

ONGAR COMMUNITY CENTRE

SAFETY MANAGEMENT MANUAL (SAFETY STATEMENT)

2021

**This document has been compiled in compliance with
Section 20 of the Safety, Health and Welfare at Work Act 2005**

Ongar Community Centre, Ongar Road, Dublin 15

SAFETY MANAGEMENT MANUAL – SCOPE

In accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005, Ongar Community Centre is obliged to prepare a written Safety Statement specifying the manner in which the safety, health and welfare of employees and other affected persons is to be secured and managed at Ongar Community Centre.

To address this requirement Ongar Community Centre has prepared a comprehensive Safety Statement outlining its policies and procedures on matters of safety, health and welfare relevant to the company. As part of this, a detailed management structure is defined for the effective implementation of these arrangements. All arrangements outlined within this document relate to the activities and operations conducted at Ongar Community Centre.

The duties and responsibilities of management, employees and other relevant parties are outlined within this document.

Risk assessment is a pivotal element within this Safety Management Manual. The overall process of risk assessment and risk control is seen as an on-going process. This involves participation and subsequent consultation and communication with staff and all other affected persons.

This document and associated risk assessments are reviewed in line with changing legislative circumstances, changing or additional work practices onsite, changes to the risk profile of the company or any other reason deemed appropriate by Ongar Community Centre.

Relevant safety instructions are communicated to employees and clients on a regular basis.

DOCUMENT CONTROL

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1.1 ONGAR COMMUNITY CENTRE– COMPANY PROFILE

Ongar Community Centre is owned by Fingal County Council and managed by the Directors of Ongar Community Centre CLG – The Board. Fingal County Council provides financial support towards the running costs of the Centre and expertise in management and best practices implemented in the daily operation of the facility through membership of the Board. Ongar Community Centre provides a venue to meet the requirements of local people and community groups and has operated as a core resource within the community supporting a range of local community-based groups, actions and initiatives. St Vincent De Paul, Cuidiu Parenting and Breastfeeding Support Group, Ladies Social Group, English Language Classes, St. Johns Ambulance, Parent and Toddler Group, and the Tigers Crèche are operating from the facility.

Ongar Community Centre has taken steps to establish, document, implement and maintain a Health and Safety Management System and continually improve its effectiveness and to ensure the centre operates to the highest level of safety to the benefit of staff and centre users alike. To do this it has been necessary to:

- Identify the processes needed for the Health and Safety Management System and their application throughout the centre. The processes involved are hazard identification and risk control, training, objective setting, assessment of legal obligations, establishment of site-specific safety procedures and protocols, control of accidents and incidents, performance, records, audits and reviews.
- Establish, through written procedures, guidelines on how health and safety is to be planned, implemented and reviewed.
- Communicate to all relevant personnel the measures outlined above.
- Set objectives to achieve planned results and then review achievements in order to identify and implement on-going improvement to the Health and Safety Management System.

The Safety, Health and Welfare at Work Act 2005 and associated General Application Regulations 2007 contain the most important provisions for Employers and their Employees.

The Safety, Health and Welfare at Work 2005 place general duties on;

- Directors of Ongar Community Centre CLG – The Board
- The Employer
- The Employee
- Self Employed
- Manufacturers, suppliers, designers and importers of articles or chemical agents intended for use at work

- All persons in control of premises

The manner by which the safety, health and welfare of people at work will be secured is by

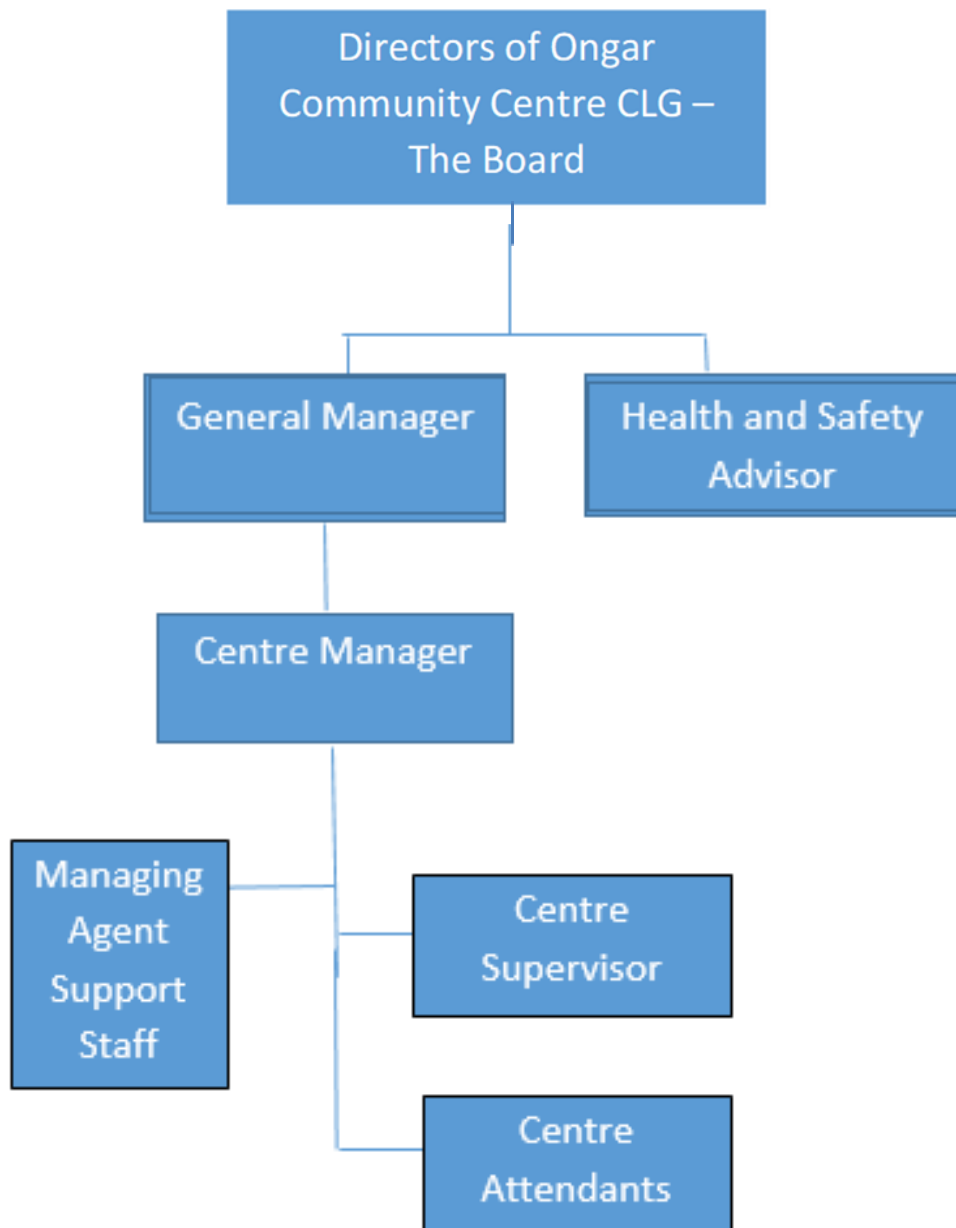
provision of:

- Safe Place
- Safe Plant and Equipment
- Safe Attitudes
- Safe Procedures and Systems of Work
- Competent Personnel

Ongar Community Centre approach to safety is based on a detailed analysis of the Place, Plant, Procedures, & People in order to control the hazards of the workplace. The standards of safety are defined by:

- Safety, Health, & Welfare at Work Act 2005
- Specific Regulations
- EU Directives
- HSA and International Health & Safety Guidelines.
- Codes of Practice.
- Current Knowledge & Best Practice

1.2 Organisational Chart



2.1 ENVIRONMENT, HEALTH AND SAFETY POLICY STATEMENT

Environmental Health and Safety Management is of utmost importance to Ungar Community Centre. Resources in line with the importance attached to occupational health and safety and the environment will be made available to ensure compliance with all relevant Acts and Regulations and to ensure that the workplace is safe and without risk to health in so far as is reasonably practicable.

Ongar Community Centre is committed to, at a minimum, complying with applicable legislative requirements and the prevention of injury and ill health. We provide our staff with information, training and supervision to ensure this is achievable. We expect that our employees place Health and Safety first in all that they do when working for Ongar Community Centre.

Ongar Community Centre is committed to limiting the impact that its business has on the environment, including the prevention of pollution and to managing its environmental risks as effectively as possible. We foster and promote this commitment at all levels of the company.

Ongar Community Centre is committed to continual improvement in our Environmental, Occupational Health & Safety Performance. In order to achieve this continual improvement Ongar Community Centre management shall:

- Implement an Environmental, Health and Safety Management System
- Carry out a review of this policy statement at least annually in order to clarify both conformance and effectiveness
- Shall set annual objectives for improvement in Environmental, Health & Safety Performance and shall put in place appropriate management programmes to support these objectives

The Centre Manager is the senior management representative responsible for the implementation of this Environmental, Health and Safety policy and it's supporting management systems in Ongar Community Centre.

The cooperation of all employees in the achievement of the aims of this policy is required at all times. The Environmental, Health & Safety Policy and Safety Management Manual (Safety Statement) is available to all employees, clients and visitors as appropriate.

Chairperson of Ongar Community Centre CLG
Ongar Community Centre

3.1 SAFETY MANAGEMENT STRUCTURES AND RESPONSIBILITIES

3.2 Responsibilities

All employees have duties in relation to Health & Safety Management in the workplace, the minimum requirements are defined and outlined under Section 13 of the Safety, Health & Welfare at Work Act 2005. Ongar Community Centre requires all employees to ensure that they comply with these requirements as a minimum. In addition to these minimum requirements Ongar Community Centre requires all employees to work towards ensuring that the aims of its Environmental, Safety and Health Policy are achieved and implemented.

Outlined below are the responsibilities and duties of all those with health and safety responsibilities onsite.

3.2.1 *Duties of Directors of Ongar Community Centre CLG – The Board*

In accordance with his responsibilities under Section 80 of the Safety, Health & Welfare at Work Act, 2005, Directors of Ongar Community Centre CLG – the Board understands their legal responsibilities and shall undertake their roles in governing Health and Safety, upholding core H&S values and setting good H&S standards for the business.

Ultimate responsibility for safety management within Ongar Community Centre rests with the Board. The assigned management representatives will work in conjunction with the Centre Manager so that there is an overall positive approach towards health and safety adopted in the centre. This will be demonstrated by a commitment to taking active steps to be aware of the safety record of the Community Centre and issue any reasonable directives in the interest of improving safety, health and welfare.

Sufficient funds and facilities must be made available to enable the Safety Statement of Ongar Community Centre to be fully implemented and to ensure all reasonable steps to controls risks are put in place.

A reasonable level of time and funds will also be made available to provide adequate Safety and Health training to centre staff so that they can achieve health and safety standards required by legislation, relevant codes of practice and the Ongar Community Centre Safety Statement.

Full use of any health and safety advice and assistance whenever necessary will be made, and any remedial actions required on any matters brought to their attention will be addressed appropriately.

In order to ensure compliance is achieved the Board shall:

- Consider Environmental, Health and Safety objectives and targets when developing

business management plans

- Ensure sufficient resources are made available to achieve and implement these H&S plans
- Ensure that the senior managers and staff are actively involved in the management of H&S
- Actively demonstrate the board's commitment to their H&S policy
- Make sure that the necessary organisational structures exist to ensure that H&S is properly managed
- Keep aware of all matters in relation to H&S, especially major incidents and changes in legislation
- Seek the advice of the H&S Department or other competent persons where required, and take their advice into account when appropriate
- Ensure adequate and appropriate Health and Safety audits are undertaken to monitor all aspects of H&S
- Ensure that appropriate objectives and targets for H&S performance are set and that adequate resources are put in place to achieve these targets
- Ensure that adequate and appropriate risk assessments are carried out for all tasks and an operating safety manual is prepared and updated as required

3.2.2 Duties of Centre Managers / Managing Agent Staff

The Centre Manager has direct responsibility for the safety and health of Employee, Contractor & Visitor activities under their control therefore they should be competent & knowledgeable regarding the overall process for which they take charge they should be familiar with legal requirements and codes of practice. The Managing Agent for Ongar Community Centre CLG is Acacia Facilities Management Ltd.

The Centre Manager has a responsibility to ensure that persons reporting to them comply with the H&S policy of the company. This requires the Centre Manager to ensure that they:

- Have full knowledge of the company's safety management manual including the specific requirements of the area under their control
- Report all incidents / near misses without delay
- Ensure that all personnel working under their supervision are properly trained for any tasks assigned
- Ensure that all personnel working under their supervision are aware of the correct actions to be taken in the event of an emergency
- Ensure that all personnel working under their direction are given appropriate information,

supervision and training in a form manner and language likely to be understood to allow them

to correctly carry out their assigned tasks

- Report concerns for safety and make suggestions for improvement to the Board
- Work to prevent improper conduct & behaviour, including bullying and harassment
- Consult with their personnel on matters of H&S importance and ensure that their concerns and suggestions are appropriately dealt with.

In their supervisory capacity the Centre Manager is also required to:

- Insist that good housekeeping standards are maintained on site
- Promote safe working practices
- Ensure that all work under their control is carried out in compliance with all applicable H&S Legislation
- Ensure that all work equipment is used correctly, is appropriate for the task, is not defective and is used safely at all times
- Report on any potential safety hazard or concern for safety
- Check on a regular and continuous basis that the area under their control is free from hazards and that safe work practices are being fully observed
- Ensure that all revisions of safety rules and regulations are properly communicated to all personnel working under their supervision and observed by them
- Ensure that all personnel working under their supervision have and use/wear correctly the protective equipment necessary for their job assignment and enforce compliance. Persistent non-conformance must be noted and documented for legal reasons
- Ensure that appropriate corrective action is taken on any deviations from safety operating procedures
- Ensure that all contractors are aware of the company H&S policies and procedures.

The **Managing Agent** has the following role specific responsibilities;

- The Managing Agent will establish and maintain a Health and Safety Management System and include clear performance objectives and targets for all staff.
- The Managing Agent will endeavour to ensure that reasonable safety and health conditions are observed within the Community Centre, including any outside activities which may arise.
- The Managing Agent will ensure that the Safety Statement is available to and read by all Employees and appropriate third parties.
- The Managing Agent will ensure that all accidents, injuries involving loss time of 3 consecutive working days or more following an accident at work, and any dangerous occurrences brought to their attention are reported to the Health and Safety Authority as soon as practicable (IR1 & IR3 forms). All accidents, incidents or dangerous occurrences will be fully investigated regardless of the loss time involved.
- The Managing Agent will establish clear and unambiguous reporting structures.

3.2.3 Health and Safety Advisor (Managing Agent)

The main responsibility of the Health and Safety Advisor is to advise and assist management and staff on health and safety matters.

The Health and Safety Advisor shall:

- Co-ordinate the Health and Safety management system for the Centre and advise the Centre Manager and Centre Management Board on appropriate measures to manage risk
- Ensure that the site Safety Statement including risk assessments is periodically evaluated and revised as necessary
- Establish appropriate procedures to manage risk onsite and to comply with specific legislative requirements
- Ensure that all staff have access to the Safety Management Manual and have read and understood it
- Ensure regular inspections of the premises are carried out and remedial action taken where necessary
- Advise on specific health and safety related training requirements for staff
- Ensure that sufficient numbers of staff are trained and hold the positions of first aider, incident controller and fire marshals for the effective implementation of the building Emergency Preparedness and Response Plan
- Ensure that the details of any accident or incident onsite are recorded in writing, investigated thoroughly and that the appropriate reactive control measures have been effectively implemented
- Report all relevant accidents and dangerous occurrences to the HSA (Health & Safety Authority)
- Monitor the systems for ensuring that fire safety precautions are adequate and that all statutory inspection elements of the Emergency Preparedness and Response Plan are conducted
- Ensure that a minimum of two emergency evacuations are carried out on an annual basis
- Subject to approval, engage the services of specialist external advice or assistant where the necessity arises

3.2.4 Duties of All Employees

Employees have the following legal duties under Section 13 and 14 of the Safety, Health and Welfare at Work Act 2005. These duties are as follows:

- Comply with all applicable H&S legislation
- Take reasonable care of their own safety, health and welfare and that of others
- Ensure they are not under the influence of an intoxicant to the extent that they may endanger themselves or others

- Co-operate with their employer or any other person as appropriate

- Comply with all instructions issued by the Emergency Controller and Fire Marshals during an emergency response event wherever they are located
- All employees must not engage in improper conduct or behaviour (including bullying/harassment)
- Attend all necessary training requested of them
- Use safety equipment or personal protective clothing provided, or other items provided for their safety, health and welfare at work
- Report all incidents, accidents and near misses of which s/he is aware to the Facilities Helpdesk and to their line manager without undue delay and give full cooperation to any person investigation a reported incident
- Report to the Centre Manager as soon as is practicable:
 - i. Any work which may endanger the Health and Safety of themselves or others
 - ii. Any defect in the place of work, systems of work, articles (equipment) or substances
 - iii. Any breach of Health and Safety legislation of which he or she is aware.

Employees **must not**:

- Interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at work
- Place anyone at risk in connection with work activities
- Deviate from prescribed safe working practices or standard operating procedures onsite
- Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety, health or welfare of persons at work.

4.1 OPERATIONAL CONTROL

The manner in which matters of health and safety control is achieved onsite is outlined in this section.

4.2 Hazard Identification and Risk Assessment



Ongar Community Centre recognises the pivotal role of Hazard Identification and Risk Assessment in the overall process of safety management. Outlined below is the protocol to be followed when conducting and implementing risk assessments. Ongar Community Centre adopts a multidisciplinary approach to risk assessment and control to maximise its effectiveness and practical application.

Critical to the effectiveness of risk assessment is the communication of risk and the necessary control measures to be applied by all employees and others affected by the activities

of Ongar Community Centre.

Risk Assessment records are maintained by the Centre Manager and are accessible in Reception.

In line with Section 19 of the Safety, Health and Welfare at Work Act 2005, Ongar Community Centre is obliged to ensure (in so far as is reasonably practicable) that all workplace hazards have been identified and an assessment of risk is carried out by a competent person(s). Based on the evaluation of the risk, appropriate control measures must be identified and implemented. The process of risk assessment must also involve consultation with employees.

4.2.1 Hazard Identification

A hazard is defined as anything with the potential to cause harm or loss. The process of hazard identification involves comprehensively examining every aspect of the task or process or area under review to identify all reasonably foreseeable opportunities (or potential) for harm or loss to occur.

4.2.2 Risk Assessment

Risk is defined as the likelihood that a hazardous event will occur. Each hazard identified should be evaluated in the context of its potential or likelihood to cause harm or loss to Ongar Community Centre employees, visitors, other affected personnel, damage or loss to property or infrastructure. An effective evaluation of risk is essential to ensure the appropriate prioritisation of risk control measures

and the proportionate distribution of resources to control risk. The risk evaluation methodology to be

applied across all risk assessments conducted by Ongar Community Centre should involve reference to the following risk matrix.

4.2.2.1 Risk Assessment Matrix

Risks are estimated according to their likelihood and potential severity of harm, combining both of these categories to establish a risk rating.

Risk Assessment Matrix		Severity		
		Minor Harm	Moderate Harm	Severe Harm
Likelihood	Very Unlikely	Very Low risk	Very Low risk	High Risk
	Unlikely	Very Low risk	Medium Risk	High Risk
	Likely	Low risk	High Risk	Very High Risk
	Very likely	Low risk	Very High Risk	Very High Risk

4.2.2.2 Risk Assessment Ranking

Likelihood of Occurrence	Severity of Impact
Very likely – typically experienced once every 6 months.	Minor Harm – nuisance and irritation, temporary ill health leading to discomfort, temporary illness. Does not impact on multiple personnel. Superficial injuries, minor cuts, bruises. Minor property damage.
Likely – typically experienced once every 5 years	Moderate Harm – temporary illness leading to possible long-term absence, potential permanent minor disability to one or more persons, Significant loss or damage to property
Unlikely – typically experienced once during the working lifetime of an individual	Severe Harm – Serious and permanent injury, acute fatal illness, severe life shortening disease, fatal injuries Permanent impairment to multiple persons Total loss of property
Very Unlikely – less than 1% chance of being experienced by an individual during their working lifetime	

4.2.2.3 Risk Categorisation

Category of Risk	Evaluation of Acceptability
Very Low	Tolerable or Acceptable (once conditions remain the same and control measures continue to be implemented).
Low	(Low, Medium, High) Risks that should be reduced so far as is cost effective to do so but in proportion to the risk level (i.e. in so far as is reasonably practicable).
Medium	
High	
Very High	Unacceptable

4.2.3 Selection of Control Measures

All risks identified must have corresponding risk elimination or control measures applied. The timescale for action should be considered in the following context:

Risk Level	Action timescales
Very Low	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
Low	No additional controls are required unless they can be implemented in a cost-effective manner. Actions to further reduce these risks are assigned low priority. Arrangements should be put in place to ensure the controls are maintained.
Medium	Consideration should be given as to whether the risk can be lowered but the costs of additional risk control measures should be taken into account. Risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that controls are maintained, particularly if the Risk Assessment has identified harmful consequences or loss to Ongar Community Centre.
High	Substantial efforts should be made to reduce risk. Risk reduction measures should be implemented urgently, within a defined time period. Consideration should be given to suspending or restricting the activity, or to apply interim risk controls until this has been completed. Considerable resources may have to be allocated to additional controls. Arrangements should be made to ensure that controls are maintained, particularly if the risk level is associated with extremely harmful consequences or loss to Ongar Community Centre.
Very High	These risks are unacceptable. Substantial improvements in risk controls are required so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that is no longer very high. If it is not possible to reduce the risk then the work should remain prohibited.

4.2.4 Risk Assessment Review

Risk Assessment is an on-going process requiring periodic review of its effectiveness. The specific risk assessments may be subject to review in the following circumstances;

- where new hazards have emerged in the process or activity,
- as a result of organisational change (including personnel changes) or workplace diversity,
- as a result of an accident or incident onsite,
- changes in legislation,
- introduction of corporate or site protocols,
- advances in control technologies,
- changes proposed by corrective or preventative action,
- external factors.

Periodic reviews also ensure consistency across risk assessments carried out by different people at different times. All reviews are documented.

4.2.5 Risk Assessment Methods

Ongar Community Centre complete a risk assessment where Ongar Community Centre personnel are engaged in activities onsite. Risk assessments completed for Ongar Community Centre take the following hazards into account:

- Physical Hazards
- Chemical Hazards
- Biological Hazards
- Ergonomic Hazards
- Psychosocial Hazards
- Human Factor / Behavioural hazard

Site based risk assessments are reviewed annually as Ongar Community Centre recognise that the risk level assigned to certain work activities and places of work can be subject to change.

In addition to the site risk assessments, task specific risk assessments are completed for those activities that occur on an infrequent basis.

Ongar Community Centre are committed in conducting risk assessments to ensure compliance with legislative requirements to include:

- Pregnant Employees

- Child safeguarding
- Legionella risk assessment
- Chemical risk assessment
- Infectious Disease risk assessment
- Fire risk assessments

Where contractors are on Ongar Community Centre premises or conducting works on behalf of Ongar Community Centre, they are expected to develop and submit risk assessments for tasks being undertaken.

4.2.6 Risk Communication

Without communication of risk (and the controls to be applied) to all relevant personnel the process of risk assessment is not effective. It is essential therefore that staff are engaged in the risk assessment process. As a minimum, the results of risk assessment should be communicated to all staff and affected persons (including as necessary, visitors, and contractors to the community centre).

Line Managers are responsible for ensuring risk assessments are brought to the attention of staff under their direct control and the on-going monitoring of risk control implementation.

4.3 Safe Systems of Work

Under the Safety, Health and Welfare at Work Act 2005 it is the responsibility of Ongar Community Centre to: *“provide systems of work that are planned, organised, performed & maintained so as to be so far as is reasonably practicable safe & without risk to health.”*

Therefore, work practices, equipment & training must all be elements within a safe system of conducting the work & daily activities of Ongar Community Centre staff.

The Board and the Managing Agent will consult with employees and refer to relevant legislation and codes of practice before deciding upon and implementing any new Safe Systems of Work.

All employees are responsible for ensuring safe systems of work are used and all employees are encouraged to assist in the identification of hazards that would benefit from a new safe system of work.

Where outside contractors are on Ongar Community Centre premises they are obliged to conform to the Safety health and Welfare at Work Act 2005 and all Ongar Community Centre policies & procedures.

Where contractors/ sub-contractors are used to perform work on behalf of Ongar Community

Centre they must:

- Be an approved contractor of the Managing Agent or the Board.
- Supply Method Statements and Risk Assessment specific and relevant to the works to be

undertaken

- Submit sufficient and valid Public Liability and Employer Liability Insurances
- Confirm that they have communicated the pertinent safety measures outlined in the method statement to their staff conducting the work
- Issues any training or competency documentation as may be requested

The Safety Health & Welfare at Work Act 2005 emphasises that employees must not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person. Therefore, employees must follow all safety procedures i.e. use equipment in the correct manner or utilise training which they have been given. Where appropriate, documented safe systems of work are developed for tasks particularly where there is a high degree of complexity or risk. This will ensure that the employee does not put themselves or their fellow colleagues in unnecessary danger.

5.0 RESOURCES FOR HEALTH AND SAFETY MANAGEMENT

To ensure that the Safety, Health & Welfare of each Employee is secured at all times, Ongar Community Centre will dedicate whatever reasonable resources are necessary and take whatever action is considered appropriate to ensure they conform to both Irish & European legislative requirements, standards, codes of practice, technical guidance and best practice is applied where relevant. The Managing Agent will advise the Board of all resources necessary to continuously achieve this objective.

The Centre Manager will oversee day to day H&S operations for Ongar Community Centre. They will ensure the workings of the Safety Management Manual are revised as often as is considered necessary.

In recognition of the obligation under Section 18 of the Safety, Health and Welfare at Work Act 2005, Ongar Community Centre will ensure that competent persons are engaged as necessary in order to ensure the protection of staff and other affected person's onsite and to fulfil all applicable legal obligations.

In compliance with legal obligations, no employee will incur personal expense for training or any article provided to secure their safety, health and welfare. Training and instruction where provided will be in a manner which is suitable to the requirements of the participants and without financial penalty incurring to the individuals concerned.

6.1 COMMUNICATION AND CONSULTATION

Under the Safety, Health and Welfare at Work 2005, Ongar Community Centre is obliged to communicate matters pertinent to Health and Safety to employees, visitors and contractors. The primary Ongar Community Centre mechanism for consultation is through the company management structure. Ongar Community Centre personnel are encouraged to consult freely on safety matters with management and report identified hazards and concerns.

Information is communicated to employees, visitors and contractors regarding the hazards that they are exposed to which are created by work activities, e.g. manual handling, or inherent to the building e.g. fire.

Consultations between the Centre Manager and employees take place on a regular basis. This process is to prevent accidents and ill-health, highlights problems, and to identify means of overcoming them. Consultation is particularly important when changes are taking place, for example during the risk assessment process or when new technology is being introduced. Consultation also plays a part in dealing with long established work practices and hazards.

Communication and consultation can take place in a number of different ways including, but not limited to:

- Training and instruction
- Signs, posters and guidance documents
- Implementation of procedures
- Staff meetings with documented minutes of safety related items recorded
- Supervision

All existing Ongar Community Centre personnel are advised of revisions to the Safety Statement and other key documents through electronic circulation. This document will be brought to the attention of all new employees and to existing employees at least annually and following any amendments. It will also be brought to the attention of non-employees who may be exposed to specific risks in the workplace (e.g. contractors, neighbouring facilities). The Safety Management Manual will be brought to the attention of all affected persons in a form, manner and as appropriate, language that will be reasonably likely to be understood.

6.2 Appointment of Safety Representatives

All employees have the right under the Safety, Health and Welfare at Work Act 2005 to elect a Safety Representative from among them. Employees may nominate a member of the workforce to act as their representative on matters of occupational safety and health. Should the employees request the nomination of a Safety Representative, or should they nominate an employee to this role Ongar Community Centre commits to facilitating the selection appointment & training of a Safety

Representative. This person once selected has the following rights under Irish safety & health legislation:

- Information from the employer as necessary and particularly from the Safety Statement, to ensure the Safety Health and Welfare of employees
- To be informed by the employer of a visit by the Health and Safety Authority
- Make representations to management through the Safety Committee
- Investigate accidents and dangerous occurrences provided it does not interfere with the performance of any statutory obligation required to be performed by any person
- Make representations to and receive advice from the HSA
- Carry out inspections and investigate hazards and complaints subject to agreement
- Accompany a HSA Inspector on any visit except when this is for accident investigation
- Time off as may be reasonable to act as Safety Representative or to acquire the knowledge to carry out that function
- Be involved in the development and review of Occupational Health and Safety (OH&S) policies and objectives
- Consult on issues that could affect employee H&S.

Ongar Community Centre facilitates the Safety Representatives in carrying out their functions as defined in the Act and as outlined above.

6.2 Health and Safety Committee

A safety committee is formed when safety representatives are selected and appointed by the employees to be a member of the committee. Where a safety committee is appointed under section 26 the following provisions shall have effect:

- the safety committee shall assist Ongar Community Centre and employees concerned in relation to the relevant statutory provisions
- the quorum for a meeting of a safety committee shall be such number, being not less than 3, as shall for the time being be fixed by the committee
- where a member of a safety committee ceases to be employed in the place of work concerned, he or she shall at the same time cease to be a member of the committee

- Centre Manager or his or her nominee or nominees shall attend the first meeting of the safety committee and shall, as soon as may be after it is available, present to the members of the safety committee the statement required under section 20.
- The safety committee shall consider any representations made to it by the employer on matters affecting the safety, health and welfare of persons employed in the place of work.

The Safety Committee shall ensure new initiatives are defined, agreed and tracked to completion within committee meeting minutes.

7.1 OBJECTIVES AND TARGETS

Centre Manager in consultation with the Board and all staff shall establish and document objectives and targets for H&S management on an annual basis, or more frequently, if indicated. These objectives and targets shall be measurable and specific and shall be designed to assist in the achievement of the aims of our policy and to continuously improve our H&S performance and results. In setting these objectives and targets Centre Manager shall take into account current H&S performance, available resources, identified risks to the safety, health & welfare of our employees, legal and other requirements, the views of relevant interested parties and our stated H&S policy aims.

The achievement of these objectives shall be supported by development and implementation of programmes. These programmes include the designation of a responsible person and a time frame for achievement of the objectives and targets. These programmes shall be kept under regular review to ensure that the objectives remain relevant and are achieved as planned.

7.2 Performance Monitoring and Measurement

Performance monitoring and measurement forms an integral part of H&S management. It forms the basis of continuous improvement. A formal process of internal auditing is carried out as part of the organisations, integrated management system auditing process.

Performance monitoring and measurement is linked to targets and will provide feedback on fulfilling the predetermined objectives. Monthly reporting will also track key H&S performance indicators.

7.3 Safety Inspections, Non-Conformance and Preventative Actions

In line with the requirements of the Safety, Health and Welfare at Work Act 2005 (general duties of the employer), a regime of safety inspections will take place on a regular basis to ensure satisfactory safety standards are maintained and that all workplaces and equipment throughout the building are maintained in such a condition so as to prevent accidents or incident in so far as is reasonably practicable. This is done through the PPM programme for the community centre.

Non-conformances identified during inspections or reported by employees must be rectified within an appropriate timeframe. All employees must report non-conformances to their manager as soon as possible to prevent an incident or accident occurring as a result of a non-conformance.

Non-conformances are monitored by the Centre Manager and are used to build a preventative action strategy to prevent non-conformances developing.

8.1 HEALTH AND SAFETY MANAGEMENT REVIEW

The Safety Management Manual and System will be reviewed annually and also where:

- There has been a significant change in the matters to which it refers;
- There is another reason to believe that it is no longer valid (partially or otherwise), or
- Under the direction of a HSA Inspector.

The review will be initiated by the Centre Manager in conjunction with the Health and Safety Advisor. Following the review, where no changes are required, this will be noted. No further action will be necessary. If changes are required, the document will be updated and re-communicated.

An Annual Management Review is undertaken which includes a review of the Health & Safety System.

9.1 HEALTH AND SAFETY TRAINING

Health and Safety training is a legal requirement specified by the Safety, Health and Welfare at Work Act, 2005 and associated Regulations. It is a legal requirement for all employees to participate in appropriate Health and Safety training and assessment as is required by Ongar Community Centre.

Training also serves to improve safety awareness and attitudes that are essential for effective safety management. It is the policy of Ongar Community Centre to provide appropriate Health and Safety training to all staff members. The on-going Health and Safety training needs of staff members will be identified through risk assessments and training needs analysis carried out by the Centre Manager.

H&S training will be provided to staff members taking into account their duties and their area of work. Training requirements will be based on the hazard identification and the risk assessment process.

Induction training is carried out for all new staff providing them with basic Health & Safety information.

Other types of training which is routinely provided to Ongar Community Centre employees includes:

- Task specific training
- First Aid Responder
- Fire Warden
- Emergency Controller
- General H&S Awareness on varying topics
- Manual Handling

Refresher training is carried out on a regular basis depending on the level of risk attached to the activity and legal requirements. Refresher training may be carried out more frequently if it is deemed necessary, for example, following an accident or the introduction of new equipment.

All H&S training conducted will be documented. All training documentation will be maintained by the Centre Manager. Where a certificate has been issued, the original copy can be given to the employee that completed the training provided that a copy of the certificate is maintained by the Centre Manager.

10.0 DOCUMENTATION CONTROL

The master copy of the Safety Management Manual is held by the Centre Manager. Controlled copies of the document (and associated Risk Assessments) will be issued to all staff and reissued as required.

The revision number and date of revision will be recorded on the first page of this document.

This document will be brought to the attention of all new employees and to existing employees at least annually and following any amendments.

11.1 ACCIDENT, INCIDENTS, AND OCCUPATIONAL ILL-HEALTH

All Staff and Contractors are responsible for reporting all accidents, incidents and near misses to their Centre Manager as appropriate. All reported accidents, incidents and near misses are recorded and where necessary investigated by the appropriate personnel. Causal factors are identified and corrective actions are implemented. Accidents / Incidents / Near-Misses must be reported to the Centre Manager by close of Business on the day the incident occurred or no later than 24hours after the event occurred. All incidents are recorded and where appropriate will be reported to Ongar Community Centre Insurers and the Board.

11.2 Reporting Accidents and Dangerous Occurrences to the HSA

Under the Safety, Health and Welfare at Work Act 2005 and the and the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2016, where a person is injured at a place of work and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident (but including weekends) are reportable. The Centre Manager is responsible for ensuring notification is provided to the HSA. The accident can be notified to the HSA via their online notification process or in writing using their official IR1 form.

Accidents which occur to members of the public which require medical attention must also be reported to the HSA by the Centre Manager.

The Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2016 also require that the HSA be notified of any dangerous occurrences. A Dangerous Occurrence means an incident arising from work activities in a place of work that causes or results in, as defined by the Safety, Health and Welfare at Work Act 2005:

- The collapse, overturning, failure, explosion, bursting, electrical short circuit discharge or overload, or malfunction of any work equipment.
- The collapse or partial collapse of any building or structure under construction or in use as a place of work.
- The uncontrolled or accidental release, the escape or ignition of any substance.
- A fire involving any substance.
- Any unintentional ignition or explosion of explosives.

All of the above Dangerous Occurrences must be reported to the HSA by the Centre Manager using the HSA Form IR3.

12.1 FIRST AID

Under the Safety, Health and Welfare at Work Act 2005 and the General Application (First Aid) Regulations 2007 there is an obligation on employers to put in place procedures to manage the administration of first aid. To comply with these regulations, Ongar Community Centre has appointed and trained First Aid Responders (FARs) to respond to basic First aid incidents. Refresher training is provided to FAR's every two years. A first Aid kit is available in the ground floor kitchen and Reception. An AED (Automatic External Defibrillator) is located in Reception.

Contact details for FARs are located in the vicinity of first aid kits / AEDs and on others, this information is communicated electronically to all employees.

12.2 First Aid Emergency

During Induction, Employees are advised of the requirement to contact a First Aider in the event of the need arising. The process should be as follows:

1. Contact a first aider
2. Ensure that the scene is safe before you approach the injured person
3. Following the Assessment by FAR, if the injury is worrying contact or refer the injured party to a GP
4. If the injury is serious or life threatening, contact an ambulance immediately. **(999 or 112)**
5. The First Aid Responder should administer first aid
6. The Injured / ill person should be accompanied when travelling for further medical treatment. This person should not be a Centre staff member unless absolutely necessary.
7. Complete an accident report form and return it to the Centre Manager without delay

In addition to the above, First Aid team members must ensure the following:

- Disposable gloves to be worn, particularly when treating an open cut or wound or where there may be contact with other bodily fluids
- No tablets, drugs or medicines are administered (unless consciously taken by the injured person themselves)
- Following an accident requiring First Aid treatment, an accident report form must be completed and a record of all First Aid treatment given should be provided to the incident investigator

It is the responsibility of the Centre Manager to ensure that all employees know what action must be followed in the event of a first aid emergency. In the event that a First Aid Responder is not at work, the Centre Manager must appoint another employee to take control of the emergency situation and ensure that sufficient medical support is provided where applicable.

12.3 First Aid and Burns Kit Supplies

It is also the responsibility of the First Aid Responders, under the supervision of the Centre Manager, to ensure that first aid and burns kit boxes are stocked with sufficient in-date first aid supplies in accordance with the table below. First Aid Box checks for the office are recorded as part of the PPM Planner for the community centre.

Materials	First Aid Box Contents		
	1 -10 Persons	11-25 Persons	26-50 Persons
Adhesive Plasters	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	4
Individually Wrapped Triangular Bandages	2	6	6
Safety Pins	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cm's)	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cm's)	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cm's)	2	3	4
Individually Wrapped Disinfectant Wipes	10	20	40
Paramedic Shears	1	1	1
Examination Gloves Pairs	5	10	10
Face Mask	1	2	3
Water Based Burns dressing Small	1	1	1
Water Based Burns Dressing Large*3	1	1	1
Crepe Bandage (7cm)	1	2	3

This table details the minimum quantities of first aid supplies that should be present in a first aid box based on the number of employees that work within the building as prescribed by the HSA

13.1 CONTRACTORS CONTROL

The work of contractors can impact on the Safety, Health and Welfare of Ongar Community Centre employees, clients and others who may be affected by their works. In order to minimise this potential for adverse consequences it is necessary that all contractors carrying out work on site will do so in a manner, that will not increase the risk to Safety, Health & Welfare.

All contractors will be required to ensure that they have a current up to date and legally compliant safety statement for their enterprise, prior to commencing works on site.

Contractors must be on the approved supplier database and adhere to the Permit to Work process in place. For all works managed by the Managing Agent, the Contractor must supply:

- Completed Pre-Qualification documentation
- Valid and sufficient Public Liability and Employer Liability Insurances
- Job specific Method Statement (including a risk assessment)
- Confirmation that the method statement and risk assessment has been communicated to the personnel carrying out the works
- Training certification as requested
- Training/ Competency validation that the personnel selected to perform the works are suitable to operate equipment and machinery where this is involved (as may be requested)

New Contractors should be given an introduction to the building, site requirements and the emergency procedures.

Risk assessment and method statements are reviewed in advance of works being undertaken to ensure work will be completed in a safe manner. All Ongar Community Centre personnel engaging contractors must ensure that the contractor to be used is on this database of approved suppliers prior to using the contractor.

The contractor must at all times work within the agreed protocols and ensure that any deviations from these are agreed with and reported to the Centre Manager as soon as is reasonably practicable.

Contractors must ensure that they take due care of their own safety, the safety of their employees, and all others who may be affected by their work. It is the contractor's duty to ensure that all employees under their control, either directly or employed as sub-contractors, are adequately trained to carry out the task and must be able to furnish records of this training on request.

Any equipment or structures brought onto the site by contractors, or by those under their control, must be maintained, constructed and used in accordance with current standards and regulations. All records of assessment required under Irish Law, or other standards and best practice, must be

submitted to the before these are used on site.

Every contractor or their personnel must at all times comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by the occupier. The contractor must ensure that all accidents, incidents, near misses and dangerous occurrence are reported to the Centre Manager without delay. They must ensure that they and their employees cooperate fully with and give full and frank disclosure in any investigation into such an incident carried out on behalf of Ongar Community Centre.

In this regard it is the responsibility of the contractor to: -

- Provide all necessary instruction, training and information on H&S matters to his/her employees
- Provide competent and adequate supervision of his/her employees and activities
- Provide all necessary safety equipment and clothing for his/her employees
- All plant and equipment brought onto site must be safe and in good working order fitted with any necessary guards and safety devices and with any necessary certificates available for review
- Ensure that all relevant safety notices are adhered to and ensure that all alarms are followed at all times
- Ensure that hazardous substances are not brought on to the premises without prior company notice and permission from Ongar Community Centre or their representatives
- Ensure that 'approved' hazardous substances are stored and used safely whilst on company premises
- Ensure, on completion of work, that all hazardous substances are removed from the premises and that the workplace is returned to a safe condition
- Monitor and assess the safety performance of his/her employees
- Ensure that all subcontractors are advised accordingly and, in particular, are not brought on to company premises without prior notice and permission
- Prior to the commencement of any work on company premises the following criteria should be observed:

- o An assessment of the likely safety hazards and risks involved in or associated with the proposed work must be undertaken by both parties. The extent of each party's involvement will be determined by the separate sets of safety responsibilities as agreed
- o A full Risk Assessment must be carried out for the contracted works and for any impact that these may have on the other surrounding workers. The responsibility for imposition of control measures will lie with those who have control of that aspect of the workplace. No work, no matter how minor, should commence without some form of prior consultation, hazard identification and risk assessment

13.2 Permit to Work

Under Section 8 of the Safety, Health and Welfare at Work Act 2005, Ongar Community Centre is obliged to ensure the provision of:

“systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health”

Ongar Community Centre has in place a safe system of work plan for all hazardous (maintenance or engineering) activities conducted onsite. This process is known as Permit to Work. All works subject to permit control must be authorised by the Centre Manager or an appointed person.

There are five conditions requiring the use of the Permit to Work process, with a specific permit document for each activity as follows:

- General Permit to Work
- Hot Works
- Confined Space Entry
- Work at Heights
- Electrical Works
- Ceiling Access Permit

13.1.1 Permit to Work definitions

In the context of managing and controlling works onsite through the permit to work process, outlined below are key definitions associated with this process.

Affected Person: is a person in control of a work area or process whose normal operations or business may be affected by the proposed works.

Authorised Person: means a person, appointed and trained to this role, who has the necessary authority, competence and local knowledge to properly sanction the works to be taken and to assess their impact on those

who may be affected.

Confined Space:	<p>is any place, which, by virtue of its enclosed nature creates conditions that give rise to a likelihood of accident, harm or injury of such a nature as to require emergency action due to –</p> <p>The presence or reasonably foreseeable presence of:</p> <ul style="list-style-type: none"> o flammable or explosive atmospheres, o harmful gas, fume or vapour, o free flowing solid or an increasing level of liquid, o excess of oxygen o excessively high temperature, o The lack or reasonably foreseeable lack of oxygen.
Competent Person:	<p>is a person who will remain on site for the period of the planned works, is in charge of the work team who are to carry out the planned works and who are capable of safely planning and controlling the planned works. Such persons will have the necessary knowledge, skills and training to undertake the work safely.</p>
Contractor:	<p>all business undertakings and personnel who are not employees of Ongar Community Centre but who have been hired to carry out works on behalf of Ongar Community Centre.</p>
Fixed Electrical Circuit:	<p>the wiring and related circuits of an electrical installation, or electrically powered device that is not portable and the power supply cannot be removed by disconnection of a plug from a power socket.</p>
High Voltage:	<p>electrical power supply \geq 600 Volt.</p>
Hot Work:	<p>all work with the potential to create a source of ignition. This includes grinding, welding, thermal or oxygen cutting or heating, and other related heat producing or spark producing operations.</p>
Lone Work:	<p>those who work by themselves without close or direct supervision.</p>
Live Work:	<p>all work on electrical systems which are not isolated from electrical power supply.</p>
Permit to Work:	<p>a correctly completed and authorised form, which authorises the named person(s), to carry out a hazardous task in a controlled manner.</p>

Pipeline Breaking: breaking into a process pipe-line, or a pipe-line which normally contains hazardous chemicals or fluid under extremes of temperature or pressure at a union, flange or joint; or drilling, cutting or tapping into such a pipe-line.

Safety Device: an inbuilt safety protection system designed to be in place during operation to protect operators from hazardous, including machine guards & electrical interlocks.

13.1.2 Notification of proposed works

Prior to works commencing and in good time, the contractor shall make a request for permission to commence works on the site. This request shall outline the works to be carried out and the proposed time scale of the works.

Agreement to commence works shall be sought from all affected person(s). Where it is not foreseen that normal business operations will be affected by the proposed works, this should be confirmed with the Authorised Person (Centre Manager or centre attendant) in any instance.

Site access, arrival time and a schedule of works must be agreed between the contractor and the Authorised Person.

Where required a site specific safety statement / method statement shall be requested by the authorised person. This can be reviewed by the Managing Agents Technical Service Manager or the Health and Safety Advisor at the request of the Centre Manager.

- A method statement and a specific risk assessment must be submitted in writing to Ongar Community Centre in advance of any works involving work at heights. The method statement should contain the following, as advised by the HSA:
 - o Schedule of responsibilities
 - o Details of the work being carried out
 - o Details of work equipment to be used
 - o Name of appointed duty holders or responsible persons
 - o A complete plan setting out the sequence of work from start to finish
 - o Task specific risk assessment

13.1.3 Issuing and control of permits

Before starting any task, the contractor must obtain all permits to work required for their works. All work permits are issued and approved by the Authorised Person according to the permit specific

procedures

outlined below. The competent person shall complete and sign the Permit. Once completed and signed, it shall be checked by the Authorised Person and if approved must be signed off.

Where a Permit does not meet the requirements for approval by the Authorised Person it must be reviewed by the Competent Person and updated to meet the requirements for approval.

It is the responsibility of all personnel, including contractor personnel, carrying out any hazardous repair, maintenance or installation activities to obtain a valid Permit to Work prior to carrying out any of these tasks and to follow the instructions therein.

Prior to completing a permit to work the Competent Person must ensure that the safety precautions as outlined on the permit form are in place and/or available as required before allowing the work to commence.

Once the Permit to Work is complete the Competent Person shall retain the white and the pink copy of the Permit to Work.

The Authorised Person shall ensure that the Yellow copy of the completed Permit is prominently displayed in a location close to the work area.

The white copy will be retained by the Competent Person for the duration of the works. The Competent Person shall make available the white copy of the Permit upon reasonable request to those who require to view it.

On completion of the work the Authorised Person shall review the work done to confirm that the work has been satisfactorily completed and accept the area back into service.

13.1.4 General Permit to Work

This permit is to be used to control **all works** undertaken by contractor's onsite.

All planned works must receive prior approval from the Centre Manager or an appointed person prior to commencement. All areas of the permit are to be completed in turn.

The General Permit to Work shall be issued for a limited time, not to exceed 7 days; the period of validation is to be marked on the Permit prior to issuing. Approval for the proposed duration must be sought from an authorised person prior to commencement of works.

Where works exceed the period of validity, all works, in excess of those required to make the area safe must cease until a further permit, or express written permission is received from the authorised person.

All subsidiary Permits that will be required for the task being permitted shall be marked on the permit and the numbers of each required permit shall be filled in. Where a subsidiary permit is not required it shall be marked on the relevant section.

Where works are likely to impact on the normal daily business activities of the centre or adjoining buildings, approval shall be sought from the person(s) in control of the area that may be impacted upon. The Authorised Person must ensure that all necessary controls are in place (prior to work commencement) to ensure disruption to normal business activity is eliminated or minimised in so far as is reasonably possible. This permission must be given in writing on **Section H** of the Permit to Work

Upon completion of works, or expiry of the Permit Sections K (permit withdrawal / cancellation) and Section L (declaration of work completion) of the Permit are to be completed.

13.1.5 Hot Works Permit

All personnel and contractors carrying out Hot Works **must obtain a Hot Works Permit prior to commencing any such works.**

Before issuing a Hot Works Permit the Authorised Person must ensure that the work is necessary and that adequate fire suppression precautions have been put in place.

Before work commences all of the following must be complied with:

- Cutting and/or welding equipment must be thoroughly inspected and found to be in good repair, free of damage or defects
- A suitable portable fire extinguisher must be identified and located such that it is immediately available to the work and is fully charged and ready for use
- At least one means of raising the alarm (i.e. site telephone, mobile telephone with relevant contact number given) must be available and accessible to person(s) conducting the cutting/welding operation.
- Floor areas under and at least 10 metres around the Hot Works operation must be swept clean of combustible and flammable materials
- All construction equipment fueling activities and fuel storage must be relocated at least 10 metres away from the Hot Works operation

Where applicable, the following precautions will also be taken before the work begins:

- Fire resistant shields (fire retardant plywood, flameproof tarpaulin, metal, etc.), must cover combustible floors
- Spark/slag catchers (fire retardant plywood, flameproof tarpaulins, metal, etc.) must be suspended below any elevated cutting/welding operation
- All floor and wall openings must be covered to prevent sparks/slag from travelling to other, unprotected areas
- Containers in or on which cutting/welding will take place must be purged of flammable vapours

During the work and upon completion of Hot Works the following must be complied with:

- Person(s) must be assigned to a fire watch during and for at least 60 minutes continuously after all cutting/welding ceases
- Where local conditions require a longer Fire Watch this shall be specified by the Authorised Person prior to approval of the Permit. Intermittent monitoring of the area is advised for a further three hours after the 60-minute continuous monitoring has elapsed.
- Fire watch person(s) are to be supplied with an appropriate portable fire extinguisher and trained in its use
- A means of contacting centre staff must be available and accessible to fire watch person(s)

A Hot Works permit cannot be closed until at least 60 minutes after all hot works have ceased and the fire watcher has completed a final check for smoldering materials and fire, and found that none are present. Intermittent checks over the course of the following three hours must be undertaken.

13.1.6 Confined Space Entry Permit and Rescue Controls

All Confined Space entry must be carried out in accordance with the provisions of the Confined Space Regulations 2001 and Code of Practice for Working in Confined Spaces, issued by the HSA.

Where possible, those aiming to carry out works in a Confined Space should give as much notice as possible to the Managing Agents Technical department of this plan. This will allow for consideration of other means of completion of the works and for the coordination of works & plant isolation, and monitoring, where required.

Staff and contractors are advised to contact the Managing Agents Technical department regarding Confined Space entry controls as necessary.

No one shall enter or be required to enter a Confined Space to carry out work for any purpose unless it is not reasonably practicable to achieve that purpose without entering the space.

Where it is not reasonably practicable to carry out works without entry to the Confined Space, a

Confined Space Entry Permit will be required.

The Authorised Person must authorise all Confined Space entry in areas under their control. This authorisation must only be issued following careful consideration of alternative methods of completing the task without entry to the confined space. The Authorised Person must sign the relevant section of the permit to work.

The Confined Space Entry Permit must be issued by the Authorised Person, only when s/he has satisfied him/herself that all necessary precautions have been put in place and that it is not reasonably practicable to complete the work without entry.

A Confined Space entry permit is issued for a limited time only. If it appears that there is not enough time on the Permit to allow safe completion of works the worker must obtain an additional Permit to allow them to complete the works **before** the expiry of the initial permit.

All personnel entering the Confined Space must ensure that their details are entered on the Permit to Work **before** they enter the Confined Space. The permit must be posted in a conspicuous place **outside** the Confined Space (in a waterproof holder).

Prior to entry a rescue plan must be in place (in writing) to address the response to any foreseeable emergency situations or necessity for emergency evacuation.

13.1.7 Work at Heights Permit

Work at Height is work in any place, including a place at, above or below ground level, where a person could be injured if they fell from that place. Access and egress to a place of work can also be considered work at height.

The Work at Height Regulations 2007 require

- All work at height is properly planned and organised
- A Risk Assessment is carried out for all work conducted at height
- Appropriate work equipment is selected and used
- People working at a height are competent
- Equipment used for work at height is properly inspected and maintained
- Risks from fragile surfaces are properly controlled

The Risk Assessment should include a careful examination of what harm could be caused from working at height with a view to taking the effective steps to reduce the likelihood of this harm occurring, either through avoiding the activity or, where this is not reasonably practicable, by carrying it out in a safe manner using work equipment that is appropriate to the task and the level of risk.

All staff are advised to consult with the Managing Agents Technical department as regards suitable means of access where Work at Height is required.

13.1.8 Electrical Works Permit

While the use of electricity at work is regulated by several pieces of legislation, the specific piece of legislation where electricity is addressed most directly is in Part 3 (Regulation 74 to 93) of the 2007 Safety Health & Welfare at Work (General Application) Regulations.

An Electrical Permit to Work is used for all works on fixed electrical circuits, including those which can be isolated by lock out/tag out. Where a circuit can be isolated from the power supply by unplugging the device from a plug, the plug and cable must remain under the supervision of the persons carrying out the works. An Electrical Permit to Work is not required in this incidence. Work on live systems must be avoided where possible.

All electrical works are to be carried out by persons who are competent to carry them out and have been authorised to do so only. All work areas are to be cordoned off prior to commencing works. Suitable barriers, cordons and signage will be put in place to prevent unauthorised access to the live work area.

Employees should consult with the Managing Agents Technical Manager if in any doubt as regards the control of electrical works onsite.

Where work on live systems is to be carried out, it shall be carried out by trained and competent electricians according to the current ETCI rules. Similarly, all required tools, PPE and other protective equipment must be in place and must be checked to ensure that it is suitable for the task employed. Live work must be carried out in the presence of another competent person who is capable of dealing with foreseeable emergency situations as they arise.

13.1.9 Ceiling Access permit

A ceiling access permit must be issued for Contractor tasks which require ceiling access. **As is the case for all permits, these permits may be issued by authorised (Acacia) Community Centre staff only.**

Possible Contractors that may require access to the ceiling include, but not limited to:

- o Acacia Technicians for electrical or mechanical inspections and / or repairs.
- o CCTV maintenance or installations.
- o Fire Alarm maintenance or installations.

A general permit must be completed first. The ceiling access permit reference number must be stated on the general permit (along with the reference for any other permits required). The layout of the ceiling access

permit is very similar to other permits issued in Community Centres but there are slight variations. Each section to be completed within the document is described below.

Section A – Job Details

An overview of the work which is going to be carried out and the exact area must be recorded within Section A of the permit. Be specific as to what works are to be carried out.

For example, exchange a light fitting on the main first floor corridor outside meeting room 3.

All required contractor details must also be documented in Section A.

Section B – Method Statement

Section B requires a brief description of the works and the precautions required to reduce the risk of ceiling damage.

For example: light fitting to be exchanged. Clean gloves will be worn when handling the ceiling tiles to prevent stains. When the ceiling tiles have been removed from the grid, they will be stored in an area to prevent damage. All tiles within the work zone of the light fitting will be removed to prevent damage.

Section C – Permit Validation

As with all other permits, a permit start date and time and permit expiry date and time must be documented. When assigning permit start and expiry times, the community centre Authorised Person should consider, for example, the length of time the Contractor requires to complete the task. The permit should only be valid for a maximum time of 24hours.

Section D – Further Permits Required

Additional permits will always be required in conjunction with a Ceiling Access permit. Generally, a General Permit to Work and a Working at Heights permit will be required in conjunction with a Ceiling Access Permit. The permit type and permit number, of permits issued in conjunction with the Ceiling Access permit, must always be recorded in Section D.

Section E- Pre and Post works area checks

Before authorising the Ceiling Access Permit, the proposed work area must be inspected by the Contractor, to document any damage or stains to the ceiling tiles or grid. If all is acceptable, the **Pre-Works** column in Section E should be ticked. If there are abnormalities, details should be recorded in the comments box.

Following completion of the task, the work area must be inspected, by the Contractor, to document any damage or stains to the ceiling tiles or grid. If all is acceptable, the **Post Works** column should be ticked. If there are abnormalities, details should be recorded in the comments box and communicated to the Centre Manager and Acacia's Technical Services Manager or a Facilities Engineer. Ceiling tiles

may need to be replaced if they have been damaged or stained. Section K can also be used to record comments if there is inadequate space in Section E.

Section F – Personal Protective Equipment (PPE)

As with all other permits, the type of Personal Protective Equipment that must be worn during the task should be recorded on Section F.

Section G – Declaration by Authorised Person (prior to works commencing, following inspection of area)

The Community Centre Authorised Person must confirm, through signature, that work can initiate as the ceiling has been inspected and results recorded in Section E. You must be satisfied that the pre works ceiling inspection has been completed by the contractor before signing this section.

Section H – Declaration by Contractor Representative (prior to works commencing, following inspection of area)

The Contractor Representative must confirm, through signature, that work can initiate as the ceiling has been inspected and results recorded in Section E.

Section I – Declaration by Authorised Person (after completion of works, following inspection of area)

The Community Centre Authorised Person must confirm, through signature, that the work area has been inspected and work is complete. Any damage or irregularities to the ceiling tiles or grid must be recorded in Section E. Section K can also be used to record comments if there is inadequate space in Section E. Before signing this section, you must be satisfied that the post works area and ceiling inspection has been completed.

Section J – Declaration by Contractor Representative (after completion of works, following inspection of area)

The Contractor Representative must confirm, through signature, that work is complete and the ceiling has been inspected and damage or irregularities have been recorded in Section E.

Section K - Notes

Section K offers the opportunity to include additional comments possibly relating to Section E. Any notes recorded in Section K should be identified as relating to pre or post works.

Remember to file away (white copy) permits at least monthly and attach the associated general permit and any other associated permits to the (ceiling permit) when filing. When filing check that the documentation is fully complete.

13.3 Visitors

Ongar Community Centre expects all visitors to take reasonable care for the safety of themselves and of other persons who may be affected by their acts or omissions. Visitors are required to co-operate

with Ongar Community Centre employees in order to maintain a safe workplace. Visitors are

accompanied by Ongar Community Centre host at all times. The following are safety rules and practices that are mandatory while in the Ongar Community Centre:

- Report to the Reception area upon arrival and adhere to sign in procedures
- Alert your host immediately if you have any accidents, incidents or near misses or any other health and safety problems or issues
- In the event of a fire / fire drill or any other emergency, evacuate through the nearest safety exit and assemble at the designated Ongar Community Centre assembly point in the carpark area
- Employees with visitors are responsible for escorting them to the assembly point

14.1 FIRE

In response to any emergency, Ongar Community Centre recognises the need for minimisation of any risk to its employees, contractors, visitors and the prevention of environmental and property damage.

Ongar Community Centre have established and put in place an emergency evacuation plan as part of the site Emergency Response Plan at its head office to comply with regulatory requirements. Evacuation drills are conducted at least twice annually and results fed back to staff & management. Fire Wardens have been trained to assist in evacuation & sweep of the building in the event of an alarm activation. Fire Wardens have easy access to their hi-vis vests. Fire warden details are communicated to employees.

Continuous bell alarm sounding indicates that the emergency evacuation plan has been activated and that all employees must vacate the building. All employees must obey the evacuation instructions and exit the building by the nearest emergency exit to their designated assembly point.

All employees, visitors and contractors must adhere to the general fire safety rules detailed below.

14.2 Emergency Evacuation

In the event of hearing the fire alarm sounding all occupiers are required to:

- Leave the building through the nearest safe exit
- Do not use lifts (Where applicable)
- Do not stop for personal belongings
- Proceed to the fire assembly point (Familiarise yourself with assembly point signage on your site)
- Do not re-enter the building unless authorised to do so.

14.3 On Discovering a Fire

In the event of discovering a fire:

- Sound the fire alarm by breaking the nearest break glass unit
- Ensure the fire brigade has been called by dialing **999** or **112**
- Only trained / competent staff should fight the fire, if it is safe to do so using the correct fire extinguisher (fires larger than waste paper bin size should not be tackled, evacuate immediately)
- Do not let the fire come between you and the door. For staff carrying out a building sweep, only continue to do so if conditions allow. Evacuate immediately if fire, smoke or other

dangerous




conditions are ahead. Report to the emergency controller on evacuation the areas that you were unable to sweep.

Employees should never risk their own safety. If conditions are clearly unsafe, get out and stay out.

14.4 Fire Extinguishers – Use and Maintenance

Fire extinguishers have been installed throughout the building. Fire extinguishers will only extinguish small fires or fires that have just started. Do not attempt to extinguish a large fire with an extinguisher. In this case, close the door in the room, if possible, and evacuate. Sound the alarm using a break glass unit if this has not already begun sounding. Never put yourself at unnecessary risk.

It is critical to ensure that the correct type of fire extinguisher is used on the correct fire.

Fire Type		Extinguisher to be used
	<i>Class A Fires</i> Combustible materials such as paper, cardboard, wood.	Foam, Water or Powder
	<i>Class B Fires</i> Flammable fuel or gas such as petrol, natural gas, oil.	CO2 or Powder
	<i>Class C Fires</i> Electrically charged fires.	CO2 or Powder

Failure to use the correct extinguisher on a fire could result in serious injury to the person trying to extinguish the fire.

All fire extinguishers will be maintained on an annual basis by a competent contractor.

14.5 Fire Alarm System – Description and testing

Under the Safety, Health and Welfare at Work Act 2005 and Fire Safety Regulations, employers are required to install a fire detection system which is of appropriate size and complexity to the size of the buildings.

A fire detection and alarm system with manual call points has been installed in Ongar Community Centre to provide early warning to occupiers of the building that smoke or excessive heat has been detected.

The fire detection and alarm system is maintained in accordance with Irish Standards Fire Alarm Installation (I.S. 3218). The fire detection and alarm system is included and conducted by competent persons in accordance with the Planned Preventative Maintenance schedule.

14.6 Fire Register

To comply with the Fire Safety Regulations 1981, every building must record all matters relating to fire safety within the building. A separate folder should be established and the following documentation should be maintained in the fire register:

- Names of Fire Marshals onsite
- Certificates of fire safety training completed by employees
- Records of daily and weekly fire safety checks
- Fire alarm deactivation log
- Fire Extinguisher Inventory
- Emergency Evacuation Record and any other supporting documentation
- Dockets and certificates relating to the maintenance of fire extinguishers, emergency lighting, fire hydrants and fire alarm
- Plans of the building, fire alarm and emergency lighting system.

Related Business Documents

Emergency Preparedness Response Plan

15.1 MAINTENANCE

To ensure compliance with the Safety, Health and welfare at Work Act 2005, every employer must provide and maintain safe buildings and equipment. To comply with this requirement and to ensure the efficient operation of equipment and services are maintained, Ongar Community Centre has established a Planned Preventative Maintenance Schedule and established contracts with companies to provide Reactive Maintenance.

It is the policy of Ongar Community Centre and the Managing Agent to purchase services, preventative or reactive, from competent suppliers that have been suitably approved.

15.2 Preventative Maintenance

Preventative Maintenance is conducted in accordance with a Planned Preventative Maintenance (PPM) Schedule. The PPM schedule has been developed and implemented in accordance with legislation, manufacturer's guidelines and industry practice.

Statutory inspections are carried out as part of the PPM schedule.

All records of maintenance and inspection are maintained by the Centre Manager.

Any preventative or corrective actions made during an inspection or preventative maintenance visit must be reviewed and considered by the Centre Manager.

As part of the services the Managing Agent provides to Ongar Community Centre, Planned Preventative Maintenance Programmes routinely form part of the services.

15.3 Reactive Maintenance

Reactive maintenance is conducted, as required, by contractors that have been approved by the Managing Agent.

Since reactive maintenance is generally unplanned and urgent in nature, care must always be executed to ensure that work practices are controlled to ensure minimisation of associated risks. Where possible, the permit to work system will be used to help to identify and control risk.

16.1 NEW AND EXPECTANT MOTHERS

Health and Safety Requirements for new and expectant mothers are addressed in Part 6 of the General Application Regulations (Chapter 2 - Protection of Pregnant, Post Natal and Breastfeeding Mothers).

It is the responsibility of each individual staff member to advise their manager when they are pregnant so appropriate risk controls can be implemented for their protection. Written confirmation must be provided.

Where advised, a risk assessment will identify particular aspects of risk where the pregnant employee may be exposed. A risk control plan will identify preventative actions (if any) to be applied during the course of the pregnancy and on return to work.

This assessment will consider:

- Employee working conditions,
- Manual Handling requirements,
- Exposure to Chemical, Biological or Physical Agents,
- Any alterations necessary to their normal duties.

The suitability of risk control measures will be reviewed periodically throughout the course of the pregnancy.

17.0 SMOKE FREE WORKPLACE POLICY



In compliance with the Public Health (Tobacco) Acts 2002 and 2004, Ongar Community Centre operates a strict **No Smoking policy**.

Workers are advised that Smoking will not be tolerated in any circumstances in any enclosed workplaces under the control of Ongar Community Centre. This policy applies to all employees, consultants, contractors, customers and visitors. All complaints regarding breaches of this policy should be addressed to the Centre Manager.

It has been decided that in the interests of worker health that smokers will not be encouraged to continue smoking by provision of covered smoking shelters at all places of work. Instead Ongar Community Centre will actively encourage workers to stop smoking. This will be achieved by aiding workers to get in contact with smoking cessation assistance provided by the National Smokers Quitline which can be contacted at 1850 201 203. They will provide workers with personalised smoking cessation plans and individualised support. Ongar Community Centre will endeavour, where possible, to assist workers to improve their own health by stopping smoking.

Infringements of this policy by staff will be dealt with by normal disciplinary procedures. Infringements by customers, clients etc. will be dealt with in accordance with the procedure outlined below. Employees, consultants, contractors, customers and visitors who contravene legislation prohibiting smoking in the workplace are also liable to a criminal prosecution and fines of up to €3,000.

18.0 DRUG AND ALCOHOL FREE WORKPLACE POLICY

Under Section 13 of the Safety Health & Welfare at Work Act, 2005 an employee shall, while at work, ensure that they are not under the influence of an intoxicant to the extent that they may endanger their own safety or the safety of others. The definition of intoxicant in the Act, defines the term “intoxicant” as including drugs or alcohol or a combination of both. It therefore includes alcohol, prescribed drugs, over the counter medication and illegal substances. The consumption of alcohol and drugs is forbidden on site in Ongar Community Centre.

Employees should notify their manager in confidence where they are required to take medication that may impact on their safety and the safety of others whilst at work.

19.0 ANTI BULLYING AND HARASSMENT POLICY

Ongar Community Centre is committed to providing a work environment free of any kind of bullying or harassment. Management at the highest level will not tolerate bullying or harassment and will take appropriate steps to resolve any problems that may occur.

In accordance with the general duties in the *Safety, Health and Welfare at Work Act 2005*, the *Employment Equality Act 1998*, and Codes of Practice in place regarding Bullying and Harassment, a bullying/harassment policy is in place. It is the responsibility of all employees, particularly those in management positions, to ensure the day-to-day practical application of the policy. Employees are informed of the bullying and harassment policy during their induction and through the Staff Handbook issued to all employees.

20.0 HEALTH SURVEILLANCE

Exposure to hazardous work at Ongar Community Centre is avoided where possible. Where employees are exposed to physical hazards in the workplace on a routine basis they will be referred to competent professional for health surveillance e.g. exposure to loud noise, dust, vibration.

22.0 ORGANISATION OF WORKING TIME ARRANGEMENTS

Ongar Community Centre recognises their obligations imposed by the *Organisation of Working Time Act 1997* in relation to rest periods and maximum weekly working times.

Compliance with the Organisation of Working Time Act is the responsibility of all Management and the Managing Agent. Staff work schedules, signed timesheets and rotas are organised by the Centre Manager in line with the requirements of the aforementioned Act.

23.1 HEALTH AND SAFETY INFORMATION - HAZARDS

The following information has been compiled to provide staff of Ongar Community Centre with a central location where health and safety information, regarding work related hazards, is available with ease.

This information can be used to review method statements, complete Permit to Work forms, and complete regular work tasks.

23.2 Welfare Facilities

Ongar Community Centre provides appropriate general welfare, and personal hygiene facilities for employees. The following general welfare and personal hygiene facilities are provided:

- Kitchen facilities
- Drinking water
- Toilets / shower facilities

A housekeeping programme is in place to maintain welfare facilities to a high standard. Employees are obliged to care for staff facilities and not to damage or misuse them.

23.2 Access and Egress (incl. disabled access)

Access and egress cover how employees get to and from their place of work. Employee's place of work can be, for example, in an office, on a roof or in a confined space. Therefore, all routes of access and egress should provide:

- Safe access to and egress from places of work without unnecessary hazards being created through, for example, poor housekeeping, insufficient traffic control, or inadequate lighting
- All exit routes should permit rapid egress in the event of an emergency
- Individuals must ensure that they are holding the handrails provided when ascending and descending stairs or ladders taking one step at a time. Lifts must be used as alternative routes if an individual has to carry equipment upstairs
- Employees who have difficulties regarding access to or egress from a particular workplace should report this without delay to their Supervisor / Line Manager

Ongar Community Centre management must make arrangements for individual egress plans where required for disabled employees to ensure safe evacuation. This includes:

- Mobility-impaired people
- Wheelchair users
- People who are deaf and hard of hearing

- Blind and partially sighted people

- People with cognitive disabilities

The means of safe evacuation for any disabled person occupying at Ongar Community Centre should be clearly explained to the affected person and those with defined roles to assist with such arrangements.

23.3 Housekeeping

Poor housekeeping is the main cause of slip, trip, and fall type accidents. Adopting good housekeeping practices helps to reduce such incidents from arising. Poor housekeeping also contributes to an increased fire risk to the building as it encourages the spread of fire.

Safe Working Guidelines – Housekeeping / Slip, Trip, Fall prevention

- Passageways should be kept clear at all times
- All floors should be inspected at regular intervals to ensure that no trip hazards exist
- All areas of flooring should be kept clear at all times and cables, plugs and portable equipment should be kept tidied at all times
- Running and rushing is prohibited at all times
- Suitable footwear must be worn at all times
- Floors should be clean and not slippery. Where floors are slippery, appropriate signage should be placed on the floor.
- All spillages must be cleaned immediately on a “clean as you go” basis. Wet floor caution signs should be placed at either side of a wet floor or spillage.
- A detailed cleaning schedule should be developed and implemented
- A member of staff should conduct regular inspections to ensure that there is no slip or trip hazards present in the building
- Cleaning activities should be planned and take place at times when the office is quiet and therefore minimising exposure to slip or fall hazards
- All items should be placed back into their correct storage location following use to ensure the office is kept clean and free from obstructions
- All waste materials should be removed on a regular basis
- Adequate lighting must be provided in all areas. Inadequate or malfunctioning lighting must be reported to the Centre Manager
- Advise customers and contractors not to leave objects in walkways to prevent trip accidents.
- Individuals must ensure that they are holding the handrails provided when ascending and descending the stairs taking one step at a time
- Heavy items should be stored at ground or a low level on shelves to prevent a collapse or overturning.
- Furniture such as tables, desks, and chairs must be maintained in good condition and free from sharp corners, projecting edges, defective wheels etc.

Routine Housekeeping Audits are undertaken by the Centre Manager or his / her Deputy.

23.4 Chemical Safety

Dependent on the nature of the substance, working with chemicals can be a hazardous activity if the proper controls are not adhered to. A programme of Chemical Risk Assessment is in place for all chemical substances used by Ongar Community Centre personnel. The specific assessment outlines the safe working arrangements in place and identifies if a safer alternative should be sought. A Chemical Awareness training programme is in place.

Safe Working Controls – Chemicals

- Staff/ Contractors are advised to refer to the substance Safety Data Sheet (SDS) and the specific risk assessment with respect to the use of any chemical agent
- Only approved chemicals are permitted to be used
- An inventory of all chemicals used is maintained on each site
- SDS sheets should be stored at the point of chemical use or storage
- Chemicals should not be left in public areas unattended
- Always wear gloves when handling chemicals. This includes general cleaning chemicals, oil, paint etc.
- Employees must use good personal hygiene techniques when handling chemicals. Employees should wash their hands prior to putting on gloves. Employees should also wash their hands after removing gloves and especially before eating, drinking or smoking.
- Where possible, chemicals should be used in well ventilated areas
- Suitable protective clothing must be worn at all times while working with chemicals. Clothing worn must meet the requirements of the material safety data sheet.
- The chemical should be stored in accordance with the storage information on the SDS
- Where chemicals are poured into secondary containers, these should be labelled with the name of the substance and the hazardous classification
- If skin contact is made with a chemical, the affected area should be washed immediately and the SDS consulted
- If clothing makes contact with a chemical, it is advised that the clothing be removed and washed as the chemical can be absorbed through the skin
- In the event of an emergency with a chemical always consult the SDS and seek medical assistance without delay

Where chemicals are to be used by contractors, the SDS must be provided to the Centre Manager or Managing Agent for review in advance.

23.5 Sharps

Sharps are defined as 'objects or instruments necessary for the exercise of specific healthcare activities, which are able to cut, prick, cause injury and/or infection'. To avoid a sharps injury Ongar Community Centre employees should adhere to the following:

- Do not handle needles/sharps unless trained
- Do not handle needles/sharps unless wearing full appropriate PPE
- Do not place hands into waste bags/bins/containers and waste holders
- Do not place hands into blind areas i.e. behind toilets, under desks, around corners, behind waste containers etc. use a mop or brush to access/remove any object from these areas
- Alert site manager of any needle/sharps discarded/dropped on the ground or floor
- Always use a retractable safety knife or a knife with an enclosed blade

23.6 Dealing with aggressive people, theft and robbery

Due to the nature of interacting with members of the Public, it is possible to come into contact with persons that may act aggressively towards staff or other building occupants. The most common type of aggression is verbal. Verbal aggression can escalate to physical aggression if the situation is not diffused and may take the form of:

- Shouting,
- Racial / sexual abuse,
- Spitting,
- Pushing,
- Threats,
- Throwing objects,
- Property damage.

Aggression can develop from situations such as:

- Refusing entry,
- Service does not meet customers' expectations,
- Theft,
- Persons under the influence of drugs or alcohol onsite.

Safe Working Controls – General Aggression

- All incidents of aggression should be reported to the site manager as soon as possible
- Employees should keep a log of any incidents that occur – time, date, circumstances of the incident. This will help build a profile of high-risk times.

- Keep the door of the office closed and locked if possible if you feel that you are in danger

- If the person is becoming aggressive do not become aggressive or argue with them. This may irate them even more. Try to speak calmly and in a normal tone of voice.
- Empathise with the person
- Do not make physical contact
- Allow them to speak and try to see the situation from their point of view. This may calm them down.
- Do not argue. Try to speak with clarity.
- Offer short term solutions
- Stay at arm's length away from the person
- Ask the person if they would like to speak to the Manager. People may respond better to persons in authority and this person may make a better personal connection.
- Try to take a break from the situation. This may calm the person down and give you an opportunity to calm down and develop solutions.
- Ask the person to leave. This would only be requested in very difficult circumstances and if they are upsetting or frightening other people in the area.
- Raise the alarm (contact another member of staff for assistance). Retreat from the situation if the person is armed.
- Call the Gardaí if the situation escalates or if you observe or have reason to believe the person(s) is carrying a weapon.
- If the situation involves a person participating in a group or event onsite, report the incident to the group leader.

Safe Working Guidelines – Theft

- Play it safe. Consider your own personal safety first
- Don't accuse somebody of theft as this can escalate to violence
- Don't try to physically stop the person
- Do not run after somebody
- Make a mental note of their characteristics, what they are wearing, vehicle, height, weight, accent, clothing, footwear etc.
- Call the Gardaí if safe to do so
- After they have left, lock the door
- Contact the Manager
- CCTV can be used to review the incident where appropriate

Safe Working Guidelines - Robbery

- During a robbery, follow any instructions given
- Even if you can't see a weapon, assume they have one
- Call the Gardaí if safe to do so (999 or 112)
- Make a mental note of their characteristics, what they are wearing and vehicle – height, weight, accent, clothing, footwear etc.
- After they have left, lock the door
- Contact a Manager
- CCTV can be used to review the incident where possible

23.7 Security

The following guidelines should be adhered to in order to minimise the risk of theft, robbery or vandalism.

Safe Working Guidelines – General Security

- Keep valuables out of sight – e.g. store laptop / tools in the boot of the car rather than on a seat
- Keep unoccupied rooms which contain valuables locked
- Electronic or cheque payments are preferred over cash
- Keep as little cash in the building as possible
- Cash drops should be made on a regular basis to prevent carrying large sums of money
- Report lights that are not working or lacking, Internal and external
- When opening, if you notice something suspicious, stay in your car
- The last person to leave the office is to do a check of both floors to make sure all windows are closed, lights off etc. They are then to set the alarm before leaving the premises
- When closing, look outside to see if you notice anything suspicious. If you see something suspicious, lock any access doors, monitor the situation and call mobile security if you feel threatened (For contact details, refer to the Emergency Response Plan)
- A routine maintenance programme is in place to ensure CCTV system is working efficiently. This includes ensuring that all cameras are working, in focus and clean
- Similarly, a maintenance programme is in place to ensure that the intruder alarm is working efficiently and that any faults are corrected as soon as possible
- Always ensure alarms are activated when locking up

23.8 Safe Manual Handling

Manual handling is defined as the lifting, putting down, pushing, or pulling, carrying or moving of an object, by one or more people, with the application of force.

Manual handling presents a serious risk of injury. Injuries related to manual handling activities can be the result of a singular exposure to a manual handling hazard, for example lifting an object that is outside of your lifting capacity. An injury can also occur as a result of cumulative / repetitive exposure to a manual handling, for example lifting using an incorrect technique.

Manual handling hazards can include, but is not limited to:

- Lifting using an incorrect technique
- Lifting objects that are outside of your lifting capability
- Highly repetitive lifting
- Twisting your back whilst lifting
- Lifting live loads e.g. liquids where the centre of gravity will shift
- Lifting to / from head height or above
- Lifting to and from ground level
- Pushing or pulling weights that is outside of your lifting capability
- Poor housekeeping
- Damaged or unsuitable lifting aids

Some Examples of Manual Handling tasks undertaken in the office include:

- Lifting stationary (including boxes of paper)
- Transporting consumables throughout the office
- Cleaning tasks (undertaken by a third-party contractor)
- Manual handling associated with maintenance programmes / projects

A trolley is securely stored and available in Ongar Community Centre to assist with moving loads throughout the office.

Some examples of Manual Handling tasks undertaken on client sites include:

- Moving furniture
- Handling post
- Transporting consumables throughout the office
- Lifting Stationary (including boxes of paper)
- Cleaning task
- Manual handling associated with maintenance programmes / projects
- Carrying ladders (Caretaker, Technicians)
- Handling waste bags

Safe Working Guidelines – Manual Handling

- Try to avoid manual handling where possible
- If a load is too heavy/awkward:

- o Do not lift
- o Get help
- o Lighten the load
- Utilise lifting aids such as trolleys and the lift where possible
- Always lift using a correct technique:
 - o Feet flat on the ground
 - o Assess the load to ensure it is within your lifting capabilities
 - o Assess the task, area and environment to ensure there are no unnecessary hazards such as trip hazards
 - o Bend down to lift from the knees
 - o Palmer grip. One hand in each corner, top and bottom.
 - o Lift using your legs
 - o Bring the centre of gravity of the load into your centre of gravity. Approximately your belly button.
 - o Turn your feet in the direction of travel
- For tasks requiring pushing or pulling
 - o Push rather than pull. Always aim to have your line of vision clear of the route to travel ahead.
 - o Keep the back straight, although not necessarily vertical
 - o Bend at the knees and hips
 - o Use your leg muscles rather than your back muscles to move the object
 - o Do not twist. Consider resting the load and repositioning your body to avoid twisting movements
- For tasks requiring reaching movements
 - o Never over reach, this may strain your back
 - o Avoid lifting overhead. Use steps to assist with access
 - o If you reach overhead keep your knees slightly bent to absorb any sudden loads or bending
 - o Where possible use appropriate stairs or steps to access the load
 - o Ensure there are no protruding items in your path if reaching into an area
 - o Always reduce the load to be lifted if lifting overhead
- For tasks involving lowering an item onto a low platform or shelf
 - o Place one foot between the weight and the platform, with the other in line with the weight to be lifted
 - o Always adhere to the safe lifting technique
- For tasks involving lowering onto a high platform
 - o Where possible avoid lifting overhead. Use a mechanical aid (e.g. platform step ladder) to assist with high level access. Large, bulky or heavy items should be stored at waist height where possible.

- o Always apply the principles of safe lifting in line with manual handling training.
- For tasks involving stacking items
 - o Use mechanical aids where possible
 - o Inspect the pallet, shelf or storage area prior to commencement to ensure it is capable of taking the load. Check the safe working load.
 - o Stack or position items of uniform size so that no tier is independent of another.
 - o Ensure items do not protrude from stacks onto gangways or passageways.
 - o Do not climb shelving, tables or chairs –use a ladder or steps.
 - o When de-stacking materials access high level areas using a platform step ladder. A second person may be used to assist.
- Always seek assistance if a load is beyond your capability or where repetitive tasks require excessive manual handling.

Where a second person is not available do not attempt to lift (beyond your own capabilities) on your own.

23.9 Lone Working

Lone workers are those who work by themselves without close or direct supervision. Anybody who works alone, including contractors, is classed as a lone worker.

There is nothing specific in general legislation that prohibits a person from working alone. Section 19 of the Safety, Health and Welfare at Work Act 2005 requires the employer to undertake a risk assessment, and so this shall determine whether or not an employee may work alone.

The main risk associated with lone working is a lack of medical intervention in the event of an accident or sudden illness occurring.

Also, a building may be more likely to be pilfered when an employee is alone in late evenings / night.

Safe Working Guidelines – Lone Working

- Lone working should be limited as much as possible
- Limits of what can and cannot be done when working alone must be set for employees by Centre Manager
- High risk tasks such as working at heights or electrical maintenance should not be carried out alone
- It is vital that lone workers work in a safe manner and follow all safety precautions
- Lone workers should make arrangements with a designated person for frequent checking in
- Some employees may not be able to work alone if they have a medical condition. Medical opinion should be sought to determine suitability for lone work

- Notification of arrival and departure to/ from a site to a Centre Manager and his/her deputy is required. The Manager or Deputy should attempt to contact the lone worker within a specified timeframe if notification is not received.
- If contact cannot be made with the employee as agreed the matter needs to be escalated and the site visited immediately by a person nearest to the site.

23.10 Electrical Equipment

Electrical equipment design, use and maintenance are governed by Part 3 of the Safety, Health and Welfare at Work (General Application) Regulations 2007. Electricity presents a major health and safety risk as it can cause electrocutions, burns and start fires. It is therefore essential the following safe working guidelines are followed.

Safe Working Guidelines – Electrical Equipment

- Do not overload electrical sockets
- Portable Appliance Testing (PAT) is scheduled to take place on an annual basis. All electrical portable equipment will be inspected during these visits
- Always visually inspect electrical appliances prior to use. Do not use damaged electrical equipment
- Electrical maintenance must only be carried out by competent persons. Never attempt to carry out make-shift repairs.
- Do not use personal electrical equipment unless it has passed a PAT test
- Always place electrical leads in positions to prevent damage and obstructions to walkways
- If an electrical item is being used in a damp area, use a battery powered alternative
- Electrical maintenance work should be controlled by a Permit to Work system
- Use a Residual Current Device for electrical devices when operating mobile electrical appliances
- Refer to section 13.1.8 for further information on Electrical Safety Controls.

Electrical Distribution Boards should be maintained locked at all times. Distribution Boards should never be used as storage space. Signage must be used to clearly label Distribution Boards.

23.11 Working at Height

Working at heights means any place of work including at or below ground level, where a person could fall a distance liable to cause personal injury.

Safe Working Guidelines – Working at Heights (General)

- The primary consideration should be to verify if the risk of work at height can be avoided (i.e. can the work be performed from ground level). Where work is unavoidable, then the controls outlined in the previous section and detailed below must be adhered to.
- Persons carrying out work at height must be competent to do so
- Where work at a height must be performed, this should be performed at a suitable time agreed with the Centre Manager (where it does not impact on site activities or place members of the public or clients at risk)
- Work at height should not be carried out alone
- For external work at heights, the weather conditions must be assessed before and during such works. Work at heights should not be carried out in inclement weather conditions (windy, rain).

For all work at heights carried out by Ongar Community Centre staff the following requirements must be adhered to:

- Short-term (less than 15-20mins) low risk tasks can be carried out by trained & competent Ongar Community Centre staff. For example, erecting a picture. For long-term work at height or high-risk tasks, a MEWP is recommended to be used by trained and competent Contractors.
- Appropriate access equipment must only be used. For example, a two-step or A-frame ladder. Do not use chairs, tables etc. to gain access to a height.
- Always inspect the equipment prior to ensure that there is no damage present
- A formal inspection programme should be put in place for all work at height equipment
- Always ensure that the ground surface is stable, free from debris or spillages
- Conduct the tasks when the building is quiet and free from distractions
- If in doubt, ask for assistance.

For all work at heights carried out by contractors the following requirements must be adhered to:

All works must be subject to approval by Centre Manager. The Centre Manager may request that this work be subject to review and assessment by the Managing Agent and the Health and Safety Advisor.

- Contractors must adhere to the site Permit to Work Protocols and follow the instructions of the Authorised Person issuing the permit
- Contractors are advised to ensure that the method statements supplied take account of the

risk of falls from height or falls of materials from height (and all reasonably foreseeable risks

associated with the works). It is the responsibility of each contractor to inform their own staff of such risks and the necessary control measures to be followed.

- Certificates of testing and inspection must be obtained where safety harnesses, mobile elevated working platforms (MEWP's), scaffolding and ladders are used.

General Safety Requirements applicable to all persons working at height:

- The primary consideration should be to verify if the risk of work at height can be avoided (i.e. can the work be performed from ground level). Where work is unavoidable, then the controls outlined in the previous section and detailed below must be adhered to.
- Persons carrying out work at height must be competent to do so
- Where work at height must be performed, this should be performed at a suitable time agreed with the Centre Manager (where it does not impact on site activities or place members of the public or clients at risk).
- Work at height should not be carried out alone
- For external work at heights, the weather conditions must be assessed before and during such works. Work at heights should not be carried out in inclement weather conditions (windy, rain).

Ladder Safety

- Ladders must not be used externally where inclement weather conditions exist
- Never over reach on a ladder. Make sure the ladder is long enough and positioned correctly to allow work to be conducted in a safe manner. Ladders should only be used for work of short duration i.e. 15-20mins or shorter.
- Work equipment must be inspected for defects prior to use. Never use defected equipment.
- Ladders should be secured to prevent movement
- Ladders should be positioned, where possible, at an angle of not more than 4 vertical to 1 horizontal
- If the ladder is used to provide access to another level, the ladder should extend at least 1 metre above the landing level
- A-frame ladders should not be used close to leading edges or over / close to internal openings
- Ensure that the restraint cord is fully extended on the A-frame ladder prior to use
- Do not use the A-frame ladder to support planks which would create a work-platform

Mechanical Elevated Working Platforms (MEWP's)

- MEWP's (boom hoists and scissor lifts) must only be operated by trained operators
- Work involving boom hoists must be organised and planned to ensure that the correct machine is selected
- Ensure that ground conditions are suitable to prevent overturning prior to work commencing

- Valid certificates of testing and inspection must be obtained for MEWP's prior to use
- Work should be planned to take place at times when there is minimum vehicle or pedestrian traffic
- Do not throw objects from a height when in a boom hoist or scissors lift
- A harness must be worn at all times
- It is not necessary to wear a harness when working in a scissors lift

Scaffolding – Mobile and Static

- All scaffolding must be erected, inspected and dismantled by competent persons only
- Scaffolding must be erected, maintained, used and dismantled in accordance with the HSA's code of practice for access and working scaffolding
- A safe means of access to and egress from the work area must be identified and planned in advance
- Work areas should be suitably segregated from areas of public access
- Where work at height is performed where there is a risk of contact with overhead services or installations or a risk of falling materials, hard hats must be worn.
- Caution must be taken to ensure the risk of contact with overhead services or falling materials is controlled
- Accidents, Incidents or Dangerous Occurrences must be reported to Centre Manager or his/her Deputy without delay
- Work at heights should be supervised by a competent person
- All equipment, machinery and other materials involved in such works should be left so as they do not present a risk to those in the vicinity (i.e. slips, trips or falls, fall of materials from height, an obstruction to safe access or egress).

Roof Works

- A safe means of access to and egress from the roof must be in place
- Roof works must be planned to ensure that fragile roofs can be identified and sufficient warnings / barriers can be put in place prior to work commencing
- Suitable fall restraint/arrest measures must be identified in the relevant method statement and implemented
- All requirements for roof access must be authorised by the Centre Manager

Other Considerations

- A rescue plan to remove people from a height, rescue people that fall and are attached to a harness or fall and get injured. The plan must be established in advance and be capable of activation immediately when it is required. This plan must make provision for the safe rescue and emergency response requirements of injured persons working at height.

- Fall protection should be erected around floor openings or an excavation
- Safety harnesses must be put on correctly and inspected prior to use and certified on at least an annual basis. Damaged harnesses should not be worn.

23.12 Construction and Project Management

Ongar Community Centre shall ensure that all construction and project management work that it undertakes is carried out in compliance with the requirements of the Safety, Health & Welfare at Work (Construction) Regulations 2013.

Appropriate measures shall be put in place to ensure that:

- An appropriate PSCS and PSDP are appointed in writing
- The hazards specific to a project location are identified within the Construction Safety and Health Plan document, which are produced for each construction project as required by the Safety, Health and Welfare at Work (Construction) Regulations 2013
- All contractors appointed are competent to carry out the works assigned
- All crafts persons have the required evidence of statutory training, to include Safe Pass and CSCS training, where required
- Notification of the Project to the HSA is carried out as required
- All construction projects are managed throughout the design and construction periods to ensure the requirements of legislation and Approved Codes of Practice are complied with
- Appropriate cooperation with the Client, Designers, Project Management Team and Construction contractors is achieved.

23.13 Young Workers

In accordance with its requirements under Regulations 143 to 146 and Schedule 7 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 as amended, and the Protection of Young Persons (Employment) Act, 1996, Ongar Community Centre is committed to reducing the risk to young employees, defined as those less than 18 years of age.

In order to achieve this, Ongar Community Centre will ensure that the age of the young person is confirmed by checking their birth certificate and that the risk to that young person is assessed. Ongar Community Centre will also ensure that the Young Person is provided with the proper training and that he/she is made aware of any risks on site. Young Persons will not be employed outside permitted hours of work. (6am to 10pm, for Young Persons over 16 or 8am to 8pm, for those under 16).

23.14 Driving for Work

In accordance with Legislation and our Environmental, Health & Safety Policy Statement Ongar Community Centre recognises the requirements to protect the Safety Health & Welfare of all employees while at work. With this in mind Ongar Community Centre requires all drivers of company owned and privately-owned vehicles to ensure that their vehicles are roadworthy and are driven appropriately given regard to the prevailing road conditions and the Rules of the Road. Only full licensed drivers are permitted to drive on work related business.

All Drivers are required to ensure that their vehicles that may be used in the course of work duties are properly maintained in a road worthy condition.

Employees are required to discuss with their line manager where they feel that their workplace driving requirement, driving skills, health condition or vehicle condition causes concern. Employees are required to provide a copy of full drivers' license, front and back, to their line manager. It is the employee's responsibility to ensure that their driver's license is maintained and up to date. Employees should also provide any material information which could affect their driver's license validity, e.g. penalty points to their Centre Manager.

Employees should adhere to the following safety measures when driving:

- Display valid road tax
- Display valid NCT
- Display valid Insurance Certificate disc
- Drivers must at all times drive their vehicle in a careful and responsible manner
- Drivers must adhere to the rules of the public highway
- Report any health condition which may affect their ability to drive safely to the Centre Manger
- Prepare your journey properly and plan where you can take a safe break from driving
- Employees should refrain from any activity that may distract them whilst driving, such as eating or drinking.
- Handheld mobile phones must never be used while driving
- Employees must immediately report to the Centre Manager any damage to a company vehicle either as a result of an accident or damage whilst parked

23.15 Safe Maintenance

Safe maintenance covers a large number of subjects that are included below.

Safe Working Guidelines – Maintenance (General)

- Maintenance should be planned, organised and coordinated as to prevent and reduce

exposure to hazards

- Maintenance should be carried out by competent personnel only
- Task specific risk assessments and method statements should be prepared for high risk or non- routine tasks
- Correct PPE must be worn. PPE requirements should be identified in the risk assessment
- The Permit-to-work system should be followed as per procedure
- Always use and dispose of chemicals or materials that have come in contact with a chemical e.g. an oily rag, in accordance with the SDS sheet
- Always ensure that all sources of energy are isolated at source and that any stored energy has dissipated prior to work commencing. Verify that energy has been isolated prior to commencing work
- Do not remove guarding unless absolutely necessary
- Utilise a lock-out-tag-out system if available
- Always ensure that emergency procedures are in place prior to commencing work
- Always use the correct equipment for the task. This may require non-sparking tools or specially protected lighting which can be used in flammable or potentially explosive environments.
- Lone work should be limited as much as possible. Lone work during high risk tasks is prohibited
- Environmental monitoring should be carried out if entry into a confined space is required to ensure adequate concentrations of oxygen and to ensure that poisonous fumes or vapours do not reach dangerous levels.
- Always ensure that lines of communication are maintained during all maintenance work
- Maintenance work should be supervised to ensure that appropriate safety precautions are taken, safety controls are monitored at each stage and that all control measures remain in place during work operations. The Centre Manager/Supervisor should STOP work activities should dangerous conditions arise.

23.16 Personal Protective Clothing and Equipment

Personal Protective Equipment and Clothing are provided to staff to protect against physical hazards throughout the course of their work. Safety Shoes are a mandatory requirement for all Centre Attendants onsite due to the nature of their work. Safety gloves and safety glasses are worn when handling hazardous materials. Chemical Risk Assessments identify specific mandatory PPE requirements.

It is the responsibility of the Centre manager to ensure the PPE is available for use as required. PPE should be worn in accordance with the requirements of the Risk Assessment for the task.

Contractors conducting work onsite are required to state the PPE requirements necessary for the works to be undertaken within their Method Statements or Risk assessments.

All persons must remember that PPE is the last line of defence. Therefore, users must ensure that their PPE is free from damage, fits appropriately and is worn at the correct time.

Safe Working Guidelines – PPE

PPE is not required for regular office activities. Appropriate PPE for work on site is provided by the H&S Department or relevant Scheme Supervisor. Subject to the completion of a risk assessment additional task-specific personal protective equipment (PPE) may be required such as:

- Safety Hard Hat
- Safety Boots
- High Visibility Vest / Jacket
- Safety Glasses
- Gloves






Site-specific PPE requirements will be adopted as appropriate.






Method statements should indicate clearly the specific PPE controls relevant to the works being conducted. The following guidelines should be adhered to:


- PPE should be inspected prior to use to ensure they are not damaged
- Employees must ensure that they take care of their own PPE to ensure that damage or excessive wear and tear is prevented
- Damaged PPE should not be worn. It must be replaced as soon as possible
- PPE should be disposed of in an appropriate manner
- Always wash your hands prior to putting on and taking off gloves

Contractors are responsible for providing the required PPE to its personnel and also make provision for the supply of additional PPE as activities may demand and provide associated training as required.

PPE Matrix - Frequently used PPE and when it should be worn

Type of PPE	Type of Hazards	Examples	Who can use it?	PPE Symbol
Protective Footwear	Protrusion at ground level, falling items, slip hazards	<ul style="list-style-type: none"> When completing manual handling tasks In wet floor conditions If there's a risk of falling items When entering plant rooms / roofspaces 	All Employees	
High Visibility Clothing	Moving vehicles	<ul style="list-style-type: none"> Near moving vehicles including in car parks Where MEWP, Forklift or similar is in operation In the event of a vehicle breakdown 	All Employees	
Hard Hat	Falling items, protrusions at head height, where there is a risk of striking head	<ul style="list-style-type: none"> Operation of a MEWP Working below work at height Working at or near low pipework Working in the vicinity of items with the potential to fall from a height 	All Employees	
Bump cap	Protrusions at head height	<ul style="list-style-type: none"> Working at or near low pipework Fan-coil maintenance Working below equipment e.g. a sink 	All Employees	
Protective Eyewear	Flying particles, splashes of hazardous substances	<ul style="list-style-type: none"> Where there is a risk of a foreign body (solid or liquid) entering the eye (E.g. working near abrasive cutting task, handling unsealed chemicals) 	All Employees	

Type of PPE	Type of Hazards	Examples	Who can use it?	PPE Symbol
Gloves – Mechanical Protection	Sharp, pointed or rough edges	<ul style="list-style-type: none"> • Use of hand tools • Use of powered tools • Completing manual handling tasks • Handling broken glass 	All Employees	
Gloves – Chemical Protection	Use or handling Chemicals	Dispensing cleaning products, using oils, greases or lubricants,	Employees who have been trained and authorised to use or handle chemicals	
Respiratory Protection (Face Mask)	Exposure to dust, vapours, fumes	Working in an area	Employees who have been trained and authorised to carry out tasks requiring respiratory protection (note: respiratory protection must be selected based on the type of hazardous exposure and may require fit testing)	
Hearing Protection	Exposure to loud noise (Above 80dB)	Generator testing, use of powered tools	Only employees who have been trained on the correct use of hearing protection	
Coveralls	Exposure to contaminants	Painting, completing “dirty” tasks	All Employees	

Type of PPE	Type of Hazards	Examples	Who can use it?	PPE Symbol
Harness & Lanyard	Fall from height, fall through fragile surface, overstretching from MEWP	Operation of MEWP, Access to roof without fixed barrier system / parapet wall i.e. where a lifeline system is in place	Employees trained to carry out work at height and the use of harness & lanyard	
Safety Knife	Contact with sharp edges	Cutting tasks	Employees trained and authorised to use a safety knife	No symbol

Note: This list is **NOT** exhaustive

23.17 Fire Prevention

Fire presents one of the highest risks to employees, visitors and contractors Health and Safety. Fire has the potential to cause multiple deaths, serious property destruction and environmental damage. It is therefore essential that all employees adhere to the following Safety Guidelines and remain vigilant to identify fire hazards and report them to site management. Ongar Community Centre Emergency Response Plan is in place to establish and maintain processes to identify the potential for and respond to incidents and emergency situations within the centre. Ongar Community Centre is responsible for developing the plan details and ensuring that all employees are fully aware of its requirement e.g. all employees are responsible for housekeeping in the office.

Safe Working Guidelines – Fire Prevention

- Smoking is strictly prohibited within Ongar Community Centre
- Employees are required to maintain a high standard of housekeeping. All materials and equipment should be maintained within their designated storage area / location, waste must be removed regularly, and dust should be removed from the vents of equipment to prevent overheating.
- Never block a fire exit, escape route, fire extinguisher or fire alarm call point
- Always report any fire hazards to the Centre Manager. For example, visible signs of overheating on plugs.
- Never overload sockets or use damaged electrical equipment
- Personal electrical equipment should not be used unless it has been PAT tested
- Minimum amounts of flammable materials should be stored. Highly flammable materials should not be purchased unless absolutely necessary.
- Do not dispose of rags (e.g. oily cloths) or containers (e.g. white spirits) that do or did contain flammable materials with general waste
- Follow all emergency procedures
- All hot-works must be controlled
- Hot works must only be carried out by competent persons
- Notify the Centre Manager if you notice damaged or used fire extinguishers as they would need to be replaced or refilled
- Always be vigilant for suspicious activity where arson may occur

23.18 Waste Management

Waste management is governed by the Waste Management Act 1996. The Waste Management Act state that a person shall not hold, transport, recover or dispose of waste in a manner that causes or is likely to cause environmental pollution.

Ongar Community Centre contract licensed waste providers to deal with all waste generated in the centre.

23.19 Office Safety and Use of Display Screen Equipment (DSE's)

A workstation ergonomic assessment is required where personnel habitually use Display Screen Equipment (DSE) for one hour or more per day, as a significant part of their normal work activities in accordance with Safety, Health and Welfare at Work (General Application) **Regulations 2007 Part 2, Chapter 5.**

The purpose of this workstation assessment is to identify potential hazards, assess the associated risks and put in place appropriate control measures to prevent physical and/or visual discomfort arising from an incorrect workstation setup. DSE assessments are completed when an employee moves to a new workstation and if issues arise or as requested by the employee. Actions arising from the DSE assessment is logged to ensure completion and the DSE assessment form is filed confidentially.

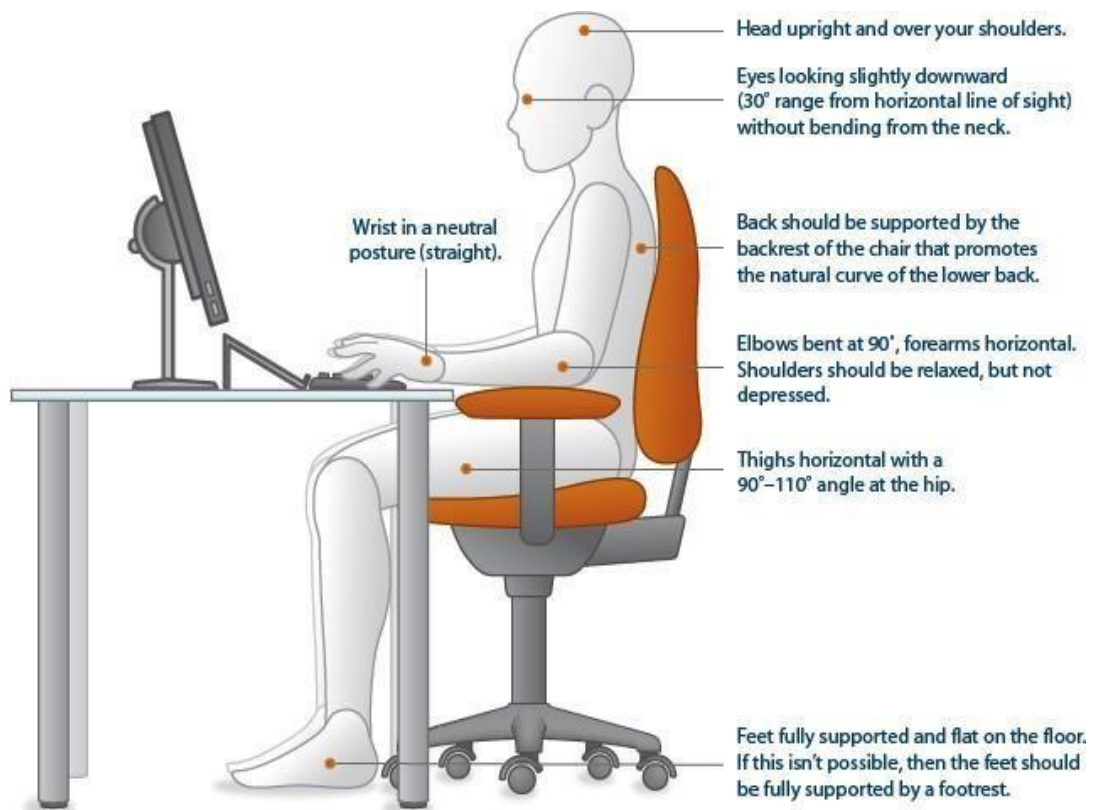
Poor workstation or VDU set-up can lead to a number of adverse events or conditions including:

- Work Related Upper Limb Disorders (WRULD's) such as carpal tunnel syndrome
- Eye strain and fatigue
- Mental stress and fatigue

Slips, trips and falls Visual Display Unit (VDU) eye tests are made available to all Ongar Community Centre personnel. This is provided at planned intervals, in accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007.

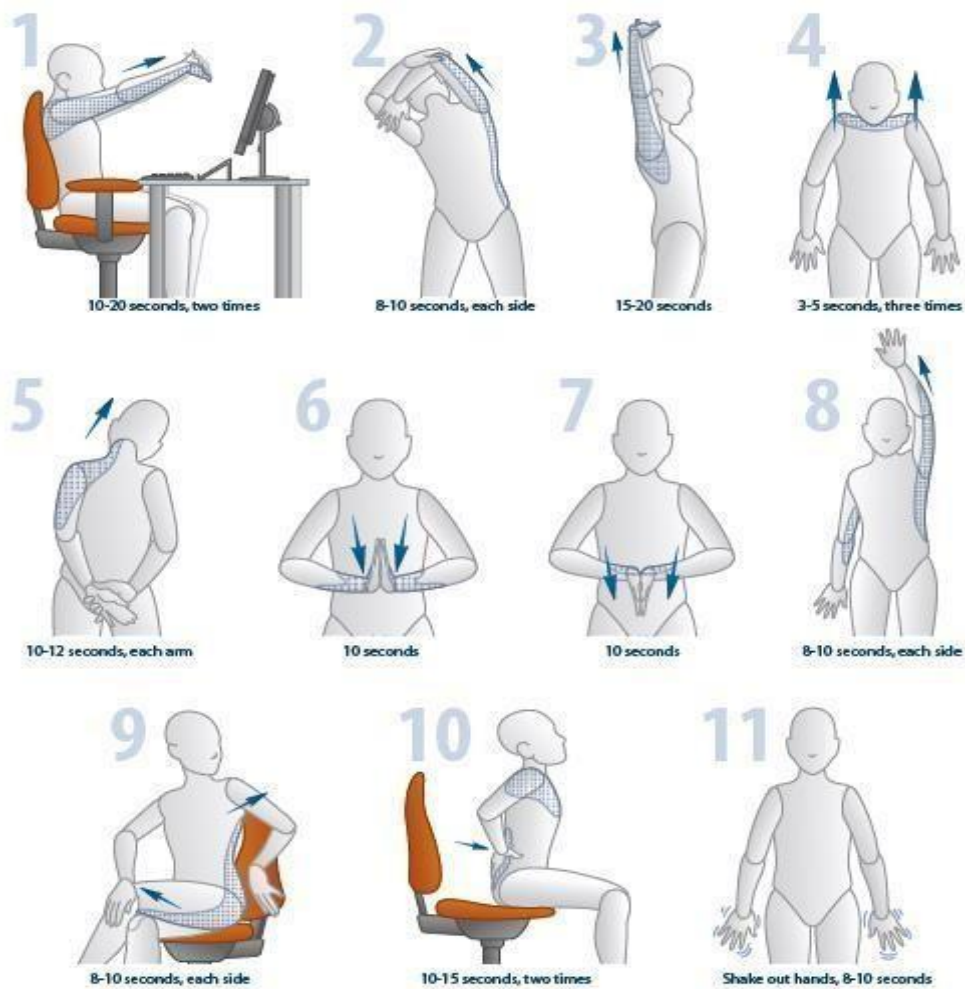
Safe Working Guidelines – Office Safety (Ergonomics)

- Always ensure your work area is clean and free from obstructions.
- Always adjust your chair so that you can assume a correct sitting position.



This picture illustrates the correct sitting posture. You should ensure that you intercede the correct sitting posture with slight changes in sitting posture and standing or walking to promote blood flow.

- Apply the 20 / 20 / 20 rule. Whilst working on the VDU, look 20 metres away, every 20 minutes, and hold it for 20 seconds. This helps to prevent eye fatigue.
- Take a break away from the VDU at least every hour. This can be alternative work.
- Your work station should have adequate lighting and ventilation
- Always ensure that your screen is clean and free from glare or reflection
- Always carry out stretching exercises regularly throughout the day to relieve muscle tension
- Examples of stretches are shown below
- If you have any concerns, discomfort or pain related to VDU work. Contact your manager.



Safe Working Guidelines – General Office Safety

- Always ensure your work area is clean and that walkways are free from trailing cables or obstructions
- Always ensure that heavy files are stored at the bottom of filing or storage cabinets to prevent the cabinets overturning
- Always store personal belongings out of sight of the public to prevent opportunistic theft
- Never overload electrical sockets or extension leads
- Ensure your workstation is positioned and set up so as to avoid glare and the adoption of awkward sitting postures

23.20 Sports Equipment (Including Goalposts / Basketball nets and boards)

The following procedure should be implemented with regard to the purchase, installation, set-up, use, maintenance and dismantling of sports equipment.

- Sports equipment should be purchased from specialist suppliers or manufacturers and should be compliant with the requirements of the relevant international standards
- All sports equipment is subjected to a Planned Preventative Maintenance schedule, where annual inspection and maintenance is undertaken
- A visual inspection should be undertaken by the Centre Attendant prior to each use
- Nets should be strapped up (using the ties provided) during transit to prevent Slips / Trips / Falls
- When moving equipment, ensure moving parts are sufficiently secured to avoid entrapment or fingers or other contact with body
- When in position, sports equipment should be secured / anchored to prevent collapse
- Ensure all fastenings are secured before each use
- Do not obscure or remove any warning labels
- Always adopt the safe Manual Handling technique when handling sports equipment and seek assistance as required. Always seek assistance when handling large or heavy equipment – use wheels where provided
- Wear appropriate PPE i.e. safety footwear when handling sports equipment
- Check for damage to nets and report where identified. Report any defects to equipment immediately to the Centre Manager
- Do not use damaged or defective equipment – report it, remove it from use and store it securely. A label should be attached to any defective equipment awaiting maintenance indicating it is defective and instructions not to use the equipment. Only equipment that has been inspected and maintained by a competent person and passed as safe to use may be returned for use.
- Under no circumstances should staff within the centre attempt to carry out maintenance or repair on sports equipment. All such maintenance should be carried out by the assigned sports equipment maintenance company only. Records of maintenance should be maintained.
- When not in use, store equipment in a manner which will prevent damage or corrosion
- Refer to the manufacturer's instructions for information on operating instructions, assembly, dismantling, inspection and maintenance requirements or other relevant query
- Always ensure that sports equipment is returned to its storage location after use. At no time (whether in use or in storage) should the placement of sports equipment cause obstruction to safe access and egress to any area or impede access to available fire escape routes

21.1 PANDEMIC MANAGEMENT – COVID 19

What is COVID-19?

COVID-19 is a new illness that can affect the lungs and airways. It's caused by a new (novel) Coronavirus virus called Coronavirus SARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter. Viruses can be easily spread to other people and patients are normally infectious until all the symptoms have gone. Exposure to COVID-19 is a public health risk which affects all citizens.

Symptoms of COVID-19

If you have any symptoms of COVID-19 (coronavirus), self-isolate (stay in your room) and get a COVID-19 test.

The most common symptoms of COVID-19 are:

- fever (high temperature - 38 degrees Celsius or above) - including having chills
- dry cough
- fatigue (tiredness)

Less common symptoms of COVID-19 include:

- loss or change to your sense of smell or taste – this could mean they're completely gone or just different to normal
- nasal congestion (runny or blocked nose)
- conjunctivitis (also known as red eyes)
- sore throat
- headache
- muscle or joint pain (aches and pains)
- different types of skin rash
- nausea or vomiting
- diarrhoea
- chills or dizziness

Symptoms of severe COVID-19 disease include:

- shortness of breath or breathing difficulties
- loss of appetite
- confusion
- pain or pressure in the chest
- fever (high temperature - 38 degrees Celsius or above)

You may not have all of these symptoms or your symptoms may be mild. Symptoms may vary for different age groups or variants of the virus.

It can take up to 14 days after you are infected for symptoms to show. You can spread COVID-19 during this time.

Symptoms of COVID-19 can be similar to symptoms of cold, flu or hay fever.

If you are in doubt about any symptoms you have, phone your GP.

How COVID-19 spreads

COVID-19 is spread in fluid and in droplets scattered from the nose or mouth of an infected person when the person with COVID-19 coughs, sneezes or speaks.

You could contract the virus if you:

- Come into close contact with someone who has the virus or is coughing or sneezing
- Droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them
- Touch surfaces that someone who has the virus has coughed or sneezed on and bring your unwashed to your eyes, nose or mouth

It is still not known how long the virus survives on surfaces in different conditions. The period of survival may vary under different conditions (e.g. type of surface, temperature or humidity of the environment). Studies indicate that it can persist on surfaces for hours and up to several days in the absence of effective cleaning.

In line with all relevant public health and government advise and recommendations including the Return to Work Safety Protocol document, Ongar Community Centre have **completed a COVID Plan**.

The document details the pandemic management protocol and the control measures implemented by Ongar Community Centre in line with all relevant public health and government recommendations in relation to the management of COVID-19.

Public Health control measures implemented in the Community Centre include:

COVID-19 Induction

All employees must complete the COVID-19 Induction prior to returning to the workplace. This training is completed remotely.

COVID-19 Return to Work Form

All employees must complete the COVID-19 Return to Work form prior to returning to the workplace.

COVID-19 Signage

Appropriate public health signage is displayed throughout the Community Centre.

Social Distancing

In line with public health advice, social distancing of 2m has been implemented in the Community Centre.

It is recommended to:

- Maintain a 2m (6.5 feet) space between you and other people
- Do not shake hands or make close contact with other people
- Avoid a crowded place and reduce social interactions

Social distancing compliance is the responsibility of everyone. All employees must adhere to the 2m distance and follow public health official advice and guidance on good hygiene practices, such as hand washing and respiratory etiquette to protect against infection.

Increased frequency of cleaning

'Touch Points' which are frequently used will be regularly cleaned throughout the day including:

- Door Handles/Paddles
- Lift Controls
- Handrails
- Release buttons
- Taps

'Active Desks'

Will be sanitised by the Centre staff throughout the working day.

Sanitation stations

Are provided at key locations throughout the Community Centre.

Contact Tracing Log

A contact tracing log has been implemented in accordance with the Return to Work Safely Protocol. Employees, visitors and contractors must sign in / out when attending site.

Communication of up to date information

The public health and government guidelines will be kept under review and any future national guidance will be incorporated and communicated to all employees.

APPENDICES

Appendix 1 - Risk Assessment Template

Location		Date of Assessment	
Assessed by		Reviewed and Updated	
Reviewed by		Participants	
Issued to			

Item	Task/ Work Activity	Affected persons	Current Controls	Hazard/ Risk	Severity	Likelihood	R/A Score / Level	Additional Controls Required & Implementation Priority	Controls Implemented (Date and signoff)

Appendix 2
Chemical Agent Risk Assessment
Form EHSQF-05

Section 1	Request Details
<i>For completion by personnel requesting purchase of new product – Please attach copy of Safety Data Sheet</i>	
Product Requested by	
Line Manager	
Client Site / Site of use	
Product Name	
Intended product use	
Quantities required	
Intended storage location	
Date Requested	

Section 2	Chemical Risk Assessment		
<i>Section 2 – 4 for Completion by Acacia EHS Department</i>			
Question	Yes	No	Comments
Does this product contain hazardous properties? If yes, specify.			
Does this product's Safety Data Sheet note any risk or safety phrases?			
Is this product frequently used and by whom? (more than once daily)			
Is this product purchased by Acacia but used by other personnel?			
Are there safer alternatives to this product?			
Are there specific storage requirements for this product?			
Are there specific requirements for the disposal of product waste materials and its container?			
Are there arrangements in place for First Aid and Spill Response?			
Section 3	Risk Controls		
Please state all required risk control measures for safe use, storage and disposal of this product.			

Section 4		Authorisation
Tick as appropriate		
<input checked="" type="checkbox"/>	This product is authorised for the use(s) intended above (section 1) and the controls listed in Section 3 must be adopted prior to use.	
<input type="checkbox"/>	This product is not authorised for use.	
<input type="checkbox"/>	This product can be replaced by a safer alternative.	
Safer Alternative recommended (if applicable):		
<i>Refer back to assessment process for new product</i>		
Reasons for non-authorisation of product (if applicable)		

Signoff		Comment	Date	Review Date
	EHS Department	Assessment Complete*		
	Centre Manager	Confirms Controls implemented		
	Chemical Requestor	Understands the controls required for safe use, storage and disposal		

****Add to Approved Chemicals Register if this substance is authorised for use. Please attach Safety Data Sheet to this form.***

Appendix 3

ACCIDENT / INCIDENT INVESTIGATION REPORT FORM

The purpose of this report is to record the details of the accident/ incident and identify the cause of the accident or dangerous occurrence (near miss) and determine what action is required to prevent a similar occurrence. This form should be completed as soon as possible following the incident once all necessary medical attention has been provided.

Part 1 (To be completed by the Centre Attendant)

Form completed by (Centre Attendant)	
Job Title	
Line Manager	

1. Person Involved in the accident / incident / dangerous occurrence

Affected Person	
Parent / Guardian (If the affected person is a minor)	
Contact details	
Company / Organisation / Group	

Is the affected person:	Tick	What was the reason for being on site?
Employee?		
Contractor?		
Centre user?		
Member of the Public?		
Other		

2. The Incident Details

Community Centre	
Exact Location (within the centre)	
Date of Incident	
Time of Incident	
Date Reported	
Witness(es) Names (if any)	
Witness contact number	

3. Describe the Incident (including events leading up to the incident)

<p><i>(Use additional Sheets if necessary)</i></p>		
<p>Photos taken of the scene (where appropriate)? (Email to Centre Manager)</p>	Yes	No
<p>Has a Witness Statement form been completed? (Email to Centre Manager)</p>	Yes	No

4. Injury

Did the incident result in injury?	Yes		No	
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Date injury was detected (if different from Incident Date)			
Did the affected person cease work / activity?	Yes		No
Was First Aid Administered (Yes/ No)	Yes		No
	Date		
If no, was First Aid offered?	Yes		No
Name of First Aider			
Was the injured person(s) taken to hospital	Yes		No
	Location		
	Date		
Was an ambulance required / called?	Yes		No
Was a recommendation made to take the injured person(s) to hospital or another medical facility?	Yes		No
	Name of Doctor (if known)		

Injury Type / Symptoms (Where applicable)

Minor cut / graze		Loss of consciousness	
Open cut / laceration		Nausea	
Bruising		Vomiting	
Swelling		Headache	
Open fracture		Abdominal pain	
Burn		Fever	
Scald		Chest pain	
Chemical burn		Difficulty breathing	
Other (Specify)		Other (Specify)	

Injured body part (tick as appropriate)

Head		Arm		Where applicable:	
Face		Hand		Right	
Eye		Elbow		Left	
Ear		Wrist		Upper	
Neck		Finger		Middle	
Back		Leg		Lower	
Shoulder		Knee		Inner	
Chest		Hip		Outer	
Abdomen		Ankle			
Other		Specify:			

5. Description of Area/Equipment

Briefly describe the condition of the accident / incident area (and associated equipment if applicable) at the time of the incident	
Was the task being performed as part of the persons normal duties / instructions?	
Were specific Personal Protective Equipment (PPE) requirements in place? If so, were these complied with at the time of the accident /incident?	

Part 2 (To be completed by the Centre Manager)

Checklist:

All sections of the form above have been completed comprehensively?	
Witness Statements have been taken (where applicable) and are attached?	

Photographs have been taken (where applicable)?and are attached?	
CCTV Cameras have been reviewed and all relevant footage of the area and surrounding areas has been saved? (Include before, during & after the event)	
EHS Department have been notified of the incident (within 24 hours)	
Insurers will be notified once approved by EHS Dept.	
Where appropriate, are the following documents available? (If relevant, please attach a copy to the completed Accident Investigation Form)	

Booking Form		Terms & Conditions		H&S Check sheet	
Yes	No	Yes	No	Yes	No

Note: In the event of a serious workplace accident / incident, it may be necessary to preserve the scene. Contact the EHS Department immediately if you are unsure.

Part 3 (To be completed by the EHS Department)

6. Investigation Findings

Completed by the EHS Manager or EHS Advisor. This section outlines the results of the incident investigation, and identifies (where possible) the root cause of the incident.

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7. Post-Accident /Incident details

Did the employee / affected person cease work / activity?				
If yes provide date ceased		Date Returned (if returned)		
Is the incident reportable to the HSA?	Yes		No	
HSA Notified (IR1 Form)	Yes		No	
Management Company Insurer(s) notified	Yes		No	
	Details:			

8. Corrective / Preventative Actions

Ref	Corrective Action	Responsibility	Action required by:	Initial / Date on closure
1				
2				
3				
4				
5				
6				

9. Accident / Incident Report Close off

Report form is signed off below once all corrective / preventative actions are satisfactorily addressed.

EHS Manager		Date	
Centre Manager		Date	

10. Corrective Action Review

This section is completed once all corrective actions have been addressed and their effectiveness has been assessed. Any further actions required should also be noted here

Date of Review	
Reviewed by	
Notes & Further Actions	
<input type="checkbox"/> Corrective Actions Effective <input type="checkbox"/> Corrective Actions Ineffective <input type="checkbox"/> Further Actions Required	

--

Part 4 (To be completed in the event of an incident / near miss where no injury has been sustained)

Type of incident:	
Date and time of incident:	
Location	
Date incident reported	
Person to whom incident was reported	
Details of Incident	
Cause	
Corrective Actions	

Preventative actions arising from the incident - Lessons Learnt

Signature, Date & Position

Appendix 4

Health and Safety Checklist

All Group Leaders are required to complete the following form.

Class/ Group Name	
Contact Number	

- I have been shown the available fire escape routes and the location of the evacuation assembly point.
- I have been shown how to raise the
- alarm. I know how to contact reception.
- I have been instructed as regards the safe working practice with respect to the lift usage and will communicate these requirements to all class members. To avoid trips and falls on the stairs equipment and materials (of a bulky or awkward nature) will be transported to and from the first floor using the lift (reception will be contacted for assistance).
- I have been briefed on the alarms that may sound and how these alarms should be responded to.
- I will carry out a check on room(s) I will be using prior to use and will contact reception should anything require attention before the room is occupied.
- I will brief all members of my class/ event on the building emergency response procedures. New members will be advised of these procedures as they join the group.
- I will report any accidents, incidents or dangerous occurrences or damage to property to reception immediately.
- I will advise all other group leaders (under my control) of the arrangements above and the matters to be communicated to their respective groups.


Each group leader must sign and date below to confirm each of the above items.

Signed: _____ Print Name: _____

Date: _____

Please return this form to Centre Manager on completion

Appendix 5

	General Permit to Work	Permit Number						
Section A Job Details								
Building and Area to which the permit applies: <i>(Specify exact Work Area)</i>		Contract Company: _____						
		No of Persons: _____						
		Contact Number: _____						
Section B Method Statement								
Briefly describe the works to be carried out and precautions in place to reduce risk.								
Section C Permit Validation								
Validity of Permit <i>(Not to exceed 7 days)</i>		Warning						
From	Date: _____	Works must not proceed beyond the times specified in this permit, without the express written approval of the Authorised Person						
To	Date: _____							
Section D Further Permits Required								
Permit Type Required	Yes	No	Permit No	Permit Type Required	Yes	No	Permit No	
Work at Heights/ Roof Access Permit				Ceiling Access Permit				
Hot Works Permit				F-Gas works Permit				
Confined Space Entry Permit				Emergency Permit				
Electrical Permit				Excavation Works Permit				
Section E Preparation for Proposed Work								
	Yes	No	N/A	Comments				
Safe Access & Egress checked and available								
Barriers in place to prevent unauthorised entry to hazardous areas								
Lock Out Tag Out required								
Fire Alarm Detection System to be disabled <i>(Detail Procedures to raise alarm above)</i>								
All contractor personnel are aware of site emergency procedures, including how to raise an alarm and Fire Evacuation Procedures/ Assembly points								
Permission received for all access to controlled areas <i>(e.g. Server rooms, secure areas etc)</i>								
Those in control of areas affected by proposed works have been informed								
Personal Protective Equipment outlined below is required								
Section F Personal Protective Equipment Requirements <i>(Tick all boxes that apply)</i>								
Safety Boots <input type="checkbox"/>	Hearing protection <input type="checkbox"/>	Eye Protection <input type="checkbox"/>	Head protection <input type="checkbox"/>	Respiratory Protection <input type="checkbox"/>	Gloves <input type="checkbox"/>	High Vis Clothing <input type="checkbox"/>	Body Harness & Lanyard <input type="checkbox"/>	Other PPE <i>(Detail Below)</i> <input type="checkbox"/>
Additional PPE Requirements								
Section G Declaration by Authorised Person								
I hereby authorise the works as outlined in this permit and associated method/safety statements to take place at the times specified above provided all precautions outlined in this Permit are implemented at all times.								
_____		_____		_____		_____		
<i>Print Name</i>		<i>Signature</i>		<i>Date</i>		<i>Time</i>		
Section H Release of area by Affected Person								
I have been informed of the works detailed above and release the area for the duration outlined above								
_____		_____		_____		_____		
<i>Print Name</i>		<i>Signature</i>		<i>Date</i>		<i>Time</i>		
Section I Works Control <i>(to be completed by contractor personnel)</i>								
	Yes	No	N/A	Comments				
All personnel have been provided with & will wear all necessary PPE at all times								
Appropriate signage available and will be used								
All work equipment to be used is not defective, suitable for the task and will be used appropriately. All required Statutory inspections have been carried out and certificates will be made available if required								
All personnel engaged in the works are competent and trained to carry out tasks assigned and shall be supervised appropriately to ensure their safety and that of others.								
All hazardous chemicals and substances in use will be stored, handled and disposed of safely and in accordance with requirements of Environmental legislation & local standards								
Lock Out Tag out implemented, and will be maintained, where required								
Section J Declaration prior to commencement of Works <i>(to be completed by contractor personnel)</i>								
I, the undersigned, declare the following:								
<ul style="list-style-type: none"> • All works detailed above shall be carried out by competent persons under my control in accordance with the requirements of all applicable Safety Statements, Method Statements, Occupational Health & Safety Legislation, Approved Codes of Practice and Regulatory Guidance. • All works will be carried out in accordance with the requirements of this and all subsidiary permits • All Accidents, incidents & dangerous occurrences will be reported to Acacia without delay. • Evidence of valid training and statutory equipment inspections will be made available to those who require it • Written approval will be sought before any changes to approved work methods 								
_____		_____		_____		_____		
<i>Print Name</i>		<i>Signature</i>		<i>Date</i>		<i>Time</i>		
Section K Permit Withdrawal/Cancellation <i>(to be completed by Authorised Person)</i>								
This Permit is hereby cancelled. No further works may take place under this permit, or associated permits to work detailed above.								
_____		_____		_____		_____		
<i>Print Name</i>		<i>Signature</i>		<i>Date</i>		<i>Time</i>		
Section L Declaration on completion of works <i>(to be completed by contractor personnel)</i>								
I, the undersigned, declare that the works have been carried out as detailed above. The work has/ has not <i>(Delete as applicable)</i> been completed. All personnel and work equipment has been withdrawn and the area is now safe. All accidents/incidents or dangerous occurrences, that I am aware of, have been reported to Acacia. Where work is incomplete the area has been made safe, Acacia has been informed and work will not recommence without prior approval and completion of a Permit to Work for the works to be completed.								
_____		_____		_____		_____		
<i>Print Name</i>		<i>Signature</i>		<i>Date</i>		<i>Time</i>		



Electrical Works Permit to Work

Permit Number: _____

An Electrical Permit to Work is required for all work carried out on Electrical Circuits <600 V and for all live work. Where work on electrical circuits >600V is planned all works must be carried out according to an agreed method statement or local HV procedures.

Section A Job Details				
Area and works to be carried out to which the permit applies (<i>Be Specific</i>)			Contract Company:	
			General Permit No:	
			No of Persons:	
			Contact Number:	
Section B Permit Validation				
Validity of Permit (<i>Not to exceed 24 hours</i>)			Warning	
From	Date:	Time:	Works must not proceed beyond the times specified in this permit, without the express written approval of the Authorised Person	
To	Date:	Time:		
Section C Works Control (<i>to be completed by the authorised person in association with the contractor</i>)				
	Yes	No	N/A	Detail
All electrical power sources identified				
All sources isolated & secured from reconnection (Lock out/Tag Out)				
All capacitors in circuit identified and discharged prior to works				
Earthing required and in place				
All tools and equipment satisfactory for task				
Live Work				
Live work required				
Buddy System and required protective equipment in place				
All personnel engaged in live work are competent to carry it out safely				
Unauthorised access to live work area prevented (<i>Detail preventive methods put in place e.g. constant supervision of area access control, fencing signage etc</i>)				
High Voltage Work				
High Voltage Work Required				
High Voltage Work Method Statement submitted and approved by all relevant persons				
All High Voltage Work to be carried out according to agreed method statements.				
Section D Handover by Authorised Person				
I authorise the works detailed in Section A to proceed provided the precautions specified above are implemented at all times				
_____	_____	_____	_____	_____
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>	<i>Time</i>	
Section E Declaration prior to commencement of Works (<i>to be completed by contractor personnel</i>)				
I, the undersigned, declare the following:				
<ul style="list-style-type: none"> • All works detailed above shall be carried out by competent persons under my control in accordance with the requirements of all applicable Safety Statements, Method Statements, Occupational Health & Safety Legislation, Approved Codes of Practice and Regulatory Guidance and ETCI Rules. • All works will be carried out in accordance with the requirements of this and all related permits • All Accidents, incidents & dangerous occurrences will be reported to Acacia without delay. • Evidence of valid training and statutory equipment inspections will be made available to those who require it • Written approval will be sought before any changes to approved work methods 				
_____	_____	_____	_____	_____
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>	<i>Time</i>	
Section F Permit Withdrawal/Cancellation (<i>to be completed by Authorised Person</i>)				
This Permit is hereby cancelled. No further works may take place under this permit				
_____	_____	_____	_____	_____
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>	<i>Time</i>	
Section G Declaration on completion of works (<i>to be completed by contractor personnel</i>)				
I, the undersigned, declare that the works have been carried out as detailed above. The work has/ has not (<i>Delete as applicable</i>) been completed. All personnel, work equipment and materials have been withdrawn and the area is now safe. All accidents/incidents or dangerous occurrences, that I am aware of, have been reported to Acacia. Where work is incomplete the area has been made safe, and all materials and equipment have been secured. Acacia has been informed that the work is incomplete, and of the impact of uncompleted works on business operations. Work will not recommence without prior approval and completion of a Permit to Work for the works to be completed.				
_____	_____	_____	_____	_____
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>	<i>Time</i>	



Hot Works Permit

Permit Number: _____

A Hot Works Permit is required for all work carried out internally within buildings or on roofs, with the potential to create a source of ignition. This includes grinding, welding, thermal or oxygen cutting or heating, including the use of bitumen boilers, and other related heat producing or spark producing operations.

ALL SECTIONS OF THE PERMIT MUST BE COMPLETE.

Section A Job Details				
Area and works to be carried out to which the permit applies (Be Specific)		Contract Company:	No of Persons:	
		Contact Number:	General Permit No:	
Section B Permit Validation				
Validity of Permit (Not to exceed 24 hours)			Warning Works must not proceed beyond the times specified in this permit, without the express written approval of the Authorised Person	
From	Date:	Time:		
To	Date:	Time:		
Section C Works Control (to be completed by the authorised person in association with the contractor)				
	Yes	No	N/A	Detail
Work area is a safe distance from other personnel in the area				10m rule to be applied.
Automatic fire alarm to be switched off before work starts				
Local smoke/heat detectors isolated				
Alternative means of sounding alarm to be available				
Floors & work area cleared of combustible materials and swept				
Fire watcher required and present.				Name: Times:
Combustible floors & fixtures protected by covering with flameproof sheets, sand or wetting down.				
Floor or wall coverings covered or sealed.				
Floor & wall openings to be protected from sparks				
Other side of walls in close proximity to Hot Works checked and cleared of combustible materials				
Flammable liquids removed.				
Flammable gas cylinders, not required for immediate use, removed.				
Welding screens required and present.				
Local exhaust ventilation required.				
Conditions of tools checked and found to be satisfactory				
Portable firefighting equipment required and present at the site (State Type and Number)				
Contractor personnel instructed regarding:				
	Location of other fire extinguishers			
	Location of nearest alarm call point			
	Escape routes and fire exits			
Atmospheric tests for flammable vapours or dusts required				If Yes, record results on separate proforma. Test until clear
Section D Handover by Authorised Person				
I authorise the works detailed in Section A to proceed provided the precautions specified above are implemented at all times. A fire watch must be appointed for 1 hour continuous watch (post works) and for a further 3 hours (intermittent watch).				
_____	_____	_____	_____	_____
Print Name	Signature	Date	Time	
Section E Declaration prior to commencement of Works (to be completed by contractor personnel)				
I, the undersigned, declare the following:				
<ul style="list-style-type: none"> All works detailed above shall be carried out by competent persons under my control in accordance with the requirements of all applicable Safety Statements, Method Statements, Occupational Health & Safety Legislation, Approved Codes of Practice and Regulatory Guidance. All works will be carried out in accordance with the requirements of this and all subsidiary permits The requirements for fire watch and hot works safe working requirements will be enforced. All accidents, incidents & dangerous occurrences will be reported without delay. The Alarm will be raised without delay in response to any fire. Supervisor / Manager will be informed of all unplanned fires, including near miss events. Evidence of valid training and statutory equipment inspections will be made available to those who require it Written approval will be sought before any changes to approved work methods 				
_____	_____	_____	_____	
Print Name	Signature	Date	Time	
Section F Permit Withdrawal / Cancellation / Closed (to be completed by Authorised Person on completion of the work or if permit is withdrawn / cancelled)				
This Permit is hereby cancelled. No further works may take place under this permit				
_____	_____	_____	_____	
Print Name	Signature	Date	Time	
Section G Declaration on completion of works (to be completed by contractor personnel)				
I, the undersigned, declare that the works have been carried out as detailed above. The work has/ has not (Delete as applicable) been completed. All personnel, work equipment and materials have been withdrawn and the area is now safe. All accidents/incidents or dangerous occurrences, including unplanned fires, that I am aware of, have been reported. Where work is incomplete the area has been made safe, and all materials and equipment have been secured. Supervisor has been informed that the work is incomplete and work will not recommence without prior approval and completion of a Permit to Work for the works to be completed. Instruction has been given as to re-enabling the alarm system (where this has been isolated). I confirm the final check for smouldering material and fire was carried out at _____ am/pm (State time), at least one hour after last hot works. The isolated smoke/heat detectors/sprinkler/alarm systems have been restored to full operation.				
_____	_____	_____	_____	
Print Name	Signature	Date	Time	

Note: The affected areas must be inspected for an additional 3 hours (intermittently) after hot work is completed. This time commences once the fire watch has completed the one hour watch after completion of works. The authorized person must identify who is to conduct this and sign here on completion. Signature _____ Date _____ Time _____

<i>All areas to be signed when completed by Community Centre Staff.</i>	Mon A.M	Mon P.M	Tue A.M	Tue P.M	Wed A.M	Wed P.M	Thur A.M	Thur P.M	Fri A.M	Fri P.M	Sat A.M	Sat P.M	Sun AM	Sun PM
Clean white board/window Sils/Skirting/Tables														
Empty bin														
Kitchen areas														
Clean floor														
Wash floor when needed														
Empty bins														
Stairs														
Hoover/ Wash when needed/no tripping hazards														
Outside maintenance / All weather pitch														
Make sure free from rubbish/ smoke butts														
Ensure that all-weather pitch is in good condition/free from rubbish														
Check bin shed and its kept tidy														
Weekly checks														
Buff all floors														
AED has a green light														
METER READINGS are taken														
Water flushing plan														
<i>All areas to be signed when completed by Community Centre Staff.</i>	Mon A.M	Mon P.M	Tue A.M	Tue P.M	Wed A.M	Wed P.M	Thur A.M	Thur P.M	Fri A.M	Fri P.M	Sat A.M	Sat P.M	Sun AM	Sun PM
Security checks														
All rooms/Gates/Exit doors are locked														

Supervisor/Manager Signature: _____ Date: _____