

Deaf Village Ireland:

Health and Safety Statement

Revision 3

Deaf Village Ireland
Ratoath Road
Dublin 7

Issued by:
Sylvia Nolan, Manager

Under the Authority of:
Chair of the Board

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Section 1: Health and Safety Policy Statement

Deaf Village Ireland is committed to ensuring, insofar as is reasonably practicable, the health, safety and welfare of all employees, Tenants and others such as visitors or contractors. This is in accordance with our obligations under the Safety, Health and Welfare at Work Act 2005 and the General Application Regulations 2007 and other associated legislation and codes of practice. This is achieved through the provision and maintenance of a safe place of work, safe transport, safe systems of work and employment of responsible and competent staff.

- Overall responsibility for health and safety lies with the Manager.
- Employees are given such information, instruction and training as is necessary to enable them to perform their work in a safe manner. This begins with induction courses for employees, and subsequent specialist training depending on the nature of their work. Adequate facilities and arrangements will be maintained to enable employees and their representative to raise issues of health and safety.
- Deaf Village Ireland will endeavour to establish, promote and maintain a pro-active prevention policy in consultation between management and employees.
- Competent people will be appointed to assist Deaf Village Ireland in meeting its statutory duties including, where appropriate, specialists from outside the organisation. Every employee must co-operate with Deaf Village Ireland policies and procedures to ensure all statutory duties are complied with.
- Written risk assessments will be carried out and reviewed as required and brought to the attention of all employees at least annually. Where risks cannot be eliminated control measures will be put in place, including protective clothing and equipment.

- The health and safety statement will be regularly monitored to ensure that its objectives are achieved. They will be reviewed every 2 years and, if necessary, reviewed more frequently in light of legislative, organisational change or if for any other reason they are no longer valid or applicable.
- All notifiable incidents or events will be reported as appropriate to the Health and Safety Authority (HSA) within three days.

Respect & Dignity at Work Policy

We, at Deaf Village Ireland, commit ourselves to working together to maintain a workplace environment that encourages and supports the right to dignity at work.

All who work here are expected to respect the right of each individual to dignity in their working life. All will be treated equally and respected for their individuality and diversity.

Bullying in any form is not accepted by us and we have a zero tolerance policy on this. Our policies and procedures will underpin the principles and objectives of this policy.

All individuals, whether directly employed or contracted by us, have a duty and a responsibility to uphold this Respect and Dignity at Work Policy.

The Chairman of the Board, the Manager and deputies have a specific responsibility to promote its provisions.

Definitions:

Harassment : Harassment of one employee by another is defined in the Employment Equality Act 1998, as “unwelcome acts or conduct of an offensive nature that includes spoken words, gestures or the production, display or circulation of written words, pictures or other material.”

Harassment may be based on sex, religious belief, political opinion, race, disability or other specific grounds. It is harassment if the action or other conduct is unwelcome to the recipient and could reasonably be regarded

as offensive, humiliating or intimidating to that person in line with current employment legislation.

Bullying Behaviour : Workplace bullying is “repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work. An isolated incident of the behaviour described above, while it may be an affront to dignity at work, is not, as a one-off incident, considered to be bullying.”

Rights and Responsibilities

All employees have the right to work in an environment which is based on respect and dignity and therefore, free from any form of harassment or bullying.

The Chairman, Manager and the Board of Deaf Village Ireland fully recognises the right of employees to complain about harassment or bullying should it occur. All complaints will be dealt with seriously, promptly and confidentially.

This policy and procedure does not replace or detract from the rights of employees to pursue a complaint under legislation.

Every effort will be made to ensure that employees making complaints and others, who give evidence or information in connection with a complaint, will not be victimised.

Victimisation as a result of reporting harassment or bullying, or due to co-operation with procedures of investigation, will be regarded as a serious breach of discipline and may result in dismissal.

1. All management and staff are committed to ensuring the dignity of all employees.
2. If you consider that you are being bullied, or that someone else is being bullied, you must bring the matter to the attention of the Manager or to the Chairman of the Board.

3. If you consider that your complaint was not given due consideration and has not been reacted to, write or have the details of the complaint written down, make a copy of the statement and send it formally, in a sealed envelope fully addressed to the Chairman of Deaf Village Board.

4. Management will investigate all complaints fairly and thoroughly without any reprisals for the person making the complaint.

5. Complaints will be dealt with in a confidential manner as quickly as possible.

The Deaf community can put their complaints through ISL , video or in English written language.

Accident Reporting and Investigation Procedures

Purpose: This procedure is to ensure that all unsafe situations are identified with a view to finding ways to eliminate their causes.

Persons Responsible : All staff.

Documentation: -

First Aid Log Book

Accident Report Form (see copy attached)

HSA Form No. IR1: Form of Notice of Accident or Dangerous Occurrence
(to be filled out on line at www.hsa.ie)

Procedure:

1. All accidents without exception are reported to the Manager.
2. All accidents without exception are to be recorded

In the Log Book at the First Aid boxes note:

- Name of person injured
- First Aid treatment (and time of treatment)
- Time, date, location of accident
- How it happened.

The staff injured should complete this (or have it completed). The Staff member in charge should complete it for any others injured.

All accidents involving lost time, visits to doctor or hospital and dangerous occurrences involving significant damage to plant or equipment must be recorded.

If the accident involves absence from work for 3 days not including the day of the accident, a HSA form No. IR1 must also be completed.

3. The Accident Report form (Specimen copy follows) should be completed as soon as possible after the accident by the Supervisor or person in charge/project leader concerned.

It should be clear to all that the purpose of the questioning is not to apportion blame but to get to the root cause so as to avoid similar incidents in future.

In carrying out the questioning and the subsequent investigation the checklist should be addressed as appropriate.

4. Witnesses should be questioned immediately. The person to whom the accident happened should be questioned as soon as medical treatment, etc. has been given. A checklist of aspects which might be relevant to an accident investigation is provided with the accident report form.

5. The Manager is normally responsible for investigating all significant accidents.

6. The transitory evidence should be gathered first, note weather conditions, etc., if relevant, note the positions of accident related objects. Take measurement and make a sketch of scene if necessary. Take names and addresses of witnesses who cannot be interviewed at the time. Then gather any materials that may be required for laboratory testing etc.

7. Witnesses to the actual accident or the events leading up to the accident should be questioned when the immediate work is done. The person to whom the accident happened should be questioned as soon as medical treatment, etc., has been given.

It should be clear to all that the purpose of the questioning is not to apportion blame but to get to the root cause so as to avoid similar incidents in future.

8. The relevant parts of the Accident Report Form are filled out with the appropriate details and witness statements. The Investigation Check List itemises details, which should be born in mind.

9. The investigator will then analyse the facts looking for corroboration and substantiation of details and statements. Written managerial documents and the Investigation Check List are consulted.

10. When satisfied that there are no gaps in the knowledge to be checked or rechecked the Conclusion section of the report is concisely and clearly written.

11. The recommendations should be itemised and specific so that specific follow-up action can be implemented.

12. If HSA Form No. IR1 requires to be completed it shall be filled out on line and a copy printed for the file, which should be available for inspection by an inspector from the HSA at any time in the future.

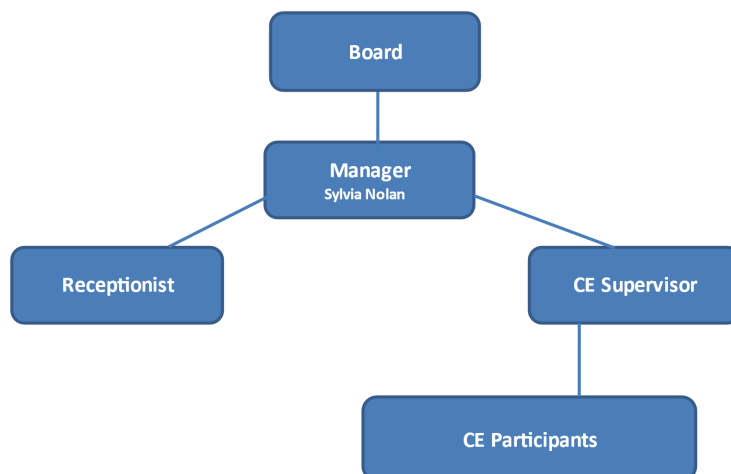
Section 2 Safety Management Structures and Responsibilities

2.1 Overall Safety Management Structure

The Board of Deaf Village Ireland will ensure:

- Development of the Risk Management Policy and Procedure, Safety, Health and Welfare Statement and the Risk Management Register including risk identification, risk analysis and risk treatment.
- Completion of Tenant risk assessments, identification of appropriate controls and supporting the implementation of these controls.

Organisational Structure



2.2 General Duties of the Employer

- Managing and conducting all work activities so as to ensure the health, safety and welfare of people at work (including the prevention of improper conduct or behaviour likely to put employees at risk).
- Designing, providing and maintaining a safe place of work that has safe access and egress and uses that is safe and without risk to health.
- Prevention of risks from the use of any article or substance, or from exposure to physical agents, noise, vibration and ionising or other radiation.

- Planning, organising, performing, maintaining and, where appropriate, revising systems of work that are safe and without risk to health.
- Providing information, instruction, training and supervision regarding safety and health to employees; this must be in a form, manner and language that they are likely to understand.
- Providing appropriate protective equipment and clothing to the employee (and at no cost to the employee).
- Appointing one or more competent person to specifically advise the employer on compliance with the health and safety laws.
- Preventing risks to other people at their place of work.
- Ensuring that reportable accidents and dangerous occurrences are reported to the Health and Safety Authority, where applicable.

2.3 Board

The Board's responsibilities include:

- Commitment to the Risk Management process through involvement and allocation of sufficient resources.
- Approval of Risk Management Policy and Procedure.
- Ensuring that management understand their responsibilities and there are documented lines of communication, which also reflect that accountability.
- Providing appropriate resources to support the completion of risk assessment activities.

2.4 Manager

The responsibilities of the Manager include:

- Development and coordination of Risk Management process in conjunction with the Chair.
- Ensure systems are in place to effectively manage risks, from an organisational and Tenant basis
- Ensure there is a designated senior staff member to contact in the event of an emergency
- Ongoing review and evaluation of Health and Safety Statement and Risk Register.
- Ensure that all relevant staff read and understand all relevant policies relating to the relevant areas.
- Ensure that all relevant staff are trained and have the necessary information, skills and experience to carry out their duties, including risk management.
- To monitor and manage resources allocated to implement the safety management system.
- To ensure that all accidents/incidents are reported in a timely manner to facilitate follow up.
- Assisting in the coordination and development of health and safety standards, policies and safe work practice sheets and putting in place mechanisms to monitor their effectiveness in application.
- Ensure that health and safety is an agenda item at board meetings.
- Liaise on behalf of Deaf Village Ireland with statutory bodies, including the Health and Safety Authority (HSA), in relation to matters of health and safety at work.
- Investigate accidents and dangerous occurrences provided that they do not interfere with or obstruct the performance of any

Health and Safety Authority (HSA), or other person under any of the relevant statutory provisions.

- Investigate complaints relating to safety, health and welfare at work made by any employee.
- Make representations to the employer on any matter relating to safety, health and welfare at the place of work.
- Make oral or written representations to inspectors on matters relating to safety, health and welfare at the place of work, including the investigation of accidents or dangerous occurrences.
- Receive advice and information from inspectors on matters relating to safety, health and welfare at the place of work.
- Consult and liaise on matters relating to safety, health and welfare at work with any other safety representatives.

(Safety, Health and Welfare at Work Act, 2005)

- To provide suitable protective clothing and equipment where hazards cannot be eliminated.
- To advise the Board in relation to the financial implications of identified and quantified health and safety requirements in Deaf Village Ireland.

2.5 Employee responsibilities

All Deaf Village Ireland's Employees (including full or part time, permanent or temporary) have a duty to take care of their own safety while at work. Under the Safety, Health and Welfare at Work Act 2005, employee duties are:

- To comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his/her safety, health and welfare and that of any other person who may be affected by the employee's acts or omissions.

- To take reasonable care of their own safety, health and welfare and that of any other person who may be affected by his/her acts at work.
- To ensure he/she is not under the influence of an intoxicant to the extent that he/she is in such a state as to endanger his/her own safety, health or welfare or that of any other person.
- Co-operate with his/her employer in so far as is necessary to enable the employer or the other person to comply with the relevant statutory provisions, as appropriate.
- All employees shall conform to all instructions given by supervisors and others with a responsibility for health and safety.
- Not engage in improper conduct or other behaviour that is likely to endanger his/her own safety, health or welfare at work or that of any other person.
- Attend such training as may be reasonably required by his/her employer or as may be prescribed relating to safety, health or welfare at work or relating to work carried out by the employee.
- Make proper use of all machinery, tools, substances, etc. and of all Personal Protective Equipment (PPE) provided for use in Deaf Village Ireland's; not using any tools, machinery or equipment requiring special training if that training has not been provided.
- Report any defects in equipment identified that may endanger the safety and health of staff or Tenants
- Report any concerns relating to Health & Safety and any hazards identified.
- Employees must comply with all Deaf Village Ireland's policies and procedures.

The employees of Deaf Village Ireland shall participate and shall be consulted on safety and health matters and any documents arising from the Risk Management Process.

2.6 Fire Safety Marshals

- To develop and prepare fire policies and to ensure compliance with current legislation.
- Advise on fire safety issues including notifying appropriate managers of any changes to current legislation.
- To provide general and specific fire lectures for all staff relevant to specific areas of work. This should include firefighting equipment and evacuation techniques.
- To ensure close liaison and co-operation with local authority Fire Brigade.
- To investigate all fire related incidents and prepare reports with recommendations for action.

2.7 Incident Reporting

If an incident occurs, it must be notified to the manager and an incident report form must be completed. If an accident or incident occurs in the course of work activities which has affected employees or a third party, the Manager will:

- Ensure details of the accident are recorded.
- Promptly investigate the accident so as to determine the root cause and on completion of the investigation, implement remedial measures to prevent a re-occurrence.
- Ensure that accidents are reported to the Health & Safety Authority on Form IR1 where:
 - Employees are out of work for more than three consecutive days (including the weekend) and where they cannot continue with their normal duties.
 - Members of the public are injured by a workplace activity and are treated by a registered medical practitioner.

- o A fatal accident has occurred.

Learning from Incidents

- Incidents will be investigated where required and recorded via the Accident & Incident Investigation Report Form.
- Formal feedback will be given to employees on the outcome of investigations/root causes and any recommendations made/actions to prevent a recurrence.
- Incidents will be discussed at Board meetings and recorded in minutes of meetings and made available to all employees.
- Risk assessments will be reviewed/revised following an incident and brought to the attention of employees. Employees will sign and date the revised risk assessment.

Section 3 Health & Safety Management Systems

3.1 Welfare Arrangements

We will provide in the workplace adequate welfare facilities and a suitable and safe workplace environment for staff and visitors, including but not limited to:

- Toilet facilities.
- Adequate ventilation, temperature and lighting.
- Fire detection and fire-fighting equipment.
- Emergency routes and exits.

3.2 Infection, Prevention & Control – Covid 19

Coronavirus disease 2019 (COVID-19) is an illness that can affect your lungs and breathing.

In order to get infected, the virus has to get from an infected person's nose or mouth into the eyes, nose or mouth of another person. It can take up to 14 days for symptoms of coronavirus to appear.

Important symptoms of infection include fever, cough and shortness of breath. We now know that many frail older people may not have these symptoms when they first become ill. In some case they may just feel generally unwell, lose their appetite, become confused and have an unexplained change in their baseline condition.

Employers will:

- Ensure adequate supplies of PPE available for staff
- Ensure that hand sanitiser is available for staff
- Develop and consult, communicate and implement work place changes and policies
- Implement Covid 19 prevention and control measures to minimise risk to staff and Tenants
- Provide training for staff on Covid 19 & related infection control
- HR support for staff queries
- Provide safe working environments

Staff must:

- Participate in education and training provided and seek to apply it consistently
- Identify challenges with implementing IPC practice in particular settings or with particular Tenants and inform relevant managers

Respiratory hygiene and cough etiquette

All staff and clients should be encouraged to adhere to respiratory hygiene/cough etiquette at all times.

Key messages include:

- Cover your mouth and nose with a disposable tissue when coughing and sneezing to contain respiratory secretions.
- Discard used tissues into a waste bin immediately after use and clean your hands
- If you don't have a tissue, cough into your forearm or the crook of your elbow
- Perform hand hygiene
- Avoid touching your face (eyes, nose or mouth) with your hands

Personal Protective Equipment (PPE) and Clothing

We ensure that all our staff are adequately protected and where it is not reasonably practicable to reduce or eliminate the risk, we will provide PPE appropriate to the task/work environment.

As required, we will ensure:

- The provision of adequate and suitable PPE.
- That PPE is used, maintained and replaced in accordance with the manufacturer's instructions.
- We record information to include supply of and training in the use of PPE as appropriate.
- PPE is provided free of charge to employees.

On receipt of appropriate PPE, staff are expected to:

- Use PPE correctly and whenever it is required.

- Report any defects in or damage to their PPE immediately.
- Participate in any training or instruction provided on the fitting, use and inspection of PPE.
- Inform us of any medical conditions they have that may affect the correct use of the PPE provided for them.
- Look after any PPE provided to them.

Some examples are detailed below of the requirement to wear PPE's:

Hand Protection

Type	Hazards protected against when used properly
Gloves Including: Sterile, non-sterile, non-latex, powder, non-powder and waterproof	General Hygiene, Biological Exposure (personal care) Dishwashing

Footwear

Type	Hazards protected against when used properly
Flat, closed, appropriate footwear with slip resistant soles	General use where slips, trips and falls have been identified or manual handling activities are carried out

Eye and Face Protection

Type	Hazards protected against when used properly
Masks, protective eye wear	Infectious Diseases –if specified in a risk assessment

Aprons

Type	Hazards protected against when used properly
Disposable Plastic Aprons	Bodily fluids/personal care to protect clothing Food Handling to protect the food

3.3 First Aid

First Aid boxes are provided in each office area of the centre to ensure first aid supplies are easily accessible when required in an emergency.

The Health and Safety Officer / Nominee is responsible for checking the contents of the First Aid Box, the shelf life of its contents and the replacement of the contents as required. (Appendix 3)

3.4 Pregnant Employees

Where an employee declares that she is pregnant, has recently given birth or is breastfeeding, and provides an appropriate medical certificate, Deaf Village Ireland will:

- Assess the specific risks from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child.
- Carry out a specific risk assessment for that employee, taking particular account of any medical advice that the employee has received. If a risk cannot be eliminated or reduced to an acceptable level, we will:
 - Adjust the working conditions or hours of work or both; or
 - If this is not possible, provide alternative work or if this is not possible, grant the employee health and safety leave.

3.5 Young Persons at Work

In the event of a person of less than 18 years of age entering employment in Deaf Village Ireland, we will:

- If the young person is under 16 years of age, obtain written permission from a parent or guardian.
- Not exceed the recommended working hours for young persons.
- Put in place all control measures required by risk assessment of the risk to the safety and health of the young person arising from:

- o Their lack of experience, maturity or awareness of risk.
- o Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents.
- o The physical and psychological capacity of the young person.

3.6 Instructions, Training & Supervision

Appropriate health and safety information, instructions and training is required to ensure that employees are aware of hazards and are capable of carrying out their work in a safe manner.

The Manager will ensure that:

- employees have access to appropriate training, including refresher training, based on the needs and activities of the service
- employees are appropriately supervised
- the safety statement and any associated policies and procedures are made available to employees

Employees are required to take part in training provided and put their training into practice in their day to day activities.

Tenant training records will be retained within the service and stored in the Safety Records Folder.

Tenants will be given appropriate health and safety information, instructions and training as required. Independent living programmes and social skills training will cover certain subjects.

3.7 Emergency Procedures

Fire

- In the event of a fire it is important that the premises are evacuated immediately, if guided to complete this. Staff must -
- Call the emergency services

- Assist the Tenant, where appropriate, with their evacuation. Do not wait to collect any personal belongings and do not re-enter the until the emergency services have said it is safe to do so.
- Where a fire has taken place, staff should inform the fire brigade how the fire started, if known; give the fire brigade a brief description of the layout of the premises and inform the manager.

All employees should be familiar with the action to be taken in the event of a fire e.g. activating break glass call points, use of fire extinguishers where it is safe to do so, calling the fire service etc.

The Manager will ensure that:

- staff receive suitable training in fire prevention, first aid firefighting equipment, fire control techniques

Violence

- Where a violent incident has occurred, employees should remove themselves, and where relevant the Tenant, from the environment at the earliest opportunity and report the incident to the manager.
- If necessary, call the relevant authorities (Gardaí).
- The manager will assist with getting any required support necessary.

Concerned absence of an Tenant

- Immediately report all absences without notification, to the manager, tenant's next of kin/contact person and the local Gardaí, if the safety of the Tenant is in jeopardy.
- Refer to Tenant's risk assessments as appropriate to the situation.

Accidental injury of a tenant

- The manager shall notify the Tenant's next of kin/contact person and other team members as appropriate
- Any injury to an Tenant that requires medical attention shall be reported to the Health and Safety Authority by the Manager

3.8 Gas Leak

If there is a smell of gas, employees should follow these important steps:



Ensure gas appliances haven't been left on and unlit



Don't smoke or use naked flame



Don't unplug or switch anything electrical on or off



Open Windows or doors










If your appliances are off but the smell persists turn off gas at the meter



- Call the Bord Gais 24-hour Emergency Line 1850 20 50 50
- If you can't get through, dial 999/112
- Don't use a phone in the immediate area of the leak. Call from outside the immediate area.

Chemical Ingestion & Exposure

- If an Tenant has ingested a chemical (or you suspect they have), you should call the emergency services immediately, giving details of the amount and type of chemical ingested or exposed to
- Refer to the label on the chemical for information

Below is an outline of labels that are put on chemicals to help identify if they can cause harm. It is important that employees familiarise themselves with these labels

 	Explosion Hazard
	Chemical is stored as a gas under pressure
 	Flammable
 	Will react if exposed to oxygen

		Corrosive to certain material and skin
		May cause skin and eye irritation
		Toxic
		Can cause serious long term health effects
		Damaging to the environment

- If an employee or an Tenant accidentally comes into contact with a hazardous chemical, the label on the chemical will provide information about the chemical e.g. rinse skin with water. Further information will be contained in the Safety Data Sheet or Poisons Unit at Beaumont Hospital.
- Employees must wear any PPE recommended, when handling and using chemicals.
- Chemicals should never be transferred from their original container.

3.9 Maintenance of Equipment

Employees need to visually inspect all equipment prior to use.

In the event that a fault is identified in any equipment, the following process should be followed:

- Report the issue to the manager and communicate the risk to other employees.

Document the fault in the communication/maintenance book and inform the manager. Document steps taken to limit the risk e.g. isolation of faulty equipment, phone call to servicing company etc.

3.10 Safety Signage

Safety signs are designed to inform, advise, instruct and warn of any danger. There are typically four types, as outlined below:

Employees must understand the safety signage at work.

- **Prohibition** type signs are red and are there as a guide not to do certain activities
- **Mandatory** signs are blue and identify where PPE must be worn for safety
- **Warning** signs are yellow in colour and are there to bring certain hazards to employee's attention
- **General** Information signs are green and indicate for example the presence of first aid equipment.

Samples of safety signage are outlined below:



Examples of prohibition signs



Examples of mandatory signs



Examples of warning signs



Examples of information signs

3.11 Hazard Identification and Risk Assessment

Deaf Village Ireland has carried out risk assessments in consultation with employees, and has reviewed the workplace and work practices, both identifying the hazards that exist and assessing the risks arising from these hazards.

- Where additional controls are required to avoid or reduce the risk, they have been identified on the risk assessment action list and will be implemented by the responsible person.

If the necessary competence to carry out particular risk assessments is not available in-house, additional expertise will be obtained

Risk assessments are essentially a working document identifying what can cause harm and what controls are needed to ensure health and safety at work. Employees should familiarise themselves with the contents of the risk assessments on a regular basis.

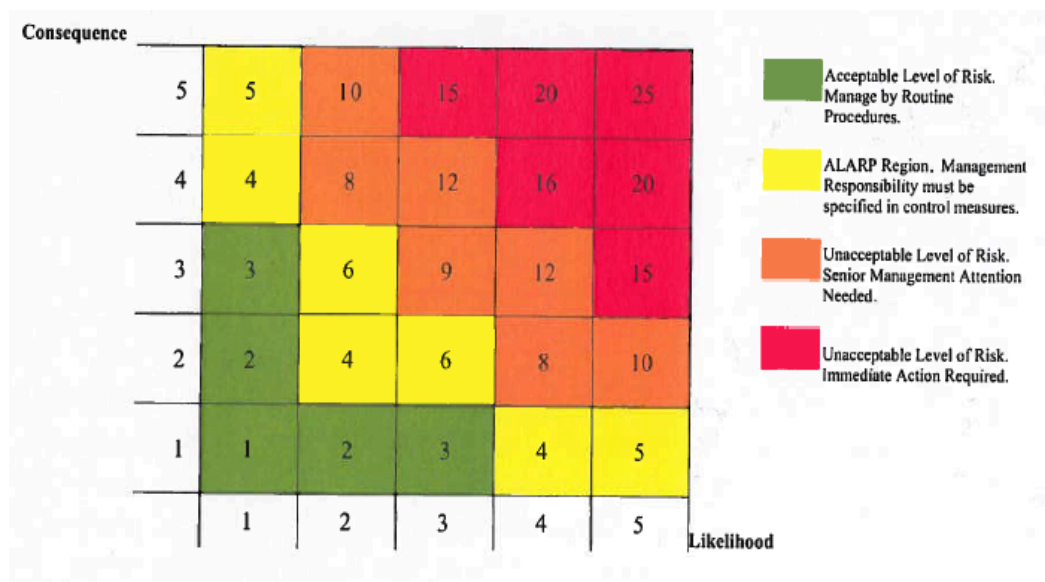
The work environment is an ever-changing place, so before employees start a work task or an activity with an Tenant, they should visually check the surroundings for any safety issues that have not been noticed before. If employees feel they need attention, then they should report them to the manager who will review the risk assessment and update it if required.

Risk assessments will be reviewed:

- When new risks or potential risks have been identified
- After an accident/incident
- Where changes have taken place, such as changes to the risks and controls previously identified
- On an annual basis

Risk Rating Matrix

Deaf Village Ireland has identified a level of risk which is acceptable in the workplace, identified below by the yellow and green boxes: -



Risks detailed in the orange and red regions are unacceptable and must be discussed & actioned with the Board.

Tenant Risk Assessment

Employees must take all measures available to protect their own health and safety and the health and safety of Tenants at all times. Employees are required to read the Tenant's risk assessments to ensure they are familiar with any actions, recommendations or instructions specific to the Tenant.

It is the responsibility of each employee to read and be aware of all policies and procedures and to ensure they are compliant with these at all times.

3.12 Contractor Control:

Any subcontractor or contractor engaged to carry out work on Deaf

Village Ireland's property should have the following:

- Safe Pass cards
- Health & Safety statement
- PPE
- Insurance
- Certification
- Method statement assessed
- Safe area fenced off from the public

Contractors:

- Will not create additional hazards to our employees and tenants
- Use safe working practices when undertaking a contract
- Will ensure that the organisation is aware of how a contract works and is to be undertaken by supplying a method statement to the organisation
- Always ensure that the organisation is aware of when they or any sub-contractors are on the organisation's premises
- Contractor guidelines will be issued to each contractor

Appendix 1: Accident Report Forms

ACCIDENT REPORT FORM

Complete as soon as possible after accident. Question the person to whom the accident occurred as soon as medical treatment, etc., has been given. Question other witnesses immediately. Explain that the purpose of questioning is to determine what happened not to apportion blame.

Name of injured person: _____

Date: _____

Time: _____

Name of Supervisor: _____

Nature of Injury, Damage, Complaint: _____

Nature of First Aid treatment given: _____

First Aid given by: _____

Other treatment (Hospital, Doctor, etc.): Yes [] / No []

Name: _____ Time sent for treatment: _____

Details of Accident: (See Checklist)

Position: _____ Signed: _____

Date: _____

Witness Statements:

1. Name: _____

Signed: _____ **Date:** _____

2. Name: _____

Signed:_____ **Date:**_____
(Use additional sheets if necessary - No. of additional sheets ____)

Details of Investigation and follow-up Actions:

Investigation carried out by:_____
Report:

Signed:_____ **Date:**_____

Recommendations:

Signed:_____ Date:_____

Appendix 2: Accident Report Details / Investigation Check List

(Suggested aspects of an accident which should be borne in mind, and addressed if appropriate or relevant, by the Supervisor reporting the accident on the Accident Report Form.)

NB Photograph Accident Site & other relevant features.

- ☐ What instructions, if any, were given to the person before the accident?
- ☐ Was the person familiar with the operation?
- ☐ Was the person trained on the operation involved?
- ☐ When was training given?
- ☐ By whom?
- ☐ Were there written instructions / Procedures?
- ☐ Were the Procedures being followed correctly?
- ☐ Who was in charge at the time of the accident?
- ☐ Where was he / she at the time?
- ☐ Was personal protective equipment / clothing required?
- ☐ Was it worn correctly?
- ☐ Condition of protective equipment before accident?
- ☐ Condition of protective equipment after accident?

- ☐ Distance of accident from safety shower /eye wash station /fire extinguisher /fire blanket?
- ☐ Was the first aid equipment serviceable?
- ☐ Did it work correctly?
- ☐ Were there any obstructions in the way to the first aid equipment?
- ☐ If equipment involved:
 - what equipment ?
 - state of the equipment ?
 - was a defect in the equipment responsible ?
 - last serviced / maintained (date) ?
 - by whom?
 - Any other material factors relevant to the particular operation at the time?

Appendix 3: First Aid Box Contents:

Materials	First Aid Travel Kit Contents	First Aid Box Contents		
		1-10 persons	11-25 persons	26-50 persons* 1
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cm's)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cm's)	1	2	6	8

Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cm's)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Examination Gloves Pairs	3	5	10	10
Sterile water where there is no clear running water* 2	2x20mls	1x500mls	2x500mls	2x500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10x10cm's)* 3	1	1	1	1
Water Based Burns Dressing Large*3	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

Notes

*1: Where more than 50 persons are employed, pro-rata provision should be made.

*2: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to risk of cross infection. The container should be CE marked.

*3: Where mains tap water is not readily available for cooling burnt area.

Appendix 4: Risk Register

Assessment date: 23/06/2023		Deaf Village Ireland	Date of Review: 23/06/2024			
Hazards / Risks Identified	Persons at risk.	Current Control Measures in Place	Person Responsible	L	C	Risk Rating
Use of Electrical Equipment & Machinery <u>Areas Included:</u> Kitchen Office <u>Risk of:</u> Electrocution Fire Injury/Accident Burns Loss of limb	Staff Visitors Contractors	<ul style="list-style-type: none"> All electrical equipment is checked and serviced annually, and records maintained. Faulty equipment is removed immediately and reported. Electrical repairs / work is carried out by a qualified electrician only and records are maintained. All machinery is serviced/checked annually and is certified for safety and fitness for purpose. All staff operating machinery of any kind receives an appropriate training on correct operation of machinery and is supervised in it use. All machines are operated as specified by the manufacturer including the use of personal protective equipment where necessary. Safety notices are posted in appropriate areas 	All staff	1	5	5

Consequences (C).				
5	4	3	2	1

Likelihood (L)					Risk Rating Table			
Catastrophe	Major	Moderate	Minor	Insignificant				
5	4	3	2	1	Medium 4-6	Low 1-3	Very High 15-25	High 8-12
Almost Certain	Likely	Possible	Unlikely	Rare				

Assessment date: 23/06/2023		Deaf Village Ireland		Date of Review: 23/06/2024		
Hazards / Risks Identified	Persons at risk.	Current Control Measures in Place	Person Responsible	L	C	Risk Rating
Computer Usage Risk of: Injury Visual Issues	Staff	<ul style="list-style-type: none">• Administration/Management staff are supplied with appropriate, adjustable seating which ensures a good working posture.• Assessments are completed for staff using Visual Display Units.• Wrist rests are provided to admin staff that may be required to spend extended periods using computer keyboard.• Screen resolution on all computer monitors is set to a level which is neither glaring nor dim.• Monitors are set to an appropriate height to avoid neck extension/flexion.	All staff	1	3	3

Consequences (C).				
5	4	3	2	1
Catastrophe	Major	Moderate	Minor	Insignificant

Likelihood (L)					Risk Rating Table			
5	4	3	2	1	Medium 4-6	Low 1-3	Very High 15-25	High 8-12
Almost Certain	Likely	Possible	Unlikely	Rare				

Assessment date: 23/06/2023		Deaf Village Ireland	Date of Review: 23/06/2024			
Hazards / Risks Identified	Persons at risk.	Current Control Measures in Place	Person Responsible	L	C	Risk Rating
Manual Handling <u>Risk of:</u> Injury	All Staff	<ul style="list-style-type: none">Manual handling Policy & GuidelinesMinimal lifting policyStaff trained in manual handlingSuitable/appropriate equipment available & regularly servicedIncident review & learning process	All Staff	2	3	6

Consequences (C).				
5	4	3	2	1
Catastrophe	Major	Moderate	Minor	Insignificant

Likelihood (L)					Risk Rating Table			
5	4	3	2	1	Medium 4-6	Low 1-3	Very High 15-25	High 8-12
Almost Certain	Likely	Possible	Unlikely	Rare				

Assessment date: 23/06/2023		Deaf Village Ireland		Date of Review: 23/06/2024		
Hazards / Risks Identified	Persons at risk.	Current Control Measures in Place	Person Responsible	L	C	Risk Rating
Working & living safely with Covid-19 Risk of: Physical illness, Mental health issues and Death	All Staff	<ul style="list-style-type: none">● Information updates & guidelines from HSE & HSPC● Staff trained in contact tracing● Specific protocols implemented for Covid 19● Use of PPE for all circumstances outlined in HSE guidelines, specific Covid 19 protocols● Staff training in infection control and appropriate HSEland training● Vaccinations & Boosters	All Staff	2	3	6

Consequences (C).				
5	4	3	2	1
Catastrophe	Major	Moderate	Minor	Insignificant

Likelihood (L)					Risk Rating Table			
5	4	3	2	1	Medium 4-6	Low 1-3		
Almost Certain	Likely	Possible	Unlikely	Rare			Very High 15-25	High 8-12

Assessment date: 23/06/2023		Deaf Village Ireland	Date of Review: 23/06/2024			
Hazards / Risks Identified	Persons at risk.	Current Control Measures in Place	Person Responsible	L	C	Risk Rating
Bullying Verbal/physical/psychological injury	All Staff	<ul style="list-style-type: none">● Respect & Dignity at work Policy● Bullying/Harassment Policy● Zero tolerance by organisation● Counselling for staff, if available	All Staff	3	2	6

Likelihood (L)	Consequences (C).					Risk Rating	
	5	4	3	2	1	Table	
5	Catastrophe	Major	Moderate	Minor	Insignificant	Medium	Low
Almost Certain	Likely	Possible	Unlikely	Rare		4-6	1-3
							Very High 15-25
							High 8-12

Assessment date: 23/06/2023		Deaf Village Ireland		Date of Review: 23/06/2024		
Hazards / Risks Identified	Persons at risk.	Current Control Measures in Place	Person Responsible	L	C	Risk Rating
Slips/trips/falls Injury of falling on unsafe surfaces	All Staff Visitors Contractors	<ul style="list-style-type: none"> Health & Safety statement Staff Manual Handling Aisles and walkways are kept free of obstructions. Floor areas in the offices are kept clear. Spillages are cleaned up as soon as possible. Floors surfaces are from non slip range of flooring. Areas are well lit. Mat to dry shoes at the entrance to the offices. Cleaners put up signs to warn people of wet floors. Spillage or wet floor in the toilets to be reported to manager. Staff meeting Accident/Incident review and learning process 	All Staff	2	4	8

Consequences (C).				
5	4	3	2	1
Catastrophe	Major	Moderate	Minor	Insignificant

Likelihood (L)					Risk Rating Table			
5	4	3	2	1	Medium 4-6	Low 1-3	Very High 15-25	High 8-12
Almost Certain	Likely	Possible	Unlikely	Rare				

Assessment date: 23/06/2023		Deaf Village Ireland		Date of Review: 23/06/2024		
Hazards / Risks Identified	Persons at risk.	Current Control Measures in Place	Person Responsible	L	C	Risk Rating
Chemicals Risk of: chemicals being ingested or causing injury	All Staff	<ul style="list-style-type: none">• Staff to use PPE if required when handling chemicals• Follow safety guidelines leaflet with chemical• MSDS sheets for the chemicals in use obtained• Staff trained in the use of cleaning chemicals	All Staff	1	5	5

Consequences (C).				
5	4	3	2	1
Catastrophe	Major	Moderate	Minor	Insignificant

Likelihood (L)					Risk Rating Table			
5	4	3	2	1				
Almost Certain	Likely	Possible	Unlikely	Rare	Medium 4-6	Low 1-3		
							Very High 15-25	High 8-12

Assessment date: 23/06/2023		Deaf Village Ireland		Date of Review: 23/06/2024		
Hazards / Risks Identified	Persons at risk.	Current Control Measures in Place	Person Responsible	L	C	Risk Rating
Infection Control/ Hand hygiene <u>Risk of:</u> Illness Infection – C. Diff./ Norovirus/ MRSA/Influenza/ Covid 19. Death	All Staff Visitors Contractors	<ul style="list-style-type: none"> • Policy & procedures for preventing & managing Infection • All staff receives training in infection control and hand washing techniques. • Hand washing facilities & sanitizers are located for staff/visitors. • Posters are located above all hand washing sinks in the office showing correct hand washing procedure. • Signage for visitors on infection prevention is prominently displayed (e.g. at reception). • Incidence of infections is monitored • PPE available & used appropriately. 	All Staff Visitors	2	4	8

Consequences (C).				
5	4	3	2	1
Catastrophe	Major	Moderate	Minor	Insignificant

Likelihood (L)					Risk Rating Table			
5	4	3	2	1	Medium 4-6	Low 1-3	Very High 15-25	High 8-12
Almost Certain	Likely	Possible	Unlikely	Rare				

Assessment date: 23/06/2023		Deaf Village Ireland	Date of Review: 23/06/2024			
Hazards / Risks Identified	Persons at risk.	Current Control Measures in Place	Person Responsible	L	C	Risk Rating
Fire Risk of: Injury Burns/Scalds Death	All Staff Visitors Contractors	<ul style="list-style-type: none"> L1 fire alarm system installed which has detection in all rooms and areas including in the false ceiling spaces. Fire alarm system had strobe lights as well as sounders because of the presence of deaf and hard of hearing people. Fire alarm system is tested weekly to ensure that it activates. Fire alarm system serviced every quarter. 	All Staff Visitors Contractors	3	5	15

Consequences (C).				
5	4	3	2	1
Catastrophe	Major	Moderate	Minor	Insignificant

Likelihood (L)					Risk Rating Table			
5	4	3	2	1	Medium 4-6	Low 1-3	Very High 15-25	High 8-12
Almost Certain	Likely	Possible	Unlikely	Rare				

Assessment date: 23/06/2023		Deaf Village Ireland		Date of Review: 23/06/2024		
Hazards / Risks Identified	Persons at risk.	Current Control Measures in Place	Person Responsible	L	C	Risk Rating
Use of Equipment – maintenance/ Gardening Risk of: Injury Fall	All Staff	<ul style="list-style-type: none">● Maintenance person is trained in the use of tools.● Power tools are double insulated and backed up by RCD's to prevent electric shock.● Sharp tools are stored in proper containers to prevent accidental damage.● PPE used including eye protection when using power tools.● Gardening person is trained in the use of the equipment provided.● Fuel for the power driven machinery is stored in proper containers in a safe place.● PPE used by the person when gardening.	All Staff	3	3	9

Consequences (C).				
5	4	3	2	1
Catastrophe	Major	Moderate	Minor	Insignificant

Likelihood (L)					Risk Rating Table			
5	4	3	2	1	Medium 4-6	Low 1-3	Very High 15-25	High 8-12
Almost Certain	Likely	Possible	Unlikely	Rare				

Assessment date: 23/06/2023		Deaf Village Ireland		Date of Review: 23/06/2024		
Hazards / Risks Identified	Persons at risk.	Current Control Measures in Place	Person Responsible	L	C	Risk Rating
Working at height Risk of: Injury		Risk assessment to take place before the use of any ladder. Platform hire for work that should not be done from a ladder. Staff to be issued with ladder safety leaflet from HSA.	All staff	2	3	6

Consequences (C).				
5	4	3	2	1
Catastrophe	Major	Moderate	Minor	Insignificant

Likelihood (L)					Risk Rating Table			
5	4	3	2	1	Medium 4-6	Low 1-3	Very High 15-25	High 8-12
Almost Certain	Likely	Possible	Unlikely	Rare				