be given to Clive Davis, the Youth Work Ireland Laois Child Protection Designated Person.

#### **5.0 DEALING WITH DISCLOSURE FROM CHILDREN**

- a) An abused child is likely to be under severe emotional stress and a staff member may be the only adult whom the child is prepared to trust. When information is offered in confidence, the member of staff or volunteer will need tact and sensitivity in responding to the disclosure. The member of staff or volunteer will need to reassure the child and retain his or her trust, while Youth Work Ireland Laois Procedures for Dealing with Allegations or Concerns of Child Abuse and Neglect are further on in manual.
- b) Explain the need for action to be taken, which will necessarily involve other adults being involved.
- c) It is important to tell the child that everything possible will be done to protect and support him/her. It is important not to make promises that cannot be kept e.g. promising not to tell anyone else, or to keep it a secret.
- d) It is important to explain to the child/young person that **confidentiality/secrets cannot be promised in all cases**, especially if a young person is being abused and or neglected, other adults will need to be told in order to try and stop the abuse.

#### **DO**

Stay calm

Listen

Respect

Believe – what the child is saying

Record the information

#### **DO NOT**

Promise secrecy

Ask leading questions

Investigate/interrogate

Blame

**Report to the local youth worker/line manager**

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**6.0 ALLEGATIONS AGAINST STAFF/VOLUNTEERS PROCEDURE**

Should there be an allegation of child abuse or neglect against a Youth Work Ireland Laois staff member or a Youth Work Ireland Laois volunteer, in the first instance the Child Protection Designated person must ensure that no children are put at further risk of abuse/neglect. Action should be guided by agreed procedures, the applicable employment contract and the rules of natural justice.

Youth Work Ireland Laois have a dual responsibility in respect of both the child and the Employee/volunteer. There are two procedures to be followed. These two procedures will be carried out by different people.

*The following will apply:*

The Regional Director, Clive Davis, will be responsible for the procedure for dealing with the employee/volunteer (or any other relevant person or staff member as decided by the Chairperson of the Board of Directors of Youth Work Ireland Laois)

**6.1 PROCEDURE FOR REPORTING AN ALLEGATION**

If a young person, volunteer or other staff member has a concern that a child is being neglected or abused by a volunteer or staff member, the matter is to be reported to the Regional Director: Clive Davis, without delay. Record the concern and the report made to the above.

The Chairperson of the Board of Youth Work Ireland Laois will be privately informed immediately.

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The HSE will also be informed immediately and the Regional Director will ensure that the reporting procedure is followed immediately with respect to the child- as per above guidelines. The Regional Director will also inform the parents.

**IF YOU HAVE A CONCERN:****DO**

Stay calm

Listen

Believe the young person

Record what you saw and heard

Report it to the designated officer without delay (Clive Davis)

Respect

**DO NOT**

Promise secrecy

Ask leading questions

Investigate/interrogate

Blame

**6.2****PROCEDURE FOR DEALING WITH A YOUTH WORKER/VOLUNTEER**

- a) The Regional Director will privately inform the worker/volunteer that the allegation has been made.
- b) The worker/volunteer will be made aware of the nature of the allegation.
- c) The worker/volunteer will be given an opportunity to respond and the response will be noted by the Regional Director and submitted to the HSE with the formal report.
- d) Allegations will be investigated by the Duty Social Worker HSE- Dublin Mid Leinster South West and the Gardaí and in some instances this will lead to the suspension of the worker/volunteers duties without presumption of guilt whilst the investigation is taking place.

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### **PROCEDURE FOR DEALING WITH A YOUTH WORKER/VOLUNTEER**

The Regional Director will put in place all protective measures that are necessary- depending on the level of risk to children. Until the matter is investigated this could include the following:

- i. Removal of the worker/volunteer from youth group
- ii. Suspension of the worker/volunteer with pay
- iii. Suspension of the worker/volunteer without pay

Please note: YWI Laois disciplinary procedures may also apply up to and including dismissal.

The Regional Director will consult with relevant personnel from the Garda Síochána and the Duty Social Worker HSE- Dublin Mid Leinster South West to ensure that all measures are put in place to protect the children in the care of YWI Laois.

Should there be an allegation of abuse/neglect against the Regional Director of Youth Work Ireland Laois, inform the chairperson of the Board of Youth Work Ireland Laois of any concerns immediately without delay.

### **7.0 CONFIDENTIALITY**

Youth Work Ireland Laois operates a strict code of confidentiality at all times; this applies to the Youth Work Ireland Laois Child Protection Procedures also.

Confidentiality is about managing sensitive information that arises in a trusting relationship and doing so in a manner that is respectful, professional and purposeful.

**7.1 There is an absolute need to maintain professionalism in dealing with any alleged instance or concern of child abuse/neglect.** The communication of information must be confined to those who have an obligation to receive it and third parties should not be privy to allegations/concerns unless it is necessary to involve them as matters unfold.

### **Procedures for Dealing with Allegations or Concerns**

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**It should however be noted that if there is concern that an individual has abused or neglected a child, the matter must be reported to the Duty Social Worker HSE-Dublin Mid Leinster South West and/or the Gardaí.**

**7.2 Anyone disclosing information in the context of Child Protection needs to:**

- a) Know the limits of the confidentiality and the responsibilities attached. One can never promise to keep a secret.
- b) Information should be shared on a “need to know basis” in the best interest of the child
- c) The giving of information to relevant others, for the protection of the child, is not a breach of confidentiality.

**DEFINITION OF CHILD ABUSE**

Child abuse is generally described under four headings:

**Neglect:**

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults and medical care. The threshold of significant harm is reached when the child’s needs are neglected to the extent that his or her well being and/or development are severely affected. It should be noted that neglect can and does kill. It is not a lesser form of abuse. Neglect can have a long term negative effects for the sufferer.



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**Procedures for Dealing with Allegations or Concerns  
of Child Abuse and Neglect – DEFINITION OF CHILD ABUSE**

**Emotional Abuse:**

Emotional abuse is normally to be found in the relationship between a care-giver and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.

Examples of emotional abuse include:

- a) The imposition of negative attributes on children, expressed by persistent criticism, sarcasm, hostility or blaming.
- b) Conditional parenting.
- c) Emotional unavailability by the child's parent/carer.
- d) Unrealistic, inappropriate expectations of the child.
- e) Failure to show interest in or provide age appropriate opportunities for the child's cognitive and emotional development.
- f) Unreasonable or over harsh disciplinary measures.
- g) Exposure to domestic violence.

The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/carer.

**Physical Abuse**

Physical abuse is a form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child.

**Procedures for Dealing with Allegations or Concerns**

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Examples of physical injury include:

- a) Shaking.
- b) Use of excessive force in handling.
- c) Deliberate poisoning.
- d) Suffocation.
- e) Munchausen's Syndrome by proxy.

**Sexual Abuse**

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others.

Examples of sexual abuse include:

- a) Exposure of the sexual organs or any sexual act intentionally performed in the presence of the child.
- b) Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification.
- c) Sexual intercourse with a child.
- d) Sexual exploitation of a child.

**WHILE CHILD ABUSE HAS BEEN DESCRIBED UNDER THE PREVIOUS FOUR HEADINGS OF NEGLECT, EMOTIONAL ABUSE, PHYSICAL ABUSE AND SEXUAL ABUSE, DUE CONSIDERATION SHOULD BE GIVEN TO THE INSTANCES OF BULLYING, ORGANISED ABUSE AND PEER ABUSE.**

**Procedures for Dealing with Allegations or Concerns**

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*Bullying can be defined as repeated aggression be it verbal, psychological or physical which is conducted by an individual against others (Children First 1999, p.107).*

Examples of bullying include:

- a) Teasing
- b) Taunting
- c) Threatening
- d) Hitting
- e) Extortion

Bullying may take place in any setting whether in schools, the home or in a youth services setting. The more extreme forms of bullying would be regarded as physical or emotional abuse.

**Organized Abuse**

Child abuse can occur in a number of ways, including organized abuse. This occurs when one person moves into an area/institution and systematically entraps children for abusive purposes (mainly sexual) or when two or more adults conspire to similarly abuse children using inducements.

**Peer Abuse**

In some cases of abuse the alleged perpetrator will also be a child. In these situations the child protection procedures should be adhered to for both the victim and the alleged abuser. If there is any conflict of interest between the welfare of the alleged abuser and the victim, the victim's welfare is of paramount importance.

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**Procedures for Dealing with Allegations or Concerns  
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See: Youth Work Ireland Laois Bullying Procedure Document. Youth Work Ireland  
Laois Procedures for Dealing with Allegations or Concerns of Child.

Children First Guidelines

Youth Work Ireland Laois Procedures for Dealing with Allegations or Concerns of  
Child Abuse and Neglect

**CONTACT NUMBERS**

Youth Work Ireland Laois Designated Person:

Regional Director, Clive Davis – (057) 8665010

Cul Le Cheile, Sarah Shakespere – (057) 8645379

HSE - Dublin Mid Leinster South West Duty Social Worker

Portlaoise Social Work Department – (057) 8621135

Gardaí –Portlaoise (057) 8621105

**Procedures for Dealing with Allegations or Concerns  
of Child Abuse and Neglect**

**Youth Work Ireland Laois Policy****Title: Health & Safety Policy****Effective Date:** 15.03.2021**Youth Work Ireland Laois Form Number:** 6**Version 4** Dated as above**Total Content:** 83 Pages**PARENTAL INVOLVEMENT / SHARING OF INFORMATION**

- a) Parents of young people engaged will be required to give permission for their in Youth Work Ireland Laois son/daughter to partake in the youth services and know that the child protection policy applies. Consent must be up to date, for a specific time-frame and or activity.
- b) Will be aware of Youth Work Ireland Laois child protection policy and procedures document.
- c) Can access the Youth Work Ireland Laois child protection policy and procedures document.
- d) Will be made aware of allegations of child abuse/neglect which relates to their son or daughter who is under the age of eighteen years. (Unless in doing so would put the child further at risk. The protection of the child is paramount in all cases).
- e) Will be informed that Youth Work Ireland Laois will be open and actively share information with them (the parents) about the activities and services provided by Youth Work Ireland Laois to their children.

**Youth Work Ireland Laois Policy****Title: Health & Safety Policy****Effective Date:** 15.03.2021**Youth Work Ireland Laois Form Number:** 6**Version 4** Dated as above**Total Content:** 83 Pages**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 areas mortised 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 Siochána 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:** 15.03.2021**Youth Work Ireland Laois Form Number:** 6**Version 4** Dated as above**Total Content:** 83 Pages**COMPLAINTS PROCEDURE:**

Youth Work Ireland Laois supports the right of all our users/clients to make a complaint.

The Youth Work Ireland Laois staff team will attempt to address any Complaints/grievances that are brought to their attention in a manner that is agreeable to the young person, parent, volunteer, client and to the staff member. Complaints will be dealt with at the lowest level initially and will be resolved as quickly and as easily as possible. If you have any concerns about the way in which any of the services in Youth Work Ireland Laois operates, or about the way you have been treated during your contact with this Service, the following Complaints Procedure exists for dealing with this. The steps to be taken in this instance are outlined below:

- a) If you have a complaint or grievance you are encouraged to express your concerns to the staff member that you are linked in with. It is hoped that the matter can be resolved at this stage.
- b) If your grievance is not resolved at this stage, you may contact the Chairman of the Board of Youth Work Ireland Laois.

**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

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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
- 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:** 15.03.2021**Youth Work Ireland Laois Form Number:** 6**Version 4** Dated as above**Total Content:** 83 Pages**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.

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**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

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### **Knowing the children**

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.

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### **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?

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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.

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- 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.
- 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.

**Youth Work Ireland Laois Policy****Title: Health & Safety Policy****Effective Date:** 15.03.2021**Youth Work Ireland Laois Form Number:** 6**Version 4** Dated as above**Total Content:** 83 Pages**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:** 15.03.2021**Youth Work Ireland Laois Form Number:** 6**Version 4** Dated as above**Total Content:** 83 Pages**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:** 15.03.2021**Youth Work Ireland Laois Form Number:** 6**Version 4** Dated as above**Total Content:** 83 Pages**RESPONSIBILITIES OF REGIONAL DIRECTOR– CLIVE DAVIS**

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.

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### **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. ’*

### **CONSULTATION:**

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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.

**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:

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- (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:** 15.03.2021**Youth Work Ireland Laois Form Number:** 6**Version 4** Dated as above**Total Content:** 83 Pages**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.

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### **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.

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- 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.

**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.

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- 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.

**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.



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### **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.

#### **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.

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**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.

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- Correct storage.
- Ventilation.
- Supervision of use.
- Training and instruction.
- Correct cylinder colour to conform to standard.

**FIRE PROTECTION:**

The purpose of fire protection measures is to protect life and property and to prevent business / service interruption.

**All staff should be familiar with:**

- Fire prevention measures appropriate to each individual area of work.
- The evacuation and emergency procedures.
- Fire control techniques e.g. use of fire extinguishers, fire blankets etc.
- The closing of doors to prevent fire spread.
- Shutting off electricity, gas supplies.
- Location of escape routes, assembly points.

**Automatic Detectors:**

Automatic detectors will be installed in relevant buildings which will “sense” the fire condition and automatically activate the alarm signal to evacuate the building. Break glass units will also be installed as required. The systems will be inspected and maintained by a competent person / contractor and records maintained in the Fire Register.

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Suitable and sufficient fire extinguishers will be provided in strategic locations throughout the relevant buildings. This equipment will be provided, inspected and maintained by a competent contractor and records maintained in the Fire Register. The equipment will be inspected / serviced annually by a competent contractor.

**Fire Register:**

All buildings are required to keep an up-to-date Fire Register which should be kept on the premises and available for inspection by a Local Authority Fire Officer. The Fire Register should contain the following information:

- The names of responsible managers and staff.
- The names of persons allotted specific functions.
- The dates and times of all evacuation drills.
- Details of training given to staff.
- The type, location and number of fire protection appliances.
- The dates of inspection and maintenance of all fire protection equipment along with details of defects and remedial action taken.
- The names and phone numbers of persons responsible for maintenance of fire protection equipment.

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- The details of all fire incidents, false alarms, spillages of flammable liquids or other dangerous occurrences.

### **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.

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

## **Anti-Bullying Policy - Young People**

### **Definition:**

Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another or others. Bullying is a form of deliberate behaviour, by an individual person or group, which causes a person physical or emotional upset or distress.

### **Policy Statement**

- YWI-Laois does not condone or accept any form of harassment/bullying
- Each Person has the right to a safe environment free from any incident of harassment and bullying
- YWI-Laois recognises and respects all individual differences

### **Anti-Bullying Code for Youth Groups/Clubs**

- YWI-Laois Youth Groups and affiliated youth clubs aim to provide a safe, secure environment for all young people and adults who visit, work or participate in activities in YWI-Laois.
- Everybody is valued. Difference of any type – of race, religion, appearance, backgrounds etc. do not make it acceptable to bully a person.
- The young people in the club have a right to be themselves. Young people should treat others as they would wish to be treated. Silence allows people to suffer. We speak out when we know we should.
- Bullying of any kind will not be tolerated
- Name calling will not be tolerated
- Victimisation of anyone will not be tolerated
- No one should have to suffer physical violence
- No one should have to suffer racist or sexist abuse
- If there is a problem, state it
- If you see bullying going on, report it to the youth worker or youth leader.

**Youth Work Ireland Laois Policy****Title: Health & Safety Policy****Effective Date:** 15.03.2021**Youth Work Ireland Laois Form Number:** 6**Version 4** Dated as above**Total Content:** 83 Pages**Types of Bullying:****Verbal**

Verbal attacks can be of highly personal and sexual nature and it can be directed at the child's family, culture, race or religion. Malicious rumours are particularly insidious forms of verbal bullying. Verbal bullying can leave young people feeling angry, frightened and powerless. If young people are unable to share their feelings with someone else it can leave them emotionally bruised and exhausted. Their powers of concentration can suffer, which can affect their capacity for learning.

**Physical**

Physical bullying is often written off as "horseplay", "pretend" or "just a game" when challenged. Young people can play roughly, in the case of bullying be aware that these 'games' can be a precursor to vicious physical assaults. Both young males and females indulge in physical bullying, young males perhaps more so as they have a greater tendency towards physical aggression.

**Gesture**

There are many different forms of non-verbal threatening gestures which can convey intimidatory and frightening messages, i.e. the state or look which accompanies bullying behaviour.

**Exclusion Bullying**

Exclusion bullying is particularly hurtful because it isolates the young person from his/her peer group and is very hard for the young person to combat as it directly attacks their self confidence/self image.

**Extortion Bullying**

Young people are particularly vulnerable to extortion bullying. Demands for money, possessions, equipment or food may be made, often accompanied by threats. Young people may also be dared or forced to steal from the school leaving them (at the mercy of the bully) open to further intimidation.

**E-Bullying**

In an ever more technologically advanced world, a new strain of bullying has emerged amongst young people, which utilises web pages, emails and text messaging to abuse, intimidate and attack others, either directly or indirectly i.e. rumour mongering



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### **Procedures for Youth Groups and Youth leader/Worker with incidents involving young people within a group situation**

- Interview with young person who is suspected of, or reports of, being bullied
  - Leader/Worker meets separate from the group adhering to YWI-Laois Child Protection Guidelines (e.g. never left on your own with young person, fill in report form)
  - Let young person discuss events and feelings.
  - Find out who is involved.
- Meet with people involved
  - Discuss/Investigate incident. If it occurred outside of group time with group members and affects the group follow group contract also.
  - Remind the group of the Group Contract
  - If Group Contract is broken, follow what the contract states in that situation. If allegations are deemed accurate, leader/worker informs both parties that parents will be contacted.
  - If repeated incidents occur with the same people seek advice from line managers and the youth workers.

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## **Anti Bullying Policy - Employees**

**Definition:**

Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another or others. Bullying is a form of deliberate behaviour, by an individual person or group, which causes a person physical or emotional upset or distress.

**Policy Statement:**

- YWI-Laois does not condone or accept any form of harassment/bullying
- Each employee has the right to a safe environment free from incidences of harassment / bullying
- YWI-Laois recognises and respects all differences in everybody.
- It is the responsibility of every individual to ensure that bullying or intimidation does not occur at any level within YWI-Laois
- All employees, CE staff and volunteers should be aware that bullying, which affects the dignity of people at work is unacceptable and can be grounds for disciplinary action.

**Anti-Bullying Code of Practice**

YWI-Laois and affiliated youth clubs aim to provide a safe, secure environment for all young people and adults who visit, work or participate in activities within the organisation.

## **Types of Bullying**

**Verbal**

Verbal attacks can be highly personal or sexual in nature. It can be directed at family, culture or religion. It can also include sneering, belittling the person on their own or in front of others. It can leave person feeling angry and powerless. If workers are unable to share their feelings with others it can leave them feeling helpless and exhausted.

**Gesture**

There are many forms of non-verbal threatening gestures that can convey intimidatory messages. For example, the look that accompanies bullying behaviour.

**Exclusion**

This type of bullying is particularly hurtful as it isolates a staff member from the team.

**Youth Work Ireland Laois Policy****Title: Health & Safety Policy****Effective Date:** 15.03.2021**Youth Work Ireland Laois Form Number:** 6**Version 4** Dated as above**Total Content:** 83 Pages**Extortion Bullying**

Extortion bullying are usually demands for money, possessions or equipment, food may be made, often accompanied by threats.

**E-Bullying**

In an ever more technologically advanced world, a new strain of bullying has emerged amongst people, which utilises web pages, emails and text messaging to abuse, intimidate and attack others, either directly or indirectly i.e. rumour mongering

**COMPLAINTS PROCEDURE:****INFORMAL:**

It is widely recognised that an informal approach can resolve issues. Our informal complaints procedure gives the complainant the choice – in the first instance and subject to the complainant being satisfied that the matter complained of has been satisfactorily resolved – of having the issue dealt with in an informal manner.

The employee may bring the bullying / harassment complained of directly to the alleged perpetrator's attention and request the alleged perpetrator to desist. Alternatively, the employee may seek help from the nominated contact person/s. The contact person will listen to the complaint and discuss with the complainant the options available to deal with the complaint.

This may in the first instance involve an informal approach to the alleged perpetrator. This approach should be confidential and non-confrontational and seek a discussion with a view to resolving the matter complained of.

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The formal complaints procedure should be invoked either if the complainant chooses to use it in preference to the informal procedure, or if efforts to resolve the issue through the informal procedure have not resolved the matter.

Formal complaints should be made to the Regional Director. The complaint should be in writing and should give precise details of the alleged incidents. We recognise that some people may suffer learning or other disabilities and assistance is available to help them write the complaint.

The alleged perpetrator/s should be notified in writing that an allegation has been made. The alleged perpetrator/s should be given a copy of the complainant's statement and be advised that he/she/they will be afforded a fair opportunity to respond to the complaint.

We have designated Clive Davis, Regional Director, to carry out an initial examination of any complaints. Accordingly, the complaint should be passed on to Joe who will consider the complaint and initiate the investigation procedure.

**INVESTIGATION:**

At all stages of the investigation, the complainant and the alleged perpetrators shall be entitled to be accompanied by a friend or representative.

The investigation will be conducted by Clive Davis who will treat both the complainant and the alleged perpetrator/s with sensitivity and will:

- i). Review the written complaint.
- ii). Invite the alleged perpetrator to respond, firstly orally and then in writing. Again, assistance in writing a response is available.
- iii). Meet the complainant and put to him / her, the alleged perpetrator's response.
- iv). Having carried out this first stage of the investigation and established the facts, decide if it is appropriate to seek to (a) resolve the issue, (b) carry out a further investigation or (c) reach a conclusion.
- v). If further investigation is called for, the investigator shall meet with the parties again, interview witnesses, if any, and obtain written submissions, if that is appropriate.

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- vi). On completion of the investigation, the investigator will prepare a written report containing his findings. The findings shall then be made available to both parties. Both parties will be given an opportunity to comment on the findings.

The management shall then decide on an appropriate course of action and inform both parties of its decision.

**APPEAL:**

If either of the parties is dissatisfied with the decision, an appeal may be made to the Board of Directors.

**POLICY REVIEW:**

This policy will be reviewed annually or at shorter intervals if warranted.

**Free advice is available from the Equality Authority (EA) to anyone who believes that he/she may have experienced discriminatory treatment in relation to employment or training. Persons contacting the EA with regard to alleged discrimination are advised of their general position under the relevant legislation. Decisions regarding representation are made by the Authority, taking account of its priorities. The EA will ask complainants to complete a questionnaire at this stage of the enquiry. This helps the EA to identify the basis of the complaint and to decide on the best course of action. The EA has an in-house legal service.**

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**YWI-Laois Anti-Bullying Policy - Bullying Incident Report Form**

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Reported By: \_\_\_\_\_

Brief description of incident:

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Name(s) & Address (es) of Participants involved:

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Female/Male                      Age: \_\_\_\_\_

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Female/Male                      Age: \_\_\_\_\_

Reported To: \_\_\_\_\_ Date: \_\_\_\_\_

Reported By: \_\_\_\_\_ Date: \_\_\_\_\_

## **9.1 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.

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**RISK ASSESSMENT AND CONTROLS**

**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.

**RESOURCES PROVIDED:**

**PERSONS RESPONSIBLE:**

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

Regional Director

**FINAL RISK WITH  
CONTROLS IN  
PLACE**

**LOW**



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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.

<b>RESOURCES PROVIDED:</b>	<b>PERSONS RESPONSIBLE:</b>
Instruction and training in manual handling and lifting. Supervision.	Regional Director.

**FINAL RISK WITH  
CONTROLS IN  
PLACE**

**LOW**

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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****OW****L**

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## 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:****PERSONS RESPONSIBLE:**Supervision.  
Microwaveable dishes.  
Clean-up procedures.  
Electrician

Regional Director

**FINAL RISK WITH  
CONTROLS IN  
PLACE:****LOW**

## 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**

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**RISK ASSESSMENT AND  
CONTROLS**

**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**

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## RISK ASSESSMENT AND CONTROLS

**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**

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**RISK ASSESSMENT AND CONTROLS**

**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.

**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**

**RESOURCES PROVIDED:**

Instruction in safe use of ladders  
Adequate Supervision.  
Ladders in good condition.

**PERSONS RESPONSIBLE:**

Directors  
Regional Director  
Supervisors.

**FINAL RISK WITH  
CONTROLS IN  
PLACE**

**LOW**

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**RISK ASSESSMENT AND CONTROLS**

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

**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:**

Adequate Supervision.  
Suitable containers  
Instruction for users

Regional Director  
Supervisors.

**FINAL RISK WITH  
CONTROLS IN  
PLACE**

**LOW**



**Youth Work Ireland Laois Policy****Title: Health & Safety Policy****Effective Date:** 15.03.2021**Youth Work Ireland Laois Form Number:** 6**Version 4** Dated as above**Total Content:** 83 Pages**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**

## **Youth Work Ireland Laois Policy**

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### **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.

#### **1. 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.

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## 2. 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.

## 3. 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.

## 4. 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.

**Youth Work Ireland Laois Policy****Title: Health & Safety Policy****Effective Date:** 15.03.2021**Youth Work Ireland Laois Form Number:** 6**Version 4** Dated as above**Total Content:** 83 Pages**5. 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.

**6. 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**

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**(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.

**(c) Work desk or work surface:**

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- (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.

### **(d) Radiation:**

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- (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.

**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**



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

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**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:** \_\_\_\_\_

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