



Irish Fencing Services

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Safety Statement 2019



REVIEW RECORD

Record of Safety Statement Review		
Date	Reason	Revision
Jan 2017	Original Safety Statement Drafted	Rev 1
Jan 2017	Risk Assessments Completed	Rev 1
Jan 2018	Full Review of Safety Statement	Rev 2
March 2018	Additional Amendments Undertaken	Rev 3
Jan 2019	<ul style="list-style-type: none">I. Full review of Safety StatementII. Inclusion of Register of Health and Safety Legislation (Page 3)III. Alteration in Wording For Safety Representative (Page 47)IV. Inclusion of amended Company Management Structure (Page 37)V. Inclusion of Safety responsibilities for Financial Director (Page 39)VI. Inclusion of Policy for Adverse Weather Working (Page 26)VII. Changes to wording for Method Statements (Page 82)VIII. Implementation of procedures for the completion of the Risk Assessments (page 83)IX. Inclusion of Procedures for GDPR, in Respect of Health and Safety (Page 30)	Rev 4



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Health and Safety

Sign Off Sheet

I Certify that I have had the attached Company Safety Statement communicated to me. I understand my Health and Safety Responsibilities as outlined. I undertake to comply with all requirements of the Safety Statement, and I acknowledge that I have been afforded the opportunity of asking questions on any point of which I was unsure

Date _____

<u>Name</u>	

Supervisor _____

SECTION 1.0

SAFETY AND HEALTH POLICIES



SAFETY AND HEALTH POLICY

Irish Fencing Services acknowledges and supports the aims and provisions of the Safety, Health & Welfare at Work Legislation and all other relevant Regulations which pertain to our company. We recognise that one of our foremost duties is to provide, as far as reasonably practical, a safe working environment for all of our employees, and all other contractors working on our behalf. The Company is committed to prevention of injury and ill health and continual improvement in OH&S management and OH&S performance. We also recognise the specific hazards associated with undertaking some of our work within public areas, and as such endeavour to ensure that the same duty of care is extended to all members of the public and other visitors to any site in which we are working.

All the contractor requirements of these regulations shall be applied. In general, Irish Fencing Services will monitor the Preliminary Health and Safety Plan paying special attention to the particular risks and schedule. Full co-operation with the Project Supervisor (Design) will be provided to ensure safety on site. Risk assessments will be carried out as necessary during the erection phase and based on these, detailed method statements will be drawn up and implemented for any particular risks and where requested by the Project Supervisor (Construction). The safety effort will be subjected to constant monitoring, both formal and informal – the formal audits shall be carried out at least monthly at each site using the Site Report Audit (Ref OHS013).

This Safety Statement sets out Irish Fencing Services Rules and Regulations in recognition of our responsibilities under the Safety, Health and Welfare at Work Act 2005, and other relevant legislation pertaining to our operations. Our policy is to:

"Ensure, as far as is reasonably practicable, the Safety, Health and Welfare of our Employees and all those affected by our activities".

The design, provision and maintenance of the following will ensure this objective:

- A safe working environment
- Provision of training and awareness
- Safe plant and equipment
- Safe systems of work and
- By the provision of competent co-workers
- By seeking advice and guidance in Safety Health and Welfare matters as and when necessary



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This statement relates to work undertaken out on site and within our workshop and storage facility in Jamestown Business Park. The Statement will also cover the activities undertaken within the main Head Office, which is located at the above premises. In relation to works undertaken on site, this statement will be supplemented by the use of Method Statements and Safe System of Work Plans where these are deemed to be necessary.

The statement should be read by all direct employees, and all persons contracted to undertake the work on our behalf.

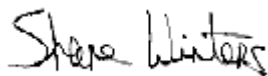
For the benefit of this statement, the term employee will be applied to any person working directly under the employment of Irish Fencing Services, or any contractor whose services are specifically engaged to undertake work on site in a labour only capacity.

Register of Health and Safety Legislation

Irish Fencing are committed to the full compliance with all relevant legislation governing their activities. It is accepted that in some instances this will relate to the minimum requirements, and as such where necessary we will look to enhance these standards to ensure the overall safety of all of our employees, and all persons affected by any of our activities. The following legislation represents the main controls from which this statement has been prepared, however this list is not exhaustive, and as such we will continue to look to similar jurisdictions for guidance, where there is no direct legislative control within Ireland.

- Safety, Health and Welfare at Work Act 2005
- Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2016
- Safety, Health and Welfare at Work (Construction) (Amendment) Regulations 2013
- Safety, Health and Welfare at Work (Confined Spaces) Regulations, 2001
- Chemicals (Amendment) Act 2010

SIGNED:



Date: 14/01/2019

Shane Winters Managing Director



ASBESTOS POLICY

Brown (amosite), blue (crocidolite) and white (chrysotile) asbestos are carcinogens and every effort should be made to avoid exposing any of our employees, others employed on sites under our control and members of the public, to asbestos in any of its forms.

Before carrying out any alteration in an existing building an asbestos survey should be requested from the project supervisor for the design stage or from the client. If none is forthcoming then Irish Fencing Services will engage a specialist firm to carry out such survey.

If the survey identifies the presence of asbestos then the H.S.A. is to be notified and a risk assessment carried out and control measures developed. The removal of asbestos is to be carried out by a licensed contractor. Full documentation must be received to ensure that the waste asbestos is disposed of in a suitably licensed facility.

If previously undiscovered asbestos is exposed during the course of the works then all activity in the area should cease immediately. The effected area should then be secured and only appropriately trained and equipped personnel be permitted. Again the H.S.A. should be notified and risk assessments and control measures developed, with removal and disposal by licensed contractors.

Counseling should be offered to anyone who inadvertently comes into contact with asbestos, and such counseling will be organized by Irish Fencing Services doctor.

SIGNED:

Date: 14/01/2019

Shane Winters **Managing Director**



DIGNITY AT WORK POLICY

Irish Fencing Services is committed to implementing and promoting measures to protect the dignity of employees and to encourage respect for others at work. This is done by creating a work environment free from harassment, bullying and disrespectful behavior and by dealing effectively with any complaints of such conduct as may arise. Harassment is unequal treatment and discrimination. Bullying is defined at Section A.3 below. Lack of respect may be shown in words, conduct, acts or demeanor. Irish Fencing Services values the contribution of all employees and this type of behavior can demean and damage people.

Irish Fencing Services recognizes that the issue of whether harassment, bullying or disrespectful behavior has occurred requires a factual determination based on all the evidence received.

Irish Fencing Services also recognizes that false accusations can have serious effects on innocent men and women. We trust that all employees will continue to act in a responsible and professional manner to maintain a pleasant working environment free of harassment, bullying and disrespectful behavior. To assist in achieving this goal, no record of a complaint shall be entered in an employee's file unless the matter is dealt with under the disciplinary procedure.

Irish Fencing Services will not tolerate harassment, bullying or disrespectful behavior by one employee of another for any reason. In particular employees cannot and should not –

- A. comment to or about another employee
- B. harass or bully another employee
- C. discriminate against each other on any of the following grounds;-
 - 1) Gender
 - 2) Marital Status
 - 3) Family Status
 - 4) Sexual Orientation
 - 5) Religious Belief or Lack of Religious Belief
 - 6) Age
 - 7) Disability or the Nature of Disability
 - 8) Race, Color, Nationality or Ethnic or National Origins
 - 9) Membership of the Traveler Community



Definitions

1. Harassment

Any act or conduct of an employee including spoken words, gestures or the production, display or circulation of written words, pictures or other material, is harassment of one person by another if the action or other conduct is unwelcome to the recipient and could reasonably be regarded, in relation to the relevant characteristics (i) to (ix) above, as offensive, humiliating or intimidating to that person.

2. Sexual Harassment

Sexual or gender based harassment is unwanted conduct of a sexual nature, or other conduct based on sex affecting the dignity of women and men at work. It can include any act of physical intimacy, any request for sexual favors or any other act or conduct including spoken words, gestures, the production, display or circulation of written words, pictures or other material.

Conduct of this nature is sexual harassment if it is unwelcome to an employee and could reasonably be regarded as due to the employee's gender, or sexually offensive, humiliating or intimidating.

Conduct of this nature by an employee towards a fellow employee will constitute sexual harassment. Sexual harassment of any form will not be tolerated by Irish Fencing Services.

3. Bullying

Bullying is behavior directed at an individual who causes them or is calculated to cause them to feel, upset, threatened, humiliated or embarrassed, due to its persistent, offensive abusive, intimidating or malicious content.

4. Lack of Respect

Lack of respect can be shown by direct comments, sarcasm, snide remarks, inappropriate jokes or banter directed towards a colleague. It can also arise where colleagues are ignored, overlooked, avoided or shunned without good reason and in a manner likely to be hurtful or disrespectful. Jokes or comments directed at or referring to a colleague could be thought amusing by others but unpleasant, uncomfortable or hurtful to that colleague. Respect should be shown to all colleagues. Respect is also earned. By showing respect to others and honoring their personal dignity, you will earn their respect.



A. Reporting of Harassment, Bullying and Disrespectful Behavior

Harassment, Bullying and Disrespectful Behavior of any form as set out above will not be tolerated by Irish Fencing Services. Any person who encounters harassment, bullying or disrespectful behavior themselves or of a colleague should inform the Human Resources Department immediately. You should also report any such behavior directed at a colleague by any third party such as a supplier or customer. Allegations of harassment, bullying or disrespectful behavior will be treated seriously and dealt with sensitively and confidentially.

Where allegations are proven they will be dealt with under Irish Fencing Services disciplinary procedure.

The penalty imposed will be appropriate to the gravity of the conduct involved and could result in the dismissal of the employee against whom a complaint has been proven.

Any victimisation of an employee for reporting an incident, or assisting with an investigation of alleged harassment is a breach of equality legislation and will also be subject to disciplinary action.

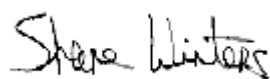
Depending on the gravity of an allegation or allegations made, Irish Fencing Services may opt to deal with the issue under the disciplinary procedure.

B. Progressing a Complaint

You must not ignore a problem or potential problem. Any issue of concern should be brought to the attention of your Manager or Human Resources. If the complaint which you have made is serious you should be aware that your Manager or member of Human Resources may consider it their duty to commence an investigation if you are not prepared to proceed with a formal complaint.

In making a complaint it is helpful to record any incidents – where, when, and what took place, any witnesses and copies of any written material.

SIGNED:



Date: 14/01/2019

Shane Winters **Managing Director**



COMPLAINTS PROCEDURE

Informal Procedure

While in no way diminishing the issue or the effects on individuals, an informal approach can often resolve matters. The objective of this approach is to resolve the difficulty with the minimum of conflict and stress for the parties involved.

Any employee who believes they are being bullied or harassed should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where you find it difficult to approach the alleged perpetrator(s) directly, you should seek help and advice, on a strictly confidential basis, from a contact person, such as:

- Your supervisor or manager;
- Any manager in the workplace;

In this situation the contact person should listen patiently, be supportive and discuss the various options open to you.

a) Having consulted with the contact person, you may request the assistance of the contact person in raising the issue with the alleged perpetrator(s). In this situation the approach of the contact person should be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal low-key manner.

b) You as the complainant may decide, for whatever reason, to bypass the informal procedure. Choosing not to use the informal procedure shall not reflect negatively on you in the formal procedure.

Formal Procedure

If an informal approach is inappropriate or if after the informal stage the bullying or harassment persists, the following procedures should be invoked: -

a) You should make a formal complaint in writing to your immediate supervisor/manager, or (if the complaint relates to that person), any member of management. The complaint should be confined to precise details of actual incidents of bullying or harassment.

b) The alleged perpetrator(s) will then be notified in writing that an allegation of bullying or harassment has been made against them. They will be given a copy of your statement and advised that they will have a fair opportunity to respond to the allegation(s).



c) The complaint will be subject to an initial assessment by a designated impartial member of management, with a view to determining an appropriate course of action.

Such a course of action at this stage could be to explore a mediated solution or other means of resolving the issue informally. Should either of these approaches be deemed inappropriate or inconclusive, a formal investigation of the complaint will take place with a view to determining the facts and deciding on appropriate action including disciplinary action.

Investigation

a) The investigation will be conducted by either a designated member or members of management or, if deemed appropriate, an independent third party. The investigation will be conducted thoroughly, objectively, with sensitivity and with due respect for the rights of both you (the complainant) and the alleged perpetrator(s).

Confidentiality will be maintained to the greatest extent consistent with the requirements of a fair investigation.

b) The alleged perpetrator will be given a copy of the complaint in writing setting out full details of the nature of the complaint and will be given an opportunity to respond.

c) The investigator(s) will meet with the complainant and alleged perpetrator(s) and any witnesses or relevant persons on an individual confidential basis with a view to establishing the facts surrounding the allegation(s). Both the complainant and alleged perpetrator(s) may be accompanied by a work colleague if so desired.

d) Every effort will be made to carry out and complete the investigation as quickly as possible and where possible within an agreed timeframe. On completion of the investigation, the investigator(s) will submit a written report to management containing the findings of the investigation. If the complaint is upheld, the report will recommend whether Irish Fencing Services' disciplinary procedure should be invoked.

e) Both you (the complainant) and the alleged perpetrator(s) will be informed in writing of the findings of the investigation.

f) If the complaint is upheld, the alleged perpetrator(s) will be interviewed to determine an appropriate course of action. Such action could involve counselling and/or monitoring or progressing the issue through the disciplinary procedure. A complaint, which is not upheld by the formal investigation, does not necessarily indicate that the complaint was malicious and an employee must not be victimised for having made a complaint.

SIGNED:

Date:

14/01/2019

Shane Winters Managing Director



SUBSTANCE ABUSE POLICY

The aim of this policy is to ensure acceptable standards of safety, health and welfare in the workplace.

The law imposes obligations on Irish Fencing Services to ensure a safe system of work. In addition to the obligations on Irish Fencing Services the law requires all employees, while at work, to take reasonable care of their own safety, health and welfare and for that of any other person who may be affected by their acts or omissions while at work. Furthermore, it is the duty of every employee to co-operate with Irish Fencing Services in this regard.

The possession, use or supply of drugs or alcohol by any employee is strictly prohibited unless the drugs are prescribed by a duly qualified, registered medical practitioner.

Possession or consumption of drugs or alcohol constitutes serious misconduct which may result in disciplinary action up to and including dismissal.

Possession or consumption of scheduled drugs and/or alcohol

Where Irish Fencing Services suspects that you have consumed drugs and/or alcohol, Irish Fencing Services reserves the right to request that you attend Irish Fencing Services' medical practitioner for an examination, the results of which will be sent directly to Irish Fencing Services [and copied to you].

You may in these circumstances be asked to leave Irish Fencing Services premises for health and safety reasons pending receipt of the results of the examination.

Where Irish Fencing Services suspects that you are in possession of/or consuming drugs and/or alcohol, an investigation will take place following the principles outlined in the Disciplinary Procedure.

SIGNED:

Date:

14/01/2019

Shane Winters Director



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NEW AND EXPECTANT MOTHERS IN THE WORKPLACE

It is the policy of this company to comply with the requirements of the Safety, Health and Welfare at Work Regulations 2005 and Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations 2007 to ensure that the well being of expectant and nursing mothers is adequately addressed within the workplace. Where there is a risk to employees, a risk assessment will be undertaken by the Health & Safety Manager and the appropriate control measures will be identified and implemented.

SIGNED:

Date: 14/01/2019

Shane Winters **Director**



STRESS

Legal Framework

Irish Fencing and Railings recognizes that, as an employer, it has a duty under the Health and Safety at Work Act 2005 to ensure, so far as is reasonably practicable, that its workplaces are safe and healthy.

According to the HSA, ill health resulting from stress caused at work has to be treated the same as ill health due to other, physical causes present in the workplace. This means that the restaurant has a legal duty to take reasonable care to ensure that health is not placed at risk through excessive and sustained levels of stress arising from the way work is organized, the way people deal with each other at their work, or from the day-to-day demands placed on its workforce.

Definition

The Health and Safety Executive defines work-related stress as *"the reaction people have to excessive demands or pressures, arising when people try to cope with tasks, responsibilities or other types of pressure connected with their jobs, but find difficulty, strain or worry in doing so."*

Sources of Stress

Some pressures at work are inevitable. A total elimination of pressure is neither possible nor desirable, but it is important that this pressure does not become work-related stress. Stress is a health issue of concern to us and it needs to be managed and controlled.

Stress may arise from various sources e.g. in the workplace or away from work. Whilst Irish Fencing and Railing Ltd have no control over the latter, it is committed to identifying the sources of stress in the workplace and trying to eliminate them. Workplace stress may arise from any of the following:

- poor physical conditions: noise, poor ventilation, lighting or equipment;
- job design: under use of skills, conflicting demands and inconsistent management, unclear setting of objectives;
- work relationships: bullying or other harassment, poor management communication.
- work organization and conditions: job insecurity/threat of redundancy, excessive workload, lack of participation in decision making, rigid hierarchy, lack of transparency in procedures, lack of support, reluctance to request holidays, take sick leave etc.



Effects and Symptoms of Stress

Stress does not have one defining symptom. The effects of stress may be physical, psychological, behavioral or a combination. Many effects are short term responses to pressure which disappear once the source of pressure has been removed. Sustained excessive pressure, however, can result in anxiety, anger and frustration, irritability, intolerance and over indulgence in alcohol or tobacco.

Physically stress may manifest itself by sleep disturbance resulting in tiredness, tenseness, nausea and dizziness, headaches, weight loss/gain and in extreme circumstances, by chest pains, raised blood pressure and heart disease. Mentally it may show itself by indecision, lack of concentration, memory loss, lack of judgment, loss of motivation and impairment of perception.

POLICY

Irish Fencing and Railing Ltd as a well managed business, aims to keep below acceptable levels, stress due to the working environment. Stress control will be an integral feature and result of managerial arrangements in just the same way as should the quality of health and safety in general.

Aims

In order to help achieve a goal of a well managed work environment where occupational stress is kept below an acceptable level, the company proposes:-

- to make all managers and other employees in authority, aware of its stress policy.
- to make available, if requested, to all employees in authority, training in identifying, preventing or eliminating causes of stress.
- to encourage all employees to attend stress awareness and stress management courses so they are better able to handle the pressures they may encounter.
- to ensure that where problems have developed, employees in authority provide support to identify and eliminate the sources of the problems, and **if appropriate**, undertake a risk assessment and, where necessary, refer the employee for further internal help.
- to require all employees in authority to regard institutional features which create stress as deficiencies to be reported through the management chain in the same way as any other significant deficiency which cannot be resolved internally.
- to take account of the stress issue when planning changes to work organisation and conditions of employment.
- to operate reporting procedures to monitor stress on an ongoing bases, with proper safeguard for confidentiality.



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Support

Where an employee feels under stress, he/she should first take up the problem with the immediate supervisor or manager. If this is not appropriate or possible, or if the problem is of a more delicate nature, the employee may contact Senior Management for assistance. Senior management may take up the matter with the manager on behalf of the person concerned, or refer the matter to the General Manager for advice and further action.

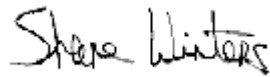
Responsibility

The Health and Safety Officer will have overall authority but the Health and Safety at Work Committee will provide the forum within which stress issues should be monitored, comprised as it is of management and staff.

Review

The policy shall be reviewed after one session and amended by agreement with all parties.

SIGNED:



Date:

14/01/2019

Shane Winters

Director



POLICY, RESPONSIBILITY & ARRANGEMENTS FOR VIOLENCE AND AGGRESSION AT WORK

Introduction

Irish Fencing Services has a legal duty to provide a safe place of work and safe working environment for staff, and visitors. Violent or abusive behavior will not be tolerated and action will be taken to protect employees and the public.

POLICY STATEMENT

Violence and aggression at work is defined by the Health and Safety Executive as:

"Any incident in which a person working is verbally abused, threatened or assaulted, by a member of the public or another employee in circumstances relating to his or her employment".

We recognise that employees are its most valuable asset and therefore will ensure so far as is reasonably practicable that acts of violence and aggression towards employees, and contractors are prevented through written procedures or specialised training designed to reduce or remove the risk of assault.

The procedures and training will be monitored and reviewed at regular intervals in consultation with appropriate management and staff representatives within Irish Fencing Services.

This Policy fits within the framework of our Health and Safety Policy and Statement.

Responsibilities

General Manager

The General Manager is responsible for:

- a. ensuring that arrangements exist for the identification, evaluation and management of risk associated with violence and aggression at work
- b. making available resources for the implementation of the Policy
- c. ensuring that arrangements exist for the monitoring of incidents of violence and aggression and that senior management periodically review the effectiveness of the Policy



Assistant Managers and Work Supervisors

Assistant Managers and Work Supervisors are responsible for:

- a. ensuring that risk assessments are carried out and periodically reviewed
- b. implementing procedures/safe systems of work designed to eliminate or reduce the likelihood of violence and aggression
- c. ensuring employees at risk receive access to appropriate information, instruction, to training and supervision as appropriate.
- d. setting aggression management objectives which are measurable and achievable within a realistic timescale
- e. monitoring the effectiveness of preventative measures through an effective system of reporting, investigation and recording of incidents

Employees

Employees are responsible for:

- a. taking reasonable care of themselves and of other people who may be affected by their acts or omissions
- b. co-operating with management by following rules and procedures designed for safe working.
- c. reporting all untoward incidents including verbal abuse, threats and physical assault
- d. participating in training designed to meet the requirements of the Policy

Risk Assessment

Risk assessments can be carried out in working areas if it is deemed that violence and aggression pose a significant risk to employees or members of the public. The risk assessment will be carried out by trained personnel within the premises and involve the identification and evaluation of situations where acts of violence and aggression could occur. Recommendations are made to eliminate or to reduce the risk to the lowest level reasonably practicable.

The risk assessment, if carried out will be documented and reviewed annually or sooner if circumstances change.



Obtaining Assistance

If violence erupts or a threatening situation develops, employees should call the security guard, or alternatively dial 999 and ask for the Gardaí.

Reporting Incidents of Violence and Aggression

Employees should report all incidents of violence and aggression to their Supervisor at the earliest opportunity. The employee should complete an Incident Reporting Form and forward it to their Supervisor for investigation. All Incident Reporting Forms completed due to acts of violence or aggression are seen by senior management at Irish Fencing Services.

All incidents involving absence from work must be reported by the Supervisor as soon as possible to the Assistant Manager / General Manager. The Health and Safety Authority must be notified in writing by the General Manager on Form IR1 within 10 days of the incident if the employee is absent from work for more than 3 consecutive days as a result of an act of violence or aggression.

Training

If required appropriate training will be provided to equip employees with the skills to avoid/manage violent or aggressive situations. Such training will be delivered by suitably qualified instructors. Details of 'Aggression Management' training courses may be obtained from the Assistant Managers.

Restraint

Intervention may be possible in certain circumstances. Often a few well chosen words from a member of staff who has a knowledge of the person, will be sufficient to stop that incident without physical restraint being required. If a person needs to be physically restrained, the degree of force used should be the minimum required to control the violence or aggression and should be applied in a manner calculated to calm that situation rather than to provoke further violence or aggression.

Support Services

Employees who feel traumatized by an act of violence or aggression inflicted on them may obtain support from:

1. Their Supervisor
2. Assistant Manager
3. A Counselor (arranged via the Assistant Manager)



Loss or Damage of Employees Personal Property

Employees who suffer loss or damage to personal property as a result of acts of violence or aggression should make an application in writing to their Supervisor for repair/replacement.

Reimbursement is at the discretion of the General Manager.

Criminal Injury Claims

Information regarding claims for compensation under the Criminal Injuries Scheme may be obtained from the Health and Safety Officer, the Citizens Advice Bureau, the Library, the Garda Station and Victim Support Groups.

Verbal Warning and Warning Letters

Unacceptable Behavior

The following are examples of behavior not acceptable on Irish Fencing and Railings Premises:-

- | | |
|-----------|---|
| SECTION 1 | a. Excessive noise |
| | b. Threatening or abusive language/behavior |
| | c. Offensive gestures or behavior |
| | d. Abuse of alcohol |
| SECTION 2 | e. Taking illegal drugs or drug dealing |
| | f. Malicious damage to property |
| | g. Violent conduct |

Monitoring

Management will monitor on a regular basis the incidents of violence and aggression within the premises and will where necessary consult with the General Manager to reduce the risk to the lowest level reasonably practicable.

SIGNED: Shane Winters

Date: 14/01/2019

Shane Winters Director



TEMPORARY WORKS

Temporary Works are engineered solutions used to support or protect an existing structure or the permanent works during construction, or to support an item of plant or equipment, or the vertical sides or side slopes of an excavation, or to provide access.

Temporary works are generally 'temporary', but can in some situations remain in position for future use i.e. for maintenance solutions.

Examples of Temporary Works include, but are not limited to:

- Structures: site hoarding and signage, site fencing, formwork, falsework,
- propping, façade retention, needling, shoring, edge protection, scaffolding,
- Earthworks: trenches, excavations, temporary slopes and stockpiles.
- Equipment / Plant Foundations: tower crane bases, supports, anchors and ties for construction hoists and mast climbing work platforms (MCWPs), groundworks to provide suitable locations for plant erection, e.g. mobile cranes and piling rigs.

Temporary Works Procedures

- Temporary Works must be carried out in line with the Company Temporary Works Procedures.

These include:

- Appointment of Temporary Works Co-ordinators (TWC), in writing
- Completion of a Temporary Works Schedule
- Production of Design Briefs
- Completion of a Temporary Works Register
- Production and checking of temporary works designs, including risk assessments and method statements
- Pre-use inspections of temporary works materials and components
- Control and supervision of the erection, safe use, maintenance and dismantling of temporary works, including Permits to Load and Dismantle
- Checks to ensure that temporary works have been erected in accordance with the design, including Permits to Load, where necessary
- Checks to ensure that permanent works have attained adequate strength to allow dismantle of temporary works, including Permits to Dismantle, where necessary

The Temporary Works Co-ordinator must be competent for the works required with the underpinning knowledge and managerial skills to bring together separate organisations, suppliers, designers whilst having a good understanding of design and associated risks.



ADVERSE WEATHER POLICY

INTRODUCTION

We recognise that adverse weather conditions can prevent employees from reaching their place of employment. We will ensure that the health and safety of our employees is not compromised, by allowing affected employees immediate access to leave entitlement depending on the circumstances. No employee will be required to attend for work if it is unsafe to do so. These arrangements will apply to all employees.

GENERAL

It is expected that employees will make every reasonable effort to reach their place of employment. However, employees are not expected to, and should not, put themselves at risk. Employees who live in remote areas are aware of the potential difficulties they may face during periods of adverse weather, and should be prepared to make appropriate arrangements in relation to attendance at work. It is recognised that there will inevitably be occasions when weather conditions are so severe that some employees in outlying areas will either be prevented from getting to their normal place of work, or will be late and/or need to leave early. Any alleged abuse of this policy will be subject to investigation and, if necessary, action, under the Disciplinary Policy.

APPLICATION

In all circumstances of inability to attend for work or late arrival the employee must report the fact to his/her line manager at the earliest opportunity. The employee should notify us separately on each day they are unable to attend for work.

a) Inability to Attend Work

If we are satisfied that an employee has genuinely been prevented from attending work because of a serious effect of bad weather, employees will be entitled to take one of the following options

- Take the day from their annual leave allowance
- Make up the time (see below for full details)
- Take the day as unpaid leave

The normal requirement for advance notification for leave will be suspended in these circumstances. Employees should notify in writing their line manager of which option they are choosing within seven days of their return to the office. As an alternative to the granting of leave an employee may, if appropriate, be required to work from home where facilities are in place to achieve this.

B) Arriving Late (on days of adverse weather)

Where we are satisfied that an employee has genuinely been prevented from attending work by his/her normal starting time, any lateness will not be penalised in terms of sanctions under any of the employer's policies. In all cases employees who arrive for work late will be credited with/ paid for their standard working day.

C) Leaving Early (all days of adverse weather)



Management will be responsible for obtaining information and advice from the Met Office, Gardai, Motoring Organisations and Transport Authorities and disseminating it to line managers. Your line manager will be responsible for deciding whether any request to leave early is warranted, bearing in mind the information provided by the above and the home address and mode of travel of the member of staff concerned. In circumstances where the line manager is satisfied that early release is justified, the employee will be authorised to leave work early. In all cases employees will be credited with their standard working day.

D) Working From Home

In certain circumstances we may agree that an employee can work from home. Home working must be the subject of prior agreement (either general or specific) with the employee's line manager. The work to be undertaken at home will be the subject of normal managerial procedures on return to work. Where home working is authorised, the employee will be credited with normal hours.

E) Closure of Place of Work

If we decide to close a place of work due to adverse weather, employees will be entitled to paid leave for their normal hours of work for the duration of the closure.

F) Management Responsibility

Whilst it is appreciated that there may be operational and client service considerations in working during periods of adverse weather, line managers are expected to ensure that employees are treated in an equitable and consistent manner and that the safety of employees is not compromised in any way.

MAKING UP TIME

All time that the employee opts to make up must be completed within two months of the employees' return to the office. Any time made up should be logged with your line manager on the day it is done and a record kept. This time limit may be extended in exceptional circumstances by prior written agreement with your line

SIGNED:

Date: 14/01/2019

Shane Winters Director

SECTION 2.0

CONSULTATION AND REVIEW



2.1 SAFETY AND HEALTH ORGANISATION

MANAGEMENT

As Irish Fencing Services 's Director, I have overall responsibility for the implementation of Irish Fencing Services 's Safety and Health policy. The Safety Statement for Irish Fencing Services details the arrangements and resources provided for safeguarding Safety and Health and are based on identification of hazards and the assessment of the associated risks. Management is responsible for Safety. Each Supervisor or Foreman is responsible for the Safety of both the employees and work areas under their control. These responsibilities include the communication of the safety policy to all employees under their control, accident reporting, training and enforcing company rules.

EMPLOYEE DUTIES (INCLUDING SUB-CONTRACTORS WORKING ON OUR BEHALF)

It is the duty of every employee to take reasonable care of their own Safety and Health and that of any other person who may be affected by their acts or omissions at work. The Act requires that all employees co-operate with their employer in the implementation of the safety program.

These duties include reporting of accidents, unsafe equipment and other defects which employees become aware of to their employer, which might endanger Safety, Health or Welfare. Irish Fencing Services has developed rules, which cover Safety and Health practices. Failure by any employee to observe the rules may result in disciplinary action. Breaches of the 2005 Act can result in the individual employee being prosecuted by the Health and Safety Authority.

We draw attention to the specific dangers which might occur because of our frequent need to work close to the general public and in particular children. We must ensure under no circumstances do we leave any excavations, materials or equipment in such a way as to cause a risk to ourselves or to the public.

2.2 CONSULTATION AND PARTICIPATION OF EMPLOYEES

We recognise the rights of Safety Representatives as detailed in the Act and we actively encourage their selection. In order to achieve the principles of the Act there must be co-operation between management and employees. This is best achieved through active participation and communication. Pooling knowledge and experience through employee consultation, participation and representation means that safety and health becomes everybody's business. All employees are encouraged to participate and contribute to the health and safety matters on site, through the use of site inductions, tool box talks, method statements and risk assessments.



Site safety meetings are held where relevant and safety issues are discussed. Management review meetings are held every six months, and KPIs (Key Performance Index) are discussed which detail the health and safety statistics of the company. Areas of consultation between senior management and employees include;

- Any issues which can substantially affect safety and health
- Appointment of persons to deal with emergencies and any prevention measures
- Carrying out risk assessments, preparing the safety statement.
- Provision of safety and health information to employees including the provision of tool box talks covering specific topics.
- The planning and organization of safety and health training
- Introduction of new technologies which can affect safety and health

2.3 DISSEMINATION OF INFORMATION

GDPR

The GDPR impacts how all organisations collect, hold and process people's personal data. Simply put, EU residents will now have greater say over what, how, why, where, and when their personal data is used, processed, or disposed of.

This rule clarifies how the EU personal data laws apply even beyond the borders of the EU. Any organisation that works with EU residents' personal data in any manner, irrespective of location, has obligations to protect the data.

Irish Fencing Ltd are focused on its GDPR compliance responsibilities by evaluating the new requirements and restrictions imposed by GDPR. The business has taken action necessary to ensure that we handle all data in compliance with the applicable law.

Irish Fencing Ltd is committed to meeting any contractual obligations for procedures, products and services and is approaching GDPR compliance on three main fronts:

1. To ensure our own compliance as a business that occasionally holds and processes people's personal data where this is applicable to Health and Safety.
2. To ensure our partners and suppliers adhere to the highest standards of compliance and GDPR regulation.
3. To ensure that our programs, software applications and services all support our customers' GDPR compliance efforts.

GDPR Compliance Statement

Irish Fencing Ltd has undertaken a full review of all internal security and privacy policies to ensure that all personal data within, or passing through the company, will be handled in accordance with GDPR regulations.

The company will ensure consistent review and implementation of the relevant tools and practises to ensure the safeguarding of any data held or used on behalf of its employees and supply chains. Employees have been made aware of all GDPR restrictions, with the relevant training provided as necessary.



UP TO DATE DEVELOPMENTS ON HEALTH AND SAFETY ISSUES

The company identifies applicable legal and regulatory requirements for safety and health, and adopts these as our minimum acceptable performance standard. The company will keep this information up to date and will communicate the relevant information necessary to our employees and carry out the necessary training. The Safety Statement and Policy is prepared with the company's legal statutory obligation in mind. Management review meetings will further identify the sources of statutory requirements and this information will be relayed to all employees both within the workshop and on site by way of structured safety meetings and tool box talks.

As part of the commitment to safety for all employees and sub-contractors working on our behalf, we have also contracted the services of Lansdowne Risk Solutions Ltd who have significant experience in the type of work conducted by Irish Fencing, predominantly to provide the following services: -

- Ensure that senior management are kept abreast of current Health and Safety developments and the best practice within the industry.
- Periodically review and update our Health and Safety policies and procedures to ensure that we are complying with best practice and above on all occasions.
- Carry out regular site audits to ensure compliance on the ground for the duration of the project, reporting directly to senior management in the event of non compliance issues arising.
- Assist in the preparation of specific risk assessments and method statements where specialist safety advice is considered prudent.
- Provide advice and assistance to all site management teams where issues arise throughout the duration of the works.
- Provide advice and assistance to the Safety Officer and Production manager to assist with any issues as they arise in relation to the workshop, office and stores.

CONTRACTOR, SUBCONTRACTOR, PSCS AND PSDP

Irish Fencing Services may be undertaking the role of main contractor, PSDP or PSCS depending on the requirement of the project. Irish Fencing Services will at all times ensure compliance with the requirements and duties of the Safety, Health and Welfare at Work (Construction) (Amendment) Regulations 2016. Irish Fencing Services have developed procedures to ensure compliance with the Regulations and dissemination of all relevant health and safety information, whether internally or with other parties.



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Following a customer enquiry, Irish Fencing Services organises a site survey to be undertaken at which the Site Survey Form will be completed outlining the details of the project, and highlighting specific Health and Safety issues that may need to be addressed. The object of the Site Survey Form is to enable the workshop team to establish and plan design activities in accordance with the proposal, and to ensure specific site based Health and Safety requirements are designed into the project at the earliest opportunity.

During the construction stage, Irish Fencing Services will review the Safety and Health Plan for adequacy under the following circumstances:

- On receipt of new design information
- A proposed change of method by a subcontractor
- A change to the program of work is required
- Where an unforeseen Particular Risk or circumstances posing a safety and health risk have arisen
- Where site based conditions fail to match those previously identified within the Site Survey Form.
- After an accident or dangerous occurrence on site
- When the adequacy review indicates that the Safety and Health Plan requires amendment or additions:

All parties involved are made aware of the updated Health and Safety Plan, and a copy is kept on site at all times. The updated health and safety information is disseminated to personnel through the use of Site Inductions, Toolbox Talks and site safety meetings.

CLIENT

No work will commence on any site until the Contracts Manager or Site Foreman has obtained the following information -;

- Client's requirements for all safety & health procedures which require compliance. eg. Electrical or mechanical isolations, permits to work etc.
- Information on any special hazards that may exist in the workplace or are suspected to be encountered during the contract. eg. Underground services.
- Information as to how safety & health performance is to be reviewed and the - monitoring methods to be employed.

A copy of all Risk Assessments / Method Statements for the contract shall be made available



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to the Client on request, and held in the Health and Safety file for the project.



2.4 REVIEW OF SAFETY STATEMENT

The Safety Statement will be reviewed annually, and when necessary due to changes in the place of work, work equipment or other relevant matters. The Safety Statement applies to any person working with, for, or on behalf of Irish Fencing Services. This is an outline of the Safety Policy. How it is achieved is detailed within the Safety Statement.

This Safety Statement applies to all Irish Fencing employees and sub-contractors working in the following areas:

- **On site** at all of the clients locations
- Within the **workshop and stores** located at Jamestown Business Park
- Within the **office** located at Jamestown Business Park

Whilst unlikely to frequently arise, where Irish Fencing Services are acting as the Project Supervisors for the Construction Stage, a separate Site Safety Plan will also be prepared in relation to that contract, and this should be read in conjunction with the attached Statement. It is hoped that the safety statement will enable all personnel to identify the risks inherent in their jobs and to ensure their safety and that of their colleagues and the public.

In reviewing the safety statement, the following items should be considered;

- Were the aims in the safety statement relevant and appropriate?
- Did it identify the significant hazards, assess their risks and set out the necessary preventative and protective safety measures?
- Were the safety and health measures, which were identified, implemented in practice? Was the planned progress achieved?
- Were new work practices or processes introduced since the last review and if so were they risk assessed?
- Did you put in place the measures necessary to comply with the relevant statutory provisions (e.g. on safety and health management, safety consultation and training etc)?
- Did you comply fully with safety and health performance standards (including legislation and approved codes of practices)?
- Are there areas where standards are absent or inadequate?
- Have you analysed your data to find out the immediate and underlying cause of any injuries, illness or incidents? Have you identified any trends and common features?
- What new safety and health measures were applied following any reportable accidents or other incidents, or following any enforcement measures relating to your workplace?
- Were adequate financial, physical, human and organisational resources committed to safety and health?



- What improvements in health and safety performances need to be made?

As part of the review, all records should be assessed such as accident/incident reports, health –surveillance results, training records, inspection and audit reports, maintenance logs, and KPIs. Once the review has taken place, Senior Management should bring any changes made to the attention of the safety representatives, employees and any other persons who may be affected by the new measures set out in the safety statement.

2.5 ANNUAL DIRECTORS REPORT

The Annual Report shall contain a review of the company's Safety Policy for the preceding year which will comply with section 20 of the Safety, Health and Welfare at work Act 2005 and will also include in the report any recommendations for reviewing and upgrading the Safety Statement and Programme with provision in the company's budget for same.

The Company regards the promotion of health and safety measures a mutual objective of Management and Employees alike.

SECTION 3.0

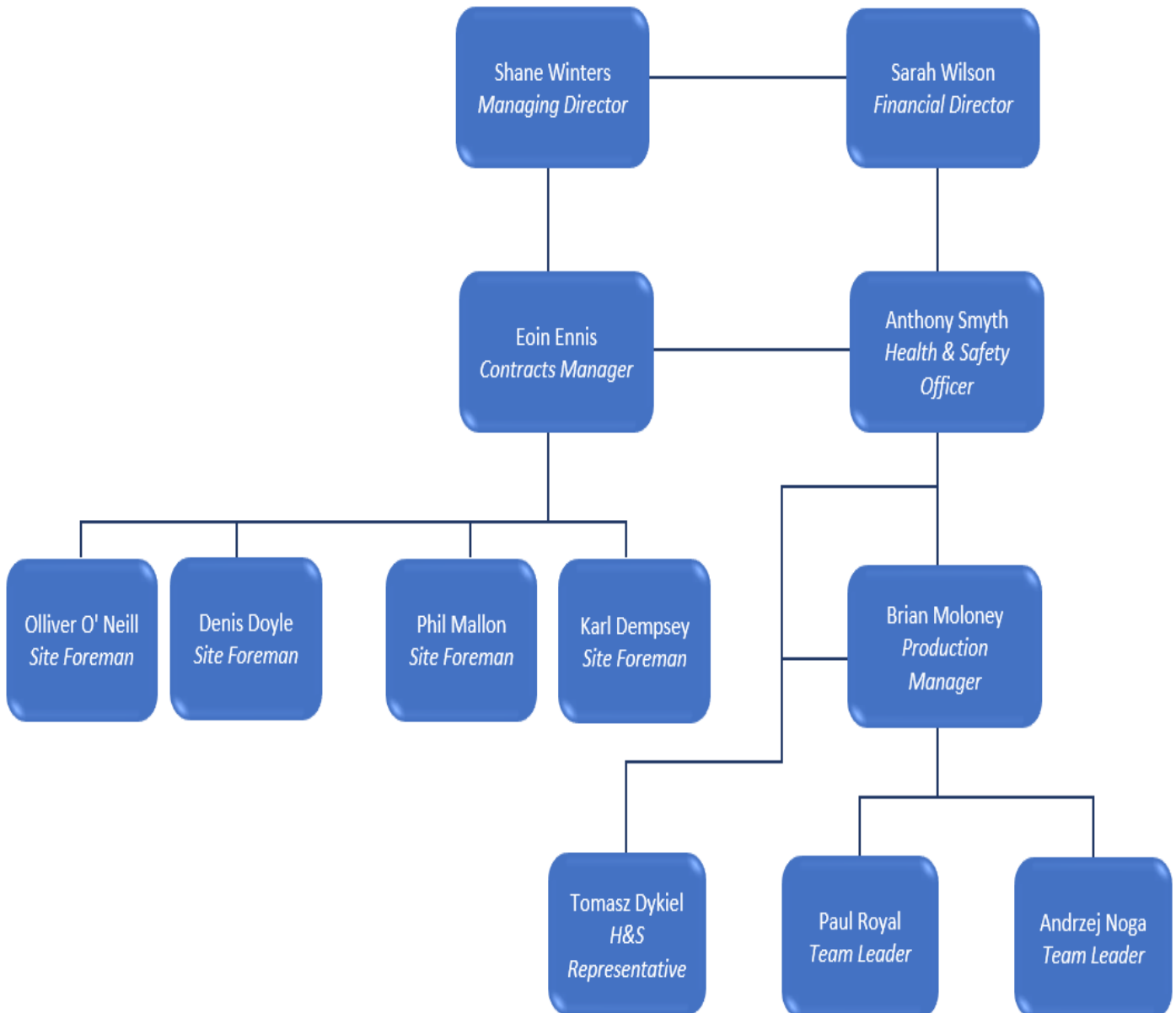
SITE SAFETY RULES AND RESPONSIBILITIES



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IRISH FENCING SERVICES HEALTH AND SAFETY ORGANISATIONAL STRUCTURE





3.1 SPECIFIC MANAGEMENT AND STAFF RESPONSIBILITIES

MANAGING DIRECTOR

As Managing Director of Irish Fencing Services the final responsibility rests with Mr. Shane Winters, however delegation of responsibilities can be made providing these are in writing and contained in this safety statement.

All of the following duties and responsibilities are to be carried out by the Director or his/her nominated deputy.

- To initiate Irish Fencing Services policies for the prevention of accidents and ill - health to staff and the public.
- To administer this policy themselves or to appoint a senior member of the staff to do so.
- To know the statutory requirements and ensure they are observed.
- To ensure that all levels of staff receive adequate and proper training.
- To insist that safe work practices are regularly observed.
- To make certain that safety precautions are accounted for when working with contractors entering the premises.
- To insist on proper reporting, investigation and costing of accidents in order to take action or reduce them.
- To hold all staff accountable for the active implementation of the Health and Safety Program. This may include disciplinary action taken against employees who repeatedly fail to comply with the requirement, as detailed in the policy documents.
- To arrange for funds and facilities to meet with the requirements of Irish Fencing Services policies.
- To ensure adequate and appropriate insurance cover is provided.
- Provision is made to ensure adequate discussion of Health and Safety matters at all meetings including board meetings.



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- To set a personal example in following safe practices and using appropriate safety equipment and encouraging others to do so.
- Statement on health and safety will be included in Irish Fencing Services 's annual report.

FINANCIAL DIRECTOR

As Financial Director of Irish Fencing Services Ms. Sarah Wilson will have overall responsibility for ensuring that the necessary funding is made available for the implementation and maintenance of all risk management and health and safety policies and procedures, designed to mitigate against the potential risk of injury or loss.

It is essential that funding for critical safety issues is made available when necessary, and that this is not deflected purely on the basis of commercial considerations. It is understood that all representations must be formally assessed on the basis of what is deemed reasonably practical, however the primary focus must be based on necessity as opposed to commercial return.



PRODUCTION MANAGER, CONTRACTS MANAGERS AND RESPONSIBLE WELDING COORDINATOR

All of the following duties and responsibilities are to be carried out:

- To actively assist the Managing Director in achieving the aims and goals of the Safety Policy and Program whilst adhering to all relevant legislation.
- To familiarise themselves with the relevant Acts and Regulations relevant to the business.
- To ensure these are observed and that registers, records and reports required by the Safety Officer are provided and all “notifications” have been sent in.
- To appoint competent persons to take responsibility for specified operations and to ensure they are properly trained.
- To give supervisors etc. specific instructions as to their responsibilities in Safety and Health.
- Liaise with the Managing Director in relation to Health and Safety matters.
- Ensure that Health and Safety procedures are developed and implemented by maintenance.
- To ensure that safety audits/inspections of all premises and equipment are undertaken.
- To ensure that all the fire detection and protective systems are maintained in good working order and to ensure that staff are familiar with fire fighting and evacuation procedures.
- To ensure a safe, clean and healthy environment within the office and at all of our sites.
- To ensure that employees under their management operate in a safe manner.
- To ensure that all the employees under their management are trained and are held accountable for their performance in relation to Health and Safety.



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- When required ensure that all subcontractors and self-employed persons are aware of company safety policy and have confirmed that they will comply.
- That subcontractors (where necessary) have prepared their own safety statement and that a copy has been received.
- To ensure that subcontractors will comply with this company's requirements.
- Competent persons required at any time to advise on health and safety will be brought in, if not available from within.
- Adequate protection is provided on all sites to protect the public and in particular, where children are likely to enter site that perimeter hoarding/fencing is provided.
- To ensure all accidents and incidents, no matter how minor, are reported.
- To ensure that all structural welds being carried out are up to the correct standard and deemed 'structurally safe' by qualified personnel.
- That the correct health and safety measures are taken when using each piece of machinery within or outside the production floor.
- To ensure that all raw material used is suitable for each individual application.
- To carry out reports of any in conformities on the production floor.
- To inspect all incoming material to ensure defects are not present and if so, material is quarantined.
- To ensure every individual has had appropriate training and has valid qualifications for their daily tasks (eg. Forklift license).
- To ensure all safety measures are in place when using each piece of equipment on the production floor.



Fabrication Manager and Distribution Manager

All of the following duties and responsibilities are to be carried out by the Managers concerned.

- To actively assist the Managing Director and Financial Director in achieving the aims and goals of the Safety Policy and Program whilst adhering to all relevant legislation.
- To observe the safety policies of the company and to ensure that employees under their control do the same.
- To be aware of the hazards in the workplace and the preventative measures necessary.
- To ensure that only “competent” persons use the machinery and that all guards are in place.
- To make sure that employees wear the protective clothing and footwear provided.
- To instruct the employees in correct safety procedures.
- To insist on good hygiene standards and personal cleanliness.
- To give special attention to the actions of young persons.
- To regularly report to the manager on aspects of Safety, Health and Welfare.
- To report defects of which he becomes aware.
- To offer suggestions on improvements in practices in your own or other areas.
- To read and keep available to them the employee safety handbook.
- And to ensure that the employees under their control have the book available and are familiar with it.



Site Supervisors and Production Foremen

Each appointed Site Supervisors/Production Foreman will:

- Actively assist the Managing Director and Financial Director in achieving the aims and goals of the Safety Policy and Program whilst adhering to all relevant legislation.
- Be familiar with the Safety and Health Regulations and company policy applicable to the work on which you are engaged and insist that the prescribed standards are observed.
- Ensure so far as reasonably practicable that safe systems of work are in place.
- Maintain a tidy work place. Arrange for regular clean up periods. Appoint persons responsible. Insist that all persons on site, employees, subcontractors, self-employed and visitors wear safety helmets, hard hats and high visibility clothing/vests.
- Do not allow anyone to work without Personal Protective Equipment.
- Ensure that adequate access and egress routes throughout site comply with the regulations.
- Provide safety equipment / clothing, and ensure its proper use by all personnel on site.
- Make certain that all plant and machinery operators are only employed on equipment for which they have been properly trained.
- Ensure that all machinery including power and hand tools are maintained in good condition.
- Report defects in plant and equipment to the Contracts Manager / Safety Officer.
- Ensure that adequate fire fighting equipment is available and replace used or defective equipment.
- Ensure the safe handling and storage of all tools, plant and materials.
- Ensure that First Aid boxes are maintained properly.
- ***If applicable, provide good sound scaffolding and platform areas which conform to the Safety, Health & Welfare at Work (Construction) Regulations 2013, the relevant Code of Practice and nominate a competent person or persons for the erecting or dismantling and altering of such scaffolding and maintain records at all times (form GA3).***



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- Ensure all ladders are sound and tied while in use.
- Ensure all lifting certificates are available for inspection in the work place i.e. GA2 etc.
- Ensure that all power and hand tools are 110 volts.
- Ensure all sub-contractors comply with the site safety procedures.
- Ensure that all floor and stair opening's are guarded or covered over.
- ***Maintain all safety records on site, i.e. general register (accident record book) scaffolding book, lifting appliance certificates etc.***
- Record and investigate all accidents with a view to preventing recurrence.
- Before underground excavations work starts check with the relevant authority in relation to pipes, wires, cables, services etc. To inspect each site with a view to identifying specific risks area, in particular underground services, overhead services, excavation by ourselves and others.
- Show a personal example by wearing the safety equipment provided.
- Ensure that the site has where necessary suitable perimeter fencing to keep children and others out of the site and away from dangers.
- Those areas of potential risk by contact with the general public in particular children are identified and the appropriate procedures are adopted to prevent injury by our actions.
- Ensure that each sub- contractor or direct employee employed on site or carrying goods to site is aware of and has read the employee hand book and has signed off for it.
- Ensure that due attention is paid to the operation of machinery by us and other contractors adjacent to our works.
- Ensure that each sub-contractor and his operatives have all necessary safety equipment and that this is used.
- Ensure that on commencing on a site that appropriate site safety facilities are provided that the means of access to safety services are clean and understood.
- That any breaches of regulations, horseplay, failure to observe safety procedures is brought to the attention of those appropriate to deal with them.
- Offer suggestions or improvements in practice in your own or other areas.



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- Record any accident or incident which could have resulted in accident or injury and to bring such to the attention of his/her superiors.



Safety Officer

The Safety Officer will:

- Monitor all aspects of safety and health in the company, both in relation to the work undertaken within the workshop area, and overview the activities being carried out on site.
- Advise the Managing Director on the implementation of this policy and on any revisions required.
- Carry out periodic safety audits and document findings for management.
- Review safety audits carried out on site.
- Advise on and monitor statutory tests on plant and equipment.
- Provide for Site Manager/Foremen, the accident record book and other statutory forms for each site.
- Monitor accidents/dangerous occurrences within the workshop and on site and provide regular reports to the Managing Director with advice on remedial action.
- Provide or organise training courses to meet identified needs.
- Liaise with the Safety Committee on matters relating to health and safety.
- Monitor compliance with the use of personal protective equipment within the workshop, and ensure that the required standards are also being complied with on each of the external sites.
- Consult the Health and Safety Authority when required.
- Meet the Inspector on visits to the company work place.
- ***Advise the Managing Director on action required where improvement, prohibition notices or prohibition orders have been served on the company.***
- Investigate any reportable accidents and advise the Managing Director accordingly.
- Ensure that there are suitable and well-stocked first aid boxes both within the workshop and for each site.



Safety Representative

Whilst a good deal of the following activities will be managed by the Safety Officer, the Safety Representative has an important role to assist in all aspects of this, and also to liaise on a day to day basis with the workshop and site crew, to ensure the implementation of their roles and responsibilities, and also to ensure that there is full communication between the relevant teams and the Safety Officer and Senior Management.

The Safety Representative Roles may include:

- Assist the Safety Officer to monitor all aspects of safety and health in the company, both in relation to the work undertaken within the workshop area, and overview the activities being carried out on site.
- Review safety audits carried out on site, and ensure that findings are adequately discussed with the operational team.
- Advise on and monitor statutory tests on plant and equipment.
- Monitor accidents/dangerous occurrences within the workshop and on site and provide assistance to the Safety officer for the implementation of any changes or remedial action necessary.
- Liaise with the Safety Committee on matters relating to health and safety, and ensure that any concerns raised by employees are adequately addressed.
- Monitor compliance with the use of personal protective equipment within the workshop, and ensure that the required standards are also being complied with on each of the external sites.
- Consult the Health and Safety Authority when required.
- Meet the Inspector on visits to the company work place.
- Ensure that there are suitable and well-stocked first aid boxes both within the workshop and for each site.



Steel Fabricators and Machinery Operators

All of the following duties and responsibilities are to be carried out by the respective staff.

- To work in such a manner as to be safe for themselves and for others affected.
- To be familiar with company safety policies.
- To know the emergency procedures.
- To know the location of fire fighting equipment and how to use it.
- To keep fire exits free of obstruction both inside and out.
- To report all accidents, no matter how minor.
- To wear protective clothing and equipment provided for safety.
- To never manually lift heavy or awkward loads without seeking help.
- To report to his/her immediate supervisor any defects of which he/she becomes aware.
- To use proper slinging methods when transferring loads mechanically.
- To never use gantries without been properly trained.
- To ensure safety devices where provided are been used.
- To use safety boots.
- To wear goggles and gloves as protection when drilling and grinding steel.
- To never handle freshly painted steel without gloves.
- To avoid breathing fumes from the powder spraying activities.
- To maintain clean and tidy bench and work areas, and use the disposal bins provided.
- To stack materials in a safe manner.
- To wear safety head wear when putting up or taking down materials from hoists etc.
- To offer suggestions on improvements in practices in your own or other areas.
- To read and keep available to them the employee safety handbook.



Cleaners

All of the following duties and responsibilities are to be carried out by the respective staff.

- To work in such a manner as to be safe for themselves and not to danger others.
- To ensure that all spillages are mopped up immediately and to place warning signs until the area is clean and dry.
- To know the company emergency/ evacuation procedures.
- To be able to use the fire fighting equipment provided.
- To keep all harmful, irritant or toxic materials in use under lock and key.
- To ensure that kitchen and canteen is clean.
- To maintain high standards of personal hygiene.
- To wear the proper protective clothing provided.
- To remove all combustible material from waste paper baskets, etc. to a safe place prior to disposal.
- To report to their immediate supervisors any defects in machinery or equipment he/she uses.
- To refrain from lifting heavy or awkward loads without seeking help.
- To receive attention to all minor cuts or injuries, no matter how small.
- To offer suggestions on improvements in practices in your own or other areas.
- To read and keep available to them the employee and safety handbook.



Forklift Drivers and Yard Personnel

All of the following duties and responsibilities are to be carried out by the respective staff.

- To use the correct tools and equipment for the task.
- To use the protective equipment provided.
- To only use tools which are in good condition.
- To report all defects in tools, plant, equipment and materials, or any obvious safety hazards.
- Do not endanger themselves or other persons through their actions or failure to act.
- To avoid improvisation at all times.
- To warn new employees of known hazards.
- To refrain from horseplay.
- To co-operate with the company on all aspects of Health, Safety and Welfare.
- Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation.
- To refrain from lifting heavy or awkward loads without seeking help.
- To comply with the requirements of the company's safety policy.
- To inform management of any change to their state of health, either temporary or permanent, which might effect their working ability or their suitability to carry out any particular task or tasks.
- When operating machinery such as forklifts, ensure that full attention is given to the position of fellow employees or plant visitors, passers by on footpaths etc. and vehicles upon roads.
- If operating on roads ensure that you and the machines can be clearly see, wear reflective jackets and ensure lights are on and reflectors operating after dark.
- To operate forklifts safely.
- Not to overload forklifts.
- To check daily that equipment is operational.



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- To load vehicles safely and ensure that drivers use sufficient ropes, chains, etc. as you consider necessary. Do not allow a vehicle you consider unsafe to leave before checking with your supervisor.
- To offer suggestions on improvements in practices in your own or other fields.
- To keep and read the employee safety handbook.



Team Leaders

- To ensure that all operatives are properly equipped for the task they are to perform.
- To ensure that operatives are aware of the special safety requirements on each site where they are working.
- To ensure that they and the operatives are aware of the accident and emergency procedures.
- That they know how to contact should be made with the relevant safety and accident services and they make operatives aware of the means of this contact.
- They examine each job before commencement to ensure that specific risks are identified.
- They ensure that if excavation is to take place that all necessary procedures to determine the presence of underground hazards have been carried out.
- If hazards have been identified that hand excavation takes place only in the presence of the service provider or main contractor, where possible but such persons must be aware of your intention to work in such an area.
- They must ensure that all care is taken to prevent contact by the general public and in particular children with any dangerous material or excavation.
- They must ensure that each operative has read and signed off the employee safety handbook.
- They must ensure that each operative has read the specific responsibilities listed and follows them out.
- They must be prepared to offer suggestions or improvement in practices in your own or other areas.
- To ensure that operatives are aware of the special safety requirements on each site where they are working.



Fence Installers and General Operatives

- To use the correct tools and equipment required.
- To use the protective equipment provided.
- To only use tools which are in good condition.
- To report all defects in tools, plant, equipment and materials, or any other obvious safety or health hazards.
- Do not endanger themselves or other persons through their actions or failures to act.
- To avoid improvisation at all times.
- To warn new employees of known hazards.
- To refrain from horseplay.
- To co-operate with the company on all aspects of Health, Safety and Welfare.
- Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation.
- To refrain from lifting heavy or awkward loads without seeking help.
- To comply with the requirements of the companies safety policy.
- To inform management of any change to their state of health, either temporary or permanent, which might effect their working ability or their suitability to carry out particular tasks.
- To offer suggestions on improvements in practices in your own or other areas.
- To read and keep available the employee safety handbook.



Office Staff

- To read and keep the employee handbook.
- To keep the premises tidy to prevent accidents to yourselves and others.
- To report equipment or machinery defects.
- To operate machinery in accordance with instructions.
- To ensure that all electrical equipment is properly wired *DO NOT* carry out temporary repairs, nor do not trail cables, where they could provide a trip hazard.
- To wipe up any spilt liquids that could cause people to slip.
- To inform management of any change to their state of health.
- Do not endanger themselves or others through their actions or failure to act.
- To co-operate with the company on all aspects of health, safety and welfare.
- To refrain from lifting heavy or awkward loads without seeking help.
- To be aware of the safety equipment fire equipment and first aid equipment provided.
- To offer suggestions on improvements in practices in your own or other areas.
- To consider the safety and health requirements of your fellow workers and the general public in proposals and offers made to other parties.



Subcontractors and Self-Employed Persons

These Persons will:

- Subcontractors and self-employed person shall provide their Safety Statements and Method Statements when requested to do so.
- Self-employed persons must conform generally with the duties and responsibilities as for all others on site.
- Subcontractors must produce evidence when requested showing the appropriate Employers & Public Liability Insurance cover is in place.
- Subcontractors and self-employed persons have a duty to bring to the attention of the Site Foreman and anyone else who may be affected by any process or use of materials which endanger health and safety while at work.
- Subcontractors and self employed persons shall comply with the requirements of this safety statement, and co-operate with site management in providing a safe place of work, a safe system of operation and wearing of protective clothing.
- Subcontractors must ensure all their employees and other under their care are provided with and wear appropriate Personal Protective Equipment.
- Subcontractor's employees and self-employed persons must attend any safety courses/tool box talks prepared for works or projects managed by this company.
- All subcontractors shall have a duty to report any defect in the plant and equipment, place of work, or system of work without unreasonable delay.
- Subcontractors must only use competent and suitable persons on site.
- Subcontractors must get the consent of the Contracts Manager to engage persons other than their direct employees on site.
- Subcontractors must ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to health and safety.



3.2 SAFETY REGULATIONS AND COOPERATION OF EMPLOYEES

GENERAL DUTIES OF EMPLOYEES

- To comply with the duties imposed by the Safety Health and Welfare at Work Act 2005 and all other relevant legislation.
- Take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work.
- Ensure that he or she is not under the influence of an intoxicant, and to submit to tests for intoxicants if required by his or her employer.
- Not engage in improper conduct or other behaviour likely to endanger his or her own safety, health and welfare at work or that of any other person.
- Attend training as required by employer.
- Report any work being carried out in a manner which may endanger the safety, health and welfare of the employee or other person.
- Report any defect which may endanger the safety, health and welfare of the employee or other person.
- Report any contravention of the relevant statutory provisions.
- Employees shall not, on entering into contract of employment, misrepresent himself or herself with regard to level of training.
- To use the correct tools and equipment required.
- To use the protective equipment provided.
- To only use tools which are in good condition.
- Do not endanger themselves or other persons through their actions or failures to act.
- To warn new employees of known hazards.
- To refrain from lifting heavy or awkward loads without seeking help.
- To comply with the requirements of Irish Fencing Services 's safety policy.



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- To inform management of any change to their state of health, either temporary or permanent, which might effect their working ability or their suitability to carry out particular tasks.
- To offer suggestions on improvements in practices in your own or other areas.

3.3 SUBCONTRACTORS

All subcontractors and their staff will be expected to carry out all work in accordance with the Safety & Health at Work Act and all Regulations and Codes of Practice relevant to the work they carry out for Irish Fencing Services. In addition, all sub-contractors will be expected to comply with the safety rules and regulations of Irish Fencing Services, as detailed within this safety statement and policy, and also within the specific Site Safety Plan held within the site offices.

Selection of Sub-Contractors

Irish Fencing Services shall compile a shortlist of subcontractors. Those listed shall be required to produce all necessary documentation in respect of safety & health. This will be held within the office, and only contractors approved on the list shall be utilised for any services.

The type of information required will include: -

- A copy of the contractors own Health and Safety Statement and Policy where available. If this is not available, the contractor will agree to work to the rules and regulations held under the Irish Fencing Services Safety Statement.
- A copy of the current insurance details where applicable.
- Detailed risk assessments pertaining to the work being undertaken by the contractor where applicable. If not applicable, the contractor will agree to work under the specific risk assessments prepared by Irish Fencing.
- Copy of training records for employees
- Copy of relevant certification for plant and equipment.

Where specific hazards exist, eg-; asbestos, then only subcontractors with the necessary skills, training or certification shall be employed.

Information for Sub-Contractors

Irish Fencing Services shall make available to the subcontractor.

- A copy of Irish Fencing Services Safety & Health Statement.
- A copy of the site specific Health and Safety Plan where applicable.
- Information on specified hazards likely to be encountered on site.
- A copy of any client site specific rules.
- A copy of Irish Fencing Services risk assessments / method statements for the site in question and any specific procedures to comply with.

3.4 SITE REGULATIONS FOR ALL SITE PERSONNEL

3.4.1 EMERGENCY PROCEDURES

Employees must make themselves aware of all accident and emergency procedures on site. This will be covered under the main site induction, however in circumstances where this is not relevant; the Contracts Manager will inform persons on site of the agreed procedures.

3.4.2 SAFE SYSTEM OF WORK PLANS AND RISK ASSESSMENTS

Will be provided for routine works, and must be read and signed by all site personnel prior to commencement of the job. Specific risk assessments may be necessary for any works not covered by these, and this will be determined by the appointed Contracts Manager. Please refer to Section 4.0 Method Statement and Risk Assessment Template, the health and safety plan for the site will contain all site specific documentation.

3.4.3 ACCIDENTS/INCIDENTS/NEAR MISS/ILL HEALTH

All accidents/incidents will be reported to the Safety Officer Anthony Smyth, and recorded on the Accident Report Forms. When determining what accidents, incidents or dangerous occurrences need to be reported, reference needs to be made to the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016).

Sub contractors will notify the H.S.A. of any reportable accidents to their employees and copy the report to Irish Fencing Services. Reportable accidents will include:

- You must report the death of an employee if this is as a result of an accident at work. The accident may have taken place either at your place of work or at another employer's place of work, or in a location other than the normal place of work.

The following are examples of reportable fatalities:

- Your employee is fatally injured as a result of being hit by a delivery truck in your yard.
 - Your employee is fatally injured while driving for work on a public road.
 - Your employee is fatally injured while carrying out contract work for another employer at their site.
- You must report the injury of any employee as a result of an accident while at work where the injury results in your employee being unable to carry out their normal work for more than three consecutive days, excluding the day of the accident.

In calculating the days, you should include weekends and other non-working days.



Accident / Incident Investigation

1. All accidents and incidents must be fully recorded on Irish Fencings accident report sheet.
2. A full review of root cause must be completed and investigations made regarding implementation of revised systems or procedures, which would ensure the risk of repetition is removed.
3. Once corrective action is identified, this must be implemented and then signed off on the accident report sheet.
4. The accident form must also be used for the reporting and investigation of adverse events or near misses, that could under different circumstances have led to an injury or damage occurring.

Irish Fencing Services is very aware of the risk of ill health associated with our activities and presented through external environments. A systematic review of the entire operation shall be carried out to identify all potential causes of occupational illness. This shall be done using risk assessments, technical and non technical guidance, as appropriate. The results of this analysis shall be made known to persons likely to be affected by the particular conditions.

Where practicable, health hazards shall be eliminated .Where this is not possible controls shall be introduced to reduce the risk to personnel to acceptable levels as required by law. Such controls shall include engineering controls, work practice controls, exposure time controls, administrative controls, PPE controls, and training in occupational health hazards. Adequate monitoring equipment shall be provided to protect personnel against any health hazards. The system of monitoring the environment, where necessary, shall be reviewed regularly. Employees shall be informed on the risk posed by the workplace or the process. Risks shall be minimised by the most effective means. Where necessary special first aid facilities for health risks shall be provided.

Personnel shall have ready access to medical advice from a doctor or nurse, at no cost, where identified through the risk assessment, work place injury and workplace ill health.

Where necessary, monitoring of employees health with respect to known health hazards shall be undertaken as part of a health care and health programme. Employee health records shall be kept confidential



3.4.4 SMOKING

Under legislation, smoking will not be permitted within any enclosed or communal area, or as directed by any specific rules on site. All employees will comply with these rules at all times.

3.4.5 SITE AUDITING

Auditing is an essential element of a safety and health. At Irish Fencing the Safety and health management system auditing is a process whereby the organisation can review and continuously evaluate its safety and health effectiveness.

This will be undertaken by a series of site audits (utilising site audit form OHS013) which will include:

- Weekly site audit by the Safety Officer.
- Monthly site audit by the Contracts manager
- Annual review by the General Manager to ensure that all systems and procedures are being adhered to and that the relevant findings from the site audits are being implemented and rectified as necessary.

3.5 DISCIPLINARY PROCEDURES

General Rules

Breaches in Health and Safety regulations may be treated as a matter for discipline, and depending on the seriousness of the breach, may be dealt with by dismissal without notice.

For breaches in the Health and Safety regulations which do not warrant such action, the employee will be warned and given a reasonable opportunity to put them right. All such records will be kept on the employee's personnel files.

In the event of a breach of Irish Fencing Services 's rules, or failure to work to an appropriate standard, the following procedures will be adopted: -

1. VERBAL WARNING / COUNSELLING

The employee will initially be given a verbal warning and which will be recorded on the employee's personnel record. This warning will be held for a period of 3 months, at which time if no further breaches are identified this will be removed.

2. WRITTEN WARNING / FORMAL

In the event of a further breach of conduct, the employee will be issued with a formal written warning. This warning will remain on the record.



3. FINAL FORMAL WRITTEN WARNING

In the continuing event of further breaches of conduct, the employee will be issued with a final written warning. In fact, if the act or omission is deemed to be of a very serious nature, the worker may be dismissed immediately.

4. SUSPENSION / DISMISSAL

If following a final written warning, an employee is guilty of further breaches, the employee will be dismissed.

All warnings will remain on file one year from the date of issue, subject to the attainment of the necessary sustained improvement.

During all stages of the disciplinary procedure the employee is entitled, and indeed encouraged to have a person of their choosing accompany them. An employee who may have difficulty understanding the proceedings due to a language barrier or any other reason will be allowed the services of an interpreter.

3.6 TRAINING

Irish Fencing Services will provide such training as required by Section 8(g) of the 2005 Act to safeguard the Safety, Health and Welfare of employees. The company will ensure that all staff possesses the qualifications and skills necessary to proficiently carry out their individual functions.

Specifically, employees will be given the following safety training:

- All workers will receive induction training to ensure that they fully understand the hazards to which they may be exposed within their work areas, and the relevant safety precautions and emergency procedures. Induction training records will be held on file, with site specific inductions undertaken where appropriate.
- All site workers must be trained in the Safe Pass Program and Construction Skills Certification Scheme when necessary as per the Safety, Health and Welfare at Work (Construction) (Amendment) Regulations, 2013.
- All employees will receive manual handling training.
- Employees within the office who use display screen equipment as a significant part of their normal work will receive training in the correct use of the workstation.
- Employees who use specific metal working equipment within the workshop will be suitably trained and competent prior to commencement.
- The Safety Representative will receive training to carry out his/her role effectively.
- Toolbox Talks will be provided as deemed appropriate.
- First Aid Training will be updated every 2 years.

3.7 YOUNG WORKERS

Irish Fencing Services will comply with current legislation regarding the age of employment, and under no circumstances will persons under the age of 18 be permitted to operate any designated dangerous plant or equipment. Young inexperienced workers will be provided with health and safety information relevant to the tasks they have to perform and they will be supervised accordingly.

3.8 WELFARE AND FIRST AID

The Site Manager/Production Manager will establish the welfare and first aid requirements before work starts taking into account sub-contractors' requirements if applicable.

If Irish Fencing Services are working as a sub-contractor the Site Manager will arrange with the main contractor before company employees are sent to site so that all necessary welfare and first aid arrangements are provided,

or

All sub-contractors will be expected to provide facilities in accordance with the regulations for their employees. These will be provided and maintained to the satisfaction of our Site Management.

All necessary first aid equipment will be supplied within each of the company vans. Adequate supplies are available in head office with an ambulance service provided by contacting the relevant emergency services.

3.9 SPECIAL WELFARE ARRANGEMENTS

Where short term work is to be carried out on site where the provision of huts or mobile units is not reasonably practicable, the minimum of equipment to be carried in vehicles is:

- Drinking water container
- Means of boiling water
- Hand cleanser in dispenser
- Paper towels or other suitable means of drying hands
- Storage facilities for protective clothing.
- Adequate first aid equipment.

3.10 COMPANY OFFICES

All offices and office facilities will be provided and maintained in accordance with the Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2013.



Fire precautions shall be provided and maintained in accordance with the requirements of the Fire Services Act 1981.

The Office Manager will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at six monthly intervals, date of drill and comments to be recorded. See details under Section 4 - Emergency Preparedness and Response Plan for the head office.

All fire extinguishers will be provided in accordance with the latest Standard and will be serviced and maintained at regular intervals as recommended by the manufacturer.

The Office Manager will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturer's recommendations. All staff required to use office machinery will be given training and instruction in its use.

All accesses, stairways, fire exits etc. will be kept clear of all materials and well lit. Proper facilities will be provided for office staff required to reach items from high shelving.

Offices will be planned to avoid trailing cables on floors to office equipment.

3.11 SITE OFFICES

Where applicable, site offices will comply with the requirements of The Safety Health and Welfare at Work Act (General Application) (Amended) Regulations 2013.

All fire precautions in accordance with the Regulations shall be supplied and maintained.

All fire extinguishers shall comply with the relevant Irish Standards and will be serviced and maintained at regular intervals. Training will be provided to members of staff in their use. IS 125 and IS 290.

The Site Supervisor will ensure that all offices are cleaned out daily and waster paper is not allowed to accumulate.

Any liquefied petroleum gas heating appliance shall be used in accordance with the requirements of Company Policy.

Any electrical installation shall be to the requirements of the relevant Irish Standards and shall be installed, tested, altered and maintained by qualified electricians only.

The Site Supervisor will ensure that any office machinery is installed safely and that it is maintained and serviced in accordance with manufacturer's recommendations.



Training will be provided to the use of office machinery and no person may operate or service any machinery unless authorised to do so.

3.12 DRIVING

Employees who are driving their own or a company vehicle during the course of their work must be in possession of a valid current driving license. Any changes to the employee's ability to drive must be brought to the attention of the Safety Officer as soon as possible, particularly if it affects their work. Driving violations and/or accidents that occur while driving company vehicles must be reported to Head Office immediately.

Wearing seatbelts is a legal requirement as well as a condition of employment. It is the responsibility of the driver but also the duty of any employee, driver or not, to ensure that all vehicle occupants are wearing seatbelts.

On many of our sites the use of ceiling mounted flashing lights is also a requirement. It is the responsibility of all drivers to ensure that these are fitted when required, and are maintained in good working order at all times.

Inspection and Maintenance of Road Vehicles

At Irish Fencing we have a very small number of company vehicles which can be used on the roads, and no commercial vehicles. It is our commitment to ensure full compliance with regard to the RSA requirements for the management and maintenance of company vehicles, and this will include:

- Ensuring that the vehicle is in a roadworthy condition at all times by the undertaking of daily preuse visual inspections, and by reporting any defects immediately.
- Ensuring that the vehicles are serviced within the designated time period based on use and age.
- Ensuring that all relevant vehicles are inspected in accordance with the NCT rules and regulations, and that a valid NCT certificate is displayed at all times.



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SECTION 4.0

Emergency Preparedness and Response Plan for the Workshop and Office



EMERGENCY PLANNING PROGRAMME AND PROCEDURES

INTRODUCTION

In compliance with legislative requirements the company has developed and implemented this Emergency Management Program to ensure the Health and Safety of all affected persons on or about our premises at which we operate in an emergency situation. The main legislation covering fire includes the Fire Services Act 1981, the Safety Health & Welfare at Work Act 2005 and the Building Regulations 1997.

The objectives of the Emergency Management Program are:

- To prevent and guard against an outbreak of fire or other emergency.
- To ensure the safety of persons on or about the premises and on site in the event of an emergency.
- To alert all persons on or about the premise and on site in the case of an emergency.
- To ensure the safe evacuation of all persons in the case of an emergency.
- To ensure quick action and response in the event of an accident on the premises or on a site
- To account for all persons during an incident.
- To speedily call out and liase with the emergency services.
- To return to normal operations as soon as possible
- To record and review all events of the emergency with a view to avoid a re-occurrence.

EMERGENCY EVACUATION PROCEDURES (FIRE)

Emergency evacuation drills are held at regular intervals, and are recorded. Management are responsible for organising, coordinating and recording this activity, in writing. The procedures that must be followed in an emergency evacuation are as follows:

1) FIRE ON OWN PROPERTY

- a. **On discovering a fire, major gas leak, or other life threatening event:**
 - a) Raise the alarm by breaking the nearest 'Break Glass Unit' or calling **Anthony Smyth** to notify the Fire Department.
 - b) Notify personnel in the immediate area and obtain help.
 - c) Attempt to deal with the fire or other dangerous event only if there is no danger to you or anyone else in doing so.
 - d) Notify Neighbours

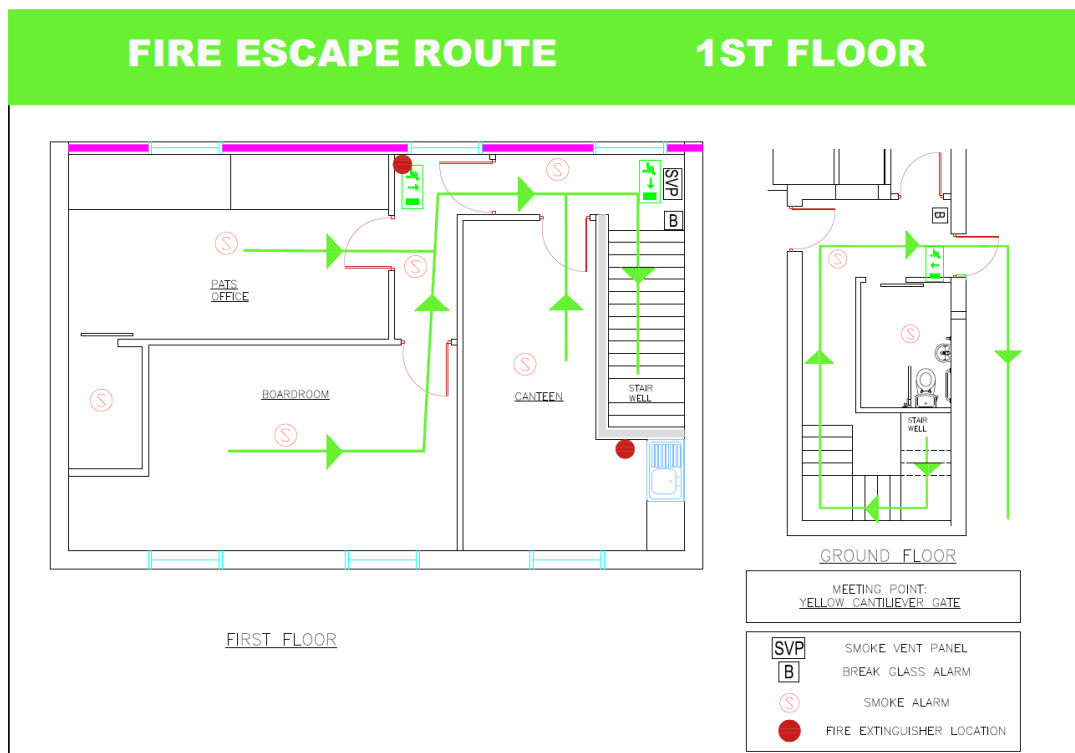


Otherwise

- e) Advise staff to evacuate the Premises via the nearest safe exit and proceed immediately to the "Assembly Point".
- b. **On hearing the alarm or instruction to evacuate:**
 - a) Switch off all equipment, if possible and safe to do so.
 - b) Close all windows.
 - c) Commence the immediate evacuation of the premises. Direct any visitors, customers, etc. to leave the premises by nearest safe exit.
 - d) Do not delay to collect personal belongings or for any other reason.
 - e) Do not run.
 - f) Assemble at the "Assembly Points" to allow roll call.

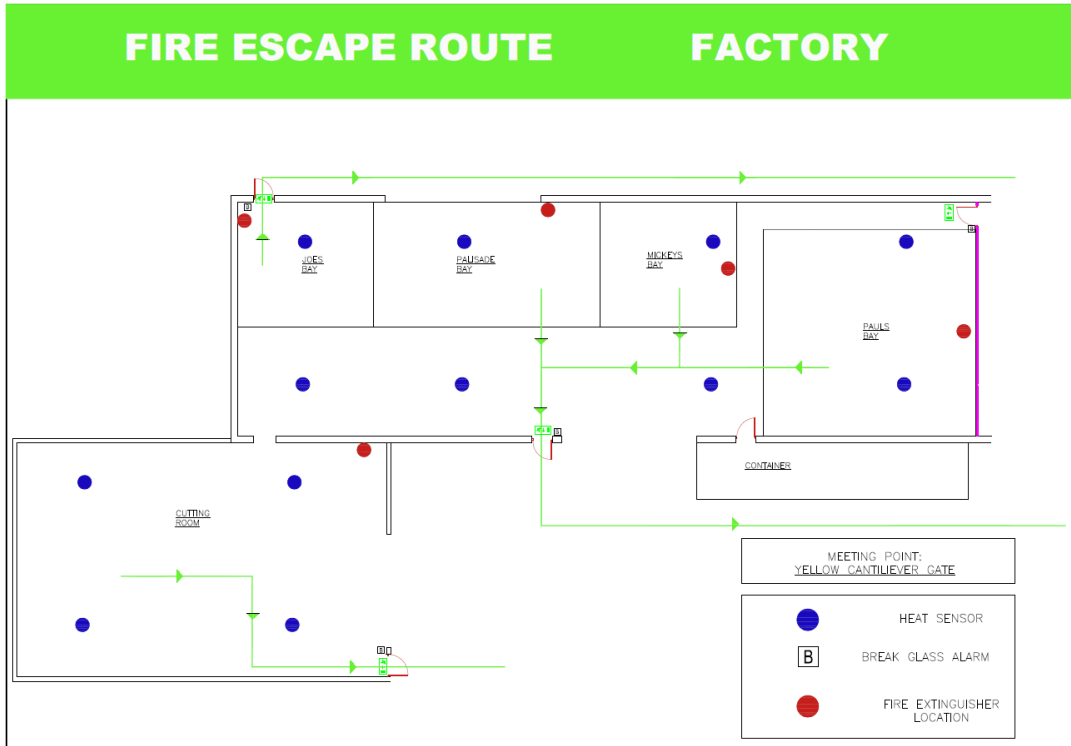
Evacuation routes from the various areas are noted as follows:

First Floor Area

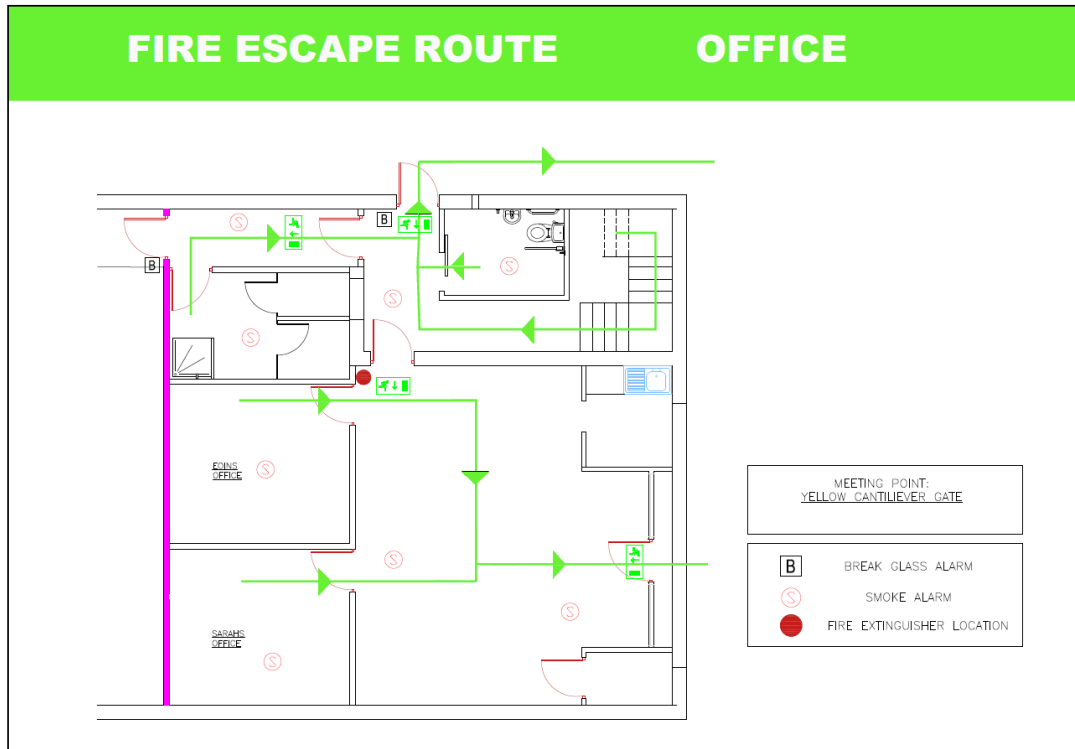




Workshop

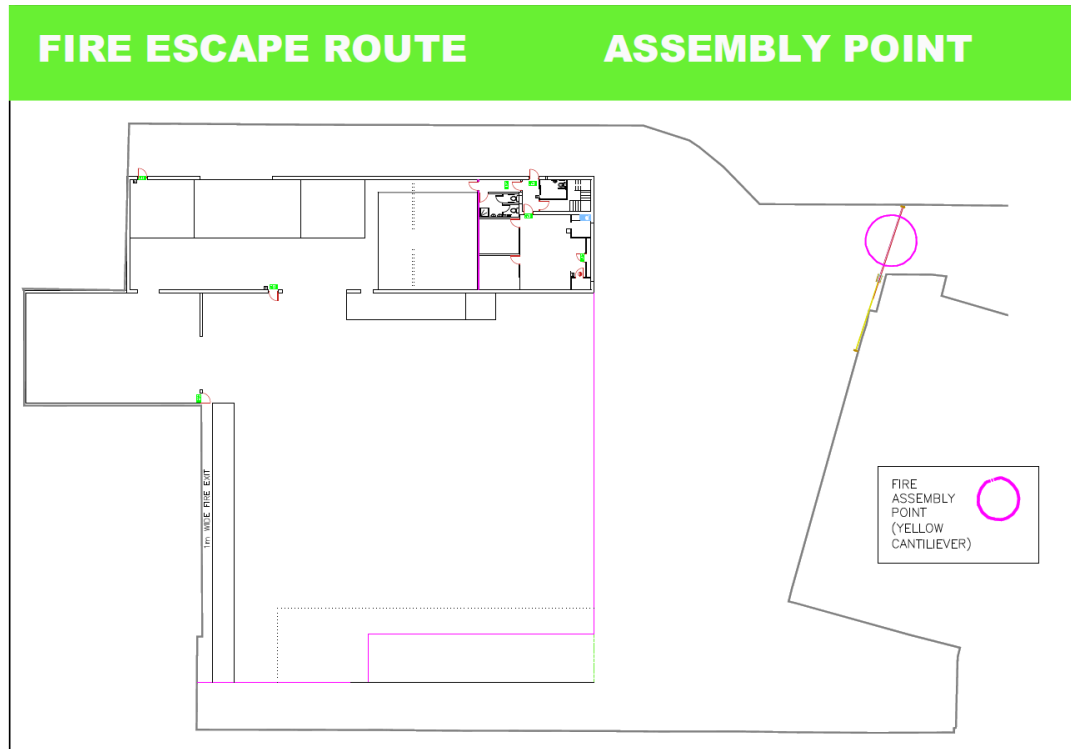


Main Office





Assembly Area (All Staff)



c. Managers, Supervisors and Senior Personnel:

- Ensure all people are evacuated from the premises by the nearest and safest fire exit.
- Employees should ensure that all equipment is left in a safe condition within the time available, prior to evacuating.
- Leave the premises by the nearest exit closing all doors behind you.
- Do not delay to collect personal belongings or for any other reason.
- Assemble at your assembly point and await 'Roll Call' to ensure total evacuation has been achieved.

d. Roll Call

- Count the number of persons evacuated incl. visitors, using an updated staff list.
- Determine persons unaccounted for or missing
- Determine if any persons are injured.

The most senior staff member on duty is responsible for supervising an emergency evacuation.



2) FIRE ON NEIGHBOURING PROPERTY

- *Confirm if Fire Department have been notified, by neighbors, if not call the Fire Department referring to previous procedures.*
- *Assess Risk Exposure to own property.*
- *Consider evacuation referring to previous procedures.*



FIRE PROCEDURES FOR

FACTORY and ADMIN

IF YOU DISCOVER A FIRE

1. Immediately notify your colleagues.
2. Contact Anthony Smyth to notify the Fire Department

FIRE BRIGADE No. **999/911**

3. Supervisor/Manager announce an evacuation.
4. With the aid of a second person ATTACK the fire with a fire extinguisher or hose reel. **DO NOT PLACE YOURSELF IN DANGER.**

THE FIRE MARSHAL AND STAFF APPOINTED WILL:

1. Ensure that the fire brigade has been called.
2. NB: It is imperative that the fire brigade is called as soon as possible. In the absence of Anthony Smyth, the Fire Marshal or deputy, any staff members should make the call.
3. Start the Fire Alarm Procedure.
4. Direct staff and visitors to available exits if necessary.

ALL STAFF

If you are told to leave the building - go quickly using the main exit indicated on the site plan. If this route is blocked, use the alternative or check with your evacuation warden.

Do not return for personal belongings.

When you are out of the building, assemble in the assembly areas indicated.

DO NOT RE-ENTER THE BUILDING FOR ANY REASON.

YOUR FIRE MARSHALS ARE:

Fire Marshal:	Pat Synott
Deputy:	Joe Murphy
Fire Brigade:	999/911



EMERGENCY PROCEDURES (ACCIDENT)

- Raise the alarm and call for you first aiders
- Notify **Anthony Smyth** to call an Ambulance.
- Assess if the casualty can be moved.
- If there is some doubt do not move the casualty until advised by the First Aider
- If the First Aider advises not to move the casualty attempt to move the cause of injury.
- Administer First Aid
- Request a member of staff to await the Ambulance at the Front Gate, thus waiving them in and avoiding any delays.
- S Winters to advise Next of Kin

As per Accident Procedure under Section 1, advise HSA as required. Full investigation into cause and effect of the incident to be undertaken. Incident to be recorded in the accident book



EMERGENCY RESOURCES

ORGANISATION

The Emergency Management Program consists of the designation of duties to specific senior personnel:

- Managing Director
- Financial Director
- Employees

Managing Director

The General Manager has overall responsibility for ensuring that the statutory fire regulations are being adhered to. This includes ensuring that fire drills are carried out and recorded on a regular basis and that all fire equipment provided is inspected and maintained. The fire program is constantly monitored and updated as necessary.

Supervisors Duties include ensuring that:

- Staff attend fire safety training courses
- All portable fire equipment is available at the fire points and is not obstructed.
- Fire doors are kept closed or clear as appropriate.
- Escape routes are kept free of obstruction.
- All persons on the premises are evacuated in an orderly manner in an emergency.
- All employees under their control are accounted for at the assembly points.
- Daily inspections are carried out to identify potential fire hazards.

Employees

Employees must become familiar with the fire safety procedures. All staff must attend the fire training courses as instructed by their Manager or Supervisor.

Fire Safety Training

Management are responsible for organising the Fire Safety Training program. Training and instruction provided to employees includes:

- The use of the first aid fire fighting appliances.
- Fire prevention.
- Emergency / evacuation procedures.
- Action to be taken in case of fire or other emergencies.
- Method of raising the alarm and the location of the activation points.
- Roll Call Lists



Fire Prevention

Adhering to good housekeeping procedures can substantially reduce fire hazards. The following must be complied with:

- Rubbish and waste materials are removed daily to the external skip.
- Flammable liquids, gases and other potentially dangerous substances are limited to minimum quantities, handled with extreme care and are stored in suitable labelled containers in designated storage areas. A full list of these substances together with their location is kept in the Fire Register / Emergency File.
- No smoking is permitted within any building owned or occupied by Irish Fencing.
- Electrical and gas appliances are inspected and maintained at regular intervals. Defective items are isolated until repairs are carried out.

Gas Leaks

If you smell gas:

- Do not use naked lights.
- Do not switch the lights or any other electrical equipment on or off.
- Open doors and windows and leave them open until the leak has stopped and any build-up of gas has dispersed.
- If possible identify the source of the gas leak and turn off the supply.
- Report the leak immediately to your manager or supervisor.



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SECTION 5


METHOD STATEMENT AND RISK ASSESSMENTS TEMPLATE



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METHOD STATEMENT - TEMPLATE

Contractor	Name: Irish Fencing Services  Irish Fencing Services SECURE • ENHANCE • PROTECT	Address: Unit 21 Jamestown Business Park Kylmore Way Inchicore Dublin 8	Tel: 01-6268363
			E-mail: info@irishfencing.com
Project Name:			
Client:			
Description of the Task/Activity			
Site Address/Location:	Start Date/Time:		
	Finish Date/Time	TBC	
Personnel Involved	Name	Role/Trade	
		Site Supervisor /Fence Installer	
		Fence Installer	
	Anthony Smyth	Health & Safety Advisor	
Site Supervisor:		Tel:	
Safety Officer	Anthony Smyth	Tel:	086-8039401
Key Plant & Tools (Attach Certification)			
Key Materials			



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Other Essential Equipment:	(i.e. access platforms/winches/ladders, etc)
Specific Identified Residual Hazards: (or refer to the task specific risk assessment(s))	
Specific Staff Training	Manual Handling Abrasive Wheels Training Safe Pass

Sequence of Operations: (include sketches if required)	
Temporary Supports and Props needed to facilitate the works:	
Method of Access and Egress to the work area:	(i.e. Ladders/MEWPS/Scaffold/Trestles/Step Ladder, etc)



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Fall Protection Measures: (Where work at height cannot be eliminated – consider both Personnel & Materials)	(i.e. Guard Rails/Toe Boards/Brick Guard/Safety Harnesses/Exclusion Zones, etc.)						
Hazardous Substances: (Attach MSDS if required)	 Very Toxic	 Harmful/Irritant	 Corrosive	 Dangerous For the environment	 Oxidising	 Highly flammable	 Explosives
Applicable:							
Storage Arrangements:							
Details of Permits to Work:	Hot works may be required for cutting of material using a con saw , hand held angle grinder						
SWL's:	(Detail any limits on the loadings applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place)						
Environmental and Waste Management:							
Required Personnel Protective Equip.:	 Safety Boots	 Hard Hats	 Safety Gloves	 Hearing Protection	 Eye Protection	 Respiratory Protection	Other: 1. Hi-Viz 2. Coveralls 3.



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Emergency Procedures:		
 First Aid Facilities:	Name of On-Site First Aider:	
	First Aid Box Location:	
	Location of Nearest Hospital:	
Welfare Requirements		
Services to be supplied by Others		
Other information & Comments:	This method statement may be changed or altered due to unforeseen changes in the ground conditions.	

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's Health and Safety Policy.

Prepared by: A.Smyth

Position: Health & Safety
Advisor

Date:

Reviewed by:

Position:

Date:



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Items Attached:	Yes	No
Sketches	<input type="checkbox"/>	<input type="checkbox"/>
Certification of Plant etc.	<input type="checkbox"/>	<input type="checkbox"/>
Programme of Work	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessments	<input type="checkbox"/>	<input type="checkbox"/>



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Method Statement Briefing Record

Briefing delivered by: Anthony Smyth

Position: Health & Safety Advisor

Date:

We (the undersigned) certify that we have had the attached Method Statement communicated to us, and that we understand the Health and Safety responsibilities with regard to the task outlined. We understand to comply with all requirements of the method statement, and acknowledge that we have been afforded the opportunity of asking questions on any point on which we were unsure. If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended method statement.

Name (Print)	Signature	Date



LIKELIHOOD			SEVERITY		
Title	Description	Score	Title	Description	Score
Probable	Likely to occur several times in the relevant period	3	Catastrophic	Death or total systems loss	5
			Critical	“Major” injury or illness Major damage Major environmental impact	4
Occasional	Likely to occur at least once in the relevant period	2	Serious	Loss of time/injury Illness or damage Environmental impact	3
Remote	Unlikely to occur in the relevant period	1	Marginal	First Aid Accident Routine maintenance repair	2
			Negligible	Very minor Little consequence	1

RISK ASSESSMENT CALCULATION CHART

Likelihood	Rating
Remote	1
Occasional	2
Probable	3

Severity	Rating
Negligible	1
Marginal	2
Serious	3
Critical	4
Catastrophic	5

L i k e l i h o o d	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5

Severity

10+	Very High Risk – Not acceptable. Apply mitigation to eliminate or to further reduce the risk – Method statement required
5-9	High Risk - Apply mitigation to eliminate or reduce the risk, and if it remains a high risk, develop robust control measures to limit and manage the effects of any hazards – method statement required.
1-4	Low Risk – May be accepted if all reasonably practicable control measures are in place, however, if more can be done to reduce or eliminate the risk, then it should be done.

10+	Very High Risk – Not acceptable. Apply mitigation to eliminate or to further reduce the risk – Method statement required
5-9	High Risk - Apply mitigation to eliminate or reduce the risk, and if it remains a high risk, develop robust control measures to limit and manage the effects of any hazards – method statement required.
1-4	Low Risk – May be accepted if all reasonably practicable control measures are in place, however, if more can be done to reduce or eliminate the risk, then it should be done.

The Risk Factor should be calculated WITH the control measures in place. Circle appropriate score with

symbol -



XXXX

Preliminary	Design	Construction	Workshop & Office

* Mark with X

Project	
Project Number	
Site	
Completed by	Anthony Smyth
People at Risk	

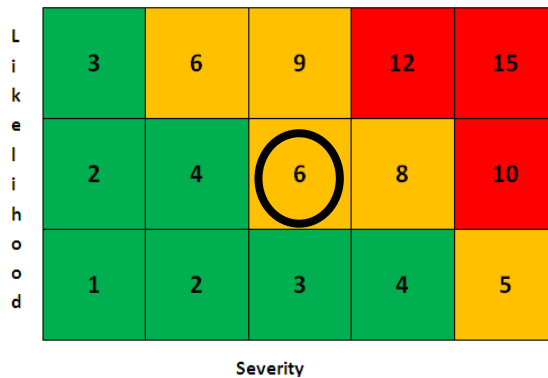
HAZARDS

The main hazards associated with XXXX are:

- XXXX
- XXXX.
- XXXX
- .

RISK FACTOR WITH CONTROL MEASURES IN PLACE

Likelihood	Rating
Remote	1
Occasional	2
Probable	3
Severity	Rating
Negligible	1
Marginal	2
Serious	3
Critical	4
Catastrophic	5



10+	Very High Risk – Not acceptable. Apply mitigation to eliminate or to further reduce the risk – Method statement required
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CONTROL MEASURES	Yes	No	N/A
SUPERVISION	Yes	No	N/A
Additional Control Measures			

ASSESSMENT AND CONTROL OF HAZARDS AND RISKS

1. Purpose

To comply with the requirements of The Safety, Health and Welfare at Work (Construction) Regulations 2006 which requires that the company must have a Safety and Health Plan for each project including specific measures concerning work involving Particular Risks.

To ensure that hazards to safety and health are identified and the level of risk is assessed.

To ensure that Control Measures are developed to reduce to an acceptable level, risks in work for which the Company is responsible.

To ensure that the control measures are incorporated into the Safety and Health Plan.

2. Scope

All work carried out by the company or contractors under its control which involves Particular Risks or which puts a person or persons at unusual risk. Persons includes company and contractors' employees, visitors to the site and members of the public not on the site.

Note: Subcontractors are responsible for developing Control Measures to address the risks identified in their activities and incorporating these controls in their Safety Statement.

3. Users

Project Safety and Health Co-ordinators

Contract Managers

Safety Officers



4. Definitions

Particular Risks

Those risks listed on (EK)

5. Procedure

Hazard analysis and risk assessment can be carried out for:

- a Particular Risk
- a project stage or work package
- a specific work operation or process
- part of the site environment or its surroundings
- use of specific equipment or facilities especially if shared by contractors or with the client's personnel
- specific materials to be used on site.
- any aspect of non-site work activities

5.1 Identification of Hazards and Risk Analysis

The **Project Safety & Health Co-ordinator:**

- Refers to the Checklist Particular Risks/Checklist General Hazards and decides:
 - is there a source of harm to people?
 - how could harm occur?
 - who could be harmed?
- Records the decisions on Risk Assessment Record and control measure
- Refers to Risk Assessment and Calculation Chart and decides:
 - the Likelihood of the harm occurring
 - the Severity of the harm if it arose
- Records the decisions on Risk Assessment and Control Measure record.
- Combines the scores for Likelihood and Severity by multiplying them together to give the RISK LEVEL.

Records the RISK LEVEL on the Risk Assessment Record and signs and dates each Risk Assessment Record.

5.2 Control Measures

The **Project Safety & Health Co-ordinator:**

- Refers to the Risk Assessment and Calculation Chart to determine whether control measures are required.
- For risks that are a consequence of a package or activity for which the Company is responsible, specifies the control measures appropriate to the RISK LEVEL.



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- Records the control measures on the Risk Control Measures Form



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LIST OF WORKSHOP / OFFICE RISK ASSESSMENTS

- Abrasive Wheels
- Access and Egress
- Angle Grinders
- Band Saw
- Belt Sander
- Bench Drill / Pillar Drill
- Chemicals and Dangerous Substances
- Company Vehicles and Driving
- Compressed Air Power Tools
- Display Screen Equipment / VDU / Works Station
- Electrical Safety, Cables and Leads, Plugs and Sockets
- Fire
- IT Operations
- Iron Worker
- Ladders
- Lifting Gear
- Manual Handling and Lifting
- Moving Parts and Machinery
- New and Expectant Mothers
- Noise
- Photocopier / Laser Printer / General Office Equipment
- Slips, Trips and Falls
- Staff Kitchen
- Use of Tools and Equipment
- Vibration
- Welding



LIST OF SITE BASED RISK ASSESSMENTS

- Abrasive Wheels
- Access and Egress
- Adverse Weather Conditions
- Asbestos
- Chemicals and Dangerous Substances
- Compressed Air Power Tools
- Concrete
- Electrical Safety, Cables and Leads, Plugs and Sockets
- Entry into Confined Spaces
- Excavations
- Ladders
- Lifting Gear
- Lifting Operations
- Liquefied Petroleum Gas
- Loan Working
- Manual Handling and Lifting
- Mobile Tower scaffolds
- Moving Parts and Machinery
- Noise
- Overhead Electricity Cables
- Plant & Transport on Site
- Scaffolding
- Site Tidiness
- Slips, Trips and Falls
- Stepladders, Trestles and Staging's
- Unauthorized persons on site.
- Underground Services
- Use of Tools and Equipment
- Vibration
- Weill's Disease
- Welding
- Work on or Adjacent to Iarnrod Eireann property hazards
- Working at Height
- Works on or adjacent to Water