



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

SAFETY STATEMENT

[Insert](#)

Facility Name
Location
Services Supplied
Date of release

Introduction to Service/Department/Unit

[Please document below a brief description of the service provided, accommodation type and capacity and philosophy of the service]

SECTION 1 CORPORATE SAFETY POLICY

Since the publication of the Corporate Safety Statement in October 2006, it is undoubtedly a fact that the HSE has undergone many changes and faced many challenges.

We would like to take this opportunity to reaffirm our commitment to placing people at the centre of the organisation. In line with this commitment we consider that the management of safety, health and welfare is of fundamental importance in continually improving the quality of the services that we provide, as quality of service is intrinsically linked to the provision of a safe work environment and the operation of safe systems.

In striving to continually improve quality and safety, we recognise and accept our responsibilities for safety, health and welfare. We believe that workplace injuries and illnesses are preventable, and as a consequence we are committed to ensuring the safety, health and welfare of our employees and those affected by the work activities of the HSE.

In order to support the Corporate Plan, we will empower employees to promote and provide leadership in relation to the management of safety, health and welfare in the workplace.

We are committed to ensuring the implementation of a safety management system in the HSE that is consistent with legislative requirements and best practice standards. An integral component of the plan will be the clear allocation of responsibility and accountability to managers and employees that will be supported by the provision of appropriate resources.

We will ensure that appropriate channels of communication are in place to facilitate effective consultation and communication with employees and those who are affected by the activities of the HSE.

The aim of consultation and communication will be to promote a positive safety culture through enabling employees to contribute to the decision making process as it relates to safety, health and welfare at work.

We are further committed to ensuring that the safety management system will be subject to continual monitoring and review so that we can ensure that the work environment and systems of work continue to be safe and that they contribute to quality improvement. It is recognised that as the HSE is due to enter into a period of organisational change that this Corporate Safety Statement will require review to take cognisance of these changes.

Professor Brendan Drumm January 2009 Chief Executive Officer.



DOCUMENT CONTROL

Document Name	Insert Site/Service name Safety Statement
Document Owner	Insert Name and Title of Senior Responsible Person
Document developed by	
Responsibility for implementation	
Responsibility for review and audit	
Last Updated	
Version	
Revision Date	
Status	Compliance with Safety, Health and Welfare Legislation

REVISION HISTORY

Version	Date	Revised by	Revision Details

DISTRIBUTION LIST

Name	Title	Signed

<p>It is a legal requirement to bring this document to the attention of all location/service employees annually.</p>

CONTENTS

	Page
Introduction to Service/Department/Unit	2
Section 1	
Corporate Safety Policy	3
Document Control	4
Section 2	
Declaration of Intent	6
Section 3	
Roles and Responsibilities	8
3.1 Employer	8
3.2 Management Flow Chart	9
3.3 Local Senior Managers	9
3.4 Line Manager	10
3.5 All Employees	11
3.6 Contractor / Agency Employees	12
Section 4	
Management Arrangements	14
4.1 Documentation and Dissemination of Safety Statement	14
4.2 Consultation and Communication	14
4.2.1 Safety representatives	14
4.2.2 Committee	15
4.3 Health and Safety Information Instruction Training Supervision	15
4.4 Accident/Near Miss Reporting	16
4.5 Health and Safety Inspections/Audits	17
4.6 First Aid	17
4.7 Resources	18
4.8 Staff Health Safety and Welfare Department	18
4.9 Occupational Health	18
4.10 Employee Assistance Services	18
Section 5	
Hazard Identification and Risk Assessment Process	20
Section 6	
Risk Reduction Arrangements	25
Appendix I Service/Departmental Risk Assessments	

SECTION 2 DECLARATION OF INTENT

[Insert appropriate location/service/facility name] Safety Statement has been prepared in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005. This Safety Statement supports the HSE Corporate Safety Statement 2009 and embraces the HSE's Integrated Quality and Risk Management framework and processes. [Insert appropriate location/service/facility name] will implement a safety management programme which will assist the HSE in achieving its corporate objectives.

Our safety statement sets out clear responsibility and accountability for both management and employees and is supported by the provision of appropriate resources to manage all identified risks associated with our activities so far as is reasonably practicable.

[Insert appropriate location/service/facility name] will ensure appropriate channels of communication are in place to ensure effective consultation on all safety, health and welfare matters with our employees and those who may be affected by our activities. To maximise the benefits of effective consultation we will ensure that consultation takes place in good time and will be of balanced participation.

Employees and others affected by our activities are invited to contribute to the improvement of safety by making suggestions for the improvement of this Safety Statement through the consultation process, their line manager or safety representative.

Hazard identification, risk assessment and the subsequent implementation of protective and preventative control measures are key to the successful implementation of our safety management programme thus providing a safe work environment.

The safety management programme will be measured, evaluated and reviewed on a continuous basis to ensure the risks identified are continually controlled and monitored to ensure work systems and the environment continue to be safe for employees and all those affected by our activities.

Safety Health and Welfare of our staff is paramount to the effective and efficient way in which we conduct departmental business and thus the successful implementation of our safety management programme relies on the everyday co-operation of employees. Therefore it is essential that employees are aware of the arrangements for health and safety and that these are included as an integral part of the tasks performed while at work.

Details of the Safety Management Programme including the general arrangements for occupational safety, health and welfare are contained within this Safety Statement.

Signed: _____
Senior Responsible Person (s)

Title: _____

Date: _____

Planned Review Date: _____

SECTION 3 ROLES AND RESPONSIBILITIES

[Insert title and name] is responsible for ensuring that, so far as is reasonably practicable, the safety, health and welfare at work of employees under his remit and for those affected by the activities of the department.

3.1 Employer Responsibility

[Insert appropriate location/service/facility name] is committed to managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees and other individuals at the place of work, (not being employees).

The employer is responsible for ensuring that suitable and sufficient management systems are in place to:

- Identify significant workplace hazards
- Assess the risks associated with these hazards
- Determine and implement appropriate preventative and protective measures;
- Take account of the general principles of prevention;
- Ensure the provision of adequate emergency plans, procedures and measures;
- Ensure that all accidents and near misses that are reported and adequately investigated
- Ensure prescribed accidents and dangerous occurrences are reported.

This will allow the organisation so far as is reasonably practicable to:

- Prevent any improper conduct or behaviour;
- Design, provide and maintain a safe place of work, including safe means of access and egress;
- Design, provide and maintain safe plant and machinery, articles and substances;
- Provide safe systems of work;
- Provide appropriate information, instruction, training and supervision;
- Ensure ongoing hazard identification and risk assessment takes place;
- Use suitable standards, codes of practice, guidelines, or industry practices;
- Provide and maintain suitable protective clothing and equipment;
- Provide and maintain suitable welfare facilities

The arrangements for achieving these objectives are set out in the main body of this document.

The following employees have a specific roles and responsibilities to assist the organisation in meeting the objectives presented in the Safety Management System.

3.2 Management Flow Chart

[Insert a suitable management flow chart which portrays the structure within the service/department and includes the names and job titles of relevant employees with responsibility for health and safety]

3.3 Hospital GM/CEO, LHM or Support Services GM

[Insert title and name of **Relevant Local Senior Managers**]

Is responsible for the integration of safety, health and welfare into all activities undertaken within the [insert service/location/facility]

His/her responsibilities include:

- Have in place a Site/Service Specific Safety Statement which conforms to the requirements of the Corporate Safety Statement and is supported by a documented risk assessment procedure.
- Ensure that the systems, processes and resources necessary to manage safety health and welfare are in place within all sites/services within their area of responsibility.
- Ensure that appropriate systems are in place to communicate the Site/Service Specific Safety Statement to all employees and other persons who may be exposed to any specific risk to which the Safety Statement applies at least annually and at other time following amendment.
- Ensure that the Site/Service Specific Safety Statement is reviewed and updated on a regular basis and in the event of any significant change in work practice.
- Ensure the auditing of the safety, health and welfare management system takes place. To ensure results are acted on through the development of appropriate action plans
- Promote the integration of safety, health and welfare into all activities of their area of responsibility i.e. management team meetings.
- Incorporate the Safety, Health & Welfare legislation as part of the general conditions of a contractor's work specification at all stages of the procurement process the tender stage. Integrate performance indicators in relation to safety, health and welfare as part of team based performance management.
- Seek advice from specialist health and safety and risk advisors/managers as necessary.
- Ensure that employees have access to safety health and welfare training appropriate to their role and that a record of each employee's training is maintained.
- Provide reports from the safety committee to the Network Manager/Assistant National Director ISD/Support Service Manager on an annual basis or more frequently if requested
- Report safety, health and welfare risks identified that are not within their ability to control to the relevant Network Manager/Assistant National Director ISD/Support Service Manager
- Provide arrangements for the election of safety representatives
- Put in place suitable arrangements for an effective and inclusive approach for safety representatives in the consultation process

- Ensure that suitable emergency plans, procedures and measures are in place and that they are periodically tested

3.4 Line Manager e.g. Department Head/Service Manager

[Insert name of line manager] is responsible for the integration of safety, health and welfare into all activities undertaken within the [insert service/location/facility]
His/her responsibilities include:

- The availability of the Site Specific Safety Statement for their area of responsibility. This must be supported by a risk assessment that clearly reflects the risks within the department.
- Undertake hazard identification and the risk assessment process within their area of responsibility including an assessment of all work practices. Record findings while following up on corrective actions to manage identified hazards
- Undertake routine inspections of the safety management system in place. within their area of responsibility to ensure all risks are appropriately managed.
- That the systems, processes and resources necessary to manage safety health and welfare are in place within their area of responsibility.
- Report safety, health and welfare risks identified that are not within their ability to control to the relevant Local Senior Manager.
- The systems and processes in place contribute to compliance with the Site/Service Specific Safety Statement and relevant legislation.
- Promote the integration of safety, health and welfare into all activities of their area of responsibility i.e. departmental/service team meetings.
- Ensure that the Site Specific Safety Statement and its related obligations are communicated throughout their area of responsibility.
- Empower employees within their area of responsibility to take ownership of safety, health and welfare risks and promote best practice in the management of these risks
- On receipt of notification that an employee is pregnant, ensure that a pregnancy risk assessment is undertaken
- Distributing documented safe systems of work to nominated responsible people for action
- Integrate performance indicators in relation to safety, health and welfare as part of team based performance management.
- Monitor the performance of the safety, health and welfare system through performance indicators and audit and ensure the outcomes of the monitoring process are acted on through the development of appropriate action plans
- Seek advice from specialist risk and health and safety advisors/managers as and when required
- Ensure that employees have access to and facilitate their attendance at safety health and welfare training appropriate to their role.
- Maintain a record of each employee's training.
- Ensure that a comprehensive incident management process is in place for all incidents occurring within the department/service.
- Ensure that all safety related records are maintained appropriately.

- Ensure that suitable local/site specific emergency plans, procedures and measures are in place and that they are periodically tested;

3.5 All Employees

All employees have a responsibility for their own safety health and welfare and that of others in the workplace and should therefore:

- Co-operate with their employer or any other person as appropriate to ensure a safe and healthy environment can be provided and maintained
- Not engage in improper conduct or behaviour (including bullying / harassment)
- Ensure they are not under the influence of an intoxicant to the extent that they may endanger themselves or others
- if reasonably required by his or her employer, submit to any reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed
- Attend all necessary training relating to health, safety and welfare at work or the work activities carried out by the employee
- Use safety equipment or Personal Protective Equipment (PPE) provided, or other items provided for their safety, health and welfare at work
- Report to line managers as soon as is practicable:
 1. Any work which may endanger the health and safety of themselves or others
 2. Any defect in the place of work, systems of work, articles or substance
 3. Any breach of health and safety legislation of which he or she is aware
- Employees must not:
 1. Interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at work
 2. Place anyone at risk in connection with work activities
- Pregnant employees have a duty to notify their line manager (medical practitioners certificate) when they become pregnant, in order for a pregnancy risk assessment to be carried out
- Make themselves familiar with the contents of the Safety Statement and ensure to seek clarification from their manager if they are unclear about any aspect of the Safety Statement that is relevant to their work activity.

3.6 Contractor / Agency Employees

All persons at work have a role to play in the provision of a safe working environment and that includes all contractors and agency personnel.

Contractor: a person or firm who contracts to supply materials (any machinery, appliance, apparatus, tool or installation for use at work as defined by General Application Regulations, 2007) or labour

Agency: a business or other organisation providing a specific service.

Construction and building maintenance type activity is arranged by HSE Estates to ensure suitable contractors and safety arrangements are in place. They will identify a maintenance manager who will supervise the contract and ensure it is undertaken safely.

Arrangements with other contractors or agency workers will be reviewed by [\[Insert name\]](#) to ensure all parties concerned are aware of safe work practices, systems and safety procedures required to maintain a safe working environment.

- All contractors and agencies must provide evidence to the HSE that all risks are appropriately assessed and managed to ensure the safety of all those who are employed or contracted to be employed on behalf of the HSE and to identify and manage risks to service users as appropriate.
- All work performed by the contractor or agency employee must be carried out in a safe manner. They must take due care of their own safety and all others affected by their work.
- All contractors and agency workers must report to the person in charge of the building/service before commencing any work and when they are about to leave.
- No work, no matter how minor, should commence without some form of prior consultation, hazard identification and risk assessment with the responsible HSE manager.
- The agency must ensure that all its employees are fully competent for the area in which they are engaged. Where applicable, the agency must provide appropriate resources to ensure the safety health and wellbeing of all personnel in their employment and that of any others who may be affected by their work activities.
- Agency staff working in a clinical area must be fully competent in the use of the equipment to be used in the course of the duties while working in the HSE.
- The contractor must, where applicable, provide all necessary instruction training and information on all health, safety and welfare matters to his or her employees. This also includes sub-contractors working on his/her behalf.
- The contractor must provide all necessary safety equipment and ensure it is used correctly at all times. Plant and equipment brought on to the premises by contractors must be safe and in good working order.

- Contractors must not use any equipment or the services of any HSE employees unless stipulated in their contract.
- If an accident, incident, near miss or dangerous occurrence occurs it must be reported to the manager responsible for employing the contractor/agency worker. The appropriate HSE form should also be completed.
- If any activity being undertaken is thought to present any additional risk it should be reported immediately to the line manager.
- The departmental manager reserves the right to cease work that may cause imminent danger to the health and safety of persons, without penalty.

SECTION 4 MANAGEMENT ARRANGEMENTS

General guidance has been provided in the sub sections below to reflect the specific arrangements in place to facilitate the management of health and safety.

4.1 Documentation and Dissemination of Safety Statement

The Safety Statement is available to all employees and others who may also require access to it e.g. contractors/ agency staff.

The master copy of the Safety Statement is held by [insert detail]. Controlled copies of the Safety Statement will be issued to personnel as specified on the distribution list.

When making changes to the Safety Statement and to ensure that each copy of the document contains a record of all changes, [insert name] will ensure that all circulated Safety Statements are removed and will issue new revised documents with the appropriate changes. The revision number and date of revision will be recorded.

The Safety Statement will be brought to the attention of all new employees and to existing employees at least annually and following any amendments [insert details of how this will be achieved locally]. It will also be brought to the attention of non-employees who may be exposed to specific risks in the workplace (e.g. contractors).

The Safety Statement will be brought to the attention of the above persons in a form, manner and as appropriate, language that will be understood.

This Safety Statement will be reviewed annually on a planned basis. If circumstances require it i.e. whenever significant changes take place or when risk assessments are carried out and improvements are made that have an impact on safety and health.

4.2 - Consultation and Communication

The [insert service/location/facility] is committed to a policy of co-operation and consultation between management and employees and will take account of any representations made by employees. The effectiveness of the consultation arrangements will be reviewed at regular intervals.

The following consultation mechanisms are in place:

[Insert local arrangements such as means of consultation and communication via committees, safety reps, staff meetings, shared drives, notice boards etc.]

4.2.1 Safety Representative/s

[Insert names and contact details] will represent employees by discussing health and safety matters with [insert manager contact/s and meeting intervals]

A safety representative having given reasonable notice to the employer and in accordance with the Safety, Health and Welfare at Work Act 2005 may:

- Investigate accidents or dangerous occurrences
- Make oral or written representations to inspectors on matters of safety, health and welfare at work
- Receive advice and information from inspectors
- Carry out inspections and present them to the employer
- Investigate potential hazards and complaints made by a member of staff
- Accompany an inspector on any tour of inspection other than that made by an inspector for the purpose of investigating an accident.

Safety representatives are to be voted for by employees and will hold the position for 3 years.

Please contact the Staff Health Safety and Welfare Department for further information on the role of the safety representative and the process by which a representative can be nominated and elected.

4.2.2 [Insert name of Committee e.g. ISQC]

There is a [name of committee] in place which meets [insert detail]. Members of the committee are: [insert names and roles]

All committee meetings will be minuted and the minutes circulated to employees [insert detail as to how this is carried out]

The role of the committee is to:

- Act as a conduit for the two-way exchange of information between management and employees in relation to matters of safety, health and welfare.
- Consider and make recommendations on matters of general health, safety and welfare.
- Make recommendations on amendments to the Safety Statement.
- Review Risk Assessments, inspection reports and audit reports and ensure prompt remedial action is taken when required.
- Review accident/incident statistics and make recommendations.
- Consider methods of promoting health and safety within the organisation.

[Insert local terms of reference. It can be placed in appendices if preferred]

4.3 - Health and Safety Information Instruction Training Supervision

[Insert name] will ensure that a suitable training needs analysis is in place to ensure that timely and appropriate health and health and safety training, information and instruction is provided to meet both statutory and local requirements. The aim is to ensure all employees gain the competencies necessary to undertake their duties in a

safe manner therefore reducing the risk of injury or ill health to themselves or others.
Training records will be maintained [\[insert detail\]](#)

Training will be provided:

- On commencement of employment.
- In the event of the transfer of an employee or change of task assigned to an employee
- On the introduction of new work equipment, new systems of work, or changes in existing work equipment or systems of work
- On the introduction of new technology
- To maintain employee competency

Additional health and safety information and training support is available from the Staff Health, Safety and Welfare Department.

4.4 - Accident/Near Miss Reporting and Investigation

All accidents and near misses will be reported in accordance with the Safety Health and Welfare at Work Act 2005 and the HSE Incident Management Policy and Procedure *OQ 0006 REV 12*.

Incident / Near Miss Report Book/s is/are located [\[Insert detail\]](#) for this purpose and should be completed as soon as possible following the incident or near miss.

The following procedure must be followed for all accidents/near misses:

- All accidents and near misses, regardless of severity, must be reported immediately to the in line manager/supervisor.
- All accidents and near misses, regardless of severity, must be clearly recorded on the Incident/Near Miss Report Form following the guidelines supplied.
- It is the responsibility of the line manager to investigate all accidents/ near misses that occur within their area of responsibility and to ensure that the appropriate action is taken to prevent re-occurrence
- When it is deemed necessary for a more “in depth” investigation to take place an internal investigation team will be formed to include competent support from appropriate HSE departments including the Staff Health Safety and Welfare Department.
- All accidents will be managed in line with the HSE Toolkit of Documentation to Support the Health Services Executive Incident Management *OQR008 rev 7*
- When necessary the HSE Escalation Risk and Incident Escalation Process *QCCD 001 rev1* will be adhered to.

[\[Insert name\]](#) is responsible for notifying the Health and Safety Authority using an IR1 form when:

1. A work accident causing the death of a staff member
2. A work accident that prevents a staff member from working for more than three days (not including the day of the accident).

3. An accident caused by a work activity that causes the death of, or requires medical treatment to, a person not at work:

and for reporting any dangerous occurrence described in Part X of Safety Health and Welfare at Work (General Application) Regulations 1993 on an IR3 form.

[Insert name] is responsible for ensuring the National Treasury Agency is informed of any accidents and near misses that occur that are reportable to them.

Other external agencies that require incident and near miss reports will be contacted by the appropriate manager following HSE and the respective agency requirements.

4.5 - Health and Safety Inspections/Audits

The [insert service/location/facility] will implement a Safety Inspection and Auditing Programme. Inspections/Audits will be carried out at least annually in all relevant areas taking into account activities undertaken by employees when travelling and visiting other locations. [Insert name] will ensure that these are carried out. Results of inspections and audits, including details of recommended corrective actions will be recorded and shared with employees at the relevant [insert meeting detail].

[Insert any additional types of audits/inspections that are undertaken e.g. Staff Health, Safety and Welfare Department, Health and Safety Authority (HSA), HIQA, Mental Health Commission or any internal audit against particular standards e.g. hygiene standards, infection control standards etc.]

4.6 – Occupational First Aid [Insert local site arrangements if medical staff on site]

Please insert:

Name/s of first aider/s

Contact details – location telephone extension etc

Location of first aid boxes

System /who is identified to check contents and shelf life of contents of first aid boxes

The first aiders have received appropriate certified training and will undertake refresher training every 2 years.

The responsibilities of an Occupational First-Aider are:

- To assess the situation and casualty quickly and safely, and summon appropriate help.
- To protect casualties and others at the scene from possible danger.
- To identify, as far as possible, the injury or nature of the illness affecting a casualty.
- To give each casualty early and appropriate treatment, treating the most serious conditions first.
- To arrange for the casualty's removal to the Emergency Department as necessary.

- If medical aid is required, to remain with the casualty until further care is available.
- To report observations to those taking over care of the casualty, and to give further assistance if required.

4.7 Resources

It is necessary to expend resources in order to achieve the implementation of the safety management programme. This takes the form of personnel, time and finance. [Insert name] will identify resource requirements to maintain the safety management system through the risk assessment process. Where controls are identified through the risk assessment process that cannot be implemented locally, the risk and required resources must be escalated to senior management through the appropriate channels.

Risk assessments, resource requirements and expenditure records will be maintained and available for inspection and for audit purposes.

4.8 Staff Health Safety and Welfare Department

Location – Dr Steevens Hospital Dublin 8 Telephone 01-6352790

The department's role is to provide advice, support and guidance for managers in the development implementation and monitoring of their Safety Management Programme. This will include:

- Provision of guidance and advice on how to comply with Safety, Health & Welfare legislation including the risk assessment process.
- Assistance in the development and revision of safety, health and welfare at work related policies, procedures and guidelines.
- Assistance in the provision, delivery and development of relevant training programmes including mandatory training
- Provision of information and guidance on the reporting of accidents, incidents or dangerous occurrences coming under the notification requirements of the Health and Safety Authority.
- Assistance with accident/incident investigation and management. This may include the investigation of serious incidents.

4.9 - Occupational Health Services

Location – Dr Steevens Hospital Dublin 8 Telephone 01-6352789

Connolly Memorial Hospital, Blanchardstown, Dublin 15 Telephone 01-6465220

This confidential service is available to all staff. Managers may refer staff members to the service, or self-referral appointments may be made by contacting the department. Occupational vaccinations, post exposure screening and staff health promotion is also available from this service.

4.10 Employee Assistance Services

Location – Dr Steevens Hospital Dublin 8 Telephone 01-6352393

Employee Assistance Service provides a confidential counselling support and referral service for all employees with personal or work related difficulties. Advice and guidance is available to Managers in dealing with employee welfare issues. The Employee Assistance Service also provides formal structured support to groups of employees who have experienced stress reactions as a result of a critical incident in the workplace.

The HSE Employee Assistance Programme (EAP) is available to all employees for support with both personal and work-related concerns.

5.0 HAZARD IDENTIFICATION AND RISK ASSESSMENT PROCESS

The following information relates to general arrangements in place to reduce the risk of injury/ill health to employees and others affected by their work activities whilst at work. All employees should ensure that they are familiar with the arrangements within this service [\[Insert name\]](#)

5.1 Risk Assessment Process


Section 19 of the Safety, Health and Welfare at Work Act, 2005 requires that employers and those who control workplaces to any extent must:

1. Identify the hazards in the workplaces under their control
2. Assess the risks presented by these hazards
3. Identify current controls in place to manage the risk
4. Rate and prioritise the risk using the HSE Risk Matrix
5. Identify what additional controls are required to eliminate the risk or reduce it to as low as is reasonable practicable
6. Identify and assign a responsible person who has responsibility for ensuring these additional controls are implemented and agree a time frame for implementation

Employees must be included in this process as their personal knowledge and experience will provide valuable additional knowledge

Additional competent advice and facilitation support will also be requested from the Staff Health, Safety and Welfare Department when necessary.

The above steps can be completed using the HSE Risk assessment template below.

		Location::		Risk Assessment Sheet 1	
Risk Assessment: Risk assessment carried out by:		In consultation with		Date	
<small>Foillimneacht na Seirbhíse Sláinte Health Service Executive</small>					

Ref No.	HAZARD	RISK	Existing Control Measures	Risk Rating			Recommended Additional Control Measures	Responsible Person Ms. Mr. Action Date
				H	M	L		
1								
2								
3								

Training Required ☒

Inform staff of instructions ☒

Recommendations to be followed up by line manager ☒

Follow up on recommendations immediately ☒

Staff Health, Safety & Welfare Department, HSE National Shared Services

 27

A number of management have attended the Staff Health, Safety and Welfare Department 'Risk Assessment Workshop'.

They are as follows (please list):

5.2 Hazard Identification and Associated Risk

Hazards are identified by observing all routine and non-routine activities undertaken by employees and inspecting the workplace, and any equipment/items used. Hazard identification will fall under one of the following headings below:

1. Physical including environmental and fire hazards
2. Chemical
3. Biological
4. (Psychological) Human factor

The resulting associated risk must be described. This will include a description of the type of injury or event which might result e.g. Risk of musculoskeletal injury, Risk of slip, trip or fall or Risk of structural damage. Those at risk of exposure should also be identified e.g. staff, service user or members of the public.

5.3 Risk Categorisation/Analysis

The risk matrix below should be used to categorise risks identified i.e. place into the high; medium or low category. This process allows for the prioritisation of the additional actions which have been identified as being required.

Risk Rating = the estimated consequential impact of the risk x the likelihood of a risk occurring

RISK MATRIX	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare/Remote (1)	1	2	3	4	5

Ref: Matrix from appendix 2 Corporate Safety Statement 2009

Risk Rating	
Low	Current controls appear to be managing the risk to the lowest level possible.
Medium	Additional controls need to be considered to reduce the risk further. Are they reasonably practicable?
High	Key risks must receive urgent management attention
REMEMBER Risk Assessment is not a "one off"	All risk assessments and control measures should be monitored and reviewed regularly and always following any changes that may affect previous decisions. They should also be reviewed following an accident or near miss.

5.4 Risk Control and Monitoring

Existing controls must be recorded, documenting all current measures in place to manage the risk identified. Such controls may include training, policies and procedures, environmental and physical controls (e.g. panic alarms, key pads, maintenance logs, security. Isolation rooms) and clinical controls (e.g. care plans, Multi disciplinary assessments, behavioural charts).

The subsequent existing safe working procedures must be reviewed against:

- Legal requirements
- Authoritative safety and health guidance
- Information provided by manufacturers and suppliers of articles and substances for use at work
- Relevant national and international standards
- Relevant professional, industry or trade association guidance
- Incident data collated and from central sources such as the Health and Safety Authority;

On review of the existing controls in place and the subsequent risk rating, additional controls may be required and must be documented in the recommended control column.

The hierarchy (or order) of risk control measures must be considered when identifying what additional controls are necessary:

- Eliminate the risk
- Substitute the hazard giving rise to the risk with a hazard that gives rise to a lesser risk
- Isolate the hazard from the person at risk
- Minimise the risk by engineering means
- Minimise the risk by administrative means
- Employ engineering strategies for improving workplace safety which may include:
 - Planning new premises, materials and equipment whose design removes or minimises the hazard.
 - Redesigning existing work environments, systems and equipment to eliminate or minimise the hazard.
- Using personal protective equipment (PPE)

5.5 Escalation Process

Those risks where the additional controls cannot be managed at local level must be escalated to a more senior management level for review. It is therefore imperative that the lines of responsibility are clearly identified (as required in Section 3.2 of the Safety Statement) so that the appropriate level of management can be notified.

Those risks requiring escalation may be included in a risk register (Please refer to HSE Developing and Populating a Risk Register Best Practice Guidance *OQR010 Rev 11*).

Please contact the Staff Health Safety and Welfare Department for advice and guidance in this process.

5.6 Service/Departmental Risk Assessments

Please refer to **Appendix I** for details of site specific risk assessments conducted.

SECTION 6 – RISK REDUCTION ARRANGEMENTS

The following information relates to general arrangements in place to reduce the risk of injury/ill health to employees and all others affected by their work activities working within [insert detail]. All employees should ensure that they are familiar with these and any other specific arrangements detailed in local service/site specific risk assessments.

[Insert information on the specific hazards (physical, chemical, biological or psychosocial) in the service and how the associated risk is eliminated or reduced. Physical or engineering controls associated with the work location in addition to controls associated with work practices to include training, assessment, policies and protocols should all be included. **The information set out below is for guidance purposes and must be amended to reflect the specific controls in place in the relevant service]**

6.1 Chemicals

Chemicals in a healthcare setting may include those used in a clinical context such as in theatre or an x-ray department, those used in a catering department (e.g. oven cleaner, cleaning detergents, dishwasher detergent) and those used by household staff (e.g. floor cleaner, disinfectants) [Please describe the nature of the chemicals used and stored on site]. Please see below for sample paragraph on the safety arrangements which must be in place in relation to the use of chemicals:

Cleaning chemicals are kept to a minimum for immediate use and always kept in the manufacturer's container and stored in a secure location where unauthorised persons cannot gain access. Any hazards identified are controlled in accordance with the manufacturers/suppliers guidance contained in Safety Data Sheets. These Safety Data Sheets are available for each chemical available on site. Personal protective equipment will be supplied if/when identified by the risk assessment process. Where appropriate, staff receive chemical handling training (provided by the Staff Health Safety and Welfare Department). Safe systems of work for the safe use, storage and disposal of chemicals have been developed in consultation with relevant staff and Safety Data Sheets [please amend as appropriate to reflect local arrangements in place in service/department/area].

6.2 Equipment and Electrical Safety

The [insert site/service name] will purchase equipment that is safe and suitable for use. We will keep a register of equipment and ensure it is maintained. Employees will be trained to use equipment safely and faulty equipment will be removed from service until repaired by competent contractors.

The safety of electrical installations is the responsibility of the HSE Estates department, the maintenance of the installation is supplied by Maintenance Department. They ensure that compliance with the Safety Health and Welfare at Work (General Application) Regulations 2007 Part 3 and ETCI rules is maintained.

Safety, maintenance and reporting of defective medical equipment must follow the requirements of the HSE Medical Devices/Equipment Management Policy.

Employees should check visually all equipment before they use it, any faulty or defective leads, plugs, switches, sockets of electrical equipment must be taken out of service immediately, appropriately labelled and reported to the Line Manager.

Repairs to all electrical equipment and appliances should only be carried out by a competent person.

It is the responsibility of all employees to ensure that electrical leads and cables are distributed in such a manner as not to cause an electrical risk or trip hazard

The Staff Health Safety and Welfare Department may be contacted for advice with regard to any defective equipment to ensure relevant processes are followed with regard to investigation and notification of relevant authorities.

[\[Please insert arrangements in place for reporting defective equipment and putting out of use and maintenance schedule in place for manual handling equipment e.g. hoists\]](#)

6.3 Fire Safety

Fire prevention is key to our fire safety strategy and all employees are reminded of their responsibility to ensure they do all they can to prevent a fire starting. However should a fire occur the following protective controls are in place.

Fire detection and Alarm system

[\[Insert brief detail\]](#)

Emergency lighting

The building is fitted with emergency lighting. These emergency lights are put in place to:

- Facilitate the means of escape from the building during any interruption or the general lighting system.
- Indicate clearly a route to a protected area.
- Identify the location of portable fire fighting equipment.

Fire fighting equipment

The purpose of portable fire fighting equipment is to extinguish incipient fires. The extinguishers that are provided are only to be used if it is safe to do so. An external contractor maintains all fire fighting equipment.

The following fire fighting equipment is available throughout the premises at fire points:

[Insert brief detail]

Fire Drills

Fire safety training is provided to all employees of the building. They are instructed, during their training, on the evacuation procedures within the building. Demonstrations also take place on the use of Fire Fighting extinguishers during training sessions. A fire drill is undertaken twice a year and records of drills maintained [Please amend if necessary to reflect the current situation within the service/department/area]

Fire Orders

Fire Orders are displayed throughout premises; the procedures shown on these Fire Orders are to be followed in an emergency situation. All employees should read these Fire Orders and make themselves familiar with the procedures [please amend if necessary to reflect the current situation within the service/department/area]

Fire Register

A fire register will be kept in the building to record all fire safety training/evacuation drills and servicing of equipment. [Insert detail of where this can be found and who maintains the register]

6.4 Emergency Planning

Emergency situations must be identified and plans regarding the response to such emergencies developed, implemented and tested. Records of all simulation exercises, drills etc must be maintained and include improvement action plans [Provide list of emergencies and cross reference to Emergency Plan/Policy and where such detail can be accessed]

The **Emergency Management Office** can be contacted in Phoenix Hall, St Mary's Hospital Dublin 20 on 6754100 for assistance and guidance in the development of emergency plans.

6.5 Infection Control

The prevention and control of infection is achieved by utilising standard precautions. All employees should be aware of and have access to relevant policies and guidelines pertaining to infection control. [Please state where guidance on standard precautions, needlestick injuries, occupational blood / body fluid exposure and any other relevant policies/guidance can be found]. Personal Protective Equipment such as gloves, aprons and masks must be provided as required. Employees are obliged to inform line managers if they have been exposed to any infectious disease that may be a risk to themselves colleagues or service users. Relevant vaccinations are offered by the Occupational Health Department. All employees must ensure they inform Occupational Health if they receive a needlestick injury

The following controls should also be considered:

- Consultation with Infection Control Nurse
- Reference to specific training, policies & procedures
- Completion of hygiene audits
- Recording and communication of relevant service user information
- Hand washing facilities and arrangements
- Waste arrangements

6.6 Lone Working

A lone worker is anyone who works alone, without a colleague or colleagues. In health and safety terms lone workers fall into the “vulnerable group” category. As lone workers are more at risk than other employees, additional risk control measures may be required to ensure the safety of the “lone worker” (HSE Guideline for Lone Workers 2007).

Please describe the circumstances under which lone working can occur and the measures in place to eliminate or minimise the risk associated with lone working in your service/site.

These may include:

- Assessments prior to lone working
- Buddy system
- Working in pairs where identified by risk assessment
- Diaries, mobile phones and a control point
- Local security arrangements
- Reference local policies in place

6.7 Violence and Aggression

Work-related violence is any incident where staff are abused, threatened or assaulted in circumstances related to their work, involving an explicit or implicit challenge to their safety, well being or health” (HSE ‘Strategy for Managing Work-related Aggression and Violence within the Irish Health Service’ 2008).

Work-related aggression and violence poses a range of very significant physical and psychological risks to staff. Occurrences of work-related aggression and violence are a function of an interchange between the service user, service provider, interaction taking place and environmental factors.

Management recognise that by the nature of our service, staff may work in situations where there may be a risk of violence in the course of carrying out their work. Management will ensure that proper controls are in place in an attempt to reduce the risks involved to a minimum.

Please describe the measures in place to manage violence and aggression in your service/site. These may include:

- Procedural defences (e.g. avoiding working alone)
- Management defences (e.g. training programmes e.g. NVCI/TCI, staffing arrangements, multi disciplinary approach to service user care plans, communication at team meetings, recording and learning re: incidents)
- Physical defences (e.g. hatch/counter facilities, security presence, security lock on doors, mobile phones, personal alarms, CCTV, layout of treatment rooms)

6.8 Manual Handling

Where manual handling cannot be avoided, risk assessments will be undertaken in consultation with employees to identify control measures required to minimise the risks from manual handling. Training in manual handling techniques will also be provided to ensure musculoskeletal injuries are avoided.

A programme of training has been developed by the Staff Health, Safety and Welfare Department to provide training in manual handling techniques to those engaged in animate and inanimate manual handling as part of their work activity. The department also provides Manual Handling instructors training so that staff can provide training to other staff members in their own service or location.

[Please include details of local procedures in place e.g. risk assessments, service user specific risk assessments, and mechanical aids. See below example:

Specific service user manual handling risk assessments are undertaken on all service users and reviewed as indicated by the service users changing needs or circumstances or as required by relevant standards. Staff are instructed to be familiar with the requirements for the safe moving and handling of the service user as specified in their respective moving and handling assessment plan prior to any patient moving and handling activity.

Mechanical aids such as wheelchairs, trolleys, sliding sheets and maxi slides are provided where required throughout the departments. Staff are trained in the use of all new equipment. Training in use of hoists is provided by the Supplier. An inventory of manual handling equipment within the department/service is maintained and a preventative maintenance schedule is in place.

Training in manual handling and people moving and handling techniques is provided to all staff involved in these activities to ensure musculoskeletal injuries are avoided].

All persons involved in Manual Handling/ Patient Moving and Handling must adhere to the following principles of safer manual handling:

1. Think before you lift (TILE)
2. Don't lift or handle more than you can easily manage
3. Adopt a stable posture

4. Ensure a good hold on the load
5. At the start of the lift, moderate flexion (slight bending) of the back, hips and knees is preferable to fully flexing the back (stooping) or the hips and knees (squatting)
6. Keep the load close to your waist
7. Don't flex the spine any further as you lift
8. Avoid twisting the trunk or leaning sideways, especially while the back is bent
9. Keep your head up when handling
10. Move smoothly
11. Put down then adjust

Putting these principles into habitual practice will ensure greater comfort and safety and will minimise strain and effort.

Employees are reminded that if they are in any doubt with regard to lifting to ask for help.

Please refer to Staff Health Safety and Welfare Department Safety Alert for Safe Use of Patient Hoist and Sling (Ref SHSWD/2010/01)

6.9 Slips Trips and Falls

According to a recent publication by the Health and Safety Authority, slips, trips and falls were the second highest reported accident trigger in the Healthcare sector.

Slip trip and fall hazards may be caused by slippery surfaces, damaged flooring/pathways, obstructed walkways (internal or external), level changes, trailing cables or poorly designed or fitted mats.

All staff are made aware of the role they have to play in preventing slips trips and falls by actively ensuring that housekeeping standards are maintained and walkways remain clear. Damaged surfaces, trailing cables, obstructions in circulation areas and insufficient lighting must be reported and any spills cleaned immediately. Signage may also assist in alerting staff, service users and visitors to cleaning which is taking place or highlighting specific hazards such as damaged flooring or a spillage.

[Please insert any additional arrangements]

6.10 Travel/Transport Management

Employees may have to travel to visit Service Users or accompany Service Users to appointments.

Where this is the case, the following arrangements should be considered:

- Do staff have the relevant qualifications (e.g. driving licence, Driver CPC) and insurance
- Do employees carry out basic safety checks before use of the vehicle
- Is there a regular preventative maintenance schedule in place for the vehicle

- Do staff have a first aid kit and safety equipment in the vehicle in case of an accident or vehicle breakdown
- Are journey routes and visiting times planned and is there a system in place to ensure staff appointments are monitored
- Do staff have access to a mobile phone should assistance be required
- Is the activity risk assessed taking into account the area being visited or the Service User being accompanied

With regard to transport activities within the workplace, the following arrangements should be considered:

- Access/egress
- Marking and signage on the grounds including vehicle routes
- Safe separation of vehicle and pedestrian routes
- Safe systems of work for loading and unloading, working at height in vehicles, securing loads and safety of loading bays
- Appropriate instruction, training and supervision in use of vehicles
- Preventative maintenance schedule for all vehicles
- Development of a traffic management system (traffic management plan, workplace transport risk assessment, safe systems of work)
- Risk assessment and implementation of suitable preventative and protective measures with regard to workplace hazards such as condition of roads, pathways, obstructions.

[Please insert what arrangements are in place with regard to the above]

6.11 Food Safety

Those involved in food preparation will receive food hygiene (HACCP) training and employ good food hygiene practices in accordance with HACCP principles. Food, fridge and freezer temperatures must be regularly recorded and monitored. Food must be stored appropriately and colour coded boards used to ensure appropriate segregation when preparing food. PPE must be provided as required. There must be adequate hand washing facilities in place and good personal hygiene standards maintained. There must be a cleaning rota for the kitchen. Safe systems of work for various food preparation and serving activities must be developed and available in the HACCP folder. Access to the kitchen must be restricted to trained staff only.

The following principles of HACCP must be followed in all services/department where food is prepared:

1. Identify the Hazards
2. Determine Control Points and Critical Control Points (examples include delivery, storage, defrosting, cooking, cooling, hot holding)
3. Set Critical Control Limits
4. Monitor Critical Limits (examples include temperature readings, visual inspections, use by dates)
5. Take Corrective Action when monitoring indicates that Critical Limits have not been met

6. Establish an effective Recording System
7. Verify that the system is working as planned

[Please insert any additional arrangements]

6.12 Workstation Assessments

Hazards associated with the use of display screen equipment (DSE) will be identified and any risk to the health and/or safety of the user assessed. All workstation assessments must be in writing and a decision must be made as to what (if any) control measures are necessary to eliminate or minimise the risk.

Employees who are regular and significant users of DSE (i.e. they use the DSE for at least one hour or more as part of an everyday work routine) are entitled to have an eye test completed. Tests are arranged by their manager who will contact the Occupational Health Department.

[Please insert any additional arrangements]

6.13 Exposure to Environmental Tobacco Smoke (ETS)

Please insert what arrangements are in place with regard to the management of ETS.

Examples may include the following:

- Exemptions to the legislation
- Smoking policy
- External designated smoking areas
- Assessment of level of supervision required for Service Users who smoke,
- PPE such as aprons if appropriate
- Ventilation systems if Service User smoking room provided
- Smoking cessation programmes

Please refer to the HSE Risk Assessment Guidance Tool for Environmental Tobacco Smoke (ETS)

6.14 Maintenance

Building maintenance work is carried out by the Maintenance Department and by external contractors as required. HSE Estates is responsible for the co-ordination of the Maintenance Department and all infrastructural works and contracts. All equipment is maintained as recommended by the manufacturer or supplier including manual handling equipment.

[Please insert local arrangements for notifying maintenance]

6.15 Dignity in the Workplace

The Dignity at Work Policy (2009) for the Health Service provides that all employees are entitled to be treated with dignity and respect in the workplace and have a duty of

care to treat others with dignity and respect. The Policy protects employees from bullying, sexual harassment and harassment regardless of whether it is carried out by a work colleague or a person with whom employees come into contact during the course of their work e.g. patient/client, contractor, visitor, supplier.

The policy details a complaints procedure that will ensure complaints are dealt with in a timely fashion and with sensitivity. It recognises the right of all employees to be treated with dignity and respect and to have a safe working environment free from all forms of bullying and harassment. The focus of the policy is to provide robust mechanisms geared towards dealing with complaints, initially at local level without outside intervention. In doing this, the policy identifies the roles and responsibilities of the employer, employees, managers/supervisors and trade union officials. It also establishes the role of a **Support Contact Person** with a designated function to listen, be supportive and provide information on options available to the employee under the policy.

[Insert names of support contact persons (contact HR) and cross reference policy in appendices]

6.16 Occupational Stress

During the risk assessment process management will assess the working environment for systems and practices which lead to health and safety hazards, including stress, and put in place preventative measures so that the demands placed on employees are reasonable and employees know how to cope with these demands. It is important that staff report to their manager if they are suffering on-going stress, which they believe is caused by work. This will enable the manager to work with the staff member to remedy the situation and to provide appropriate assistance and support.

Please refer to Section 4.11 Employee Assistance Service for information on additional support available within the HSE.

6.17 Pregnant Employees

A risk assessment of the pregnant employee will be completed as soon as is reasonably practicable after notification of the pregnancy to the employer. This assessment will be reviewed as the pregnancy progresses.

Where there are complex issues requiring further assessment, the employee will be referred to the Occupational Health Department as a standard management referral.

The Staff Health Safety and Welfare Department provide a workshop in undertaking pregnant employee risk assessments as part of the Risk Assessment Workshop half day programme. Following completion of the workshop, participants are provided with a pregnant employee risk assessment template to assist with the process.

Please refer to Section 4.10 for contact details of the relevant Occupational Health Department.

6.18 Protection of Service Users

Where applicable, each workplace risk assessment will take account of risk to Service Users.

Please insert the arrangements in place to protect service users. These may include:

- Philosophy re: patient care
- Consultation with advocacy groups
- MDT assessments and case conferences
- Care plans which are updated regularly
- Induction and information packs
- Consideration in the risk assessment process
- Compliance and audit against HIQA and MHC standards

6.19 Protection of Visitors and Members of the Public

Where applicable, each workplace risk assessment will take account of the needs of risk to visitors and members of the public.

Please insert the arrangements in place to protect service users and members of the public. These may include:

- Consultation groups
- Consideration in the risk assessment process
- Signage
- Visiting times
- Sign in books

6.20 Protection of Disabled Persons

Where applicable, each workplace risk assessment will take account of the needs of persons with a disability.

Consideration must be given to:

- Access/egress
- Accessibility of the workplace,
- Work activities
- Emergency evacuation of disabled persons
- Modifications to work equipment

The Occupational Health Department is available to offer advice and guidance regarding employees who have a disability.

[Please insert any additional arrangements]

6.21 Protection of Night Workers and those on Shift Work

Management are aware of the effects night work and shift work may have on certain individuals. In order to comply with the Organisation of Working Time Act 1997 risk assessments will address this issue in consultation with staff.

Hours of work are in accordance with the Organisation of Working Time Act 1997 or in agreement with trade unions where applicable. A health assessment is available to employees working on nights and shifts. This can be arranged through the Occupational Health Department.

[Please insert any additional arrangements]

APPENDIX I
Service/Departmental Risk Assessments