

SAFETY STATEMENT

To be brought to the attention of all: **Employees / Members / Contractors / Visitors**



IRISH WATER SAFETY

The Long Walk
Galway

August 2009



Clarenbridge, Co. Galway

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Policy Statement

Irish Water Safety (IWS) is committed to providing the highest possible standards of Safety Health and Welfare for its Employees and Members. The safety of Employees and Members is a matter of major concern to **Irish Water Safety** and subsequently, safety rules and regulations are strictly enforced.

It is **Irish Water Safety** policy to comply with the requirements of the Safety, Health and Welfare at Work Act 2005, the Safety Health and Welfare at Work (General Applications) 2007 and any other relevant legislation.

Irish Water Safety shall conduct its business, so far as is reasonably practicable, in such a manner as not to expose persons to any risks that may affect their health and safety.

Irish Water Safety is committed to dealing with all identified hazards

- Firstly by elimination if possible or
- Controlling it by substitution or replacement with less hazardous substances
- Altering the work practice or
- As a last resort by the use of personal protective equipment to reduce the Employee's exposure to an internationally acceptable level.

Our **objectives** are to provide a safe and healthy working environment for our Employees and Members, contractors and Members of the public who may be affected by our activities and also to meet our obligations under the Safety, Health and Welfare at Work Legalisation.

Irish Water Safety shall, as far as is reasonably practicable, provide and maintain: -

- ▲ A place, equipment and systems of work that are safe and without risks to health
- ▲ Sufficient information, instruction, training and supervision to ensure all Employees and Members avoid hazards and contribute positively to their own health and safety
- ▲ Consultation and communication with all Employees and Members in relation to health & safety
- ▲ Adequate facilities and arrangements for the welfare of all Employees at work and Members undergoing instruction
- ▲ Adequate controls for all risks that may arise during water safety activities.

Safety Statement

- ▲ This Safety Statement is aimed at protecting our Employees and Members, contractors and members of the public from work place accidents and ill health.
- ▲ The Safety Statement is available to our Employees and Members, outside service providers and Inspectors of the Health and Safety Authority.
- ▲ The Safety Statement will be reviewed periodically and updated as required.

Signed: 

Date: 24/8/2009

John Leech

Chief Executive Officer – Irish Water Safety

Safety Co-ordinator:

John Leech

Safety Representative:

Duties of Employees

Employees are reminded of their responsibilities under the

2005 Safety, Health and Welfare at Work Act:

- ▲ Read and understand the organisation safety statement
- ▲ Co-operate with management to enable him/her to comply with statutory provisions
- ▲ Take reasonable care for their own safety, health and welfare and that of others
- ▲ Make proper use of all equipment etc
- ▲ Make proper use of personal protective equipment
- ▲ Report immediately to **John Leech** any defect in equipment, place of work or system of work, which might endanger the safety, health or welfare of which he/she becomes aware
- ▲ Refrain from playing dangerous practical jokes or engage in horseplay
- ▲ Report any injury to him/herself, which occurs at work even if the injury does not stop him/her from working
- ▲ Suggest safer methods of work
- ▲ Attend health and safety training provided by employer

Duties of the Organisation Safety Coordinator

1. Implement the organisation safety policies and procedures and monitor all aspects of health and safety within the organisation including adherence to current legislative requirements
2. Advise management on health and safety requirements, the resources required for their implementation and the ongoing reviews
3. Inspect / audit all locations and documentation to ensure that all legislative requirements are met and the necessary controls are implemented for all high-risk activities
4. Ensure that all testing and certification for equipment is carried out as required and that records are kept
5. Ensure that accidents record book(s) are kept, accidents are investigated / monitored and the required remedial / statutory action taken
6. Ensure that all dangerous occurrences are recorded and investigated and the required remedial action taken
7. Identify the organisation on-going training needs and organise the necessary training
8. Accompany the HS inspector on visits and consult with them as required
9. Record all hazards reported to him/her and the action taken to eliminate or control the risk.

Responsibilities of the Water Safety Area Committee (WSAC)

- ▲ Implement IWS safety policies and procedures and monitor all aspects of health and safety within the local area including adherence to current legislative requirements
- ▲ Select suitable competent persons for the control of IWS activities and seek approval from HQ IWS
- ▲ Advise IWS on health and safety requirements relevant to their area and the required resources
- ▲ Inspect / audit all locations used for IWS activities and documentation to ensure that all legislative requirements are met and the necessary controls are implemented for all high-risk activities
- ▲ Ensure that all training equipment under their control poses no unnecessary risk to the Members i.e. it is suitable, without defects and is clean and hygienic
- ▲ Where required, that all tests and certification for appropriate equipment is carried out and that records are kept
- ▲ Ensure that accidents / dangerous occurrences are reported to IWS as soon as reasonably practicable

Responsibilities of Instructors / Members

Instructors / Members are reminded of their responsibilities under the

Safety, Health and Welfare Legislation

- ▲ Read and understand the relevant sections of the IWS safety statement;
- ▲ Co-operate with the IWS officers / WSAC to enable the IWS to comply with applicable statutory provisions
- ▲ Take reasonable care for their own safety, health and welfare and that of others under their control
- ▲ Make proper use of all equipment etc.
- ▲ Make proper use of personal protective equipment
- ▲ Report immediately to **IWS** any defect in accommodation, locations, equipment, support and information which might endanger the safety, health or welfare of which he/she becomes aware
- ▲ Refrain from playing / permitting dangerous practical jokes or engage in horseplay
- ▲ Report any injury to him/herself and or to Members under their control, which occurs during IWS activities even if the injury does not stop him/her from participating in the activity
- ▲ Where applicable, advise IWS on any additional safety recommendations / suggestions they may have
- ▲ Attend health and safety seminars / training provided by IWS

Responsibilities of an Event Safety Adviser

- ▲ The adviser will be fully conversant with the required Code and Guidance notes of the IWS.
- ▲ Assess the risks to the event participants, officials and members of the public both on land and in the water
- ▲ Implement the IWS safety policies and procedures and monitor all aspects of health and safety within the event including adherence to current legislative requirements
- ▲ Advise IWS / local area committee on health and safety requirements, the resources required for the safe running of the event
- ▲ Inspect / audit all locations and documentation to ensure that all legislative requirements are met and the necessary controls are implemented for all high-risk activities.
- ▲ Ensure that all equipment to be used for the event is suitable, safe, tested where required, and the results of such checks / tests are recorded.
- ▲ Ensure that all accidents / dangerous occurrences are reported / recorded / investigated and the required remedial / statutory action taken
- ▲ Oversee the safety arrangements for event etc

Emergency Telephone Numbers

(999 / 112)

Local Doctor Murphy	Tel: 091-520054
Local Hospital U.C.H.G	Tel: 091 524222
Fire Brigade	Tel: 999 / 112
Ambulance Service	Tel: 999/112
Gardai	Tel: 999 / 112
Local HSA	Tel: 091 563985
Clergy	Tel:
Others	Tel:

Occupational First Aiders

Fire Wardens

Training

Employee training will be conducted in all areas relevant to health and safety. :

- ▲ Safety Awareness
- ▲ Occupational First Aid (FETAC)
- ▲ Manual Handling
- ▲ VDU Training
- ▲ Fire Awareness / Warden Training

The person responsible is---- **John Leech**

First Aid

First Aid Equipment, to include a first aid kit, will be available in the office. Travel first aid kits will be available for all Employees on out of office activities. Local area committees will ensure that appropriate first aid facilities / equipment is available for all IWS activities. The person responsible for the provision and periodic checking of first aid kits is: **John Leech**

Accident Reporting Procedures

Regulations 58 to 63 of the Safety, Health and Welfare at Work Act, (General Applications) 1993, requires that all accidents in the workplace resulting in personal injury must be reported to the Health and Safety Authority. Reportable accidents are defined as those, which result in death, or three-calendar days absence from work or organisation.

The persons responsible for Reporting Accidents is **John Leech**.

Accident Procedure

1. The immediate accident scene will be made safe. The casualty/ies will only be moved if there is an immediate danger / threat to their safety
2. The safety co-ordinator will be notified immediately if deemed necessary and will take charge of the proceedings
3. The occupational first aider/s will provide the required assistance
4. If required the emergency services will be notified
5. The accident scene will be preserved in any case that warrants investigation by the Health & Safety Authority
6. All details of the accident / witnesses etc will be collected by IWS staff / Member providing the assistance
7. All relevant details should be entered in the accident book immediately or as soon as possible.
8. The accident scene will be sketched / photographed if deemed necessary

Accident Procedure IWS Activities

1. The immediate accident scene will be made safe. The casualty/ies will only be moved if there is an immediate danger / threat to their safety
2. The event organiser will be notified immediately if deemed necessary and will take charge of the proceedings
3. The event organiser / occupational first aider/s will provide the required assistance / first aid
4. If required the emergency services will be notified
5. The IWS / local area committee will be notified

Consultation on Health & Safety

Irish Water Safety is committed to meeting its obligations under the Safety, Health and Welfare at Work Act 2005 on consultation and will meet with Employees and or Members regularly, to discuss Health and Safety issues.

Housekeeping

- ▲ All Employees will operate a "**clean as you go**" policy
- ▲ All waste material will be removed to a designated area for safe disposal / recycling at the end of each shift
- ▲ Periodic checks will be carried out by **John Leech** to ensure that no obvious danger exists that might endanger the staff
- ▲ All areas will be kept clear of obstructions
- ▲ All Employees will adopt good housekeeping practices
- ▲ Employees will report to management any unusual conditions they discover.
- ▲ All slip/trip /fall hazards to be removed immediately

“CLEAN WORKPLACE, SAFE WORKPLACE”

Relevant Legislation

- ▲ Safety, Health and Welfare at Work Act, 2005
- ▲ Safety, Health and Welfare at Work (General Applications) Regulations 1993
- ▲ Safety, Health and Welfare at Work (General Applications) Regulations 2007
- ▲ Construction Regulations 2006 (Maintenance Works)
- ▲ Safety, Health and Welfare at Work (Miscellaneous Welfare Provisions) Regulations, 1995
- ▲ Safety in Industry Act 1980
- ▲ Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations, 2000
- ▲ Road Traffic Act 1961-2006
- ▲ Code of Practice on the Prevention of Workplace Bullying

Note: - Employees or Members who jeopardise their safety or that of others - or who fail to observe safety rules - are subject to corrective action up to and including dismissal / withdrawal of Membership.

Hazards & Risk Rating

Hazard: Any substance, operation, machine or process with the potential to cause harm.

Risk: The likelihood of harm being caused

Risk Rating Matrix

Risk Rating = Consequence x Likelihood

		Likelihood				
		Negligible	Rare	Unlikely	Possible	Probable
Severity	Insignificant	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue
	Minor	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue
	Moderate	Light Blue	Light Blue	Dark Blue	Dark Blue	Dark Blue
	Significant	Light Blue	Dark Blue	Very Dark Blue	Very Dark Blue	Very Dark Blue
	Death	Light Blue	Dark Blue	Very Dark Blue	Very Dark Blue	Very Dark Blue

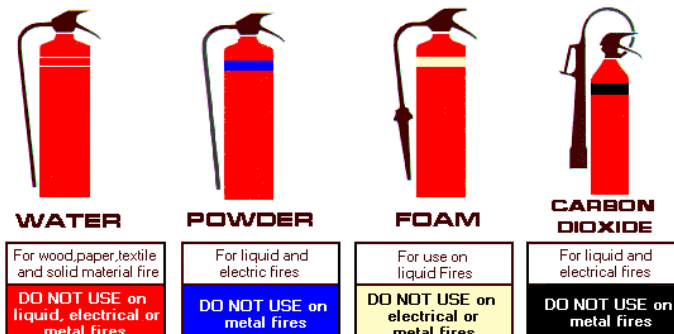
Light Blue	Low	Dark Blue	Medium	Very Dark Blue	High
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HAZARDS – GENERAL

Bullying / Harassment / Challenging Behaviour			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Normal Activities Teaching Lifesaving Participation in Competitions	Employees Water Safety Members	<ul style="list-style-type: none"> ▲ Emotional Illness ▲ Fear ▲ Anxiety ▲ Depression 	<ul style="list-style-type: none"> ▲ Irish Water Safety will not tolerate bullying under any circumstances ▲ IWS Guidelines on Child Protection are followed by all Members ▲ IWS National Code of Ethics and Good Practice guidelines followed by all Members
Hazard	RR*		Additional Control Measures
Bullying Harassment Challenging Behaviour	Low Low Low		<ul style="list-style-type: none"> ▲ All incidents of such behaviour will be reported and investigated immediately and the necessary corrective action taken ▲ Regular briefings on the signs/effects of bullying will take place with Employees/Members ▲ The cooperation of management, Employees and Members is required ▲ Employees / Members will not engage in improper conduct that is likely to endanger his/hers own Safety, Health and Welfare or that of others.

Drugs and Alcohol			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Operating Equipment Teaching Supervision	Employees Members	<ul style="list-style-type: none"> ▲ Injury ▲ Loss of limb ▲ Loss of life 	<ul style="list-style-type: none"> ▲ Employees monitored by Management ▲ Members are monitored by local area committee ▲ IWS Code of Ethics & Good Practice outlines organisations policy on Drugs and Alcohol
Hazard	RR*	Additional Control Measures	
Intoxicants -> Loss of control	Low	<ul style="list-style-type: none"> ▲ Employees / Members suspected of alcohol consumption while involved in IWS business / activities will be reported to Safety Co-ordinator ▲ The use and possession of illegal substances is strictly forbidden and will result in disciplinary procedures ▲ The organisation will continuously improve and develop the IWS Code of Ethics & Good Practice to prevent the use or misuse of Drugs or Alcohol. ▲ No Employee will be under the influence of intoxicants at any time while working or participating in IWS events ▲ The consumption of alcohol while working is forbidden as is arriving at work/event after partaking of alcohol ▲ Employees will / may be required to undergo random test for intoxicants with a nominated doctor as per 2005 Act 	

Fire			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
All tasks	Employees Members	<ul style="list-style-type: none"> ▲ Burns ▲ Scalds ▲ Scarring ▲ Smoke in-halation ▲ Lung Damage ▲ Death 	▲
Hazard	RR*		Additional Control Measures
Fire / Explosion Combustible liquids Inadequate numbers of fire extinguishers Blocked Fire Exits	High Medium High High		<ul style="list-style-type: none"> ▲ All areas will be maintained free from fire hazards, as far as is reasonably practical ▲ All hazardous chemicals to be stored correctly in a designated store ▲ Areas (inside and out) will be kept clear of any accumulation of rubbish & combustible materials ▲ No sources of ignition will be within reach of flammable liquids ▲ Employees will be trained in the recognition of the causes of fire, the correct type of fire extinguisher to be used and how to raise the alarm. <div style="text-align: center; margin: 10px 0;">  <p>WATER For wood,paper,textile and solid material fire DO NOT USE on liquid, electrical or metal fires</p> <p>POWDER For liquid and electric fires DO NOT USE on metal fires</p> <p>FOAM For use on liquid Fires DO NOT USE on electrical or metal fires</p> <p>CARBON DIOXIDE For liquid and electrical fires DO NOT USE on metal fires</p> </div> <ul style="list-style-type: none"> ▲ All Employees will be familiar with at least two escape routes from their work area, also with the fire extinguishers in their area ▲ All passage ways/escape routes must be kept clear ▲ There must be unrestricted access to fire fighting equipment at all times ▲ Maintain at least one metre of clearance around all sources of ignition such as heaters, boilers and electrical panels ▲ Event organisers will ensure that all premises used for IWS activities have the required fire safety equipment and procedures. ▲ Event organisers will ensure that all Members are made aware of the fire safety arrangements, to include the emergency evacuation drills.

First Aid and Accidents			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
General Work Activities Sports activities	Employees Members Public	▲ Injury ▲ Spinal Injury ▲ Death	▲ Some staff have basic first aid training.
Hazard	RR*		Additional Control Measures
Inadequate/inexperienced treatment Out of Date Supplies	Medium Low		<ul style="list-style-type: none"> ▲ Ideally, more than one Member staff should have Occupational First Aid ▲ Detailed records of all first aid given will be maintained ▲ Organisation Accident Records should be established and maintained ▲ First Aid kits will be checked and restocked on a regular basis ▲ Occupational First Aiders will receive refresher training as per Regulations ▲ All IWS activities will be attended by a first-aider and or a responsible person with a suitable First Aid kit

House Keeping			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Access and Egress General movement	Employee Public Members	<ul style="list-style-type: none"> ▲ Back injury ▲ Herniated Disc ▲ Pulled Muscle 	▲
Hazard	RR*	<ul style="list-style-type: none"> ▲ Hand injury ▲ Cuts ▲ Bruising ▲ Concussion ▲ Compression 	Additional Control Measures
Slippery surfaces Poor housekeeping Poor lighting in office	Low Low Low		<ul style="list-style-type: none"> ▲ Areas will be kept free of debris, trash, spills at exits / passageways ▲ Protruding objects (that can block walkways) will be removed ▲ Employees will report to management any unusual conditions they discover ▲ All Employees will operate a "clean as you go" policy ▲ Employees will report to supervisor if poor lighting conditions exist ▲ Periodic checks will be carried out to ensure that no obvious danger exists that might endanger the Employees / Members ▲ Organisers of IWS events will ensure that Members bags/sports gear are stored / organised so as not to pose a hazard ▲ All seating / tables etc will be organised to facilitate easy access and egress

Manual Handling			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Supplies Carrying Moving Loading / Unloading	Employees	<ul style="list-style-type: none"> ▲ Back injury ▲ Hand injury ▲ Hernia ▲ Muscle tear 	<ul style="list-style-type: none"> ▲ Employees and Members are not asked to lift anything outside their capabilities
Hazard	RR*		Additional Control Measures
Over Reaching Lifting Heavy Items Slips / Trips / Falls	Low Medium Low	<ul style="list-style-type: none"> ▲ Cramp ▲ Crush injuries 	<ul style="list-style-type: none"> ▲ All staff require training in manual handling techniques ▲ Where loads are considered too heavy or that may put the person at an unnecessary risk, appropriate mechanical lifting will be used where possible ▲ No person who has a history of back trouble will undertake any manual handling task ▲ Work will be arranged to avoid over-reaching or twisting when handling loads ▲ Employees will not carry anything that obscures their vision or puts their back at risk ▲ Manual handling tasks will be kept to a minimum ▲ Tasks that require reaching over heart height and/or twisting of the lumber region must be avoided

Newcomers / Young Persons

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
General Activities	Employees	▲ Injury ▲ Fire	▲ No persons under sixteen years will be employed
Hazard	RR*		Additional Control Measures
Young / Inexperienced Workers / Foreign Nationals Lack of Knowledge Lack of understanding of Safety Signs / Rules / Controls	Low Low Low		<ul style="list-style-type: none"> ▲ All new / young Employees / newcomers must undergo induction training prior to working to establish their level of comprehension of their Safety Health and Welfare obligations / responsibilities ▲ Records will be kept of such induction training ▲ This induction training will include the contents/implications of the safety statement, fire safety, general safety, the wearing and use of personal protective equipment, care and maintenance of PPE ▲ Induction will be carried out prior to the commencement of the duties ▲ Only when management is satisfied that the person is competent, will they be permitted to work ▲ All young / inexperienced workers will be under the direct supervision of a competent person for the duration of their training ▲ All safety documentation / training will be provided in a manner and language that newcomers will understand

Personal Protective Equipment

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Work / Training Activities	Employees Members	<ul style="list-style-type: none"> ▲ Ill-health ▲ Respiratory Illnesses 	<ul style="list-style-type: none"> ▲ Employees and Members are issued with all relevant PPE when necessary by management
Hazard	RR*	<ul style="list-style-type: none"> ▲ Lung Damage ▲ Head Injuries ▲ Cuts Scrapes ▲ Hearing loss 	Additional Control Measures
Unsuitable PPE Damaged PPE Unhygienic PPE	Medium Low Low		<ul style="list-style-type: none"> ▲ Where required, Employees and Members will wear the necessary PPE ▲ Irish Water Safety must insist all sub-contractor Employees wear PPE while working ▲ Only appropriate PPE which complies with European Community Directives and CE marked, will be used / worn ▲ The PPE will only be used for the purpose specified and will be maintained in good working order and in a satisfactory hygienic condition

Pregnant Employees

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
General office work	Employees	<ul style="list-style-type: none"> ▲ Ill health ▲ Back Injury 	<ul style="list-style-type: none"> ▲ No Findings
Hazard	RR*	<ul style="list-style-type: none"> ▲ Ill health/injury to unborn child 	Additional Control Measures
Manual Handling Working in Confined Space Working with Chemicals / Paints	Low Low Medium		<ul style="list-style-type: none"> ▲ Pregnant Employees must inform the CEO after they become aware of their condition, with the appropriate medical certification ▲ Following a risk assessment, the necessary protective and preventative measures will then be taken to safeguard the pregnant Employee

Sharp Objects

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Collecting Broken Glass / Sharp Objects etc.	Employees	<ul style="list-style-type: none"> ▲ Lacerations ▲ Blood loss ▲ Infections 	▲
Hazard	RR*		Additional Control Measures
Broken Glass / Sharp Objects	Low		<ul style="list-style-type: none"> ▲ Employees and Members will wear appropriate puncture / protective gloves when gathering the glass / sharp objects ▲ Employees and Members will never attempt to pick up sharp objects without wearing personal protective equipment

Shelving / Racking / Stacking

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Shelving /stacking	Employees	<ul style="list-style-type: none"> ▲ Lacerations ▲ Fractures ▲ Head Injuries ▲ Death 	▲
Hazard	RR*		Additional Control Measures
Stacking Large long box/cartons etc Overloading of shelving	High High High		<ul style="list-style-type: none"> ▲ Where Employees / Members are involved in heavy lifting operations, suitable and appropriate safety footwear will be worn ▲ All products will be stored / stacked in such a way as to prevent rolling or collapse ▲ All heavy items will be stored at knuckle to shoulder height level ▲ Approved ladders / steps will be used to access stock at high levels ▲ All racking and shelving will be suitable and capable of supporting the weight of the intended load ▲ For all off-floor activities, where an Employee / Member may injure themselves if they fall, then suitable fall protection must be in place ▲ Employees will NOT--block passages, stack loose items on the top shelves, overload or overstock shelving units

Slips Trips Falls			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Access and Egress General movement	Employees Public	▲ Back injury ▲ Hand injury ▲ Head injuries ▲ Cuts ▲ Scrapes ▲ Bruising ▲ Broken Limbs	▲
Hazard	RR*	Additional Control Measures	
Slippery surfaces Poor housekeeping Poor lighting Uneven Ground	Low Low Low	▲ All circulation areas will be neat and tidy ▲ Employees/Members will avoid: <ul style="list-style-type: none"> ○ Placing materials on the ground where possible ○ Keeping material for future use in the immediate work area. Where it is necessary, it will be stacked neatly and out of the way of people passing ▲ The work area will be kept clean, all spillages will be cleaned immediately ▲ Periodic checks will be carried out to ensure that no obvious danger exists that might endanger the Employees/ Others ▲ A safe level of lighting will be maintained to enable Employees to carry out their work safely and to permit safe passage	

Stress – Normal Working Operations

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
General work situations	Employees	<ul style="list-style-type: none"> ▲ Ill health ▲ Excess Smoking 	▲
Hazard	RR*	<ul style="list-style-type: none"> ▲ Sleeplessness ▲ Heart Related Illness 	Additional Control Measures
Meeting Deadlines Expediency	Medium Medium		<ul style="list-style-type: none"> ▲ Organisation Policy on Stress will be adhered to ▲ Where an Employee is identified as suffering from stress, a risk assessment will be carried out and the stressors identified and the appropriate corrective action taken ▲ Management will support all such staff Members with good staff communication and organisational changes will be effected, where it is deemed necessary ▲ If the source of the stress is of a personal nature, Employees are encouraged to contact the Safety Coordinator

Violence to Staff

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Normal Work Activities	Employees	<ul style="list-style-type: none"> ▲ Assaults ▲ Fractures ▲ Lacerations ▲ Contusions 	▲ Staffing and supervision levels maintained to ensure adequate levels of staff present
Hazard	RR*		Additional Control Measures
Violence to Staff	Medium		<ul style="list-style-type: none"> ▲ Rostered staffing levels to ensure security conditions ▲ Lone working will be avoided where possible ▲ Staff to be briefed to recognise the warning signs of a potentially violent situation and how to deal with it ▲ Where necessary, counselling will be available to staff Members adversely affected by violence / abuse



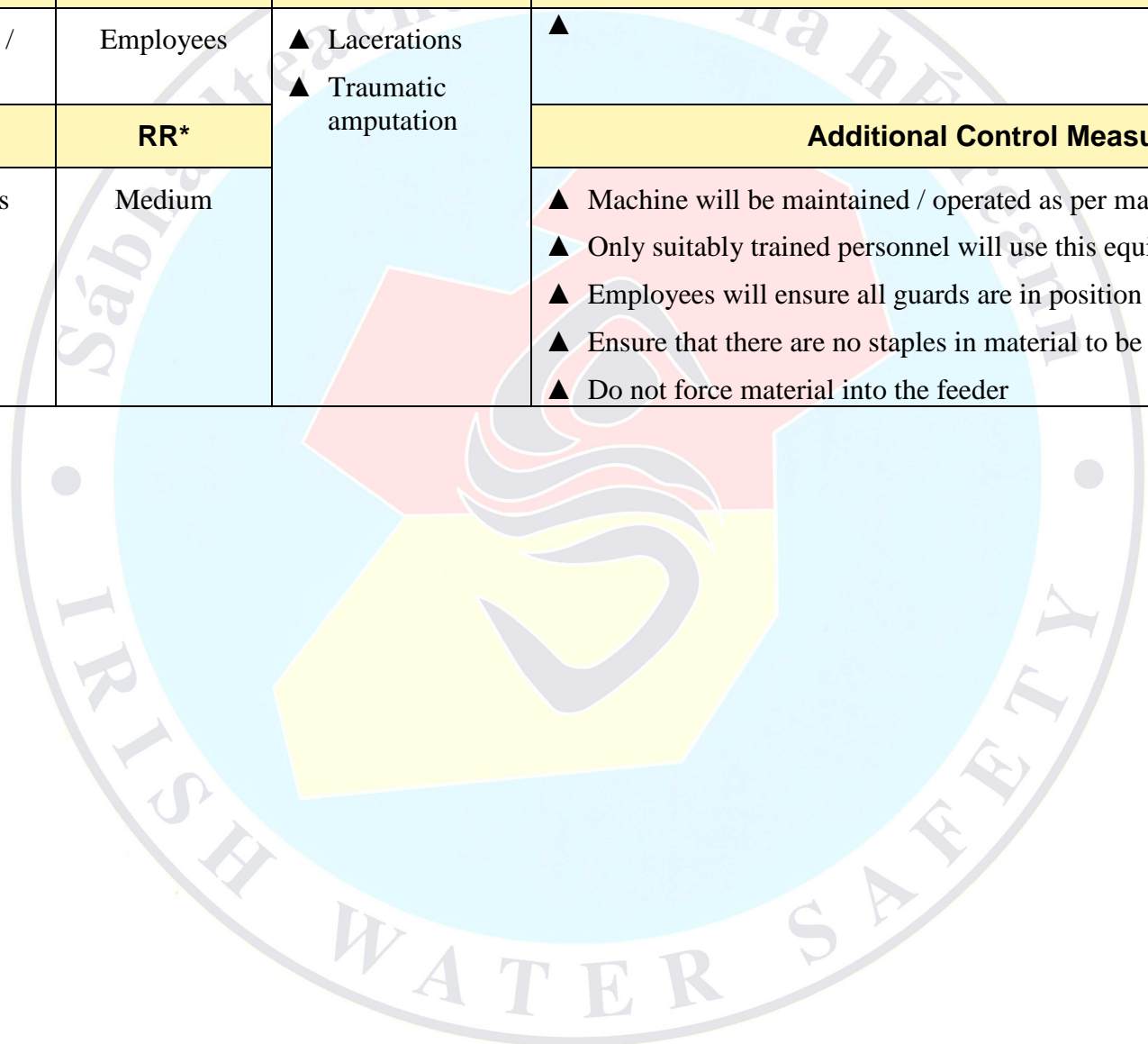
HAZARDS – OFFICES

Office General

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
General Office Administration	Employees Public	<ul style="list-style-type: none"> ▲ Contusions ▲ Lacerations ▲ Crushing 	<ul style="list-style-type: none"> ▲ Office temperature is maintained at a suitable level for the comfort of Employees and visitors ▲ Adequate lighting is provided for safe passage
Hazard	RR*		Additional Control Measures
Collision Trips Open drawers/cabinets leads	Low Low Low		<ul style="list-style-type: none"> ▲ Ergonomically suitable seating should be provided for improved comfort. All work seats should be adjustable to the individual user. ▲ Provide steps / ladders in good condition so that staff can access out of reach items in a safe manner. ▲ All staff will practice good housekeeping. ▲ Walkways / aisles will be kept free of obstructions. ▲ Handbags/briefcases will be stored in lockers / presses. ▲ Sharp objects will be put away and filing cabinet drawers will be kept closed when not in use. ▲ Employees will report immediately to management any defects in swivel chairs and office furniture.

Photocopiers / Printers			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Making photo copies / Printing	Employees	▲ Paper / staple cuts	▲
Hazard	RR*	▲ Electrical shock ▲ Burns from plates or rollers	Additional Control Measures
Removing staples, Loading paper Clearing paper jams Maintaining machines	Low Low Low Low		Employees will: ▲ Follow manufacturer's instructions for use and maintenance of photocopiers / printers ▲ Use ONLY materials designed for use in a photocopier/ printers ▲ Use staple remover when separating documents ▲ Follow instructions carefully on display panel or in user manual when clearing paper jams ▲ Wear suitable personal protective gloves when changing toners ▲ Store unused toner in original packaging away from direct sunlight or sources of heat

Shredders			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Shredding documents / papers	Employees	<ul style="list-style-type: none"> ▲ Lacerations ▲ Traumatic amputation 	▲
Hazard	RR*		Additional Control Measures
Blades / Moving Parts	Medium		<ul style="list-style-type: none"> ▲ Machine will be maintained / operated as per manufacturer instructions ▲ Only suitably trained personnel will use this equipment ▲ Employees will ensure all guards are in position and secure ▲ Ensure that there are no staples in material to be shredded. ▲ Do not force material into the feeder



Temperature - Cold

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
General recreational / work activities	Employees	▲ Loss of tactile sensitivity	▲ Office temperature is maintained at a suitable level for the comfort of Employees and visitors
Hazard	RR*	▲ Hypothermia	Additional Control Measures
Cold	Low		▲ All heating devices will be maintained / serviced as per manufacturer's instructions. ▲ Office temperature will be maintained above 17.5° C. ▲ Where the temperature of the workplace falls below a comfortable level the advice of CEO will be sought

Visual Display Units

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Working with Display Screen Equipment	Employees	▲ Upper Limb Pains	▲ The work activities of VDU users are designed so as to give periodic breaks away from the screen
Hazard	RR*	▲ Eye Fatigue	Additional Control Measures
Posture Glare	Medium Low	▲ Vision Damage ▲ Posture Injuries ▲ Muscle Strain / Damage	▲ All Employees at risk will carry out a workplace assessment and problem areas identified will be dealt with ▲ Workstations to be designed to suit the VDU user and to comply with the current General Application Regulations ▲ Work must be arranged to avoid awkward movements, reflections, aches and pains ▲ All VDU users to be trained in and given information on the safe use of the workstation to include - induction training, principles of ergonomics, furniture adjustment, screens, keyboards, lighting etc.. Records of training must be kept

The background features a large, semi-transparent watermark of the Irish Water Safety logo. The logo is circular with a light blue background and a grey border. Inside the circle, there is a stylized figure of a person in a red shirt and yellow pants, holding a grey water tap. The text 'Sábháilteacht Uisce na hÉireann' is written in grey along the top inner edge of the circle, and 'IRISH WATER SAFETY' is written in grey along the bottom inner edge.

HAZARDS – STAFF ROOM / CANTEEN

Hot Liquids / Surfaces			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Hot Liquids – Water / Oil Hot Surfaces – Grills / Ovens	Employees	<ul style="list-style-type: none"> ▲ Burns ▲ Scalds ▲ Nausea ▲ Headaches 	<ul style="list-style-type: none"> ▲ Normal domestic appliances used
Hazard	RR*		Additional Control Measures
Heat	Medium		<ul style="list-style-type: none"> ▲ Appliances will be maintained as per manufacturers instructions and records will be kept ▲ All safety features (thermostats, etc.) will be maintained and functioning before an appliance is used ▲ Appliances will be switched off when not in use ▲ All staff will exercise caution while working close to hot surfaces ▲ Except in special circumstances, access to the kitchen area will be limited to staff and controlled so as to prevent unauthorised access ▲ Suitable gloves and aprons will be used for washing operations ▲ Care will be exercised when opening lids on boilers and kettles so as to protect the face etc, and never reach across hot containers /kettle's ▲ When using water boilers, ensure that the cold water supply is on fully before you switch on the appliance and drip trays are in position

Microwave Ovens

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Cooking/Heating food in staff canteen / microwave ovens	Employees Members	<ul style="list-style-type: none"> ▲ Burns ▲ Scalds ▲ Electrocutation 	<ul style="list-style-type: none"> ▲ Domestic appliance used
Hazard	RR*		Additional Control Measures
Electric shock Scalds Microwave radiation	Low Low Low		<ul style="list-style-type: none"> ▲ Microwaves / ovens will be mounted within easy reach ▲ Manufacturer's instructions for operating microwave oven will be followed ▲ Door seals will be kept free from food, grease and dirt ▲ Oven gloves will always be used to remove hot containers from the microwave ▲ All maintenance / cleaning will be conducted with the machines disconnected from the power source ▲ A tag will be placed on the control device during cleaning or repairs <p><i>Employees will not:</i></p> <ul style="list-style-type: none"> ➤ Use ovens with damaged doors, door seals or door interlock ➤ Use metal / decorated dishes in the microwave ➤ Bypass the door interlock and activate the oven with the door open ➤ Cook whole eggs, food in sealed containers, sealed plastic bags or food with non-porous casing (pressure build-up may break the casing and spill the contents) ➤ Work near a microwave oven if wearing an unshielded heart pacemaker

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HAZARDS – DRIVING & DELIVERIES

IWS Vehicles			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Driving IWS Vehicles	Employees Road users	<ul style="list-style-type: none"> ▲ Accidents ▲ Spinal Injuries ▲ Head Injuries ▲ Cuts / Scrapes ▲ Broken Bones ▲ Loss of Limb ▲ Death 	<ul style="list-style-type: none"> ▲ All vehicles maintained as per Road Traffic Act.
Hazard	RR*		Additional Control Measures
Poor Visibility Faulty Vehicles	Low High		<ul style="list-style-type: none"> ▲ Areas to be kept clear of anything that will obstruct a driver's vision & substances that will contribute to slippery surfaces. ▲ Passengers will not be carried in the rear of commercial vehicles unless the vehicle is suitably adapted re protection from flying debris / equipment and the required seat belts fitted. ▲ Every effort must be made to reduce the need to reverse a vehicle. A responsible person will guide all necessary reversing operations ▲ A competent person will carry out all maintenance operations and written records will be kept of work completed ▲ Vehicles will be parked in the designated area only. ▲ The drivers of organisation's vehicles must comply with national speed limits while on public roadways. If driving the vehicle on private property, the customers/clients speed limit must be obeyed

Towing Vehicles			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Driving IWS Vehicles	Employees Members Road users	<ul style="list-style-type: none"> ▲ Accidents ▲ Crush Injuries 	<ul style="list-style-type: none"> ▲ All vehicles maintained as per Road Traffic Act. ▲ IWS's SOP for towing is followed
Hazard	RR*		Additional Control Measures
Unsuitable vehicle Unroadworthy vehicle Overloaded vehicles Unsuitable parking Excess speed	Medium High Medium Medium High	<ul style="list-style-type: none"> ▲ Broken Bones ▲ Loss of Limb ▲ Death 	<ul style="list-style-type: none"> ▲ Only vehicles suitable for the task will be selected / sourced. ▲ When towing trailers, the unladen (empty) weight of your towing vehicle is at least the same as the trailer's design gross vehicle weight, and the combined design gross vehicle weight of the vehicle and trailer is no more than 3,500kg ▲ If the total weight exceed 3,500Kg then a EB driving license is required ▲ All vehicles will be maintained as per Regulations / Road Traffic Act. ▲ A pre-departure safety inspection will be carried out and the results recorded ▲ Particular attention will be paid to the following:----- <ul style="list-style-type: none"> ○ Brakes / Tyres ○ All lights will be cleaned and checked. ○ Safety Chain ▲ A responsible person will guide all reversing operations with the driver. ▲ Under no circumstances will a vehicle be taken out where a doubt exists as to its roadworthiness / safety ▲ Vehicles will not be loaded beyond the safe carrying capacity ▲ The event location traffic system will be complied with. ▲ Vehicles will be parked in the designated area only. ▲ The prevailing road / weather conditions will dictate the safe driving speed ▲ National speed limits will be complied with.

Equipment / Boat Trailers

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Towing IWS equipment	Employees Members Road users	▲ Accidents ▲ Crush Injuries	▲ All vehicles maintained as per Road Traffic Act.
Hazard	RR*		Additional Control Measures
Unsuitable trailers	Low	▲ Broken Bones	▲ Boat trailers will be suitable for the task, be maintained in good working order, be properly used, will not be towed otherwise than by a competent / approved person who is eighteen years or over. ▲ The drivers will be aware of the maximum load to be carried on the trailer and the maximum load to be towed safely by their towing vehicle ▲ The trailer will only be towed by a suitable four wheel drive vehicle approved ▲ All boats / equipment will be secured so as to prevent unnecessary movement Adequate ties / anchor points to secure the equipment will be available. Only approved straps only will be used ▲ Care will be exercised to ensure that the load is evenly distributed and does not affect the stability of the vehicle / trailer ▲ In the event of a rear projection by the boat / equipment in excess of 1 m a suitable red flag will be used to highlight the end of the projection. At night time a high visibility reflective marker should be used to identify the end of the projection. ▲ When loading / unloading boats onto the trailer an exclusive zone will be created around the trailer and all access to the danger area will be denied. ▲ Only trained / experienced Employees / Members will load / unload boats ▲ All trailers will be parked safely in the designated location in such a way that it does not present an unnecessary risk to anyone. ▲ In event locations, the advice of the organising group will be sought as regards suitable parking. ▲ All trailers will be secured to prevent unauthorised use ▲ If the combination of vehicles is more than 13 metres long, there must be a "LONG VEHICLE" sign or signs on the back of the trailer.
Unsuitable towing vehicle	Medium	▲ Loss of Limb	
Inadequate ties / anchor points	Medium	▲ Death	
Unsuitable straps	Medium		
Over hang / projections	Low		
Spectators / public	Medium		
Inexperienced loaders	Low		
Parking of Trailers	Medium		
Unauthorised Use	Medium		

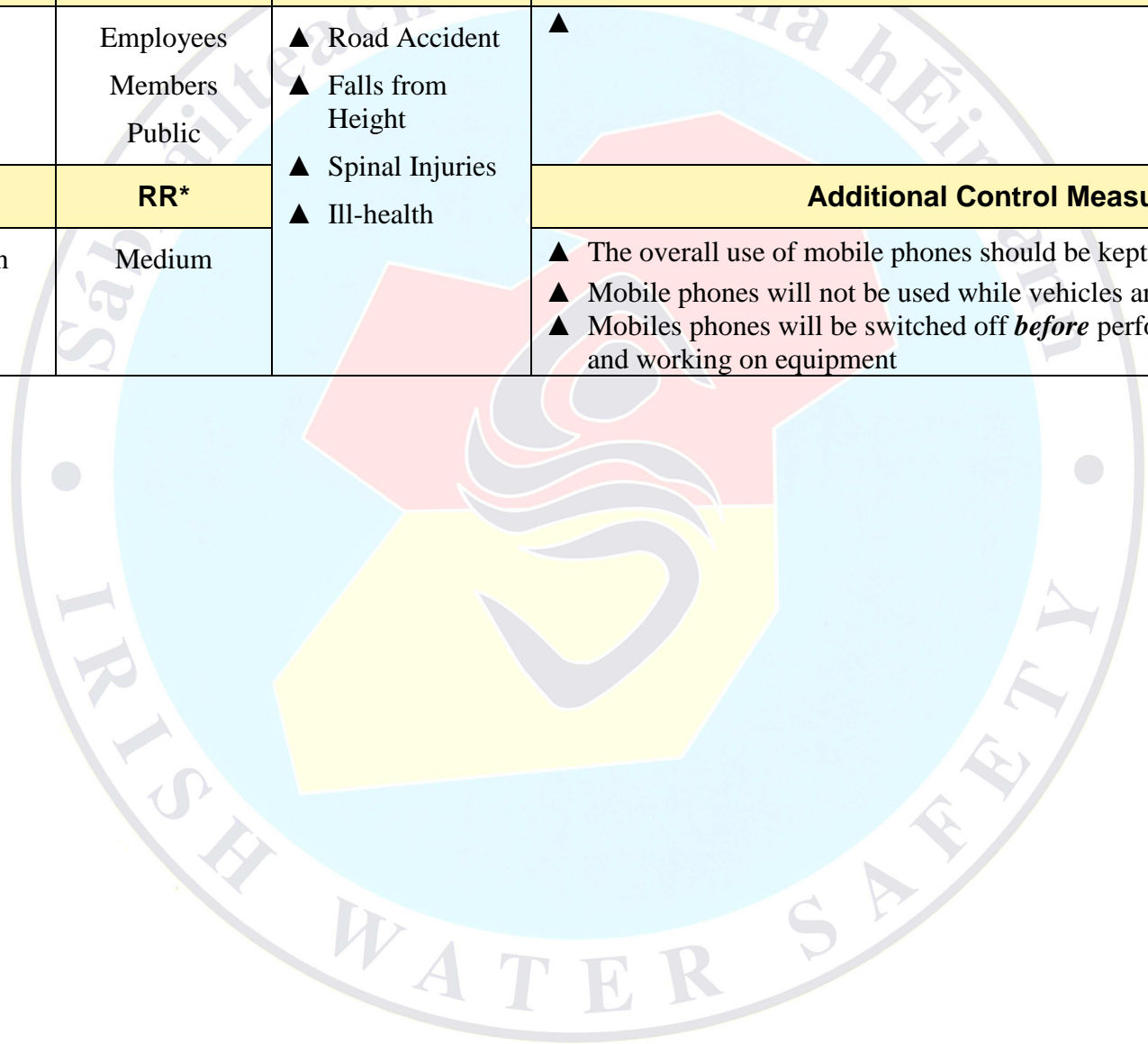
Driving Operations - Driver			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Driving IWS Vehicles	Employees Members Road users	<ul style="list-style-type: none"> ▲ Accidents ▲ Spinal Injuries ▲ Head Injuries ▲ Cuts / Scrapes ▲ Broken Bones ▲ Loss of Limb ▲ Death 	<ul style="list-style-type: none"> ▲ All drivers fulfil the requirements of the Road Traffic (Licensing of Drivers) Regulations, 1999 / EU Directive 91/439/EEC
Hazard	RR*	Additional Control Measures	
Unqualified / unsuitable drivers Disqualified Medicals -Fitness to Drive Fatigue Under the Influence of drugs / drink	High Low Low Medium High	<ul style="list-style-type: none"> ▲ All drivers will be certified annually that they do not suffer from any disease / disability that will affect their ability to work safely ▲ Only drivers approved by IWS will drive IWS vehicles ▲ All drivers must be over twenty one years of age and physically suitable for the task ▲ No person will drive while disqualified by law or fatigued ▲ All drivers will be adequately trained in safe towing procedures ▲ No driver will drive while under the influence of alcohol / drugs ▲ No driver will drive while on medication unless he / she is certified fit 	

Driving Operations - Vehicle			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Driving IWS Vehicles	Employees Members Road users	▲ Accidents ▲ Injuries	▲
Hazard	RR*		Additional Control Measures
Unsuitable / dangerous / unsafe Vehicles Uninsured Vehicle	High Low		▲ No person will drive a vehicle: <ul style="list-style-type: none"> • That is of an unsafe design / unsuited for the intended use • That does not comply with current Road Traffic Regulations • That is not suitable illuminated both inside / and outside • That does not have the required Restraints • Where the DOE/NCT Certificate has expired ▲ No driver will drive a vehicle that is not suitably insured for the task

Emergency Procedures--Breakdowns

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Driving IWS Vehicles	Employees Members Road users	▲ Accidents ▲ Injuries	▲
Hazard	RR*	Additional Control Measures	
Puncture / Burst Tyre / Brake Failure Running out of Fuel	High Low	<ul style="list-style-type: none"> ▲ The vehicle will be brought to a halt gradually and parked in a safe location, if possible ▲ Those wearing high-visibility jackets only will carry out all activities outside the vehicle. ▲ The required warning triangle/ s will be placed the required distance from the vehicle, depending on the road conditions ▲ Passengers should, as far as is possible, not be permitted to move freely outside the vehicle so as to endanger themselves or other road users ▲ The required assistance / relief vehicle should be summoned 	

Mobile Phones			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Driving	Employees Members Public	<ul style="list-style-type: none"> ▲ Road Accident ▲ Falls from Height ▲ Spinal Injuries ▲ Ill-health 	▲
Hazard	RR*		Additional Control Measures
Loss of Concentration	Medium		<ul style="list-style-type: none"> ▲ The overall use of mobile phones should be kept to a minimum ▲ Mobile phones will not be used while vehicles are in motion ▲ Mobiles phones will be switched off <i>before</i> performing hazardous tasks and working on equipment



Recharging / Jump Starting - Batteries

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Battery-- Recharge Disconnect /Reconnect Jump starting	Employees Members	<ul style="list-style-type: none"> ▲ Explosion ▲ Fire 	▲ Only competent and suitably qualified Employees / Members carry out this operation
Hazard	RR*	<ul style="list-style-type: none"> ▲ Toxic fumes ▲ Acid Burns ▲ Electrical burns 	Additional Control Measures
Electrocution Battery Acid	Low Medium		<ul style="list-style-type: none"> ▲ Manufactures instructions should be strictly adhered to. ▲ Recharging will take place in a well-ventilated area with suitable fire extinguishers available. ▲ Switch off the battery charger before connecting and disconnecting the clips. ▲ Suitable PPE (goggles /gloves /overalls)will be worn. ▲ No metallic items to be worn on hands/wrists/neck. ▲ Ignition switches will be turned off during all dis/reconnecting operations. ▲ Always disconnect the earth first and reconnect it last using insulated tools. ▲ Do not rest tools or metallic objects on the top of the battery. Access to battery recharging area to be restricted. ▲ No smoking or naked lights to be permitted in charging area.

Refuelling

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Refuelling IWS vehicles / equipment	Employees Public	<ul style="list-style-type: none"> ▲ Burns ▲ Injury ▲ Explosion 	<ul style="list-style-type: none"> ▲ All equipment is switched off before any refueling/maintenance is attempted
Hazard	RR*		Additional Control Measures
Flammable Liquids	Low		<ul style="list-style-type: none"> ▲ Fuels will be stored away from flammable materials ▲ Suitable/approved containers are used for storing/transporting fuels. ▲ Areas to be kept clear of obstructions and substances that will contribute to slips/trips/falls. ▲ No sources of heat to be present during refueling. ▲ Suitable fire extinguishers will be available during refueling ▲ Smoking is prohibited in refueling area. ▲ Mobile phones will not be used while refueling the vehicle

Lubricants / Greases			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Using lubricants	Employees	▲ Skin irritation	▲ Appropriate personal protective equipment (PPE) is worn when using lubricants
Hazard	RR*		Additional Control Measures
Prolonged exposure	Medium		<ul style="list-style-type: none"> ▲ Avoid prolonged and repeated contact with minerals oils / used oil ▲ Exercise good personal hygiene and wash hands with a good proprietary hand cleaner ▲ Extra care will be taken when handling used oils / greases containing lead ▲ Wear appropriate personal protective equipment (PPE) and launder protective clothing regularly ▲ Do not use petrol / paraffin or other solvents to clean oil / grease from the skin

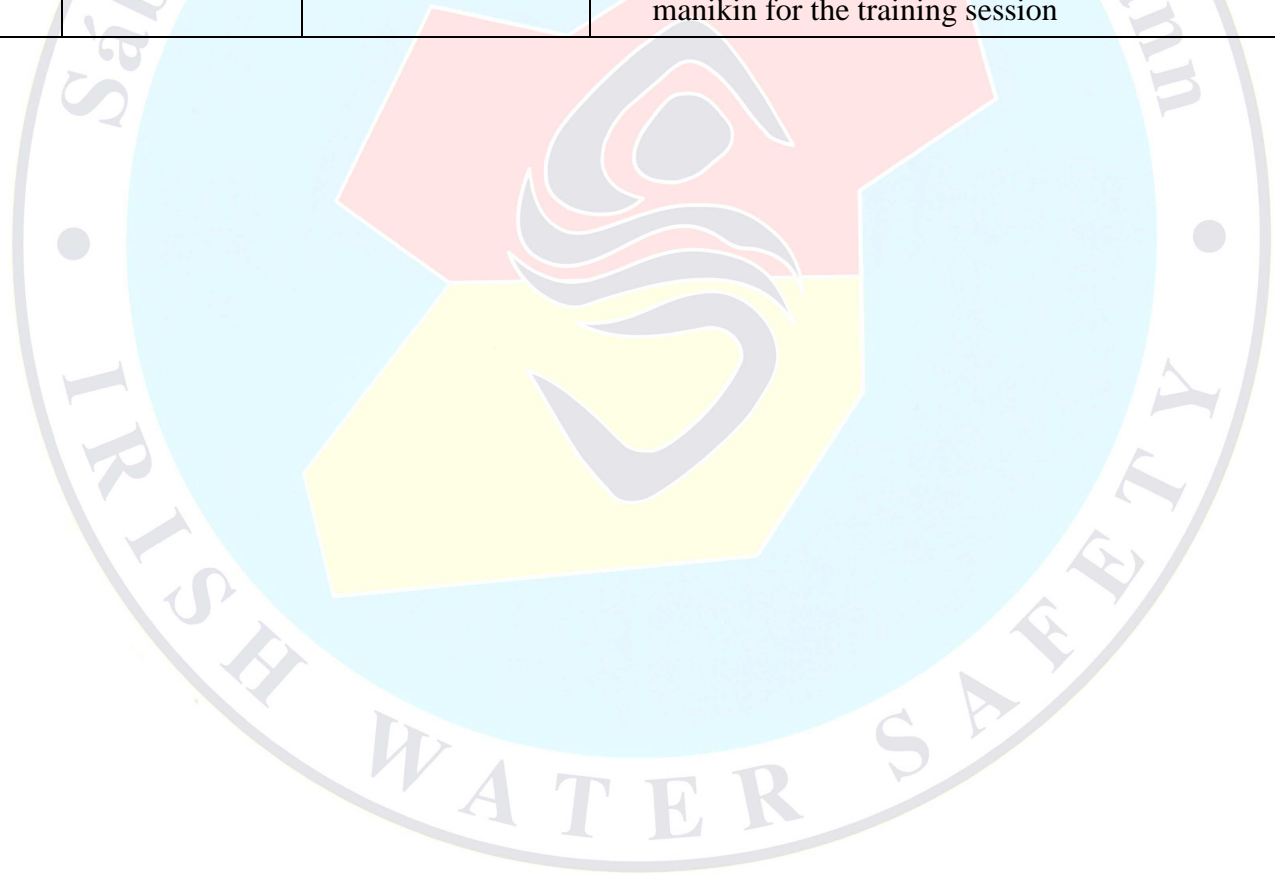
Roof Racks			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Transporting equipment to competitions and training. Surf Skis / Rescue Boards	Employees Members Public	<ul style="list-style-type: none"> ▲ Crush ▲ Vehicle Crash ▲ Broken Bones ▲ Minor Injuries 	▲
Hazard	RR*		Additional Control Measures
Overloading Unsecured Loads	Low Medium		<ul style="list-style-type: none"> ▲ Roof racks will not be overloaded, the vehicle's manual / manufacturer's instructions will be adhered to. ▲ The load will be secured to the vehicle with adequate and appropriate straps ▲ The straps will be checked before securing the load to the vehicle, for damage or wear. Straps, which are worn or faulty, will never be used. ▲ Drivers will adjust their speed and driving style to take into account the additional load on the vehicle. ▲ Drivers will check clearance height before going under low bridges or barriers ▲ In the event of a rear projection by the equipment in excess of 1 m, a suitable red flag will be used to highlight the end of the projection. At night time a high visibility reflective marker should be used to identify the end of the projection.

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HAZARDS – WATER SAFETY EQUIPMENT

CPR Manikins

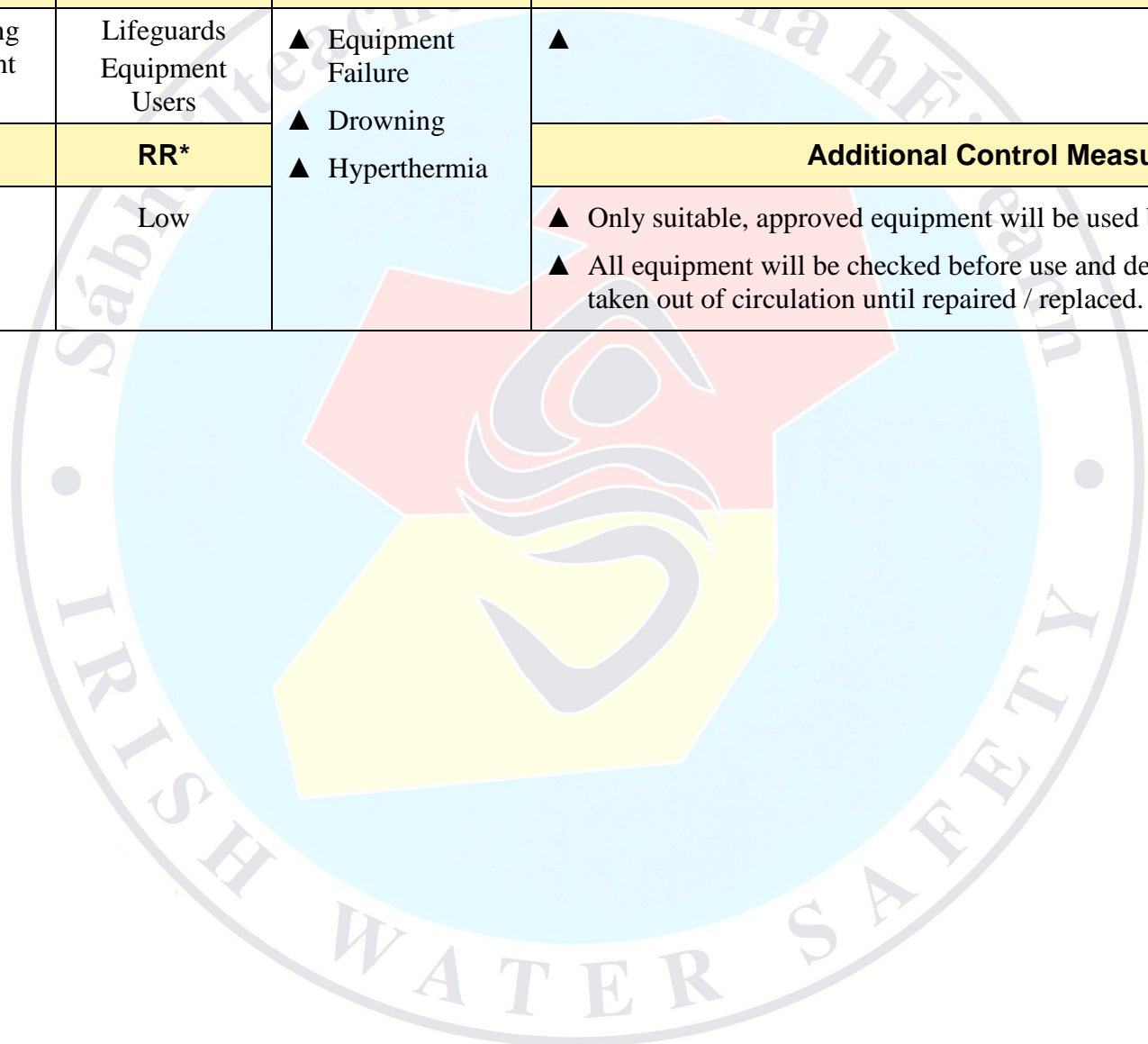
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Using CPR Manikins	Employees Water Safety Members	▲ Infectious Disease	▲ Manikins must be cleaned with an appropriate disinfectant
Hazard	RR*		Additional Control Measures
Transmission of Infectious Disease	Low		<ul style="list-style-type: none"> ▲ Manikins must be cleaned, inside and out after each class ▲ Members known to be sick should refrain from using a CPR manikin for the duration of their illness. If necessary provide them with their own manikin for the training session



Rescue Boat – I.R.B.			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Training and competing with Rescue equipment Patrolling Competition Events	Employees Water Safety Members	<ul style="list-style-type: none"> ▲ Equipment Failure ▲ Falling Overboard ▲ Drowning ▲ Hyperthermia 	<ul style="list-style-type: none"> ▲ All rescue boats operators have passed the ISA Level 2 Powerboat Handling Course or equivalent
Hazard	RR*		Additional Control Measures
Unqualified equipment operators Leaking / Faulty boats Damaged equipment Lack of service or adequate maintenance	High Low Medium Low		<ul style="list-style-type: none"> ▲ All IWS boats / equipment will be operated by authorised and competent persons ▲ All rescue boats used will be suitable and safe for the intended task: <ul style="list-style-type: none"> ○ Stable, quick and manoeuvrable ○ Sufficient capacity for the transporting of injured Members to safety ▲ All rescue boats will be maintained in a safe condition, will be checked regularly and the results recorded. ▲ All outboards used will be fitted with a suitable “kill cord” which will be worn at all times by the operator while the boat is in motion ▲ A prop-guard or similar device must be fitted to outboard motors ▲ All operators will be suitably qualified and have the necessary experience of the rescue boats / engine / river / lake ▲ All rescue boats operators will be qualified in first aid and cold water immersion treatment ▲ Regular training exercises will be carried out of all skills especially water rescue ▲ All rescue boats will be equipped with all necessary equipment outlined in national rescue boat standards ▲ All personnel in the launch will wear approved lifejackets.

Water Rescue Equipment – Skis and Boards

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Training and competing with Rescue equipment	Lifeguards Equipment Users	<ul style="list-style-type: none"> ▲ Equipment Failure ▲ Drowning ▲ Hyperthermia 	▲
Hazard	RR*		Additional Control Measures
Unsuitable damaged equipment	Low		<ul style="list-style-type: none"> ▲ Only suitable, approved equipment will be used by Members ▲ All equipment will be checked before use and defective equipment will be taken out of circulation until repaired / replaced.





HAZARDS – WATER SAFETY COURSES

Beach + Pool Lifeguard Courses

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Lifeguard Courses	Employee Water Safety Members	<ul style="list-style-type: none"> ▲ Injury ▲ Drowning ▲ Hypothermia 	<ul style="list-style-type: none"> ▲ Only instructors approved to carry out these courses do so ▲ All courses must have prior approval from the local WSAC and IWS before commencing the course
Hazard	RR*		Additional Control Measures
Inadequate Training Lack of experience Inadequate knowledge of Emergency Equipment Cold Water	Low Low Medium		<ul style="list-style-type: none"> ▲ Instructors will conduct a pool safety rules briefing before commencing the course ▲ Instructors will introduce pools emergency equipment, including ringbouys, reach pole, first aid kits and A.E.D. (if available), prior to commencing course ▲ All courses will be conducted according the IWS procedures using the relevant manuals ▲ IWS Pool Safety Guidelines must be followed during all pool related courses ▲ Instructor to pupil ratios as advised by IWS will not be exceeded. ▲ The pupil's susceptibility to hypothermia will be assessed. The duration of any water based training will take into account the results of the assessment ▲ Suitable wet suits will be worn where permitted

Water Quality - Water Borne Diseases

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Water Safety Instruction-- Lakes / Rivers /Sea	Employee Members	<ul style="list-style-type: none"> ▲ Infection ▲ Ill health ▲ Sickness ▲ Vomiting 	▲ No findings
Hazard	RR*		Additional Control Measures
Poor quality water	Medium		<ul style="list-style-type: none"> ▲ Where possible , the water quality of a training facility or event venue, will be monitored / checked before any IWS activity takes place. If a doubt exists, an alternative venue or a postponement of the activity will be decided upon. ▲ All personnel operating on water (where the quality is doubtful) or handling IWS equipment will ensure that <ul style="list-style-type: none"> ○ Cuts and abrasions (including blisters) are covered with waterproof dressings. ○ Appropriate footwear is worn to avoid cuts and protect feet when paddling in the water or launching boats ○ They shower after contact with the water. ○ They adopt good personal hygiene habits i.e.wash hands thoroughly before eating and drinking. ▲ Where possible immersion or contact with water affected by algal scum will be avoided. After any contact all equipment will be hosed down to avoid contact with residual scum. ▲ Members will be instructed that all clothing should be washed and thoroughly dried on returning home. ▲ Members who have any concern about any possible health risk or suffering any adverse symptoms should be advised to attend the local doctor. ▲ Where the quality of the water is uncertain club Members will be instructed <ul style="list-style-type: none"> ○ Not to eat or drink before showering/washing. ○ If 'foul' water has been swallowed medical advice will be sought
Animal urine-rats	Low		
Weil's Disease	Low		
Blue-Green Algae – Cynobacteria	Medium		
Harmful Algal Bloom	Medium		
Sewage effluent discharges	Medium		

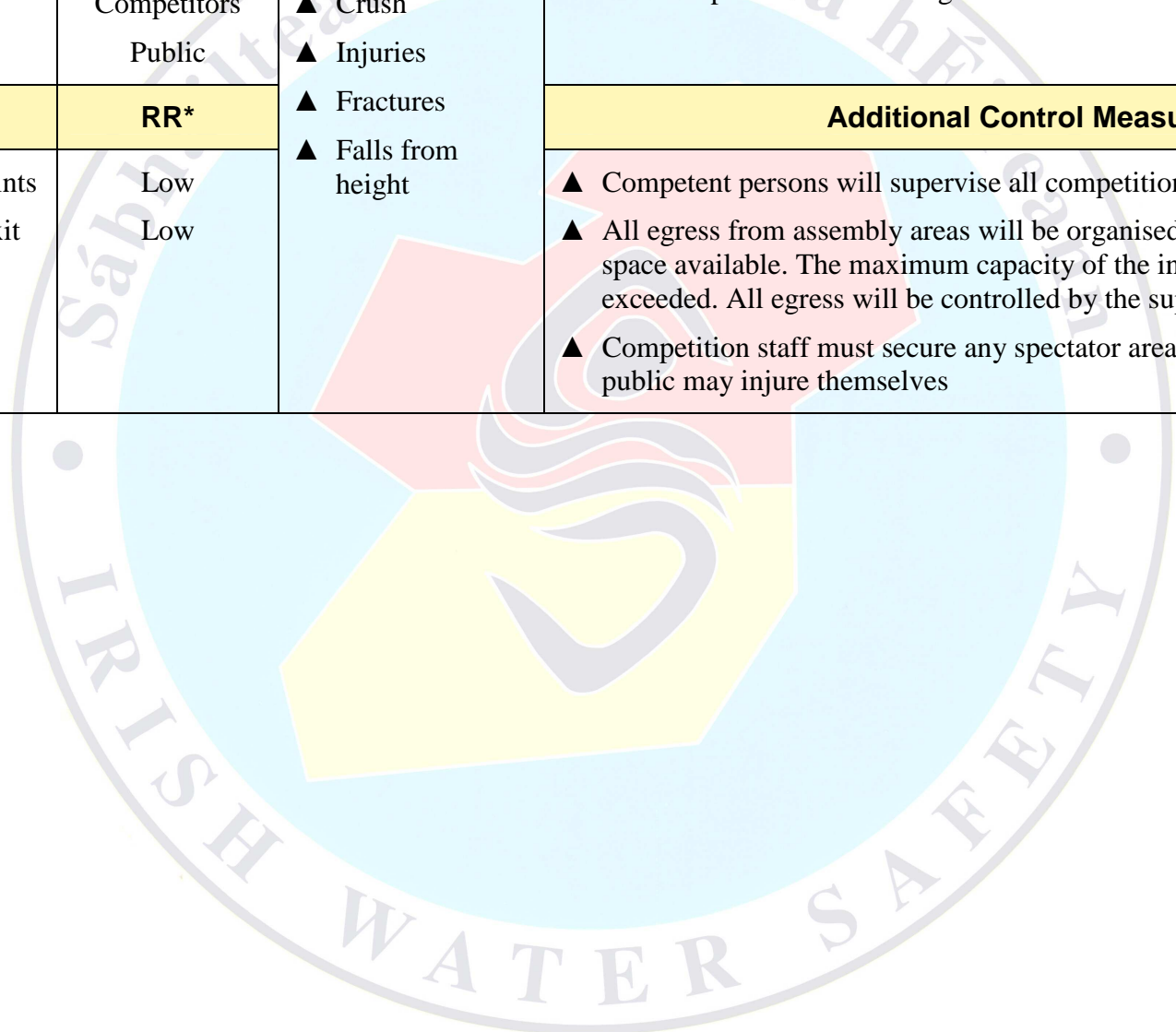
Water Safety Weeks			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Training Activities	Employee Water Safety Members	<ul style="list-style-type: none"> ▲ Injury ▲ Drowning ▲ Sickness ▲ Ill health ▲ Fire ▲ Hyperthermia 	<ul style="list-style-type: none"> ▲ All courses must have prior approval from the local WSAC before commencement
Hazard	RR*		Additional Control Measures
Inadequate Training	Low		<ul style="list-style-type: none"> ▲ Only instructors approved by the WSAC will conduct water safety activities. ▲ A risk assessment must be carried out on all water and land based locations to be used for the activity, prior to a course being granted approval ▲ Clear guidance will be issued to the parents / guardians by the instructor/s on the times of instruction and the periods of supervision by the IWS person. The times for reporting to and collection from the activity must be agreed and understood by all so no pupils are put at risk. ▲ An emergency action plan / procedure will be developed for the location prior to the commencement of the activity. ▲ All class Members / assistants etc will be briefed on how to handle any variations to normal procedures such as dealing with current / winds / climatic conditions etc. ▲ A first aid kit and a means of communication capable of alerting the emergency services will also be available locally. ▲ A suitable map / plan of the river / lake / beach will be prominently displayed showing local hazards / obstacles / currents / navigation rules. All Members will be briefed on the plan and all new comers prior to going to the water. ▲ Instructors will conduct all activities as per the best practice advised by the IWS and its publications. ▲ Instructor to pupil ratios as advised by IWS will not be exceeded. ▲ The pupil's susceptibility to hypothermia will be assessed. The duration of any water-based training will take into account the results of the assessment. ▲ Accommodation used will be safe and will not put the Members at risk
Lack of experience / supervision	Low		
Inadequate knowledge of Emergency Equipment	Medium		
Lack of knowledge of location	Medium		
Poor Water Quality	Medium		
Poor Accommodation	Low		
Adverse Weather Conditions	Medium		

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HAZARDS – WATER SAFETY COMPETITIONS

Adverse Weather Conditions			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Open Water Competition	Competitors	<ul style="list-style-type: none"> ▲ Drowning ▲ Death 	<ul style="list-style-type: none"> ▲ A competent person / Safety Officer is appointed for each Championship or Trial and the safety officer determines if its safe for the event to continue
Hazard	RR*		Additional Control Measures
Adverse Weather Conditions Hypothermia	Medium Medium		<ul style="list-style-type: none"> ▲ The event safety officer will monitor the expected prevailing weather conditions and if a doubt exists as to safety, the guidance of the IWS will be sought before the event takes place and anyone is put at risk. ▲ Only competitors physically suitable for the competition will be permitted to enter the water. ▲ All persons entering / exiting the water will be controlled and closely monitored by competition officials. ▲ Where required, the required number of rescue boats / canoes / skis will be in the water and located to cater for emergencies. ▲ The required emergency equipment, to include a first aid kit will be on hand ▲ Information on possible support bodies eg. local medical facilities, Met Eireann, Marine Rescue etc will be kept readily available. ▲ An appropriate number of survival blankets must also be available

Crowd Control			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
General Assemblies	Competitors Public	<ul style="list-style-type: none"> ▲ Crush ▲ Injuries ▲ Fractures ▲ Falls from height 	▲ ILS Competition Rule book guideline on crowd control followed
Hazard	RR*		Additional Control Measures
Dangerous Viewing Points Egress --Restricted exit space	Low Low		<ul style="list-style-type: none"> ▲ Competent persons will supervise all competitions ▲ All egress from assembly areas will be organised to take account of the exit space available. The maximum capacity of the intended exit will not be exceeded. All egress will be controlled by the supervisory staff ▲ Competition staff must secure any spectator area where Members of the public may injure themselves





HAZARDS – WATER SAFETY MEMBERS

Bullying / Harassment / Challenging Behaviour

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Water Safety activities	Members	<ul style="list-style-type: none"> ▲ Fear ▲ Anxiety ▲ Depression 	<ul style="list-style-type: none"> ▲ IWS Guidelines on Child Protection are followed by all instructors ▲ Designated Liaison Person appointed for all water safety groups ▲ All water safety instructors trained in child protection guidelines ▲ Instructors will report their suspicions to the Designated Liaison Person ▲ Instructors will forward any reports received of inappropriate behaviour to the Designated Liaison Person ▲ Approved IWS instructors will supervise all activities
Hazard	RR*		Additional Control Measures
Bullying Harassment Challenging Behaviour	Low Low Low		<ul style="list-style-type: none"> ▲ No additional controls required at this time

Drugs and Alcohol

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Operating Equipment Attending Organisation	Members	<ul style="list-style-type: none"> ▲ Injury ▲ Loss of limb ▲ Loss of life 	<ul style="list-style-type: none"> ▲ IWS's Code of Ethics guidelines outline organisations policy on Drugs and alcohol
Hazard	RR*		Additional Control Measures
Intoxicants -> Loss of control	Low		<ul style="list-style-type: none"> ▲ All water safety instructors will be briefed on the signs and symptoms of drug abuse ▲ All staff will report to IWS management any suspicions / finds of such abuse / use. The IWS management will use the appropriate investigative agency to examine such finds / suspicions

Medical Conditions—At Risk Members

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Water Safety Activities	Members	<ul style="list-style-type: none"> ▲ Accidents ▲ Discomfort 	<ul style="list-style-type: none"> ▲ Members or Members guardians are requested to report any medical conditions to organisation on enrolment
Hazard	RR*	<ul style="list-style-type: none"> ▲ Injury to student with physical disability / medical condition / injury to staff 	Additional Control Measures
Inadequate Knowledge Lack of training Improper handling	Medium Low Low		<ul style="list-style-type: none"> ▲ Information on the student specific condition / needs will be collated and made known to designated staff ▲ Training will be given on the particular needs of each person and their implications for safe handling ▲ All necessary instructor will familiarise themselves with relevant information on each person's needs ▲ Training will cover appropriate moving and handling practice and all practices involved in the care of Members ▲ Policies and procedures will be followed regarding confidentiality, communication, interaction with staff and Members

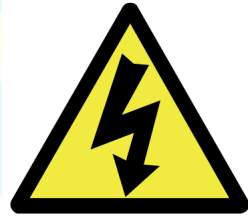
Special Needs Members

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Access & Egress Water Sports Activities	Members	<ul style="list-style-type: none"> ▲ Injury 	<ul style="list-style-type: none"> ▲ The organisation's HQ is wheelchair accessible although no disabled parking available
Hazard	RR*		Additional Control Measures
Lack of Mobility Lack of Knowledge	Low		<ul style="list-style-type: none"> ▲ The specific needs of the individual Members will be assessed and the appropriate measures taken to safeguard their welfare ▲ All emergency procedures / measures will cater for Members with special needs



HAZARDS – MAINTENANCE

Cleaning Chemicals			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Using Chemicals Receiving Deliveries Restocking	Employees	<ul style="list-style-type: none"> ▲ Contamination ▲ Ill-health ▲ Dermatitis ▲ Burns 	<ul style="list-style-type: none"> ▲ Chemicals stored in storeroom. No special chemical store required
Hazard	RR*		Additional Control Measures
Cleansing Agents Solvents	Low Low		<ul style="list-style-type: none"> ▲ Access to chemicals will be on a need only basis and only by persons who have received the required safety training / instruction ▲ All Employees using chemicals will read the labels and follow instructions for use or obtain Material Safety Data Sheets ▲ Chlorine bleaches will not be mixed with other cleaning agents ▲ Good personal hygiene habits will be observed and contaminated clothing should be removed when work is completed ▲ Smoking in / around the vicinity of chemicals / paints / solvents is strictly forbidden

Electricity			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Using / servicing electrical equipment / appliances at Office/ yard	Employees Public	<ul style="list-style-type: none"> ▲ Electrocution ▲ Burns ▲ Cardiac Arrest ▲ Broken Bones ▲ Death 	▲ No findings
Hazard	RR*		Additional Control Measures
Electricity	High		<ul style="list-style-type: none"> ▲ Only authorised personnel, competent to prevent danger, will undertake repairs, servicing, removal, installation and operating all electrical appliances ▲ All electrical work is carried out by a competent person and completed to the Electrical regulations (ETU) Standards ▲ The provisions of SI 44 Part V111 are complied with ▲ All sockets outlets feeding portable/ domestic appliances / water service appliances are fitted with RCD protection ▲ Every switch/ circuit breaker / or control device is clearly marked to indicate “ON” and “OFF” ▲ Regular checks to be carried out by a competent electrical contractor in line with the current edition of the ETCI Rules ▲ Written records will be maintained of all servicing /installation /removal of electrical equipment ▲ Check that suspect or faulty equipment is taken out of use, labelled ‘DO NOT USE’ and kept secure until examined by a competent person where possible. Tools and power socket-outlets are switched off before plugging in or unplugging ▲ Equipment is switched off and/or unplugged before cleaning or making adjustments ▲ All electrical panels and distribution boards will be suitably identified, properly secured and signed where necessary to prevent danger ▲ Periodic audits will be carried out and recorded, by a competent person to ensure that all electrical fixtures / circuits / machinery are safe

Hand Tools

Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Use of Hand Tools	Employees	<ul style="list-style-type: none"> ▲ Shock ▲ Fractures 	<ul style="list-style-type: none"> ▲ Appropriate personal protective equipment (PPE) is worn while using hand tools
Hazard	RR*	<ul style="list-style-type: none"> ▲ Lacerations ▲ Contusions ▲ Eye injuries 	Additional Control Measures
Flying fragments Split Handles Mushrooming / split heads Pointed / sharp edges	Low Low Low Low		<ul style="list-style-type: none"> ▲ All tools must be suitable for the task and must be checked before use ▲ Damaged, defective or worn/suspect tools will be removed from service until repaired / replaced ▲ Competent persons will carry out all repairs / adjustments of the tools ▲ Guards / safety devices must not be tampered with and if the tool is suspect it will be taken out of service until checked by a competent person ▲ All split / damaged handles will be replaced immediately ▲ Hammers / chisels / punches used will be capable to withstand blows without mushrooming ▲ Where required hammer heads will be dressed suitably ▲ All sharp / pointed tools, when not in use will have the edge / blade suitable protected

Ladders			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Working at Height	Employees	<ul style="list-style-type: none"> ▲ Accidents ▲ Electrocution ▲ Spinal Injuries ▲ Head Injuries ▲ Cuts / Scrapes ▲ Broken Bones ▲ Loss of Limb ▲ Death 	
Hazard	RR*		Additional Control Measures
Unsuitable / damaged Ladders Overhead Power lines	Medium High		<ul style="list-style-type: none"> ▲ Do not work at height unless it is essential ▲ Before using ladders, check that they are undamaged in any way and are suitable for the task, secure and cannot slip. Also ensure that it will support the weight of the worker ▲ Always ensure that the ladder is angled to minimise the risk of slipping. Ensure non-slip feet or spurs are fitted to the ladder and are serviceable ▲ As a general "rule of thumb" the ladders needs to be out one for every four up ▲ Where the ladder is over 3 meters high, it will be secured at the top. If the ladder cannot be fixed, a second person foots the ladder while it is being used, the ladder must extend a sufficient height (about 1 metre) above any landing place, where people will get on or off ▲ Do not stand on the ladders top three rungs ▲ Under no circumstances will any Employee put himself at risk by over-reaching, or carrying loads up/down ladders ▲ Climb and descend the ladder facing the ladder and using both hands ▲ Any ladders showing any signs of defects will be reported and removed from site ▲ Do not drop, toss or throw a ladder. Care will be taken to ensure that ladders will not come in contact with power cables ▲ Stepladders should be securely spread open. Never use a folding stepladder in an unfolded position ▲ Inspect GA3 form for Ladder Inspections

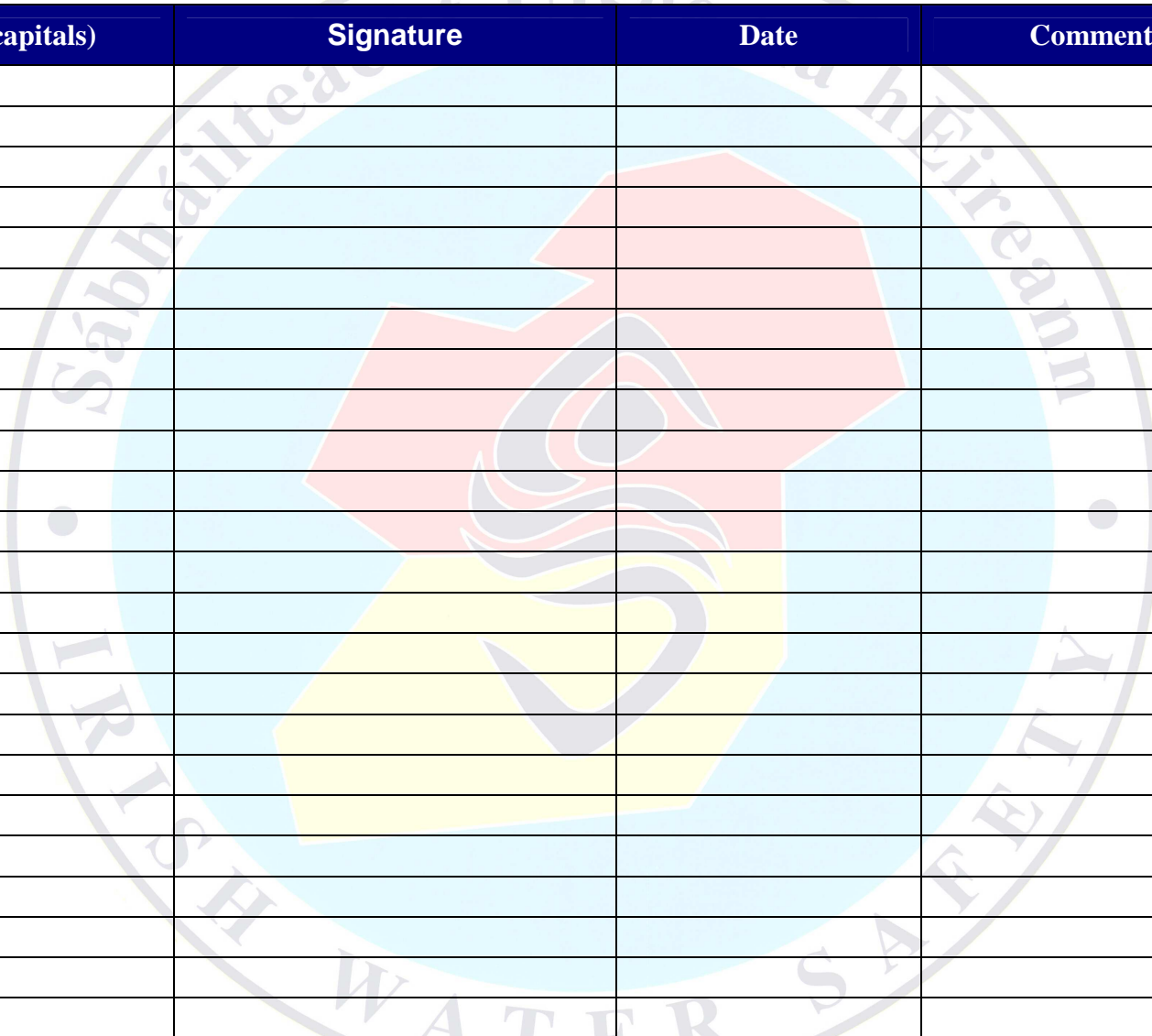
Power Tools			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Normal Work Activities with Power / Electrical Tools	Employees	<ul style="list-style-type: none"> ▲ Shock ▲ Fractures ▲ Lacerations ▲ Contusions ▲ Eye injuries 	<ul style="list-style-type: none"> ▲ No findings
Hazard	RR*		Additional Control Measures
Electricity Damaged / Faulty Equipment Flying Fragments	Medium Low Low		<ul style="list-style-type: none"> ▲ All tools maintained as per the Manufacturer's instructions and a record must be kept of the servicing. ▲ All tools must be checked before use ▲ All power tools must comply with current regulations, for noise and vibration and voltage ▲ In harsh environments the possibility of using air, hydraulic or hand powered tools must be considered ▲ Power / electrical tools will only be operated by qualified / competent personnel (over eighteen years of age) who have been trained. ▲ Extension leads to be avoided where possible and only correctly rated leads (fully uncoiled) may be used, elevated above head level, where absolutely necessary ▲ Where the mains are used as a power source, a residual current device must be fitted (rated at 30m Amps, with no time delay). ▲ Damaged, defective or worn / suspect tools will be removed from service until repaired. ▲ Competent persons will carry out all repairs / adjustments with the appliance / tool disconnected from the power source. ▲ Guards / safety devices must not be tampered with and if the appliance is suspect it will be taken out of service until checked by a competent person. ▲ Appropriate personal protective equipment will be worn

Sub-Contractors			
Activity	Risk To	Consequence(s)	Risk Assessment Findings / Current Controls
Work being carried out by sub-contractors for Bill Madden Nurseries	Employees Public	▲ Accidents ▲ Injuries	▲ No findings
Hazard	RR*		Additional Control Measures
Untrained Sub-contractor Employees	Low		<ul style="list-style-type: none"> ▲ Sub-contractor Safety documentation to be filed before starting the job ▲ All sub-Contractors must comply with current Regulations ▲ Sub-Contractors and Self Employed Persons must provide their safety statement and methods statements when requested to do so. ▲ Sub-Contractors and Self-Employed Persons must provide evidence when requested, showing that appropriate Employers/Public Liability insurance in effect ▲ Sub-Contractors and Self Employed Persons must conform generally with the duties and responsibilities as for Employees. ▲ Sub-Contractors and Self Employed Persons will ensure that their Employees and others under their care are provided with personal protective equipment as appropriate ▲ Sub-Contractors and Self Employed Persons must only use competent and suitable persons on the job. ▲ Any person found not complying with the above or any other safety directive will not be permitted to continue working. ▲ All contractors must comply with the provisions of the SHAWW Act 2005.



Employees Declaration

I hereby declare that I have read the organisation’s Safety Statement, understand its contents, and I will comply with its requirements.



NAME (block capitals)	Signature	Date	Comments / Observations

RR* = Severity x Likelihood (High = Death or very serious injury) (Medium = serious injury / illness) (Low = minor injury / illness)

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Certificate of Compliance—Sub-Contractors

I confirm that I have read and studied the relevant sections of the **Safety Statement** as it applies to us and our company Employees will comply with its requirements.

All Company Employees are issued with the necessary **Personal Protective Equipment** as required and are instructed to wear / use it at all times on site.

All Company Employees have been instructed to report all accidents / problems / and hazards identified to the **Safety Coordinator** immediately.

All Company Employees accepts all the requirements for working in a safe manner as outlined in the **Safety Statement** and will fully co-operate in all areas to support and improve the safety.

List of Sub-Contractors

Date	Nature of Work / Service	Company Name	Signature	Comment