

Safety Policy

Our objective is to provide a safe and healthy work environment for all our employees and volunteers, to meet our duties to contractors and members of the public who may be affected by our operations. The success of the policy will depend on your co-operation. It is, therefore, important that you read this document carefully and understand your role and the overall arrangements for safety within A Little Lifetime Foundation.

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1.0 Health & Safety Policy

We of A Little Lifetime Foundation are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation. We are fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and, as far as is reasonably practicable, commit ourselves to ensuring that:

- Work activities are managed to ensure the safety, health and welfare of our employees/volunteers.

- Our Safety Statement is being maintained and updated, and written risk assessments are being carried out and reviewed as required and brought to the attention of all employees/volunteers at least annually.
- Identified protective and preventive measures are implemented and maintained.
- Improper conduct likely to put an employee's/volunteers' safety and health at risk is prevented.
- A safe place of work is provided that is adequately designed and maintained.
- A safe means of access and egress is provided.
- Safe plant and equipment are provided.
- Safe systems of work are provided.
- Risks to health from any article or substance are prevented.
- Appropriate information, instruction, training and supervision are provided.
- Where hazards cannot be eliminated suitable protective clothing and equipment are provided.
- Emergency plans are prepared and revised.
- Welfare facilities are provided and adequately maintained.
- Competent personnel who can advise and assist in securing the safety, health and welfare our employees are employed when required.

Signed: _____

Date: _____

Position: _____

2.0 Roles & Responsibilities

Employer's/charity's responsibilities include:

- Managing and conducting work activities in ways that ensure the safety, health and welfare of employees/volunteers and others who may be affected.
- Providing a safe place of work that is adequately designed and maintained.
- Providing safe means of access and egress for the place of work.
- Providing safe systems of work (e.g. operating procedures).
- Preventing improper conduct, which is likely to put an employee's safety and health at risk.
- Preventing risk to health from any article or substance (including plant, tools, machinery, chemical substances and equipment) as applicable to the place of work.
- Providing appropriate information, instruction, training and supervision, taking account of the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced.
- Providing suitable protective clothing and equipment where hazards cannot be eliminated.
- Preparing and revising emergency plans. Designating staff to take on emergency duties as necessary.
- Providing and maintaining welfare facilities (e.g. toilets, changing rooms, canteen area, etc.).
- Providing, where necessary, a competent person to advise and assist us in securing the safety, health and welfare of all of our employees.

Employee's/volunteers responsibilities are to:

- Comply with relevant health and safety legislation.
- Ensure that you are not under the influence of an intoxicant while at work as this could endanger your safety, health and welfare or that of others.
- Do not engage in improper conduct or other behaviour that is likely to endanger your safety, health and welfare or that of others.
- Co-operate with your employer and any other person to help them comply with their legal duties.
- Use in the manner prescribed to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means provided (whether for your use alone or for use in common with others) for securing your safety, health and welfare while at work.
- Report to your employer or immediate supervisor, without unreasonable delay, any defects of which you become aware in plant, equipment, place of work or system of work that might endanger the safety, health or welfare at work of any employee or that of any other person.
- Not to intentionally or recklessly, interfere with or misuse any appliance, protective clothing, convenience, or equipment provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.
- Attend any training as may be required of or as may be prescribed to you involving safety, health and welfare at work or relating to work carried out by you.

3.0 Consultation & Participation

We recognise that employee/volunteer involvement in health and safety is an integral part of our safety management system. We are committed to providing adequate and appropriate consultation and welcome the views of all employees/volunteers on issues relating to health and safety. Furthermore, should any of our employees/volunteers raise any matters relating to their health and safety that are connected in any way to our work activities we will consider such matters and will endeavour to take any action that we consider necessary or appropriate to deal with the matters raised.

4.0 Safety Representative

Our employees/volunteers shall be facilitated if they wish to select and appoint a Safety Representative. The appointed Safety Representative can consult and make representations to management on health and safety matters relating to the workplace. The purpose of these representations and consultations is to:

- Prevent accidents and ill health
- Help highlight problems, and
- Help identify solutions.

When the Safety Representative makes representations, we will consider these and act on them when it is appropriate to do so.

The functions of our Safety Representative include:

- Having given reasonable notice to the employer/charity, regular inspection of the workplace according to a schedule agreed between him/her and the employer/charity that is based on the nature and extent of the hazards in the place of work.

- Being given access to information that relates to the safety, health and welfare of employees/volunteers.
- Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation.
- Being given the opportunity to receive appropriate health and safety training to help him/her perform the function of a Safety Representative.
- Accompanying an inspector from the Health & Safety Authority during an inspection of the workplace.

Note: The Safety Representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a Safety Representative.

Our Safety Representative is: Linda Corcoran, (Allf Executive Board)

A Safety Representative shall consult with employees, and make representations to the relevant management, on Safety, Health and Welfare matters relating to the site.

The intention of these consultations is to:

- Help Site Management prevent accidents and ill health.
- Help encourage employees to become constructively involved in the prevention of accidents and ill health.
- Help employees highlight issues to management before they become problems and help find practical solutions.

5.0 Contractors Responsibilities

Definition: A contractor is a person or organisation, which signs a contract to do certain work for payment within a specified time.

All contractors involved in a work activity on our premises must comply with our policy for safety, health and welfare.

Contractors carrying out work must:

- Be competent to carry out the work.
- Have adequate resources to carry out the work.
- Provide their own: Safety Statement & Insurance.
- Ensure that work activities do not affect the well-being of our employees, volunteers, visitors or customers.
- Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
- Report to the designated person on arrival at our workplace.

6.0 Visitors

Definition: A visitor is a person other than an employee, volunteer or contractor.

Visitors may not be aware of the potential hazards associated with our place of work. To minimise the risk of injury to our visitors we will:

- Practice good housekeeping including:

- Keeping walkways clear.
- Cleaning up spills immediately.
- Restrict access to hazardous areas.
- Prevent visitors from using equipment or machinery.
- Ensure appropriate safety signs and notices are displayed.
- Ensure safe walkways and access routes are maintained.
- Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.

Visitors are required to:

- Conduct themselves in a safe manner at all times.
- Observe the fire policy and, in the event of an emergency, to identify themselves to an employee or facilitator and be escorted to the designated assembly point.

7.0 Persons Responsible for Performing Tasks

Linda Corcoran, Member of Allf Board will undertake all tasks in the organisation. Linda will brief any volunteer worker or other staff member who may work periodically for the charity on their roles and responsibilities for the duration of their service. Any briefings given will be signed off by the participants stating that they are fully aware of their roles and responsibilities.

8.0 Accident Reporting & Investigation

All accidents should be reported to Linda Corcoran who will keep a record of same. Any accidents involving three days of lost time or a member of the public will be reported to the H.S.A. as per the Health, Safety and Welfare at Work Act, 2005.

Further Information

Any report to the Health & Safety Authority can be made, online, via the HSA's website, www.hsa.ie, or alternatively by hard copy (i.e. completing the Form of Notice of Accident (IR1) available from the HSA and posting the completed form to: Workplace Contact Unit, Health & Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1.

9.0 Dangerous Occurrence Reporting

Certain specified Dangerous Occurrences shall be reported to the Health & Safety Authority. We will ensure that any such occurrence will be reported to the Health & Safety Authority, by hard copy (i.e. completing the Form of Notice of Dangerous Occurrence (IR3) available from the HSA) and posting the completed form to: Workplace Contact Unit, Health & Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1.

10.0 Welfare Facilities & Workplace Requirements

Where required we will provide in the workplace adequate welfare facilities and a suitable and safe workplace environment for use by our employees/volunteers and visitors, including but not limited to:

- Toilet facilities.
- Food preparation areas.
- Adequate ventilation, temperature and lighting.

- Interior walls, floors and traffic routes that are maintained in good condition and kept clean.
- Fire detection and fire-fighting equipment.
- Emergency routes and exits.

11.0 Personal Protective Equipment (PPE)

We will ensure that all our employees/volunteers are adequately protected and where it is not reasonably practicable to reduce or eliminate the risk, then as a last resort 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.
- That I/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, we expect our employees 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.

12.0 Emergency Procedures

Emergency refers to any event that may require an evacuation of the premises (e.g. gas leak, fire, bomb threat, etc.). The person who becomes or is made aware of a potential emergency should first sound the alarm. On hearing the alarm, all employees, volunteers and visitors must:

- GO IMMEDIATELY TO THE EMERGENCY EXITS, CLOSING ALL DOORS AS THEY LEAVE.
- NOT WAIT TO FIND OUT WHAT IS HAPPENING.
- NOT STOP TO COLLECT PERSONAL ITEMS.
- GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION.
- NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.

Fire Detection & Warning Systems

- Carry out periodic fire drills and check our fire detection and warning systems on a regular basis to ensure they are working correctly.
- Ensure our fire safety detection/warning systems and fire-fighting equipment is serviced and maintained by a competent person.

13.0 First Aid

After assessment of the type of hazards that exist in our workplace, we will ensure adequate provision of first-aid equipment and facilities. Furthermore, we will appoint an Occupational First Aider should risk assessments identify specific hazards in our workplace that require a trained Occupational First Aider.

14.0 Pregnant Employees

There are specific regulations dealing with pregnancy at work, which we will apply when any of our employees/volunteers declares that they are pregnant, have recently given birth or is breastfeeding and who provide an appropriate medical certificate.

On becoming aware that an employee is pregnant, we 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.

- We will 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.

15.0 Young Persons

There are specific regulations dealing with young people at work. We will comply with them in the event of a person of less than 18 years of age entering employment with us. In particular:

- If the young person is under 16yrs of age, we will obtain written permission from a parent or guardian.
- We will not exceed the recommended working hours for young persons.
- We will put in place all control measures required by risk assessment of the risk to the safety and health of the young person arising from:
 - Their lack of experience, maturity or awareness of risk.
 - Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents.
 - The physical and psychological capacity of the young person.

16.0 Work Related Stress & Dignity at Work

As your employer, we will as far as reasonably practicable ensure that:

- No employee's workload is so great that he or she will have to consistently work overtime.
- No employee will be subjected to harassment from or degrading behaviour by colleagues or managers, and everyone in the workplace treats others with respect and courtesy even if they do not 'get along'.
- No employee has to work in an environment which is unsafe and in which there are worries about accidents.
- Employees are trained so they can do their jobs effectively and safely.
- Everyone knows what his or her core job is.
- We have a Dignity at Work Policy in place outlining our procedures with regard to addressing bullying and harassment at work.

17.0 Our Risk Assessments

We have carried out risk assessments in consultation with our employees and have reviewed our 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. We will make every reasonable effort to give priority to the implementation of controls for those hazards of most concern. Where we believe that the necessary competence to carry out particular risk assessments is not available in-house additional expertise will be obtained.

| Hazard | Current Controls |
|---|--|
| <p>Electricity Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries to you, your employees and/or visitors</p> | <p>All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician</p> <p>Electrical installations are checked regularly by a competent qualified electrician</p> <p>Testing, certifying and repairs are carried out in accordance with appropriate E.T.C.I. standards</p> <p>Enclosures/covers are in place to prevent contact with live electrical equipment/parts</p> <p>Damaged extension leads are repaired or removed from use</p> <p>Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations.</p> <p>Work on live electrical equipment is avoided where reasonably practicable</p> <p>Fire extinguishers that are suitable for fighting electrical fires are provided. All circuits supplying socket outlets are protected by an RCD.</p> <p>Operation of the RCD is tested regularly in accordance with the manufacturers instructions</p> <p>Electrical equipment and fittings are suitable for the work environment.</p> <p>Where electrical portable appliances are subject to on-going wear and tear, they are inspected and tested</p> <p>Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person</p> |
| <p>Display Screen Equipment</p> | <p>An assessment of individual workstations is carried out</p> |

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| <p>Poor workstation set up, prolonged Display Screen Equipment (DSE) use and prolonged poor seating posture at DSE workstation can cause neck, back, shoulder or arm strain, eye strain or fatigue to you and your employees</p> | <p>Work tasks are varied to ensure that staff are not working at their computers for long periods of time</p> <p>Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards</p> <p>Employees who use computers are made aware of their right to eye tests</p> |
| <p>Driving for Work Driving for work may result in accidents which may cause serious injuries to you, your employees and/or others</p> | <p>Employees have a full drivers license, are competent, authorised and experienced and are familiar with the vehicle.</p> <p>Vehicles are maintained in accordance with the manufacturer's instructions, in a roadworthy condition and fit for use.</p> <p>The use of hand-held equipment is not allowed while driving.</p> <p>Adequate rest breaks are provided and taken and adequate time is allowed for journeys, taking account of road, traffic and weather conditions.</p> <p>Vehicles are parked safely and legally.</p> <p>Work equipment carried in the vehicle is secured for travel</p> <p>In the event of breakdown the vehicle is safely stopped and hazard warning lights are activated and warning triangle is used where appropriate</p> |
| <p>Sharp Objects Contact with sharp objects can cause cuts, lacerations and amputations to you, your employees and/or visitors</p> | <p>Use of sharp objects is minimised and they are stored safely after use.</p> <p>Safe procedures for the use and cleaning of sharp objects are in place and employees are trained in these procedures</p> |
| <p>Lone Working Lone workers may be more vulnerable to certain hazards which can cause ill health and other serious injuries to you, your employees and/or visitors</p> | <p>Communication devices e.g. phones are provided</p> <p>Contact numbers and alarm are provided for use in an emergency</p> <p>Employees are trained on lone working procedures</p> |

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| | <p>Procedures are in place should a lone worker fail to return or make contact at agreed time</p> |
| <p>Office Equipment</p> <p>Working with office equipment/furniture e.g. photocopiers, shredders, guillotines, filing cabinets may cause cuts, burns and other serious injuries to you, your employees and/or visitors</p> | <p>Office equipment is used in accordance with the manufacturers manual</p> <p>Power sockets are not overloaded</p> <p>Power supply is turned off when clearing shredder jams and emptying bags</p> <p>Loose clothing, dangling jewellery and unsecured long hair should be avoided when using shredders</p> <p>Cabinet drawers and doors are kept closed when not in use</p> <p>Only one filing cabinet drawer can be opened at a time to prevent tipping</p> <p>Shelves are not overloaded</p> <p>Adequate lighting, ventilation and heating are provided</p> |
| <p>Heating Ventilation and Air Conditioning Systems</p> | <p>All ventilation, heating and air conditioning systems are used and maintained in accordance with the manufacturer's instructions.</p> <p>Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use</p> |
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