

SAFETY STATEMENT

of



ICE Group, Centrepont
Liosban, Tuam Road, Galway,
Ireland H91 RYD2

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Per:

Safety, Health & Welfare at Work Act, 2005
Safety, Health & Welfare at Work (Construction) Regulations 2013 to 2021
Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023
All Codes of Practice

Prepared by:

Cynthia Bradley

Issue and Revisions:

Issue 1 -

July 2024

- This Safety Statement has been prepared by Everest Safety Elite Ltd to the best of our ability using the information provided by Ice Group. Should we have missed any items or misunderstood any of the matters covered we rely on Ice Group to bring these to our attention for rectification.
- This Document Contains Proprietary Information And Is Lent Subject To Return Upon Demand And Upon The Expressed Condition That It Will Not Be Used Directly Or Indirectly In Any Way Detrimental To The Interests Of Ice Group
- This Document May Not Be Reproduced In Any Way Without The Written Permission Of Everest Safety Elite Ltd.
- The Risk Assessments Undertaken And The Controls Recommended Are Non-Exhaustive And Do Not Purport To Deal With Every Possible Safety & Health Hazard That May Arise.

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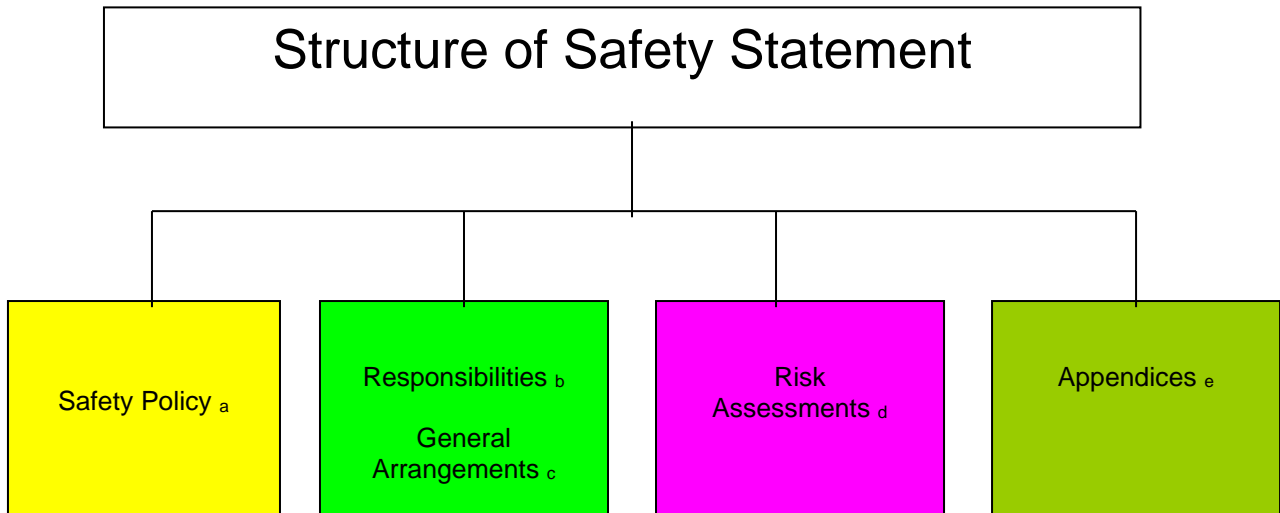
Company Profile

With 50 years of experience in recruitment, training, and outsourced services across the West of Ireland and beyond, ICE Group have pioneered many exciting initiatives to change the lives of clients, candidates, and staff.

Known best for being the first Four Day Week company in Ireland, the 3-Day Weekend is more than just a book, it's the standard work pattern for full-time employees at ICE Group.

Document Controls

Issue / Revision	Reason for Revision	Date
Issue 1	New Safety Statement to comply with all current legislation and to replace all previous safety statements.	July 2024



This is the structure of the Safety Statement of

***ICE Group,
Centrepoint
Liosban,
Tuam Road,
Galway,
Ireland
H91 RYD2***

**PART A: Company Policies for H&S, Security, Equal Opportunities,
Ethics, Environment, Quality & Lone Workers**

1.0 Management Health, Safety & Security Policy

The *Safety, Health and Welfare at Work Act 2005* requires the company to prepare and issue a safety statement setting out its policy on safety. This statement together with the following will be known collectively as the 'safety statement':

- ❑ Hazard identification and risk reduction guidelines.
- ❑ Allocation of responsibilities.
- ❑ Consultation procedure

ICE Group recognises the importance of safety health and welfare, to all employees, in the successful conduct of business. This Safety Statement outlines the policy of ICE Group for ensuring so far as is reasonably practicable, the Health, Safety and Welfare of employees, the public, contractors and visitors. ICE Group will comply with the requirements of the *Safety, Health and Welfare at Work Act 2005*, the *Safety Health and Welfare at Work (Construction) Regulations 2013*, the *Safety Health and Welfare at Work (General Application) Regulations 2007* and subsequent amendments and all other statutory requirements, Codes of Practice and national standards.

ICE Group will ensure so far, as is reasonably practicable:

- ❑ Safe and healthy working conditions
- ❑ Safe equipment and systems of work
- ❑ Provision of appropriate information, instruction, training and supervision
- ❑ Provision, where necessary, of a competent person to advise and assist in securing the health, safety and welfare of employees and others.

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement.

All members of staff will be made aware of and have access to this Safety Statement and arrangements for consultation with the staff representatives on health and safety matters will be an integral part of the company safety policy.

This Safety Statement will be subject to revision and is liable to amendment, if circumstances change.

ICE Group is committed to ensuring that all activities are managed in a manner that will minimise the risk of injury to our employees and contractors so far as is practicable.

ICE Group is absolutely committed to providing employees with secure arrangements for their work environment. We have values which make us responsible for:

- Protecting the health and safety of our employees, our contractors, our customers and members of the public
- Maintaining the security of our people and assets and
- Protecting the environment

01/07/2024

Margaret Cox - Director

Dated _____

2.0 Equal Opportunities & Ethical Policy

ICE Group is committed to the principles of equal opportunities in all its employment policies and procedures.

The company will operate in an environment without discrimination on grounds of gender, marital status, family status, sexual orientation, religion, age, disability, ethnic origin, race, colour, nationality or membership of the Traveller Community.

The company will ensure that the principles of employment equality are applied in recruitment, promotion, training and work experience.

The company is committed to policies and practices that provide equality of opportunity for all, protect the dignity of employees and promote respect for others at work. All employees are required to take personal and individual responsibility to comply with these policies and behave in a non-discriminatory way and not to participate in any acts of inappropriate behaviour, harassment or bullying.

ICE Group expects and demands that each of its business units, all of its employees, and its Directors carry out their business and perform their duties to the highest ethical standards and in compliance with all relevant legal principles. This standard of behaviour and performance is maintained in the company's dealings with employees, customers, suppliers, and all other stakeholders. It is the policy of the company to consistently conduct its business with honesty and integrity and comply with all legal and ethical standards. Each employee is also required to conform to a high standard of ethics in relation to business activities with both customers and suppliers.

All terms and conditions of employment at ICE Group and all activities of the business shall be conducted in a manner consistent with this equal opportunities and ethical policy.

ICE Group is committed to conducting business in an ethical and honest manner and is committed to implementing and enforcing systems that ensure bribery is prevented. ICE Group has zero-tolerance for bribery and corrupt activities. We are committed to acting professionally, fairly, and with integrity in all business dealings and relationships, wherever in the country we operate.

This policy will be regularly reviewed by the Directors of the business along with the terms and conditions and policies and procedures contained in this Safety Statement to ensure compliance with best practice and to maintain a working environment that treats all employees in a manner consistent with equal opportunities.

01/07/2024

Margaret Cox - Director

Dated _____

3.0 Environmental Policy

“Our goal is to become leaders in sustainable environmental practices by providing services that are environmentally sound throughout and by conducting operations in an environmentally responsible manner”.

The company strives for continual improvement. Compliance with legislation, regulations and other requirements is a minimum. We will apply best practice and innovation where legislation does not exist and this policy will be reviewed regularly to address our environmental impacts and achievements.

Our employees and Sub-Contractors have a major role to play in helping us reach this objective by;

- 1) Waste reduction.
- 2) Pollution control.
- 3) Disposal of waste in a responsible manner.
- 4) Conservation of resources.

With respect to the above areas, we expect to minimise the waste that we generate and to ensure that the waste is disposed of in accordance with Waste Management Act, 1996. Only licensed sites are to be utilised for waste and such sites may be audited at the discretion of the Company.

Wherever possible waste products will be recycled. All necessary precautionary measures will be taken to reduce environmental noise pollution. Water will be conserved, and no waste will be left in the office.

We personally subscribe to this policy and ask all ICE Group employees and subcontractors to actively contribute to its implementation in helping to achieve our goal.

01/07/2024

Margaret Cox - Director

Dated _____

4.0 Quality Policy

Objective

ICE Group is committed to providing a consistently high quality service to all customers at all times.

Scope

The Quality Policy of ICE Group is to provide high and consistent quality employees to all our customers.

Our commitment is to the safety of all our ICE Group customers and their employees thereby ensuring the safety of a wider range of people such as family and neighbours in the domestic context and employees, and the general public in the industrial/commercial context.

All work is done in conformance to ICE Group Quality Policy, the applicable technical and administrative operating policies and procedures of ICE Group, legal and regulatory requirements, and specific customer requirements.

ICE Group's policies ensure the success of our business development and quality by encompassing the following core values:

- Development and Education - Ensuring all staff have the opportunity and are encouraged to train and develop to the highest professional standard. To ensure the quality of all projects the starting place is with personnel. We ensure that only personnel with the relevant training, experience and expertise are used for the specific task.
- Expertise – ICE Group encompasses the complete range of Health and Safety disciplines to provide a leading and experienced recruitment service.
- Service – To provide a level of professional service specific to customer's requirements encompassing leading edge solutions, responsive customer service, and professional conduct throughout.

ICE Group strives to identify the changing needs and expectations of our customers, providing services on time and at the most competitive rates, and to ensure all our staff act in accordance with the requirements of this policy.

Quality improvement is always worth striving for and through regular communication with clients, employers and our personnel, improvements can and are made.

01/07/2024

Margaret Cox - Director

Dated

5.0 Lone Worker Policy

Definitions:

1. “Lone Workers” are those who work by themselves without close or direct supervision.

Source: Health and Safety Authority

Policy Statement:

1. It is our objective to effectively manage all risks to staff, customers and other persons, who may be affected by our activities.
2. We acknowledge that some personnel including ourselves are required to work alone.
3. In all circumstances when personnel work alone we strive to eliminate or reduce all foreseeable risks associated with lone working and require that all such work is subjected to hazard identification and risk assessment(s) and that agreed control measures are put in place to eliminate those hazards or reduce the risk as far as reasonably practicable.
4. The aim for Lone Working is to ensure that appropriate measures are in place to provide safe systems of work for those who work alone. In addition it aims to bring about a reduction of any foreseeable risks and to provide detailed arrangements for staff who work alone and all those affected by our activities.
5. We will continuously monitor and review current arrangements for lone workers with a view to ensuring that appropriate resources are available for the implementation of safe work practices, the provision of appropriate training and the provision of relevant health and safety equipment.

Purpose:

1. The principle purpose of this Policy is to ensure a safe and healthy working environment for all lone workers employed by developing a continuum of responses that ensure an environment where staff, customers and visitors are safe.
2. In addition, the Policy strives to ensure the reduction so far as is reasonably practicable, of all reasonably foreseeable risks associated with Lone Working and to detail arrangements to achieve this reduction in line with legislative requirements.
3. This Policy has been developed to provide guidance to management and staff regarding best practice in order to maintain personal safety while working alone.

Legislation:

1. The Safety, Health & Welfare at Work Act, 2005 requires all employers to provide among other things, safe places and safe systems of work.
2. “Without prejudice to the generality of Section 19 of the 2005 Act, an employer shall, in identifying hazards and assessing risk under that section, take account of particular risks, if any, affecting employees working alone at the place of work or working in isolation at remote locations” (Regulation 2(3) of 2007 Regulations).

Responsibility:

1. This Safety Statement outlines our commitment to safety, health and welfare at work for staff and all those who are affected by our business activities.

01/07/2024

Margaret Cox - Director

Dated

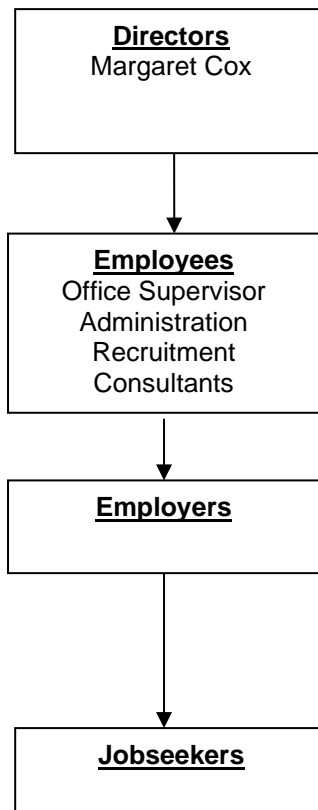
PART B: Responsibility for Health & Safety

6.0 Safety Management Structure

Persons responsible directly or by formal delegation for:

1. The effective implementation of the policy ensuring that their areas of responsibility are run in accordance with the policy
2. Ensuring that Office Supervisors are given the resources and/or necessary information to manage implementation of the policy

Organisation Chart



7.0 Allocation of Responsibilities for Safety/Health

7.1 Directors – Margaret Cox

The Directors are the persons charged with overall responsibility for implementing safety policy. As such, they will:

- ❑ Demonstrate their commitment by taking active steps to be aware of the safety record of the company and will issue any necessary reasonable directives in the interest of the health, safety and welfare of all employees and third parties.
- ❑ Endeavour to ensure that sufficient funds and facilities are made available to enable the safety policy to be reasonably implemented.
- ❑ Annually appraise the effectiveness of the statement.
- ❑ Ensure that the responsibility is properly assigned, understood and accepted at all levels.
- ❑ Procure advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to his attention.

The Directors are responsible for ensuring that the Safety Statement is effectively communicated and observed at all levels by:

- ❑ Ensuring they are fully familiar with the company's Safety Statement and any subsequent revisions.
- ❑ Ensuring that reasonable account of health and safety is taken in all departmental procedures.
- ❑ At all times demonstrating an exemplary approach to safety and health in order to engender in their staff a total commitment to safety and health.
- ❑ Having due regard to the safety of employees and visitors to our office building, or parts of our office building, under the direct control of ICE Group Ltd.
- ❑ Ensuring that staff are properly instructed and trained, that they are warned of hazards inherent in the work being undertaken and the need to comply with all safety instructions and statutory requirements.
- ❑ Ensuring that all employees under their immediate control are aware of actions to be taken in case of emergency and that properly maintained fire fighting equipment is available in the office.
- ❑ Ensuring that all injuries and dangerous occurrences are reported and to investigate the circumstances causing injuries, even minor ones, in order to prevent recurrences.
- ❑ Endeavouring to instil safety awareness in their staff.
- ❑ Considering representations about health and safety from employees under their control.
- ❑ Ensuring regular safety surveys are conducted in the offices, or on parts of sites under the control of ICE Group.
- ❑ Ensuring safe office equipment is used at all times.
- ❑ Ensuring safe access and egress from our office building.

Duties as an Employer to Employees and Non Employees

As employers ICE Group must ensure so far as is reasonably practicable that:

1. Work activities are managed and conducted in such a way as to ensure the safety, health and welfare of all persons at work and that any improper conduct or behaviour likely to put the safety, health or welfare of all at work at risk is prevented.
2. A place of work that is safe and without risk to health is provided and maintained. This will include safe access and egress to and from the place of work and the design, provision and maintenance within the workplace.
3. Any article or substance used at work is safe and without risk to health.
4. Exposure to noise, vibration, ionising and other radiations or any other physical agent is safe and without risk.
5. Safe systems of work are planned, organised, performed and maintained. This includes the revision of such systems as and when appropriate.
6. Welfare facilities are provided and maintained.
7. Information, instruction, training and supervision as is necessary to ensure the safety and health of employees is provided.
8. All measures necessary to ensure safety, health and welfare at work are identified by:
 - ⇒ Conducting a risk assessment of all work activities; and
 - ⇒ Implementing the control measures in the workplace.

These measures will be documented in the safety statement and will take account of changing circumstances and the general principles of prevention.

9. Suitable protective clothing or equipment necessary to ensure the safety and health of work of employees, where it is not reasonably practicable to control or eliminate workplace hazards are provided and maintained.
10. Emergency plans are prepared and revised as necessary.
11. Accidents and dangerous occurrences are reported to the relevant authorities.
12. The services of a competent person for the purposes of ensuring the safety and health of all employees is obtained.

ICE Group must also ensure so far as is reasonably practicable that persons other than employees are not exposed to any risk to their safety and health eg maintenance personnel and visitors.

When sharing workplaces with other employers ICE Group must:

1. co-operate with other employers in order to ensure a safe workplace.
2. co-ordinate actions in order to protect all persons in the workplace.
3. inform each other, their respective employees and safety representatives of the risks to their safety, health and welfare at work arising from work activities at the workplace. This may include the exchange of safety statements or relevant extracts from the statement.

7.2 Employees

Employees have general obligations under current Irish law, which include the following:-

They must:

- ❑ Take reasonable care of their own safety, health and welfare and that of any other person who may be affected by their actions or omissions while at work.
- ❑ Co-operate with their employer and any other person in order to comply with any of the relevant statutory provisions.
- ❑ Use any safety equipment, or other items provided for their safety, health and welfare at work.
- ❑ Report to their Office Supervisor, without delay, any defects in equipment, place of work or systems of work, which might create a danger to the safety, health and welfare to themselves and others.
- ❑ Follow the procedure (as set out beneath) when the fire alarm sounds or during any emergency.
- ❑ Follow the instruction of management and the fire warden in the event of fire or other emergency.

They must not:

- ❑ Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons arising out of work activities.
- ❑ Engage in any form of dangerous pranks or unauthorised hazardous activities on company premises.

In addition, employees are reminded:

- ❑ To keep work areas clean and uncluttered.
- ❑ To use proper manual handling techniques when moving any item.
- ❑ Ensure that they comply with the requirements of risk assessments applicable to their work.
- ❑ If they are under medical supervision, or on prescribed medication and have been certified fit for work, they should notify their supervisor about known side effects or temporary physical disabilities, which could hinder their work performance and which may cause them to be a danger to themselves or fellow workers. Their manager will arrange to assign appropriate tasks to carry out in the interim.
- ❑ Illicit drugs and alcohol - employees are not allowed to attend the premises to carry out duties whilst under the influence of illicit drugs or alcohol. Any breach of this rule may result in the commencement of disciplinary procedures as set out in your contract of employment.

GROSS MISCONDUCT

Any employee found to have acted in any one of the following ways, may be liable to summary dismissal: -

- Wilfully breaching the safety rules or safety policy.
- Removing any guard or protective device without permission.
- Operating any equipment without authority.
- Misusing items provided for first aid.
- Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work.
- Defacing or removing notices, signs, labels or any other warning device.
- Misusing any chemical, flammable substance, toxic material, etc.
- Smoking in designated “No Smoking” areas.
- Taking part in horseplay or practical jokes.
- Making false declarations or interfering with evidence following an accident or dangerous occurrence.
- Misusing electric equipment.

This list is not exhaustive.

7.3 **Safety Representative**

Section 25 of the *Safety, Health and Welfare at Work Act 2005* states that employees may select a Safety Representative who has the following rights under the legislation:

- ❑ To make representations on any aspects of safety, health and welfare at the place of work.
- ❑ To investigate accidents and dangerous occurrences. The SR shall not interfere with or obstruct the performance of any statutory obligation required to be performed by any persons under any of the relevant statutory provisions.
- ❑ To make oral or written representations to inspectors on matters of safety, health and welfare at work.
- ❑ To receive information from their employer as is necessary to ensure, so far as is reasonably practicable, the safety and health of employees at the place of work.
- ❑ To receive advice and information from inspectors on matters of safety, health and welfare at work.
- ❑ To accompany an inspector on any tour of inspection other than a tour of inspection made by an inspector for the purpose of investigating an accident.
- ❑ Subject to prior notice to the employer, they may carry out inspections of the premises to determine any potential hazards on the premises.
- ❑ Subject to prior notice to the employer, they may investigate potential hazards and complaints made by any employee whom they represents relating to that employee's safety, health and welfare at the place of work.

Employees have been advised of their right to appoint / select a safety representative.

The nominated Safety Representative is :

PART C: General Arrangements for Health & Safety

8.0 Provision of Safety Training and Instruction

ICE Group undertakes to provide all necessary training / instruction / information to each employee to secure their safety and health in the work place. The primary responsibility for this rests with ICE Group in co-operation with specialists as appropriate..

Management recognises that even with the best work arrangements people may still need clearly defined safety procedures and instructions. For that reason there is a commitment by the organisation to identify safety training needs, to carry out necessary training and to assess the competence of employees.

The organisation expects that all employees will co-operate in the training provided. Certain tasks in our operations require that strict safety procedures be followed. Where this arises staff involved will receive special instruction by a competent person. It is essential that no person attempt a potentially hazardous task without proper instruction and training. Training programmes are designed so that employees become fully conscious of the need to work safely and have the necessary knowledge and skills to so do.

Training we provide is supported by a continuing effort on the part of experienced office supervisors, who have a thorough knowledge of our various operations, to provide information and guidance to employees with a view to eliminating any unsafe working practice that may arise.

Training courses are provided in emergency procedures and evacuation during induction-training for new employees. Additional training courses may be carried out in-house using an appropriate outside agency.

It is recognised that maintaining a safe working environment needs constant vigilance and it is accepted that training of employees will continue to have an important role to play in this regard. Safety "campaigns" and other methods aimed at maintaining a high level of safety awareness will be instigated from time to time. Similarly, a regular assessment of training needs is carried out, to ensure the updating of employee safety training. The introduction of new systems of work, equipment, products or processes may automatically necessitate additional training.

Induction training includes information on the organisation's approach to safety and the safety procedures and requirements throughout the premises. Key hazards associated with this type of work are covered including;

- Manual Handling
- First Aid
- Cleaning and office Chemicals
- PPE
- Consultation Arrangements
- Employee Duties

Specialist training may be required from time to time. In respect of these requirements the following may apply;

- a. Training will be provided on an "as needed" basis
- b. Training requirements will be reviewed periodically
- c. The format and degree of certification required will depend on the requirements of legislation, of Codes of Practice and the experience and profile of staff involved.
- d. Specialist safety training will include any of the following;
 - Fire extinguisher use
 - Fire drills

9.0 Provision of Personal Protective Clothing & Equipment

- Use of Personal Protective Equipment

ICE Group accepts that this equipment is often a weak barrier between the employee and the hazard. Therefore, where reasonably practicable, all hazards are eliminated at source before relying on personal protective equipment.

The law requires that in circumstances in which it is not reasonably practicable for an employer to control or eliminate hazards in a place of work under his control, or in such circumstances as may be prescribed, the provision and maintenance of such suitable protective clothing or equipment, as appropriate, that are necessary to ensure the safety, health and welfare at work of his employee.

The law also requires that an employee should use in such manner so as to provide the protection intended any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his/her own use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work.

Personal protective equipment is signed for when issued and must be worn and used where and when directed.

The employee is obliged by law to take reasonable care, this simple phrase constitutes a moral and legal requirement to wear or use any safety equipment provided.

The following rules, regulations and general guidelines will apply to the use of personal protective equipment:

- When personal protective equipment has been specified for certain work assignments or areas, all employees must use it.
- All employees, visitors and vendors must wear personal protective equipment in designated areas.
- All employees must wear clothing suitable for the work they are doing.
- All items of P.P.E will be issued on a personal basis & be signed for by each individual.
- Employees must wear proper eye protection when exposed to flying objects, dust, chemicals or harmful rays if visiting a building site for ICE Group.
- Hearing protection equipment is available upon request and must be worn in designated areas or for specific jobs if visiting a building site for ICE Group.
- Always ensure that safety equipment is of the right type and of good quality made to a recognised or approved standard.
- No exemptions will be allowed for jobs that take “just a few minutes” always use appropriate protection.

10.0 Control of Articles & Substances

Section 8 of the Safety Health and Welfare at Work Act 2005 states that the employer must ensure, so far as is reasonably practical the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance.

This requires that great care must be taken in the purchase, use and disposal of any substance.

It also requires that employees must be given adequate information concerning the health effects of working with a substance.

Procedure:

1. A list of all substances currently being used will be made.
2. Where Safety Data Sheets do not exist for any substance the supplier will be requested to provide one.
3. The Safety Data Sheets will be examined by the safety officer, who will identify the risk and specify the corrective action required preventing ill health to the user of the substance.
4. The safety officer will complete a “chemical hazard sheet” stating:
 - Names of substance.
 - Classifications (E.g., toxic harmful, etc.).
 - Possible health effects.
 - Restrictions on use.
 - Special requirements (e.g., ventilation).
 - Precautions to be taken.
 - Protective equipment.
5. Where practical, hazardous substances will be substituted with less harmful substances.
6. Employees will be trained and instructed in the safe use of substances.
7. Substances will only be stored in their original containers and will carry the relevant warning symbol.
8. Substances will be strictly controlled from the point of view of issue and storage.

11.0 Provision of Practical and Safe Working Systems

It is the policy of the organisation to ensure that tasks are within the competence and capacity of each employee and that systems of work will be designed with that purpose in mind.

It is the policy of the company when purchasing new equipment, altering existing equipment or changing a system of work, to study such proposed purchases or changes to ensure so far as is reasonably practicable, that they are without significant hazard.

Written safety instructions/safe operating procedures will be provided where necessary. Management will review systems of work on a regular basis as required. To facilitate this process, Task Based Risk Assessments are conducted on each activity in the workplace.

Systems of work cover all conventional operations, maintenance work and work by contractors in our premises. They include consideration for the safety and health of visitors/clients/customers.

Staff visiting other organisations must adhere to their safety requirements, as well as policies set out in this safety statement.

Where a member of staff deems a system of work to be inadequate or flawed, this must be reported to a manager who in turn will bring the matter to the attention of the safety committee.

12.0 Consultation with Employees

The organisation is committed to meeting its obligations under *Section 26 of the Safety, Health and Welfare at Work Act 2005* on consultation. The following consultation arrangements have been agreed.

Consultation with employees and sub-contractors shall be through:

- ◆ Daily informal consultation / discussions between ICE Group, employees and sub-contractors regarding safe practices and work activities; or
- ◆ Consultation group will also meet at monthly intervals to discuss and review health and safety aspects of the company. This group will be responsible for making representations to the organisation on behalf of the employees on matters concerning the safety, health and welfare in the place of work. The effectiveness of the consultation arrangements will be reviewed at regular intervals.

This Group will include -

Director	- Margaret Cox
Office Supervisor	-
Safety Co-ordinator	-
Safety Representative	-

ICE Group recognises the statutory rights of a safety representative as set out in Section 25 of the Act and is committed to co-operating with the person appointed.

13.0 Dignity and Equality at Work - Bullying & Harassment

Bullying at work has been defined as 'repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work'.

An isolated incident of the behaviour in this definition may be an affront to dignity but as a once-off incident is not considered to be bullying.

Bullying puts at risk the safety, health and welfare of people at work.
A pattern of the following behaviours are examples of types of bullying.

- Exclusion with negative consequences
- Verbal abuse/insults
- Physical abuse
- Being treated less favourably than colleagues
- Intrusion – pestering, spying or stalking
- Menacing behaviour
- Intimidation
- Aggression
- Undermining behaviour
- Excessive monitoring of work
- Humiliation
- Withholding work-related information
- Repeatedly manipulating a person's job content and targets
- Blame for things beyond the person's control.

This list is not exhaustive.

The effects on the organisation as a whole can include:

- Increased absenteeism;
- low motivation;
- reduced productivity;
- reduced efficiency;
- hasty decision making;
- poor industrial relations.

Management recognises the right of everyone, regardless of gender, marital status, family status, sexual orientation, religious belief, age, disability, race, membership of the traveller community etc, to be treated with dignity and respect at work, and is committed to ensuring that all staff members are free to do their work without harassment or bullying. Any breach of the policy on Bullying /Harassment at work will be dealt with under disciplinary procedures.

ICE Group is committed to ensuring that the workplace is free from bullying and that the work environment is aimed at providing a high quality product or service in an atmosphere of respect, collaboration, openness, safety and equality.

All employees have the right to be treated with dignity and respect at work.

Employees also have responsibility in creating and contributing to the maintenance of a work environment free from bullying or from conduct likely to contribute to bullying.

Complaints by employees of bullying at work will be treated with fairness, sensitivity, respect and confidentiality for all parties concerned.

Any person or persons alleged to have bullied will be afforded natural justice and treated with fairness, sensitivity and respecting the need for confidentiality with all parties concerned.

Bullying at work by the employer, by employees and by non-employees, such as clients, customers, sub contractors and business contacts, will not be tolerated and the appropriate employing organisation should deal with the complaint in line with these procedures, which could lead to disciplinary procedures being applied.

A complaint of bullying which is found, following investigation, to be vexatious will be dealt with through the disciplinary procedure.

Human resource management policies and practices will strive to prevent bullying at work.

14.0 Violence & Antisocial Behaviour

In line with organisation proactive policy of health and safety management, a set of procedures have been drafted to deal with any unlikely incident of violence or antisocial behaviour that may be encountered by any ICE Group employee. It is the organisations policy that no employee should do anything to initiate or contribute to a violent situation or any other antisocial behaviour.

Any incidents of violent or antisocial behaviour directed towards any member of the organisation should be reported to management, recorded and investigated and reported to the Gardai.

15.0 First Aid

The provision of first aid equipment is required by Irish law.

Chapter 2 of Part 7 of the General Application Regulations 2007 relates to First-Aid at places of work.

Employers have a duty to provide first-aid equipment at all places of work where working conditions require it.

Depending on the size or specific hazards (or both) of the place of work, trained occupational first-aiders must also be provided.

The Pre Hospital Emergency Care Councils (PHECC) First Aid Response (FAR) course is the only qualification recognised as being compliant with health and safety legislation for first aid in the workplace.

Apart from some exceptions first-aid rooms must be provided where appropriate.

Information must be provided to employees or safety representatives (or both) as regards the first-aid facilities and arrangements in place.

ICE Group has a number of people qualified to administer first aid techniques. See Appendix 4 for additional details and for the list of **Persons trained in 1st aid**.

There is a comprehensive first aid box available in the office and in the company vehicle. Signs are erected to highlight 1st aid kit locations.

Emergency contact numbers are displayed in the office.

All accidents / injuries must be notified to the Directors as appropriate and they will in turn initiate an investigation to ascertain the root causes and to devise preventative measures for future prevention.

Dial 999 or 112 for emergency services.

16.0 Alcohol & Drugs Policy

ICE Group requires the performance of employees, contractors and others to be unimpaired by alcohol and drugs. In pursuance of this requirement ICE Groups employees, contractors and others on their sites will comply with the 'Alcohol and Drugs Policy' of ICE Group.

Employees are not allowed to attend the premises/site to carry out duties whilst under the influence of illicit drugs or alcohol. Any breach of this rule may result in the commencement of disciplinary procedures as set out in your contract of employment.

Under the 2005 Safety Health & Welfare at Work Act, an employee must not be under the influence of an intoxicant, to the extent that he or she is in such a state as to endanger his or her own safety, health and welfare at work or that of others. Under the Act, an "intoxicant" is defined as "alcohol and drugs and any combination of drugs or of drugs and alcohol". This definition does not discriminate between prescription and non-prescription drugs

ICE Groups policy is to provide a safe and drug free working environment for all its employees and those who may use its sites in line with the Safety, Health & Welfare at Work Act 2005. The policy covers all employees of the organisation, contractors and those who visit the site.

It is the responsibility of all ICE Group employees to report for duty in a fit manner free from all intoxicants (defined as drugs and alcohol) that may pose a threat to their own safety, that of their colleagues or those who visit the site. Where medication has been prescribed for legitimate use employees should ascertain from the prescribing Doctor if there are any possible side effects which may interfere with the safe operation of plant or machinery and notify their supervisor or HR Manager before reporting for duty.

No consumption or handling of alcohol is allowed while working for ICE Group. The use, possession, sale, and distribution of illicit drugs are prohibited in accordance with the Misuse of Drugs Act 1984 /1997. Employees found in possession of illicit drugs will be reported to the official authorities.

Any employee who suspects that they are having personal difficulty with alcohol and drugs, are encouraged to seek assistance prior to detection. Full support will be offered.

Supervisors, Safety or HR staffs, who have reasonable suspicion that an employee is under the influence of an intoxicant, will request the employee to leave the site. Two people should be involved in the approach. No accusations regarding drugs or alcohol should be made. If the employee is driving then a taxi should be ordered to transport the employee to a risk free environment.

The employee is advised to attend a meeting with ICE Group on the following day.

ICE Group will review a performance profile of the employee with details of any previous poor performance such as poor time keeping, unauthorised absence on and off the job, decrease in output and quality, insubordination, relationship difficulties and any recent involvement in grievance or disciplinary procedures. They will ask for an explanation from the employee and outline the employee's obligations under section 13 of The Safety Health and Welfare at Work Act 2005 and this policy on drugs and alcohol.

An offer of support is extended to the employee. They are free to accept or reject this offer. In the event of acceptance, arrangements are made with the Employee Assistance Programme. Disciplinary procedures are suspended pending the rehabilitation process. This agreed process will form a contract between the individual and the ICE Group.

If the individual refuses to accept the support then disciplinary action should be applied in the form of a final written warning for **gross misconduct**.

17.0 Emergency/Fire Procedures

These procedures are to be employed in the event of fire or other significant emergency requiring the evacuation of the premises.

The objective of the fire safety programme is to guard against an outbreak of fire to ensure so far as is reasonably practicable the safety of persons on the premises in the event of outbreak of fire or other emergencies, i.e. bomb scares, serious accidents etc.

Training

All employees are made aware of (via induction or other training):

- fire prevention measures
- procedures in the event of fire or other emergency
- location of assembly points and to whom they should report

Training will be provided to a number of staff in the selection and use of portable fire extinguishers. Only personnel that have received this type of training may use this equipment. To use a fire extinguisher without the proper training can have fatal consequences.

Emergency and fire training programmes will be co-ordinated by the office manager who maintains all records in respect of this training.

Fire Prevention

- All electrical equipment is protected by a Residual Current Device. This device cuts off the energy supply in the event of a leak.
- Electrical circuits must not be overloaded or interfered with.
- Combustible materials may not be stored within 0.5m of heating appliances, light fittings or hot surfaces.
- All flammable fuels are stored in Metal Gerry cans or other suitable containers
- Smoking is not permitted in the vicinity of any fuel containers or where fuel is being decanted.
- Any defective electrical equipment must be reported to the Office Manager.
- Fire extinguishers are supplied.
- Strict housekeeping standards are employed in all work environments associated with ICE Group.

Means of Escape

- Escape signage is fitted throughout structures where required. These comply with the General Application Regulations of 2007.
- Employees should know the fire escape routes and exits from the building. Under no circumstances must access to these be obstructed.
- Portable fire extinguishers are provided. Only employees that have been given specific training in the correct selection and use of fire extinguishers should attempt to use one.
- Staff are to go to the assembly point in the event of an emergency.
- Assembly points will be marked clearly by signage

Fire Extinguishing Systems and Appliances

The following apply in respect of portable fire extinguishers:

- Extinguishers provided will be suitable for use on fire risks in that area.
- Portable fire extinguishers are kept clear of obstructions at all times and their locations are clearly indicated with a fire point and instructional sign.
- Training is provided to staff in the correct selection and use of fire extinguishers.

Evacuation

Evacuation from the ICE Group premises is signalled by the sounding of the fire alarm or an air-powered klaxon (air horn) if visiting a building site for ICE Group.

Evacuation drills are to be conducted at least twice per annum. Evacuation is co-ordinated by the office manager.

When the evacuation alarm sounds all personnel will leave the premises and proceed to their assembly point. The assembly point is pointed out during induction sessions.

18.0 Smoking Policy

Smoking is **prohibited** in the office, training room, yard facilities and in the Company Vehicle.

Smoking is permitted in a designated smoking outdoor area only.

On client sites smoking is only permitted according to the client's rules.

19.0 Welfare

Facilities that will be provided include;

- Toilets / Washroom
- Canteen Area

If staff find that any of our amenities are not to standard or in need of maintenance, they should report this to the supervisor immediately.

20.0 Accident Reporting and Investigation Policy and Procedure

20.1 Policy

It is the policy of ICE Group to promote accident prevention. When accidents do occur, we want to provide for the well being of our employees and once this has been done we want to effect a full and thorough investigation of root cause and implementation of corrective action to prevent it happening again.

20.2 Scope

This policy and procedure applies to the reporting and investigation of all accidents, involving ICE Group employees while at work.

Contractors working on ICE Group premises should report all accidents to the office manager.

20.3 Procedure

Accident Definition

An accident can fall into 3 separate categories, defined as follows;

Injury - An unplanned event which causes physical injury to person(s) involved.

Incident - An unplanned event which causes damage to plant or equipment but does not cause any injury to person(s) involved.

Close Call - An unplanned event which had the potential to cause an injury or an incident.

Accident Reporting

All accidents must be reported using the following guidelines.

Injury Reporting.

All injuries must be reported to the office manager as soon as is physically possible and before the injured person leaves site.

There are 3 basic categories of injuries;

- First Aid Treatment Only,
- Doctor Visit,
- Casualty Visit.

The office manager will establish the seriousness of the injury with the assistance of the First Aider and will inform the Directors immediately to confirm that the course of action is appropriate.

If further medical treatment is required then the office manager will organise for the injured person to be brought to the nearest hospital casualty (A & E). The seriousness of the injury will determine whether an ambulance is required for this purpose.

The Directors will be informed immediately of any injury which requires external medical treatment. The Directors will determine if any accident is "HSA" recordable.

An injury report form should be filled in by the office manager with the injured person as soon as possible after the accident has occurred. (See Appendix 1).

The following guidelines should apply:

- Injured person comfortable - complete form straight away before person leaves site.

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- Injured person in some discomfort - complete form within 48 hours.
- Injured person in serious discomfort - complete form as soon as is reasonable with assistance of Office Supervisor.

All injury report forms must be returned to the Directors as soon as possible after completion.

Incidents must be reported using the respective forms before those involved leave site. The form should be completed with the assistance of Office Supervisor. These forms should be left with the Directors at the end of the shift.

20.4 Accident Investigation

Section 1, 2 and 3 of the accident investigation form must be completed by the Office Supervisor for all accidents occurring in their area. This form must be completed within 48 hours of the accident occurrence.

The accident should then be fully investigated by an Accident Investigation team which comprises of the Directors, Safety Representative/Officer, Office Supervisor.

A guide for completion of the accident investigation form is available and should be referred to when completing this form. See Appendix 1.

Action items must be communicated to all relevant personnel and completed to an agreed time frame.

20.5 Responsibilities

Responsibility for completing accident report forms lies with the individual(s) involved and the Office Supervisor.

Responsibility for completing accident investigation form lies with the Office Supervisor.

Responsibility for administering the system and providing specialist support lies with the Directors.

Responsibility for reviewing progress and investigation close-out rests with the Directors.

20.6 HSA Reporting

General injuries involving employees 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) are reportable to the HSA. These will be notified online to the HSA on the prescribed form IR1 as required.

Dangerous occurrences must also be notified online on form IR3.

HSA to receive written report within 5 days of death or not later than 10 days after non-fatal injury, or a dangerous occurrence.

Injuries involving members of the public are notifiable only if those injuries result in the person being taken from the site of the accident to a hospital for treatment for that injury

21.0 Pregnant Employees

The company adheres to the provision of the Safety, Health and Welfare at Work (General Application) Regulations 2007. (SI 299/2007).

When an employee becomes pregnant she must notify the Directors who in turn must carry out a pregnant employees risk assessment and implement whatever control measures are required to safeguard mother and baby.

22.0 Pre-employment Health Screening

Prior to being offered a position with ICE Group, all employees are required to undergo a pre-employment health check. This is necessary to ensure staff are not exposed to any conditions during their employment that might further exacerbate any pre-existing condition.

EMPLOYEES ARE OBLIGED TO DECLARE ANYTHING WHICH THEY FEEL MAY EFFECT THEM WHILE WORKING FOR ICE GROUP.

23.0 Customer Care & Protection of Visitors

ICE Group is always conscious of the safety of customers, employees and visitors and in order to achieve our goal of an accident free environment the following procedures have been adopted:

- No access is available to restricted areas
- All pathways are kept clear and free from obstacles
- Emergency Exit routes are clearly signposted
- No hazardous materials or equipment are left in areas to which the public have access
- Every effort is made by all staff members to safeguard visitors

No person can enter the premises without prior authorisation.

All visitors must report to reception.

While on the premises, visitors must be accompanied at all times by a member of ICE Group staff.

Every person who visits a workplace can be the victim of an accident. Therefore visitors should be severely restricted particularly with reference to young or aged people

24.0 Breaches of Safety Statement and Disciplinary Action

ICE Group requires all employees and sub-contractors to follow the content of this Safety Statement and its associated risk assessment to ensure their own safety and that of fellow workers.

If a person is found to be in breach of the Safety Statement e.g.: acting in an unsafe manner, mis-using Business equipment, not reporting accidents etc, the following warning and disciplinary measures shall be implemented:

- 1st safety breach – verbal warning
- 2nd safety breach - first written warning and full re-training in the Safety Statement incorporating safe work procedures and risk assessments
- 3rd safety breach - final written warning - any further safety breaches and the employee is subject to instant dismissal.

Safety breaches do not have to be related for the above disciplinary procedure to be implemented.

Failure to adhere to safety and health rules may result in the company taking disciplinary action in accordance with the policy and procedure set out in the employee's contract of employment and/or staff handbook.

THIS DISCIPLINARY ACTION CAN BE UP TO AND INCLUDING DISMISSAL

25.0 Stress

ICE Group believes that stress in the work environment requires management in the same way as any other hazard. Therefore appropriate Risk Assessments shall be carried out and, where deemed necessary, control measures including Procedures and Safe Systems of Work shall be put in place.

All reasonably practicable steps will be taken in conjunction with clients to ensure that work will be scheduled in such a manner as to minimise the stress that workers will experience. However by the very nature of work a certain level of stress may be experienced by some staff members. ICE Group undertakes to make every reasonably practicable effort not to add to this ever-present level of stress by organising work in such a manner as to create unachievable or hard to meet deadlines.

Any employee presenting any early symptoms of stress is strongly urged to report to management immediately. For anyone who displays visible signs of stress, access will be obtained to professional help such as counselling or any other help that may be deemed appropriate.

ICE Group will implement a policy and procedures in line with industry standards.

26.0 Contractors

Contractors will not be allowed on the premises to carry out work until the Company has checked and is satisfied with their insurance.

The contractors must liaise with the relevant Manager and discuss and agree the safety precautions deemed necessary by either party.

Contractors must take all due care of their own safety; the safety of their employees and all others affected by their work.

Contractors must not use any equipment or the service of personnel belonging to or engaged by the company without prior approval being granted.

Every contractor working on ICE Group premises must comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by ICE Group.

Any equipment taken onto the premises of ICE Group must be in good working order and without defect. It is the responsibility of the contractor to ensure these requirements are met.

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

- Provide all relevant documentation before they commence work
- Have read, understood and accept the site safety statement and also the Health and Safety Plan for construction stage where ICE Group are acting as PSCS
- Take all adequate measures to ensure the health, safety and welfare of the staff and visitors to ICE Group
- Provide all necessary instruction, training and information on health and safety matters to their employees.
- Ensure all their staff engaged in construction activities (as defined in the Safety, Health & Welfare at Work (Construction Regulations), 2013) are in possession of a current Safepass Registration Card, and where necessary are in possession of Construction Skills Certification Scheme cards (see schedule 5 of the above regulations).
- Provide to and enforce use of all relevant Personal Protective Equipment (PPE) by their staff.
- Provide competent and adequate supervision of their employees and activities.
- Provide all necessary safety equipment and clothing for their employees
- Ensure that all accidents and dangerous occurrences are reported to the Office Manager.
- Ensure that all company safety notices and alarms are followed at all times.
- Ensure that hazardous substances are not brought on to the premises/site without prior notice and permission.
- Ensure that 'approved' hazardous substances are stored and used safely whilst on the premises/site.
- Ensure, on completion of work, that all hazardous substances are removed from the premises/site.
- Monitor and assess the safety performance of their employees
- Ensure that all subcontractors are advised accordingly and, in particular, are not brought onto company premises without prior notice or permission.

Prior to the commencement of any work on the premises the following criteria should be observed:

- Both parties must undertake an assessment of the likely safety hazards and risks involved in or associated with the proposed work. The extent of each party's involvement will be determined by the separate sets of safety responsibilities as agreed.
- The degree of risk assessment that must be carried out before work begins will depend on the nature and extent of activities associated with each individual contract.
- No work, no matter how minor, should commence without some form of prior consultation, hazard identification and risk assessment.

27.0 Employment of Young Persons

While the employment of children under 16 is generally prohibited by the Protection of Young Persons (Employment) Act 1996, a child over 14 years may be permitted to do light work during school holidays provided it is not harmful to health, development or schooling, or may be employed as part of an approved work experience or education programme. A child over 15 may also do such work for up to 8 hours a week during school term. Any child under 16 may be employed in film, theatre, sports or advertising activities under licence from the Minister for Enterprise, Trade and Employment.

Any employer wishing to employ anyone under 18 must first require the production of their birth certificate. Before employing a child under 16, the employer must also obtain written permission from parents or guardians.

The Protection of Young Person (Employment) Act 1996 further provides for the setting of limits to the working hours of young persons (i.e. 16 to 17 year olds) who may not work for more than 8 hours in any day or 40 hours in any week.

Summary of Provisions in Relation to Employment of Children over age 14

Age	Maximum Hours Per Week/Day During School Term	Maximum Hours Per Week/Day outside School Term	Permitted Hours of Work	Maximum work experience programmes approved by the Minister for Enterprise, Trade and Employment or Solas per Week/Day
14	Nil	35/7	8a.m. – 8p.m.	40 hours/ 8 Hours
15	8	35/7	8a.m. – 8p.m.	40 Hours/ 8 Hours

Children over the age of 14 may only be employed in light work, that is non-industrial work, where there is no risk to the health and safety of the child and which is not harmful to their attendance at school. 14 and 15 year olds must be given a 30 minute break if working more than 4 hours. If working during the summer holidays, 14 and 15 year olds must get two days off in every week, which shall, as far as is practicable, be consecutive.

Summary of Provisions in Relation to Employment of Young Persons

Age	Maximum Hours Per Day	Maximum Hours Per Week	Permitted Hours of Work
16 and 17	8	40	6a.m. – 10p.m.

16 and 17 year olds must receive a 30 minute break, if working for more than a 4.5 hour period. They must receive two days off in every seven, which shall, as far as is practicable, be consecutive.

Child means a person resident in the State who is under 16 years of age

Young person means a person who has reached 16 years of age or the school-leaving age (whichever is higher) but is less than 18 years of age.

It shall be the duty of every employer:-

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- (a) without prejudice to the provisions of section 19 of the Safety Health and Welfare at Work Act 2005, to assess any risk to the safety or health of a child or young person and any specific risk to their safety, health and development arising from -
- (i) his or her lack of experience, absence of awareness of existing or potential risks or lack of maturity,
 - (ii) any work activity likely to involve a risk of harmful exposure to the physical, biological and chemical agents specified in Part A of Schedule 7 of the Safety Health and Welfare at Work (General Application) Regulations 2007, and
 - (iii) the processes and work specified in Part B of Schedule 7 and to take the preventive and protective measures necessary.
- (b) to carry out a risk assessment before employing a child or young person and whenever there is a major change in the place of work which could affect the safety or health of such child or young person;
- (c) when carrying out a risk assessment to take account of the following -
- (i) the fitting-out and the layout of the place of work and of the workstation,
 - (ii) the nature, degree and exposure to any physical, chemical or biological agent at the place of work,
 - (iii) the form, range and use of work equipment, in particular agents, machines, apparatus and devices, and the way in which they are handled,
 - (iv) the arrangement of work processes and of work operations at the place of work and of the way in which these may be organised in combination for the purposes of carrying out work, and
 - (v) the training, instruction and level of supervision provided to a child or young person at the place of work;
- (d) where a risk assessment reveals that the work involved is work which -
- (i) is beyond the physical or psychological capacity of the child or young person concerned,
 - (ii) involves harmful exposure to agents which are toxic, carcinogenic, cause heritable genetic damage, or harm to the unborn child or which in any other way chronically affects human health,
 - (iii) involves harmful exposure to radiation,
 - (iv) involves the risk of accidents which it may be assumed cannot be recognised or avoided by a child or young person owing to insufficient attention to safety or lack of experience or training, or
 - (v) presents a risk to health from exposure to extreme heat or cold and to noise or vibration,
- not to employ such child or young person at such work;
- (e) in taking the protective and preventive measures in accordance with paragraph (a) and as regards planning for and implementing measures to monitor and protect the safety and health of a child or young person, to take account of schedule 7 of the Safety Health and Welfare at Work (General Application) Regulations 2007;
- (f) without prejudice to the provisions of the Safety Health and Welfare at Work (General Application) Regulations 2007, to inform a child or young person of any risk identified in accordance with paragraph (a) and of the preventive and protective measures taken and, in the case of a child, to inform the parent or guardian of such child of such risk and such preventive and protective measures;

- (g) where a risk assessment reveals a risk to safety or health or to the physical or mental development of a child or young person, to make available health surveillance in accordance with the Safety Health and Welfare at Work (General Application) Regulations 2007;
- (h) to make available to a child or young person a free assessment of his or her health and capabilities before assignment to night work and at regular intervals thereafter;
- (i) to inform a child or young person of the result of any health surveillance or health assessment carried out in accordance with paragraphs (g) or (h) and, in the case of a child, to inform the parent or guardian of such child of the results of any health surveillance or health assessment.

28.0 Good Housekeeping

Good Housekeeping involves the maintenance of sound Structures, Storage areas, Equipment and General cleanliness all around the premises.

The Benefits:

Improved efficiency & Accident reduction
Improved morale & Compliance with the law
Good impressions & Fire hazard elimination with visitors.

- Temperature & light can have a direct effect on productivity so make sure all windows and paintwork are cleaned regularly to allow light to reflect around the room. Keep the temperature at a constant level.
- Regularly check and overhaul fans, heaters and lights.
- Storage of stock needs special attention to keep damage to a minimum.
- Clear all empty boxes and waste paper from the gangways.
- Do not manually lift heavy items single-handed.
- Stack all materials so that they are easily accessible.
- Do not stack boxes too high.
- A tidy premises is a safe premises
- Clean up at the end of a shift.
- Soak up water and oil spills immediately.
- Keep access to fire extinguishers and **fire** escapes clear at all times.

Remember.

'Good Housekeeping Prevents Accidents'.

Should any employee be found to have been culpably negligent in the matter of health and safety or have contributed to an accident through personal neglect then that person will be subject to Disciplinary Procedures, which could result in dismissal.

29.0 Safety Signage

Per The Safety, Health and Welfare at Work (General Application) Regulations, 2007 - Part 7, Chapter 1 - Safety Signs at a Place of Work should not contain text. This is because the symbols or pictograms are intended to be understood, independently of the language ability of the worker viewing it. Employers must instruct employees on the meaning of signs

Text may be included on a supplementary signboard provided that it does not adversely affect the effectiveness of the safety signboard.

Note: Some of the signs below apply to building sites, but because you recruit employees for building sites and sometime a member of ICE Group may have to enter a building site, we have included them below.

All signs must be maintained in a clean and readable condition by means of regular cleaning.

Signs which are missing or damaged must be replaced.

The message or requirement called for by these signs must be enforced.

Positive action must be taken where non-compliance with the signs occurs.

The system for signs and signboards is based on the familiar “traffic light” colours–

- red for prohibition,
- yellow for caution,
- green for positive action.

A fourth colour, blue, is used for mandatory signs and to convey information such as the location of a telephone.

The shapes of the signboards are standardised –

- discs for prohibitions and instruction,
- triangles for warnings,
- squares, and rectangles for emergency and informative signs.

Examples of prohibitions signs



Examples of mandatory signs



Examples of warning signs



The amount and type of signs will vary according to the physical characteristics and activities conducted on each site. Broadly speaking, the minimum requirements would be as follows:

1. **Road/traffic warning signs.**
Located on the public road approximately twenty fifty meters on either side of the site entrance and of sufficient size to catch the attention of drivers:- **"Warning - Site Entrance Ahead"**
2. **Site entrance sign.**
Located directly at the site entrance and of sufficient size so that it will be easily seen by all:- **"Danger - Construction in the office - No Unauthorised Access"**.
3. **Visitors sign.**
"All Visitors Must Report to the Site Office".
4. **Location signs.**
All relevant locations should be clearly signed for what they are such as: **"Site Office"**, **"Stores"**, **"Canteen"**, **"Locker/Changing Room"**, **"First Aid Room"**, **"Toilets"** etc.
5. **Personal Protective Devices.**
Signs stating the requirement to use the following personal protective devices must be displayed at the site entrance and/or within the site depending on the level of risk to the site personnel: **"Hard Hats Must Be Worn"**, **"Safety Boots Must Be Worn"**, **"High Viz Vests Must Be Worn"**, **"Eye Protection Must Be Worn"**, **"Hearing Protection Must Be Worn"**, **"Gloves Must Be Worn"**, **"Masks/Breathing Protection Must Be Worn"**, **"Chemical Goggles Must Be Worn"** etc.
6. **Scaffolding.**
When a scaffold is under construction or is being dismantled, or is being altered, a sign or signs which state: **"Incomplete Scaffold - Danger - Do Not Use"** must be placed on the scaffold at the point or points of logical approach.
7. **Electrical.**
Where overhead power lines exist on a site, these must be protected by a suitable projection or stringers and the clearance factor between plant and machinery must be determined by consultation with the ESB and they must be clearly signed:

"Danger - Overhead Powerlines - Beware".

Where underground services have been laid, their route must be clearly marked by the use of stakes and the appropriate signs.

Electrical, installations must be clearly marked and appropriately signed.

8. Traffic warning signs - In the office.

On a site where the volume of traffic is heavy due the number of machines, trucks and other vehicles in use on the site, appropriate signs warning of the risks must be displayed. Traffic routes for vehicles and for pedestrians must also be clearly signed where appropriate.

9. Excavations.

Excavations which could result in a fall must be clearly signed.

30.0 Work-Related Road Safety

Although the driver is ultimately responsible for how the vehicle is driven on the public road, employers have a significant role especially in managing the driver and vehicle elements of work-related road safety. As a result work-related road safety is a shared responsibility between the employer and the employee.

Every employer must ensure so far as is reasonably practicable, the safety, health and welfare at work of his or her employees. Employers have a duty of care for the safety of employees at work regardless of the type and size of the business. They also have a duty of care to others who may be affected by their work activities, which in the case of driving for work this means all other road users and pedestrians.

Employers have a duty to provide:

- A safe place of work. Under the Act, a vehicle is defined as a place of work.
- Safe systems of work, for instance for securing vehicle loads, which are planned, organised, performed and maintained.
- Instruction, information and training to their employees to ensure their safety, health and welfare. This duty extends to employees who drive for work.

Under health and safety legislation, the employer's duty extends to ensuring that work-related journeys are safe, members of staff are fit and competent to drive safely and that all vehicles used are fit for the purpose and maintained in a safe condition.

It should be noted that in the event of a work-related road traffic incident, in general, An Garda Síochána will carry out an investigation as the Road Traffic Act is the primary piece of legislation, however, in some instances, An Garda Síochána and the Health and Safety Authority may carry out a joint investigation.

In the case of an accident arising out of, or in connection with, the movement of a vehicle on any public road, the accident should be notified to the Health and Safety Authority if a person was killed or suffered an injury or condition as a result of:

- driving a vehicle in the course of work,
- exposure to a substance or injury from an article being conveyed by a vehicle,
- the activities of another person who was at the time of the accident engaged in, work connected with the loading or unloading of any article or substance onto or off a vehicle.

31.0 Driving for Work Policy

All personnel who drive on behalf of the company on the public road are subject to the provisions of “The Road Traffic Acts 1961 to 2016”. They must at all time drive in a manner which is safe both to themselves and other road users and at all times observe the ‘rules of the road’. Vehicles must be maintained in safe condition. Driving for work policy will be in place in all company vehicles.

Alcohol & Drug Testing

Where a member of the Garda Síochána is of the opinion that a person driving or attempting to drive a mechanically propelled vehicle, or in charge of a mechanically propelled vehicle with intent to drive or attempt to drive, in a public place is under the influence of an intoxicant, he or she may require the person to accompany him or her, or another member of the Garda Síochána, to a place at, or in the vicinity of, the public place concerned and there to perform tests (‘impairment tests’), for the purpose of assessing whether or not the person’s ability to drive is impaired.

Requirement to Carry Driving License

Section 13 of Road Traffic Act 2006 requires drivers of all vehicles to carry driving license and produce it when requested by a member of Garda Síochána. All ICE Group employees driving on behalf of the company are required to fully comply with Section 13 and be in possession of valid driving license at all times.

Management will take all steps to ensure company vehicles are as safe as possible and will not require employees to drive under conditions that are unsafe or likely to create an unsafe environment, physical distress or fatigue. The employer will do this by:

- Giving priority to safety features when selecting new vehicles
- Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety
- Collecting and collating statistics on incidents, collisions and their causes
- Monitoring and managing work schedules to ensure they do not encourage unsafe driving practices
- Identifying driver training needs and arranging appropriate training or refresher training
- Encouraging safe driving behaviour
- Encouraging better fuel efficiency

All employees who drive ICE Group vehicles or their own vehicles for work should ensure that the vehicles are in proper mechanical condition before using same. Any faults to be notified to management immediately. The driver should check the vehicle on a weekly basis.

If any statutory requirements such as tax or insurance become out of date management should be notified immediately.

Employees are not authorised to carry persons other than those authorised by management in the vehicles in the course of work.

Employees should not hold mobile phones while driving.

Employees must obey all rules of the road while operating ICE Group vehicles.

The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

- drinking or being under the influence of drugs while driving
- driving while disqualified or not correctly licensed
- reckless or dangerous driving causing death or injury
- failing to stop after a collision
- acquiring penalty points leading to suspension of license
- any actions that warrant the suspension of a license

Prohibition on Holding Mobile Phone by Driver

Section 3 of Road Traffic Act 2006 prohibits holding a mobile phone while driving. The use of the following equipment is also forbidden while driving:

- Any in-vehicle communication device
- Information equipment
- Entertainment equipment.

A person who contravenes or fails to comply with the above is guilty of an offence, therefore all ICE Group employees driving on behalf of the company are required to comply with Section 3.

32.0 Vehicle Roadworthiness

In line with the requirements of the RSA as regards the inspection and maintenance of company road vehicles and trailers ICE Group complies as follows :

- Vehicles are registered on NCT/CVRT website and updated as appropriate.
- Interim inspections and NCT/CVRT tests are scheduled.
- Records are retained for each vehicle, e.g. invoices, walk around check, interim inspections.
- All drivers are given training for walk-around checks.
- Drivers will carry out regular walk-around checks and record same.
- Any defects to be fixed in a timely manner following discovery.
- All paperwork to be returned to Head Office where it will be actioned, if necessary.
- All records are filed and retained.
- Repairs are out-sourced, there is a designated garage which carries out all repairs and inspections.
- Safe driving for work policy given to each driver and held in each vehicle to ensure drivers know their duties and responsibilities.
- Prior to using a trailer, drivers should check that all connections, lights, tyres, tail board, side boards and clasps are all in working order. If any fault is found, then this should be repaired immediately.

33.0 Covid 19

1. Covid-19

COVID-19 is an illness that can affect your lungs and airways. It is caused by a virus called coronavirus.

The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

Vaccines have being rolled out to prevent Covid 19. The decision to get a vaccination against COVID-19 is voluntary. Therefore employees can make their own decision about whether or not to get a vaccination. In most cases, employees do not have to tell the employer whether or not they are vaccinated. The Work Safely Protocol does not currently require employers to collect any information regarding vaccination status.

Covid 19 is still spreading in the work place and most of the time employees will be out of work for a number of days.

2. Symptoms

Employers and employees should work together to help reduce the spread of COVID-19 and know the symptoms of COVID-19. The most common symptoms are:

- A cough - this can be any kind of cough, not just dry
- Shortness of breath
- Breathing difficulties
- Fever (high temperature)

If you are displaying any of these symptoms and have been to a place where there is spread of COVID 19, please stay at home and do a COVID test. If positive, do not return to work until you test negative.

The following are key control measures required for managing the spread of the virus:

Symptoms - ensuring no person with symptoms attends the work place - fever (temperature), cough, shortness of breath, breathing difficulties.

General health – personnel living with persons with underlying health issues must be considered on a case by case basis.

Hand Hygiene – The HSE have advised that good hand hygiene measures are one of the most effective ways of preventing the spread of COVID 19.

Cough Etiquette / Respiratory Hygiene – ensuring people cough / sneeze into sleeve or elbow, always cover up, dispose of tissues.

Cleaning – ensuring that all frequently touched objects and surfaces are regularly cleaned and disinfected.

3. Employer and Employee Responsibilities

An employer must:

- Advise workers not to come to work if they have symptoms of COVID-19 as it is still going around
- Have appropriate hygiene facilities readily available, display posters of good hand washing practices
- Give tissues as well as bins or bags for employee's disposal
- Empty bins regularly and provide advice on good respiratory practice.
- It is still good to provide hand alcohol based sanitisers.
- Give workers instructions to follow if they develop symptoms during work
- It is still advisable to display information on sign with the symptoms of COVID-19

An employee must:

- Keep up to date on the signs and symptoms of COVID-19
- Not go to work if you have any signs or symptoms of COVID-19
- Follow their Doctors health advice and guidance

4. Communal & Welfare Areas

Canteen Areas

- Ensure canteen cleaning regime is in place and all common touch points are cleaned.
- Ensure information on the use of the canteen is posted.

Toilet Facilities

- Ensure robust toilet cleaning regime is in place.
- Ensure hot water is provided.
- Ensure soap dispensers are available and are stocked.
- Ensure roll for drying hands is available.
- Ensure good hand hygiene information is posted.
- Challenge unsafe behaviours.
- Ensure good ventilation is provided.

Around the Office

- Ensure good hand hygiene information is posted.
- Ensure touch points are cleaned on a regular basis.
- Ensure antibacterial wipes and other cleaning equipment is available.
- Challenge unsafe behaviours.
- Ensure good ventilation is provided

5. First Aid Responder Guidance

First Aid responders must consider potential infection / spread when dealing with an injury in the office. The greatest element of risk for a First Aid Responder is transfer of the virus by contact of contaminated hands (including contaminated gloved hands) with the eyes, nose, or mouth. The key

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interventions to manage this risk are to minimise hand contamination, avoid touching your face and clean your hands frequently with soap and water or alcohol-based hand gel.

There is also a significant risk of direct transfer of the virus by droplet transmission directly in the eyes, nose or mouth. This risk is managed by use of appropriate PPE (mask and eye protection) and by providing the ill person with a mask to cover their nose and mouth when coughing or sneezing (respiratory hygiene and cough etiquette).

If, as a First Aid Responder, you can avoid close contact with a person who may require some level of first aid, do so. This, of course, will not be possible in the event of having to provide emergency lifesaving measures such as an incident of cardiac arrest, heart attack, choking, stroke.

First Aid Responders should be familiar with the symptoms of COVID-19. They will need to perform a “dynamic risk assessment” based on the scenario they are presented with.

PPE Requirements

The following PPE will be available for those responding to first aid incidents, (the equipment must be available in site offices).

- Disposable gloves (nitrile/latex), FFP3 or FFp2 Face masks.
- Disposable plastic aprons, Enclosed eye protection.

First Aid Responder must ensure that the mask covers both the mouth and nose and is fitted correctly to create an adequate seal to the face. Following first aid treatment, disposable PPE and any waste should be disposed of appropriately and reusable PPE cleaned/disinfected thoroughly.

Wash hands thoroughly with warm water and soap before putting on and after taking off PPE. Replenish PPE stock as appropriate.

Key Control Measures

- Standard infection control precautions to be applied when responding to any first aid incident in the workplace. Hand washing with warm water and soap or an alcohol-based hand gel must be performed before and after providing any first aid treatment.
- Any person presenting with symptoms consistent with COVID-19 should be treated as a suspected case as it can spread amongst employees very quickly.
- No reusable equipment should be returned to service without being cleaned/disinfected appropriately.

6. HSE Good Practice & Hygiene Guidelines

Do.

- Wash your hands properly and often. Warm and soapy water for 30 seconds.
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
- Put used tissues into a bin and wash your hands.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid close contact with people who are not well.
- Stay at home if you are sick to help stop the spread of whatever infection you may have.

Don't.

- Do not touch your eyes, nose, or mouth if your hands are not clean.
- Do not share objects that touch your mouth – for example, bottles, cups.

34.0 Inspection Procedures

All areas of the premises/site will be inspected by ICE Group Management together with the Safety Representative/s at regular intervals, minimum monthly.

Reports of each safety Inspection completed will be kept on file.

ICE Group Management will respond within 24 hours identifying the actions that are to be taken or have been taken.

Where, in the opinion of ICE Group, there is a risk of serious injury to personnel, they will have the authority to stop the process until adequate steps have been taken to eliminate or reduce the risk.

NOTE - Where an employee other than ICE Group is fulfilling the role of Safety Officer, these duties and selected other duties in the preceding pages should be appointed as the responsibility of that person.

The Safety Representative/s will accompany ICE Group Management on all inspections of the Administration Areas.

Areas of potential hazards identified by staff members or customers will be examined in depth during the monthly inspection and the appropriate decision taken.

Please note within this Safety Statement we have set out to Identify and classify the various hazards within the operation and this section will be reviewed regularly as changes occur.

35.0 Director's Annual Review

The Directors annual report includes a section dealing with health and safety. Typically this report will indicate what progress has been made with regard to health and safety in the past year and what targets are set for the subsequent years. Managers and Office Supervisors will ensure that any relevant information is forwarded to the Directors for inclusion in this review.

The Directors are responsible for the issue, amendment, and control of this document.

The Safety Statement will be reviewed on a yearly basis by the Directors and will be changed as names of responsible persons change or risks change or changes in legislation occur.

Ongoing changes will take place as hazards are identified and safety procedures adopted.

Inputs from all employees will be welcomed and considered at each review of this statement.

PART (D): Risk Assessments

Introduction

A **hazard** is anything at the workplace which has the potential to cause harm to a person.

A **risk** is the likelihood of a person becoming harmed by a hazard, coupled with the severity of harm when it occurs.

A **risk assessment** depends on an identification of hazards and dangers and consists of an estimation of the risks arising from them with a view to their control, avoidance, or to a comparison of risks.

Risk Assessment - Statutory Requirements

Sections 19 & 20 of the **Safety, Health and Welfare at Work Act, 2005**, oblige all employers and self-employed persons to prepare a Safety Statement based on "an identification of hazards and an assessment of the risks to safety and health at the place of work to which the safety statement relates".

Why carry out a Risk Assessment?

- To identify all hazards and potential hazards at the work place and to assess whether there has been enough done to reduce the risk or whether improvements is necessary to protect all persons.
- To ultimately prevent dangerous occurrences, illness and accidents.

Hazard Identification and Risk Assessment Procedure:

For each workplace, work equipment, and work activity:

1. Identify the associated hazards
2. Identify who is at risk from the hazards identified
3. Assess the significance of the risk
4. Identify preventative and protective (i.e. control) measures that need to be implemented to reduce the significance of the risk associated with the hazards identified. The following '**hierarchy of controls**' should be used when deciding on control measures, starting with the first on the list and working down to the last control measure, as follows:
 - ⇒ **Elimination:** eliminating the hazard entirely from the workplace (the best way to control the hazard)
 - ⇒ **Substitution:** if it is not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a safer manner
 - ⇒ **Isolation:** separate or isolate the hazard from people
 - ⇒ **Engineering solutions:** reduce the chances of hazardous contact (e.g. enclose the hazard away from the person, interlock/cut-off switches, exhaust fans)
 - ⇒ **Administrative solutions:** management strategies which can be introduced (eg. training, information/instruction, job rotation, supervision, limit time of exposure, provide written procedures)
 - ⇒ **Personal Protective Equipment and Clothing:** should always be considered as a last resort
5. Assess the remaining risk level, when control measures are in place. (see step 3 guidelines)
6. Record the results of the risk assessment.

Risk Assessment Matrix

		<u>LIKELIHOOD</u>		
		Low (1)	Medium (2)	High (3)
<u>S E V E R I T Y</u>	Low (1)	Low (1)	Medium (2)	Medium (3)
	Medium (2)	Medium (2)	Medium (4)	High (6)
	High (3)	Medium (3)	High (6)	High (9)

Severity: The extent of the harm, injury or ill health should the hazard occur.
 Low: Negligible minor non disabling injury requiring first aid only.
 Medium: Reversible injury, illness or temporary disability requiring a short recovery time.
 High: Serious injury, permanent disability, fatality.

Likelihood: The chance of the hazard or event actually occurring.
 Low: Could happen, but only rarely.
 Medium: Could happen occasionally.
 High: Could happen frequently.

Risk Rating: Likelihood * Severity

Note: The higher the Risk Rating, the more extensive the controls must be

PART (D₁): Office, Training Room & Kitchen Risk Assessments

Prepared by Everest Safety Elite Ltd for ICE Group –July 2024

Area – Office, Training Room & Kitchen		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd			Date – 01/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
Hazard: Cable Management Hazard Type: Physical Injury/Illness Trips Damage to equipment Electrical shorting	Staff Visitors Contractors	<ul style="list-style-type: none"> Cables routed under desks. Improve cable management beneath desks by using cable-ties or similar. 	Management	RISK RATING BEFORE CONTROL MEASURES			
				2	2	4	
				RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED			
			1	2	2		

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Area – Office, Training Room & Kitchen		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd			Date – 01/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
Hazard: Chemicals Hazard Type: Chemical Injury/Illness: Skin effects Breathing effects Toxicity	Staff Visitors Contractors	<ul style="list-style-type: none"> • Due to nature of chemicals in the kitchen, storage and disposal, and usage is clearly important. Follow guidelines and operating instructions stringently. • Include chemicals in induction programme. • Make SDS sheets available for all substances in use in kitchen where applicable. • Ensure all chemicals are labelled and identify controls required. • Never use containers for storing chemicals that are not clearly labelled. • Follow instructions clearly. Watch out for Risk Phrases on all chemicals. • Store safely away from other products and keep locked when not in use. 	Management	RISK RATING BEFORE CONTROL MEASURES			
				2	1	2	
				RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED			
				1	1	1	

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Area – Office, Training Room & Kitchen		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd			Date – 01/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
Hazard: Filing Cabinets Hazard Type: Physical Injury/Illness: Trap injuries Cabinets toppling	Staff Visitors Contractors	<ul style="list-style-type: none"> All filing cabinets purchased have interlocked drawers, preventing more than one drawer opening at any time. Issue a directive to all staff to load filing cabinets from the bottom up. Include this instruction as part of office induction, or place warnings on cabinets. 	Management	RISK RATING BEFORE CONTROL MEASURES			
				2	2	4	
				RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED			
			1	2	2		

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Area – Office, Training Room & Kitchen		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd			Date – 01/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
Hazard: Furniture – Chairs, Tables etc Hazard Type: Physical Injury/Illness: Musculo- skeletal Injury	Staff Visitors Contractors	<ul style="list-style-type: none"> • All furniture regularly inspected for damage • All repairs carried out immediately or items discarded / replaced. • All furniture subject to thorough cleaning • Maintenance schedule in place to weed out damaged items. 	Management	RISK RATING BEFORE CONTROL MEASURES			
				2	2	4	
				RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED			
1	2	2					

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Area – Office, Training Room & Kitchen		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd			Date – 01/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
<p>Hazard: Housekeeping</p> <p>Hazard Type: Slip, Trip, Fall Fire Obstruction of fire exits</p> <p>Injury/Illness: RSI Injuries Musculo-skeletal Injury</p>	Staff Visitors Contractors	<ul style="list-style-type: none"> Supervision provided to ensure good housekeeping practice is employed. All members of staff are charged with housekeeping duties. Frequent cleaning takes place by staff at their workstations. Regular inspections should be undertaken to prevent accumulation of waste (rubbish) particularly at points of access and egress, on fire routes and around mess facilities. Walkways should be put in place Aisles and access routes are kept clean and free from trip hazards. Workshops are cleaned up on a daily basis. Spills are mopped up immediately. Fire extinguishers and fire-fighting equipment are freely accessible. Chemicals are stored safely. Flammables are stored in designated, labelled steel cans or cupboards, and are kept separately from other chemicals. Safe egress is provided from the workshop. Storage of items is carried out safely, with no protrusions on aisles, and no poorly balanced objects at heights. Heavy items which must be manually handled are stored at waist height The Manager will ensure that before the employees are sent to a site under the overall control of another contractor, arrangements are made for storage areas and that safe access and safe places of work will be available for our employees to carry out their work safely. Rubbish/waste will be cleaned-up and stored on an on-going basis daily. Particular attention will be given to trestles and scaffold platforms which must be maintained in a clean and organised condition. 	Management	<u>RISK RATING BEFORE CONTROL MEASURES</u>			
				2 3 6			
				<u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u>			
1 3 3							

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Area – Office, Training Room & Kitchen		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd			Date – 01/07/2024				
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating					
				L	S	RR			
Hazard: Laptops Hazard Type: Physical Physiological Ergonomic Injury/Illness: Repetitive Strain Injury (RSI) Eye Tiredness Stress	Staff Visitors Contractors	<ul style="list-style-type: none"> A laptop is not covered by the General Application Regulations due to the fact that under these Regulations the keyboard shall be tiltable and separate from the screen so as to allow the user to find a comfortable working position which avoids fatigue in the arms or hands. A laptop does not have a separate keyboard and <i>should not be used for long periods of time</i> and a risk assessment must be carried out to assess the usage of the laptop and the set up of the temporary laptop workstation. Never use laptop on knees due to extreme heat emitted. Never leave chargers plugged in while unattended. Conduct VDU assessments Offer eye-tests (required by the VDU section of the General Application Regulations of 2007) Plug in separate keyboard and screen o allow correct posture be maintained and avoid back injury. Information and training on general principles of ergonomics, adjustment of screen, keyboard, lighting, proper posture etc. See guidelines attached in appendices. 	Management	RISK RATING BEFORE CONTROL MEASURES					
				<table border="1"> <tr> <td style="width: 33px; height: 33px;">2</td> <td style="width: 33px; height: 33px;">3</td> <td style="width: 33px; height: 33px;">6</td> </tr> </table>			2	3	6
2	3	6							
				RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED					
				<table border="1"> <tr> <td style="width: 33px; height: 33px;">1</td> <td style="width: 33px; height: 33px;">3</td> <td style="width: 33px; height: 33px;">3</td> </tr> </table>			1	3	3
1	3	3							

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Area – Office, Training Room & Kitchen		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd			Date – 01/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
Hazard: Lighting, Heating, Temperature & Ventilation Hazard Type: Physical Injury/Illness: Slips/ Trips / Falls, Stress, Eye Strain, Nausea, Flue like illness	Staff Visitors Contractors	<ul style="list-style-type: none"> • Lighting should be between 300 and 500 lux and should be suitable for the workstation involved. • Lighting should not cause reflective glare on the screen. • Lighting levels are normal throughout • A competent electrician is used for maintaining the lighting fittings • Lose cables are to be repaired. • Temperature should vary from 18 to 24 degrees Celsius for sedentary work i.e. work involving little or no manual effort. • Inspection & maintenance of the system to be completed by qualified personnel. • Ensure that all areas are well ventilated and that windows can be opened for circulation of fresh air. • Obtain certificates from relevant contractor for emergency lighting. 	Management	RISK RATING BEFORE CONTROL MEASURES			
				2	2	4	
				RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED			
				1	2	2	

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Area – Office, Training Room & Kitchen		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd			Date – 01/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
<p>Hazard: Office Machinery (Photocopier, printers, faxes, franking machines, laminator, stapler etc)</p> <p>Hazard Type: Physical Chemical</p> <p>Injury/Illness: Pinch Hazards Electricity Breathing of dusts leading to respiratory problems.</p>	Staff Visitors Contractors	<ul style="list-style-type: none"> • Maintenance per manufacturer instructions • All equipment is CE marked. • Fumes from photocopier may cause irritation, keep close to external ventilation • See Fire and Housekeeping assessments. • Always read manufacturers instructions before use of office equipment. • Major faults must be repaired by a competent person. • All machines must have isolating switch near the machine and shall be accessible at all times. • Gaining access to the interior of photocopiers, care must be taken to avoid hot surfaces. Under no circumstances must the inside of the machine be tampered with • Ensure laminators are switched off when not in use 	Management	<p>RISK RATING BEFORE CONTROL MEASURES</p>			
				2	2	4	
				<p>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</p>			
1	2	2					

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Area – Office, Training Room & Kitchen		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd		Date – 01/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR
Hazard: Overhead Storage Hazard Type: Physical Injury/Illness: Falls from ladders Falling items Personal Injury	Staff Visitors Contractors	<ul style="list-style-type: none"> • Correct Manual Handling technique to be applied at all times. • If steps are available they must be inspected regularly to ensure safe use. • Ensure staff are instructed to check steps before use • Implement schedule of checks for this equipment. 	Management	RISK RATING BEFORE CONTROL MEASURES		
				2	2	4
				RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED		
			1	2	2	

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Area – Office, Training Room & Kitchen		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd			Date – 01/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
<p>Hazard: Public Interface & Safety, Personal Security & Violence</p> <p>Hazard Type: Physical Mechanical</p> <p>Injury/Illness: Crushing Musculo-skeletal injury</p>	Staff Visitors Contractors	<ul style="list-style-type: none"> ▪ Ensure certain areas are secure and appropriate rooms locked at all times. ▪ When handling cash on the premises ensure it is locked away safely. ▪ When banking cash ensure you have someone with you. ▪ Only sound an alarm if you feel it is safe to do so. ▪ If you have not been trained in conciliation techniques, do not get involved in an argument. ▪ Avoid confrontation. Do not get involved in a physical situation. Do not try to apprehend anyone even if you have had training in self-defence techniques. ▪ If problems arise with irate or difficult customers, such as aggression and violence stay calm and listen carefully. Do not use a loud or aggressive tone. Call for help in this situation immediately and discreetly. ▪ If staff are dealing with a new client, or are aware of behavioural changes in existing clients, they should always take another staff member with them. ▪ For extra safety where a problem may arise with a person being upset or aggressive, slowly walk to an area where you can put a barrier between you i.e. table or counter and carry on talking in a quiet and calm manner. ▪ Signs to be erected directing the public where they are allowed access and where access is prohibited. ▪ No access is available to restricted areas ▪ All pathways are kept clear and free from obstacles ▪ Emergency Exit routes are clearly signposted ▪ No hazardous materials or equipment are left in areas to which the public have access ▪ Every effort is made by all staff members to safeguard visitors and customers ▪ Visitors book to be available in reception. ▪ Supervisor to maintain visitors book. ▪ Visitors accompanied by staff member at all times <p><u>Extreme care for all persons attending the premises, living in the area and visiting local residents</u></p>	Management	<p><u>RISK RATING BEFORE CONTROL MEASURES</u></p>			
				2	3	6	
				<p><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></p>			
				1	3	3	

Risk Assessments

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Area – Office, Training Room & Kitchen		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd		Date – 01/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR
Hazard: Visual Display Units (VDU) (Computer Monitors etc) Hazard Type: Physical Physiological Ergonomic Injury/Illness: Repetitive Strain Injury (RSI) Eye Tiredness Stress	Staff Visitors Contractors	<ul style="list-style-type: none"> • Modern equipment that meets the requirements of the work equipment regulations and VDU regulations is supplied to staff • Conduct VDU assessments • Offer eye-tests (required by the VDU section of the General Application Regulations of 2007) • Devise policy for procurement of seating, computer equipment, desks etc. • Support pads are provided to staff to avoid RSI's • Maintenance per manufacturer instructions • All equipment is CE marked. • See Fire and Housekeeping assessments. 	Management	RISK RATING BEFORE CONTROL MEASURES		
				2	3	6
				RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED		
				1	3	3

Prepared by Everest Safety Elite Ltd for ICE Group –July 2024

Area – Office, Training Room & Kitchen		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd			Date – 01/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
Hazard: Fridge Hazard Type: Food poison Injury/Illness: Nausea/ Vomiting / Diarrhoea	Staff Visitors Contractors	<ul style="list-style-type: none"> Strictly adhere to mandatory temperature requirements on fridges. Ensure fridge temperature is always running at 1 – 4 degrees. All dairy products including eggs must be refrigerated. Keep fridge scrupulously clean at all times. All food stored must be labelled. Always use stock rotation (F.I.F.O) First in, First Out. Out of Date food must be disposed of immediately. Any food left in the fridge for longer than 3 days will be disposed of by management 	Management	RISK RATING BEFORE CONTROL MEASURES			
				2	3	6	
				RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED			
				1	3	3	

Prepared by Everest Safety Elite Ltd for ICE Group –July 2024

Area – Office, Training Room & Kitchen		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd			Date – 01/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
Hazard: Kettles / Boiler / Toaster Hazard Type: Physical Injury/Illness: Scalds/ Burns	Staff Visitors Contractors	<ul style="list-style-type: none"> • Be aware of hot liquids and steam • Discard damaged equipment on an ongoing basis • Ensure kettle, boiler and toaster are secured to prevent them falling or being pulled over. • Use Warning signs where required. 	Management	RISK RATING BEFORE CONTROL MEASURES			
				2	2	4	
				RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED			
				1	2	2	

Prepared by Everest Safety Elite Ltd for ICE Group –July 2024

Area – Office, Training Room & Kitchen		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd			Date – 01/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
Hazard: Knives / Sharps Hazard Type: Physical Injury/Illness: Lacerations	Staff Visitors Contractors	<ul style="list-style-type: none"> • Container in place for use and storing of knives • Cupboard to be provided for storage of crockery to prevent contamination. • Do not leave knives dumped in sink or left on benches 	Management	RISK RATING BEFORE CONTROL MEASURES			
				2	2	4	
				RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED			
			1	2	2		

Prepared by Everest Safety Elite Ltd for ICE Group –July 2024

Area – Office, Training Room & Kitchen		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd			Date – 01/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
Hazard: Microwave Oven Hazard Type: Thermal Radiological Injury/Illness: Burns Scalds Electricity	Staff Visitors Contractors	<ul style="list-style-type: none"> Ensure staff are trained to recognise hazards associated with microwave ovens. Conduct PAT tests on all electrical equipment. 	Management	RISK RATING BEFORE CONTROL MEASURES			
				2	2	4	
				RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED			
			1	2	2		

Prepared by Everest Safety Elite Ltd for ICE Group –July 2024

Area – Office, Training Room & Kitchen		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd			Date – 01/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
Hazard: Personal Hygiene Hazard Type: Food poison Injury/Illness: Nausea/ Vomiting / Diarrhoea	Staff Visitors Contractors	<ul style="list-style-type: none"> • Always ensure protective clothing is worn if using chemical cleaners etc • Wash hands regularly. • Gloves must be worn where required. • Strictly adhere to the safety signs and all cleaning schedules. 	Management	RISK RATING BEFORE CONTROL MEASURES			
				2	2	4	
				RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED			
1	2	2					

Prepared by Everest Safety Elite Ltd for ICE Group –July 2024

Area – Office, Training Room & Kitchen		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd			Date – 01/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
Hazard: Spills / Slippery Floors Hazard Type: Physical Injury/Illness: Slip / Fall Personal Injury	Staff Visitors Contractors	<ul style="list-style-type: none"> Cleaning equipment and substances available to clean up spills / grease etc. If it spills, clean it up immediately Use warning signs and clean up immediately 	Management	RISK RATING BEFORE CONTROL MEASURES			
				2	2	4	
				RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED			
			1	2	2		

PART (D₂): Equipment Risk Assessments

Prepared by Everest Safety Elite Ltd for ICE Group – July 2024

Area – Equipment		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd		Date – 01/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

<p>Hazard: Chemicals & Hazardous Substances - incl. Diesel, Petrol For Cars/Van</p> <p>Hazard Type: Chemical Physical</p> <p>Injury/Illness: Skin irritations Breathing affects, Toxicity, Fire, Explosion, Spills into water course</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> • Include Chemical Safety as part of Safety Induction Process. • Train employees in the safe use and handling of substances. • Follow instructions on all warning hazard labels. • Obtain Safety Data Sheets and file for reference. • Follow guidelines in relation to register of chemical (where applicable) from the SHWW Reach Regulations 2007 • Store all chemicals in a locked cupboard away from other equipment. • Always follow warning instructions on labels. • See Risk Assessments for “Fire” • Ensure adequate ventilation • Ensure adequate Eye Wash station, washing and first aid facilities • Clean all spillages immediately • Dispose of all waste properly • Spill kits are recommended • PPE - Personal Protective clothing and equipment is worn at all times. • Fire Extinguishers are in the office and are in service. • Chemical spill procedure recommended • Ensure Emergency Exits are always clear 	<p>Management</p>	<p><u>RISK RATING BEFORE CONTROL MEASURES</u></p>		
				<p>3 3 9</p>		
				<p><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></p>		
<p>1 3 3</p>						

Prepared by Everest Safety Elite Ltd for ICE Group – July 2024

Area – Equipment		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd			Date – 01/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
<p>Hazard: Company Vehicles and Driving</p> <p>Hazard Type: Entrapment</p> <p>Injury/Illness: Death Crush MSD</p>	Staff Visitors Contractors	<ul style="list-style-type: none"> • Regular service carried out. • All Employees must have a full driver's license and relevant HGV license and drive only in accordance with the rules of the road. • When driving company vehicles on public roadways employees will abide by The Road Traffic Act 2000. • Store chemicals in safety containers. • Do not speed – always allow sufficient time for the journey. • Do not overload. • Do not drive when tired – take regular breaks • Safety and personal protective equipment, for example, high visibility jacket and warning triangle provided in case of a vehicle breakdown. • Handsfree kits fitted. • Avoid use of phone while driving. • No smoking in Company Vehicles • All vehicles have CVRT/NCT, Tax and Insurance discs clearly displayed • Make regular inspections of vehicle and ensure that it is serviced in accordance with company policy. • Report to supervisor without delay all accidents, traffic violations or damage, however minor or trivial they may seem. • Do not drink alcohol or take medication that could affect your driving ability, if in doubt speak to your supervisor. • Apply hand break when parked. • Add blue to be checked and kept in vehicles as per company requirements, specific gloves to be worn when using this product. 	Management	<p>RISK RATING BEFORE CONTROL MEASURES</p>			
				<p>2 3 6</p>			
				<p>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</p>			
				<p>1 3 3</p>			

Prepared by Everest Safety Elite Ltd for ICE Group – July 2024

Area – Equipment		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd			Date – 01/07/2024							
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating								
				L	S	RR						
<p>Hazard: Step Ladders /Ladders</p> <p>Hazard Type: Ergonomic Physical</p> <p>Injury/Illness: Musculo-skeletal injury Falls from heights</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> All instructors are suitably qualified to instruct All appropriate measures are taken to safeguard delegates during training It is the responsibility of the user to check the ladder before use. Under no circumstances may defective ladders be used. Defects are reported to manager / supervisor. A second person must hold the ladder until it is securely tied, or where tying is not possible. Ladders are stored in a correct manner. Put in ladder stations All ladders to EN131 standard Ladders are thoroughly inspected before use. Ladders are used only where the risk is low, and the work is of short duration. Ladders will be removed to storage or made inaccessible by some means at the end of each working day Under no circumstances is a ladder constructed from timber which is nailed or screwed together to be used in the office i.e. a home-made ladder. When working from a ladder, do not over reach. Do not cross over from one ladder to another Ladders must be footed on a stable and firm level ground Maintenance is carried out as per manufacturer's handbook. Establish preventative maintenance records. Erect warning signs. Include as part of the induction training. All ladders are to be certified. If using a ladder outside the office never use aluminium ladders near overhead power lines Ladders made from a non-conductive material should be used by electricians 	<p>Management</p>	<p><u>RISK RATING BEFORE CONTROL MEASURES</u></p> <table border="1"> <tr> <td style="background-color: red; text-align: center;">2</td> <td style="background-color: red; text-align: center;">3</td> <td style="background-color: red; text-align: center;">6</td> </tr> </table> <p><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></p> <table border="1"> <tr> <td style="background-color: yellow; text-align: center;">1</td> <td style="background-color: yellow; text-align: center;">3</td> <td style="background-color: yellow; text-align: center;">3</td> </tr> </table>			2	3	6	1	3	3
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1	3	3										

Prepared by Everest Safety Elite Ltd for ICE Group – July 2024

Area – Equipment		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd		Date – 01/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

Risk Assessments

PART (D₃): Other Risk Assessments

Prepared by Everest Safety Elite Ltd for ICE Group – July 2024

Area – Other		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd		Date – 01/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
Hazard: Access/Egress Hazard Type: Physical Injury/Illness: Slip / Fall Personal Injury	Staff Visitors Contractors	<ul style="list-style-type: none"> • Warning signs in place and strictly adhered to in the office • All Visitors must report to reception • No unauthorised personnel are allowed in the office unless signed in and accompanied by ICE Group personnel. • Designated areas must be secured with no access for the public to enter. • CCTV in place if possible. • The correct number and type of fire extinguishers correctly positioned around the office areas. • There will be adequate escape routes, kept clear at all times. • Employees will be aware of emergency procedures. • There will be a proper store area for any flammable liquids. 	Management	<u>RISK RATING BEFORE CONTROL MEASURES</u>		
				2	2	4
				<u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u>		
1	2	2				

Prepared by Everest Safety Elite Ltd for ICE Group – July 2024

Area – Other		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd		Date – 01/07/2024
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating

<p><u>Hazard:</u> Contractor Activity & Working alongside office employees</p> <p><u>Hazard Type:</u> Physical, Chemical, Mechanical, Electrical</p> <p><u>Injury/Illness:</u> Various.</p>	Staff Contractors	<ul style="list-style-type: none"> • Clear communication • Inductions must cover public safety, trespassers & safety of employees in the area. • Where required meetings may be held with Office Management and any contractor working in office areas to ensure utmost compliance in health & safety by all contractor's employees. • Request / review safety statements and risk assessments of any contractor to ensure safe systems of work have been established before starting work in office areas. • Request insurance details • Request training details • Contractor must provide their own equipment. • Any equipment must be certified. 	Management	<p><u>RISK RATING BEFORE CONTROL MEASURES</u></p>		
				<p>2 3 6</p>		
				<p><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></p>		
<p>1 3 3</p>						

Prepared by Everest Safety Elite Ltd for ICE Group – July 2024

Area – Other		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd	Date – 01/07/2024	
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating

<p>Hazard: Covid 19 Virus</p> <p>Hazard Type: Physical Psychological</p> <p>Injury/Illness: Serious respiratory issues/High Temperature/ Sore Throat/Shortness of breath/Headache leading to serious illness and Death</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> • Covid is still spreading around offices and work sites. • Education and training are essential elements of prevention of this virus. Ensure all staff is fully briefed on the Covid 19 Guidelines posted on the Notice Board. • Strictly adhere to thorough, regular hand washing procedures. This is the most effective method of preventing the spread of this virus. • All employees must report to their office supervisor via phone and must not go into work if they are ill and have any symptoms. • Ensure suitably selected sanitisers, disinfectant, HOT and cold running water is available. • Sneeze and cough into your elbow • All Canteens/toilets/ office rooms etc. must be kept scrupulously cleaned throughout the day. • Substitute reusable equipment with single-use, disposable equipment, e.g. hand towels, dressing packs etc. 	<p>Management</p>	<p><u>RISK RATING BEFORE CONTROL MEASURES</u></p>		
				<p>3 3 9</p>		
				<p><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></p>		
<p>1 3 3</p>						

Prepared by Everest Safety Elite Ltd for ICE Group – July 2024

Area – Other		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd		Date – 01/07/2024	
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating	
<p>Hazard: Electricity</p> <p>Hazard Type: Physical</p> <p>Injury/Illness: Electrocution Burns Fire Death</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> ▪ All electrical circuits go back to RCD's for the protection of persons in the event of Earth Leakage. ▪ All electrical circuits go back to MCB's for the protection of equipment in the event of overload. ▪ Obtain electrical certificate from RECI registered electrician in respect of conformance with the National Wiring Rules (ET101). ▪ Obtain certificates form relevant contractor for fire alarm and sprinkler system. ▪ Establish that electrical contractors have isolation procedures including "Lock Out / Tag Out" procedures. ▪ Establish schedules for Portable Appliance Testing (PAT) for all Portable Electrical Equipment. ▪ See Risk Assessment on fire. <p>Access</p> <ul style="list-style-type: none"> ▪ Doors to switchboard rooms, transform rooms, generator rooms and areas with electrical equipment operating at voltages in excess of 650 Volts, are locked, preventing general access to such areas. ▪ Doors and covers on electrical equipment are kept closed and are replaced when damaged. ▪ Areas with electrical equipment are kept tidy and free of spillages, dust, water, oil and flammable materials. <p>Maintenance & Testing</p> <ul style="list-style-type: none"> ▪ Electrical circuits, including earthing, are tested by a competent person after installation or alteration. ▪ Installation, repair, examination or testing of electrical equipment is carried out only by a competent person. ▪ When welding, the return current conductor and material being welded are earthed. 	<p>Management</p>	<p><u>RISK RATING BEFORE CONTROL MEASURES</u></p>	
				<p>2 3 6</p>	

Risk Assessments

Prepared by Everest Safety Elite Ltd for ICE Group – July 2024

Area – Other		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd		Date – 01/07/2024	
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating	
<p><u>Hazard:</u> Electricity cont'd</p> <p><u>Hazard Type:</u> Physical</p> <p><u>Injury/Illness:</u> Electrocution Burns Fire Death</p>		<ul style="list-style-type: none"> ▪ If a circuit is tripping, blowing fuses, sparking or showing other intermittent faults, it is reported immediately to Manager / Office Supervisor, so that the cause can be quickly identified and repaired by a competent person. ▪ Employees report defective electrical equipment or cables to management immediately. The use of such defective equipment is discontinued until properly repaired/replaced <p><u>Damaged Electrical Equipment</u></p> <ul style="list-style-type: none"> ▪ Employees are instructed never to touch fallen or damaged cables or electrical equipment. ▪ Damaged cables / electrical equipment are reported to Manager / Office Supervisor for immediate repair or replacement. Where necessary damaged cables, etc., are reported to ESB. ▪ Employees are trained in the rescue of persons in contact with live electrical conductors. ▪ Employees are trained to watch out for potential hazards, and report them immediately to management. ▪ Relevant notices are posted in appropriate locations in accordance with Statutory Regulations. ▪ It is never assumed that cable / electrical equipment is dead. Confirm power source has been fully isolated before contact. <p style="text-align: center;"><u>Only registered Electricians may carry out any electrical installations or maintenance on domestic or commercial projects.</u></p>		<p><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></p>	
				1	3

Prepared by Everest Safety Elite Ltd for ICE Group – July 2024

Area – Other		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd		Date – 01/07/2024				
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating				
<p><u>Hazard:</u> Fire</p> <p><u>Hazard Type:</u> Noise Explosion Burns</p> <p><u>Injury/Illness:</u> Death from Burns</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> • All instructors are suitably qualified to provide training. • All appropriate measures are taken to safeguard delegates during training • Fire Extinguishers are installed throughout site • Maintenance records are kept in the Safety File. • Emergency Lights are to be maintained. • Emergency exits are to be kept clear at all times. • All staff to receive Fire extinguisher training. • Fire Drill carried out twice per annum • Suitable fire-fighting equipment for electrical fires is provided. • Employees are trained in the procedures to be followed in case of electrical fire, and in the use of fire-fighting equipment. • Fires are only fought when it is safe to do so. • Escape routes and location of fire-fighting equipment are displayed on fire maps around the Company Building. (Ref: Office) • Employees are informed of evacuation procedures, fire assembly points and roll-call procedures. • Employees are informed never to return to their workstations until it is safe to do so. 	<p>Management</p>	<p><u>RISK RATING BEFORE CONTROL MEASURES</u></p>				
				<table border="1"> <tr> <td style="background-color: red; color: white; text-align: center;">2</td> <td style="background-color: red; color: white; text-align: center;">3</td> <td style="background-color: red; color: white; text-align: center;">6</td> </tr> </table>		2	3	6
				2	3	6		
<p><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></p>								
<table border="1"> <tr> <td style="background-color: yellow; text-align: center;">1</td> <td style="background-color: yellow; text-align: center;">3</td> <td style="background-color: yellow; text-align: center;">3</td> </tr> </table>		1	3	3				
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Prepared by Everest Safety Elite Ltd for ICE Group – July 2024

Area – Other		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd		Date – 01/07/2024
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating
<p>Hazard: Housekeeping</p> <p>Hazard Type: Slip, Trip, Fall Fire Obstruction of fire exits</p> <p>Injury/Illness: RSI Injuries Musculo-skeletal Injury</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> Supervision provided to ensure good housekeeping practice is employed. All members of staff are charged with housekeeping duties. Frequent cleaning takes place by staff at their workstations. Regular inspections should be undertaken to prevent accumulation of waste (rubbish) particularly at points of access and egress, on fire routes and around mess facilities. Walkways should be put in place Aisles and access routes are kept clean and free from trip hazards. All areas are cleaned up on a daily basis. Spills are mopped up immediately. Fire extinguishers and fire-fighting equipment are freely accessible. Chemicals are stored safely. Flammables are stored in designated, labelled steel cans or cupboards, and are kept separately from other chemicals. Safe egress is provided from all office areas. Storage of items is carried out safely, with no protrusions on aisles, and no poorly balanced objects at heights. Heavy items which must be manually handled are stored at waist height Rubbish/waste will be cleaned-up and stored on an on-going basis daily. Car Park area to be kept clean, clear or obstruction and visible to ensure safety of employees, visitors and trainees. 	<p>Management</p>	<p><u>RISK RATING BEFORE CONTROL MEASURES</u></p>
				<p>2</p> <p>3</p> <p>6</p>
				<p><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></p>
<p>1</p> <p>3</p> <p>3</p>				

Prepared by Everest Safety Elite Ltd for ICE Group – July 2024

Area – Other		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd			Date – 01/07/2024								
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk		Person Responsible		Risk Rating							
<p><u>Hazard:</u> Induction onto Customers Sites by Customers /Clients</p> <p><u>Hazard Type:</u> Physical</p> <p><u>Injury/Illness:</u> Slip / Fall Personal Injury</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> • All personnel must be inducted onto customers / clients sites • Safepass/CSCS cards must be in place where relevant. • Follow PSCS policy in the office rules. • Strictly adhere to Sites notices • Note and understand emergency evacuation procedures. • Appropriate PPE must be worn at all times when visiting Construction sites offices. • Strict housekeeping controls should be in place. • A pedestrian walkway must be used when in place. 		<p>Management</p>		<p><u>RISK RATING BEFORE CONTROL MEASURES</u></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="background-color: yellow;">2</td> <td style="background-color: yellow;">2</td> <td style="background-color: yellow;">4</td> </tr> </table> <p><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="background-color: yellow;">1</td> <td style="background-color: yellow;">2</td> <td style="background-color: yellow;">2</td> </tr> </table>		2	2	4	1	2	2
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Area – Other		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd		Date – 01/07/2024							
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating							
<p><u>Hazard:</u> Lone Workers</p> <p><u>Hazard Type:</u> Physical</p> <p><u>Injury/Illness:</u> Slips/trips/falls/ Tiredness Fatality</p>	Staff Visitors Contractors	<ul style="list-style-type: none"> • Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. Employers should identify situations where people work alone. • Where a lone worker is working at another employer's workplace, that employer should inform the lone worker's employer of any risks and the required control measures. • Emergency procedures must be communicated to the lone worker • Ensure lone workers are in contact at all times via phone with designated person agreed via rota. • Ensure that correct rest breaks are taken at proper intervals. • Schedule sufficient rest between work and home life particularly when you may have to work over time. • Lone workers must be medically fit and fully competent in the work they are performing. • Ensure regular contact between lone worker and his supervisor, using a telephone, radio. • Automatic devices that operate if specific signals are not received periodically from the lone worker e.g. systems for security staff. • Other devices designed to raise the alarm in the event of an emergency, and which are operated manually or automatically by the absence of activity. • Check that a lone worker has returned to their base or home on completion of task. 	Management	<p><u>RISK RATING BEFORE CONTROL MEASURES</u></p> <table border="1"> <tr> <td>2</td> <td>3</td> <td>6</td> </tr> </table> <p><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></p> <table border="1"> <tr> <td>1</td> <td>3</td> <td>3</td> </tr> </table>		2	3	6	1	3	3
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1	3	3									

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Area – Other		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd		Date – 01/07/2024	
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating	
<p><u>Hazard:</u> Manual Handling</p> <p><u>Hazard Type:</u> Physiological</p> <p><u>Injury/Illness:</u> Back Injuries Personal Injury from poor lifting posture or from dropping items. Slip / Trip / Fall</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> All instructors are suitably qualified to provide training. All appropriate measures are taken to safeguard delegates during training Staff completed Manual Handling training. The company is required under the Chapter 4 Part 2 of The General Application Regulations, 2007 to eliminate, where possible, the need to perform manual handling. Mechanical Aids e.g. lifts, hand trolleys, teleporter, pulley etc must be used where possible. Where manual handling cannot be avoided, staff must be assessed to determine whether they require formal instruction in manual handling techniques. Those identified as requiring manual handling training should be given it. Persons who have received manual handling training must be supervised to ensure they apply the techniques they have been taught. Training for Manual Handling must be tailored to reflect the actual type of handling the individual will perform. Assess all weights being lifted, per the Safety, Health & Welfare Regulations & reduce these to acceptable levels. Minimise all manual-handling tasks where possible. Provide Manual Handling training to all staff. PPE including gloves, and boots or shoes with steel toecaps to be provided. Machine controls and instrumentation designed and arranged for best control and posture Work locations designed to eliminate over-reaching. 	<p>Management</p>	<p><u>RISK RATING BEFORE CONTROL MEASURES</u></p>	
				<p>2 3 6</p>	
				<p><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></p>	
				<p>1 3 3</p>	

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Area – Other		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd		Date – 01/07/2024
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating

<p>Hazard: Rubbish / Waste Materials</p> <p>Hazard Type: Physical Biological</p> <p>Injury/Illness: Puncture wounds, Vermin – Weils Disease</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> • Ensure stockpiles of combustible rubbish materials remain as small as is practicable. • Ensure that rubbish bags are left out for collection shortly before collection. • Review provision of fire fighting capacity to manage fires in waste store. • Ensure Rubbish is not left up against building for collection for any long periods. • Ensure existing fire extinguishers are near rubbish store. • Ensure fire fighting equipment is kept clear at all times 	<p>Management</p>	<p><u>RISK RATING BEFORE CONTROL MEASURES</u></p>		
				2	2	4
				<p><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></p>		
1	2	2				

Prepared by Everest Safety Elite Ltd for ICE Group – July 2024

Area – Other		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd		Date – 01/07/2024
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating

<p><u>Hazard:</u> Stress</p> <p><u>Hazard Type:</u> Physical</p> <p><u>Injury/Illness:</u> Depression Lethargy Irritability</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> • Conduct and implement recommendations of risks assessments within their jurisdiction. • Ensure good communication between management and staff, particularly where there are organisational and procedural changes. • Ensure staff is fully trained to discharge their duties. • Monitor workloads to ensure that people are not overloaded • Monitor working hours and overtime to ensure that staff is not overworking. • Monitor holidays to ensure that staff is taking their full entitlement. • Attend training as requested in good management practice and health and safety. • Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation. 	<p>Management</p>	<p><u>RISK RATING BEFORE CONTROL MEASURES</u></p>		
				2	2	4
				<p><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></p>		
1	2	2				

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Area – Other		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd		Date – 01/07/2024
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating

<p><u>Hazard:</u> Vehicle Parking area</p> <p><u>Hazard Type:</u> Collision</p> <p><u>Injury/Illness:</u> Vehicle Damage Personal Injury</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> • When Parking areas are provided • Follow all traffic signs and drive at correct speed limit • Display Speed limit signs, 10k, occupier's liability notice, fire assembly point 	<p>Management</p>	<p><u>RISK RATING BEFORE CONTROL MEASURES</u></p>		
				1	3	3
				<p><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></p>		
			<p>1 3 3</p>			

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Area – Other		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd		Date – 01/07/2024
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating

<p><u>Hazard:</u> Visits to and Training on Customer/Client Sites & Properties</p> <p><u>Hazard Type:</u> Physical Psychological</p> <p><u>Injury/Illness:</u> Personal Injury, Noise Induced Hearing Loss, Falls from Heights, Death Crushing,</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> • Permission to be attend site must be received beforehand. • Permission to use customers Facilities and Equipment must be received beforehand. • Correct PPE to be worn during all visits to customer sites and properties. Ensure all PPE is in good order. • Employees must be accompanied by the client at all times if so required • Follow the site rules and complete any inductions as required. • Special care to be taken when visiting construction sites. • Ensure all personnel are aware of the risks associated with visits to customer properties • See Lone Worker Risk Assessment • On completion of site visit or training ensure all waste and rubbish is removed or disposed of correctly. 	<p>Management</p>	<p><u>RISK RATING BEFORE CONTROL MEASURES</u></p>		
				<p>2 3 6</p>		
				<p><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></p>		
<p>1 3 3</p>						

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Area – Other		Assessed by – Cynthia Bradley, Everest Safety Elite Ltd		Date – 01/07/2024							
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating							
<p>Hazard: Weils Disease</p> <p>Hazard Type: Physical</p> <p>Injury/Illness: Severe Fatal Infection, Headaches, Muscle ache, Redness of the Eyes, Vomiting, Loss of appetite, Skin Rash, Jaundice, Heart Failure</p>	Staff Visitors Contractors	<ul style="list-style-type: none"> Leptospirosis, often called Weil's disease, is caused by a spiral-shaped germ that penetrates the skin. It is transmitted through contact with the urine of rats, dogs, rodents and other wild animals. Before handling any materials which have been left about the site overnight or for some time, always put on a pair of gloves. In the case of this disease, prevention is far and away better than cure. Do not handle any materials with your bare hands where there is a risk of them having been contaminated by urine. Penicillin is effective if given early and if the individual does not react to it, but it is of little value once organ damage has occurred. This is a killer disease. 	Management	<p><u>RISK RATING BEFORE CONTROL MEASURES</u></p> <table border="1"> <tr> <td>2</td> <td>3</td> <td>6</td> </tr> </table> <p><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></p> <table border="1"> <tr> <td>1</td> <td>2</td> <td>2</td> </tr> </table>		2	3	6	1	2	2
2	3	6									
1	2	2									

PART (E): Appendices

**Appendix 1 -
ICE Group Accident Report Forms**

Accident Report Form

This section to be completed by Employee

Employee Name: (Please print)	Employee number:
Employee home address:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Incident:	Time of Incident: _____
Describe what happened? (Please attach additional page if required)	

To be completed by Supervisor / Manager

Supervisor's name: (Please print)	Job title:
Date of initial report:	Date returned:
Where did the Incident occur?	
What recommendations would you make to prevent similar incident?	
What measures have been taken to prevent similar incident?	

Photos taken

Employee's signature:

Date: _

Supervisor's signature:

Date: _

Appendices

Details of Injured Person

Name: _____ Date of Birth: _____
(Please print)
Address: _____ Is the injured person:
Contact No: _____ Employed Full Time () Self-Employed ()
Employed Part Time () Visitor ()
Occupation: _____ Contractor () Student ()
Member of Public () Other: _____

Self Employed / Contractor

If not a ICE Group employee, give name and address of employer: _____

Type of Activity and Environment

Location where accident occurred: _____

What type of activity was injured person doing at time of accident? _____

Was the injured person authorised to be in that place, carrying out that activity? Yes No

If the accident occurred outside, give the following information:

Visibility: Good / Poor / Reasonable / Fog **Place:** _____

Weather: Wet / Dry / Hot / Mild / Snow / Ice / Hail / Sun / Other: _____

Circumstance of the Accident

Date: _____ and time _____ (am / pm) of the accident

Briefly describe what the person was doing at time of accident and tick the agent involved:

- _____
 Machinery Falls of persons Vehicles
 Hand Tools Objects falling Striking on/striking off objects
 Electricity Fire Other

Please give description and cause of accident? _____

What specific tools, equipment, personal protective clothing is required to perform the task?

Where these in use at the time of the accident? _____

If there were any witnesses to the accident, please give name (s) and contact addresses:

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Details of the Injury: (tick one box only)

Indicate the type of injury

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Bruising, contusion | <input type="checkbox"/> Dislocation | <input type="checkbox"/> Head (except eyes) | <input type="checkbox"/> Hip joint, thigh |
| <input type="checkbox"/> Concussion | <input type="checkbox"/> Gassing | <input type="checkbox"/> Knee joint, lower leg, ankle | <input type="checkbox"/> Lower arm, wrist |
| <input type="checkbox"/> Internal Injuries | <input type="checkbox"/> Drowning | <input type="checkbox"/> Neck | <input type="checkbox"/> Foot |
| <input type="checkbox"/> Open Wound | <input type="checkbox"/> Poisoning | <input type="checkbox"/> Back, spine | <input type="checkbox"/> Toes (one or more) |
| <input type="checkbox"/> Abrasion, graze | <input type="checkbox"/> Infection | <input type="checkbox"/> Chest | <input type="checkbox"/> Abdomen |
| <input type="checkbox"/> Burns, scald, frostbite | <input type="checkbox"/> Radiation | <input type="checkbox"/> Fingers (one or more) | <input type="checkbox"/> Multiple Injuries |
| <input type="checkbox"/> Suffocation, asphyxia | <input type="checkbox"/> Closed Fracture | <input type="checkbox"/> Sprain, torn ligaments | <input type="checkbox"/> Electrical injury |
| <input type="checkbox"/> Shoulder, upper arm, elbow | <input type="checkbox"/> Injury not ascertained | | |
| <input type="checkbox"/> Other: _____ | | | |

Which side of body was affected? _____ Right / Left

Where was the injured person treated? _____ By Whom? _____

What hospital was the injured person brought to? _____

Address: _____ Telephone No: _____

Other Details

When was the injury first reported? _____

To whom? _____

Did the injured person cease to work immediately following the accident? Yes No

If no, when did work cease? _____

Was person given correct training to perform the task? _____

Outcome of the Accident

Fatal Non-Fatal Date of resumption work: _____

Anticipated absence if not yet back: _____

Name of Injured Person **Signature** **Date** _____

Person Reporting Accident **Signature** **Date** _____

Manager / Supervisor **Signature** **Date** _____

Corrective action recommended:

Person Responsible: _____ Target Date: _____

Signature on Completion: _____

APPENDIX 1

Guide for completing Accident Investigation Report

Purpose:

This guide is a tool for completing an Accident Investigation Report following the occurrence of a workplace accident. An Accident Investigation Report should be promptly completed immediately following any workplace Accident.

Employee Identification

If the accident involves personal injury to more than one person, a form must be completed for each injured person.

Ref No.

We will assign a reference number to each accident such as 03-1 ("03" are the last two digits of the year in which the accident occurred). Health and Safety Specialist will determine Ref. No.

Location

Enter the location of the facility where the accident occurred.

Employee

Identify the person involved in the accident.

Age

Record the person's age at the time of the accident. Used for accident and statistical analyses.

Employee Number

Used to double check accuracy.

Start Date

When joined company. Used for accident and statistical analyses.

Years/Months in this job

Amount of time employee had been performing the job when the accident occurred.

Accident Class

Illness

Place a check mark if this injury resulted in illness.

Close call

Place a check mark if this is a close call

First Aid

Place a check mark if first aid was administered. Under our guidelines, first aid is defined as “any one time treatment, and any follow up visit for the purpose of observation, of minor scratches, cuts, burns, splints, and so forth, which do not ordinarily require medical care.” This is considered first aid even if administered by a medical professional.

Medical Aid

Medical aid cases involve the more serious injuries that must be treated by licensed medical personnel.

- Restricted Workday Case -** Place a check mark if as a result of injury or illness from the accident, the employee was temporarily assigned other work, worked at a permanent job less than full time or could not perform all the duties of his or her normally assigned job.
- Days Away From Work -** Place a check mark if the employee misses all or part of a workday other than the date of the injury or onset of illness.
- Vehicle/Property Damage -** Place a check mark if vehicle or property damage resulted from the accident.
- Fatality -** Any death resulting from an occupational injury or illness.
- Work Return Conditions -** Select the applicable condition:
Immediate
After First Aid
After Medical Aid
Alternative Duties
- Description of Restrictions -** If the employee had work restrictions as a result of the accident, please describe those restrictions and the effect of those restrictions in the space provided.
- Recordable -** Yes or No. This is determined according to corporate guidelines. An injury is deemed recordable if it involved medical treatment, loss of consciousness, restriction of work or transfer to another job. The Health & Safety Specialist will be responsible for determining record ability.

Accident Information

Accident Date - This is the date the accident occurred, not the date of the report though both may be the same. Use month, day, year format, and example: January 21, 2003.

Time - The actual time the accident occurred. Circle a.m. or p.m.

Day of Week - The day of the week the accident occurred.

Date Reported - The date the employee actually reported the accident. Usually will be the same day as date of the accident.

Time - The actual time the employee reported the accident. Circle a.m. or p.m.

Shift - State the shift the employee was working when the accident occurred.

Exact Location - This is the exact location in the plant / site where the accident occurred.

Body Part Affected - Identify the part of the body that was injured. In the event of multiple injuries select multiple and enter the most severely injured body part.

Scalp	Shoulder	Toe
Upper Arm	Elbow	Circulatory
Forearm	Wrist	Vision
Hand	Finger	Respiratory
Whole Arm	Chest/Ribs	Smell
Back-Muscles	Buttocks	Multiple
Whole Head	Skull	Hip
Ears	Eyes	Digestive
Face	Nose	Nervous System
Mouth/Teeth	Neck	Touch
Abdomen	Groin	Hearing
Back-Skeletal/Nervous	Whole Torso	Heart
Thigh	Knee	Whole Leg
Shin, Calf	Ankle	Foot

Name of Medical Provider - This is the name of the medical provider who administered the first assessment and treatment following the accident. Example: doctor, nurse, practitioner.

Hospital - The name of the hospital where the employee received the first assessment and treatment following the accident. Note if this is a doctor's office and not a hospital address.

Accident Description - Describe the events and circumstances which led up to accident. Identify exactly what happened. Record as much information as is necessary to fully explain what happened. Use additional paper if more space is required.

Causal Analysis

Immediate Causes - Describe the immediate causes which are those things which occur immediately prior to an accident. They occur when employee's actions or work conditions deviate from accepted standards or practices.

Basic Causes - Describe the basic causes which are the reasons why the substandard acts or conditions occur. They help explain why people perform substandard acts and why substandard conditions exist.

Actions to Prevent Recurrence

Identify detailed recommendations to prevent recurrence of a similar accident. Corrective actions must be based on identified causes. Some actions will be temporary to make an area safe. Other actions will be permanent to eliminate the causes.

Each corrective action must be assigned a target date for completion and person(s) responsible to ensure it is completed. The completion date denotes the action has been completed.

INVESTIGATION TEAM

The members of the team that investigated the accident.

Report Date - The date the Accident Investigation Report was completed.

Report By - The name of the employee who completed the Accident Investigation Report.

Title - The title of the employee who completed the Accident Investigation Report.

**Appendix 2 -
Schedule of Emergency Equipment Checks**

FIRE FIGHTING EQUIPMENT

INVENTORY OF FIRE FIGHTING EQUIPMENT

Number of Water Extinguishers _____

Number of Foam Extinguishers _____

Number of Co2 Extinguishers _____

Number of Powder Extinguishers _____

Number of Hose Reels _____

Number of Fire Blankets _____

LOCATION OF FIRE FIGHTING EQUIPMENT

TYPE	SIZE	NUMBER	LOCATION

**Appendix 3 -
Safety rules for contractors working in ICE Group offices**

SAFETY RULES FOR CONTRACTORS

1. All sub-contractors will be expected to comply with the Safety and Welfare policies of ICE Group and must ensure their own Safety Statement is made available in the office whilst work is carried out.
2. Contractors are obliged to have a Safety Statement as per the *Safety, Health and Welfare at Work Act 2005, Section 20* and must submit this to ICE Group for inspection.
3. All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
4. Contractors are obliged to supply ICE Group with details of their staff in respect of Safepass Training, and in respect of Construction Skills Certification Training.
5. Scaffolding used by sub-contractors employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
6. Sub-contractors employees are not permitted to alter any scaffold provided for their use or use interfere with any plant or equipment on the site unless authorised. Only trained scaffolders to alter/erect/dismantle scaffolds.
7. All lifting equipment must have a valid GA form bearing its unique identification number and a valid expiry date.
8. All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificate available for checking.
9. No portable electrical equipment powered by more than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest standards for industrial use, and in good condition. 3-phase equipment may be used in the office so long as it is connected to a RCD that complies with the requirements of the Electricity Regulations Part 3 of the Safety, Health & Welfare at Work (General Applications) Regulations, 2007.
10. Any injury sustained or damaged caused by sub-contractors employees must be reported immediately to the Project / Production / Manager.
11. Sub-contractors employees must comply with any safety instructions given by the Project Manager and ICE Group manager.
12. Site inspections will be conducted to report on health and safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors will provide the Project / Production / Manager with the name of the person they have appointed as Site Safety Liaison (where applicable).

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13. Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractors employees to have the use of this organisation's facilities.
14. Any material or substance brought in the office which has health, fire or explosion risks must be used and stored in accordance with Irish / EU Regulations and that information must be provided to any other person who may be affected in the office.
15. Sub-contractors are to note in particular that workplaces must be kept tidy and all debris, waste material, etc. cleared as work proceeds.
16. It is the policy of this organisation that all site staff, operatives, sub-contractors, visitors, etc. on the organisation's site will wear safety helmets and safety footwear whilst engaged in construction activities or whilst working in the office area.
17. A detailed Method Statement will be required from sub-contractors carrying out high risk activities, (refer to the First Schedule of *The Safety, Health and Welfare at Work (Construction) Regulations, 2013*). The Method Statement must be agreed with our Contracts Management before work begins and copies made available in the office so that compliance with the agreed Method Statement can be checked.

I have read and understood the Safety Rules listed above and agree to abide by its provisions and instructions whilst working on _____ site / premises. I will also ensure that these rules have been communicated to all appropriate organisation personnel prior to commencing work in the office.

Contractor: _____

Organisation: _____

Date: _____

**Appendix 4 -
Recommended First Aid Kit Contents & Trained First Aiders**

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The table and notes below give a broad indication of the type of first-aid equipment and supplies which should be provided, be conveniently located and kept up to date.

Materials	First-aid travel kit contents	First-aid box contents		
		1 to 10 persons	11 to 25 persons	26 to 50 persons Note * 1
Adhesive plasters	20	20	20	40
Sterile eye pads (no.16) (bandage attached)	2	2	2	4
Individually wrapped triangular bandages	2	2	6	6
Safety pins	6	6	6	6
Individually wrapped, sterile, unmedicated wound dressings medium (no.8) (10*8cms)	1	2	2	4
Individually wrapped, sterile, unmedicated wound dressings medium (no.9) (13*9cms)	1	2	6	8
Individually wrapped, sterile, unmedicated wound dressings medium (no.3) (28*17.5cms)	1	2	3	4
Individually wrapped disinfectant wipes	10	10	20	40
Paramedic shears	1	1	1	1
Pairs of examination gloves	3	5	10	10
Sterile water where there is no clear running water See Note ** 2	2*20mls	1*500mls	2*500mls	2*500mls
Pocket face mask	1	1	1	1
Water-based burns dressing small (10*10cms) See Note*** 3	1	1	1	1
Water-based burns dressing large See Note *** 3	1	1	1	1
Crepe bandage (7cm)	1	1	2	3

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

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

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

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This table shows the number of qualified Trained Occupational First Aiders required in the Workplace.

The Pre Hospital Emergency Care Councils (PHECC) First Aid Response (FAR) course is the only qualification recognised as being compliant with health and safety legislation for first aid in the workplace.

Type of Workplace	Maximum number of employees present at any one time	Number of Occupational First-Aiders
Factories, Construction Sites, Surface Mines and Quarries	Up to 49	1 if Safety Statement Risk Assessment shows it necessary.
	50 to 149	Minimum 1
	150 to 299	Minimum 2
	More than 300	1 extra for every 150 employees or part thereof.
Underground Mines		1 for every 10 employees or part thereof.
Other Workplaces	Up to 99	1 if Safety Statement Risk Assessment shows it necessary.
	100 to 399	1
	400 to 699	2
	More than 700	1 extra for every 300 employees or part thereof.

Trained Personnel

The following members of staff have been trained to provide first aid in an emergency:

Name:

Certificate Number:

Expiry Date:

**Appendix 5 -
Principles of Manual Handling Technique**

8 Principles of Manual Handling

1. Assess the area and the load
2. Adopt a broad stable base
3. Bend Knees
4. Keep back as straight as possible
5. Take a firm grip of the load
6. Keep arms in line with trunk of body
7. Keep Load close to your centre of gravity (Naval)
8. Turn your feet in the direction of the movement

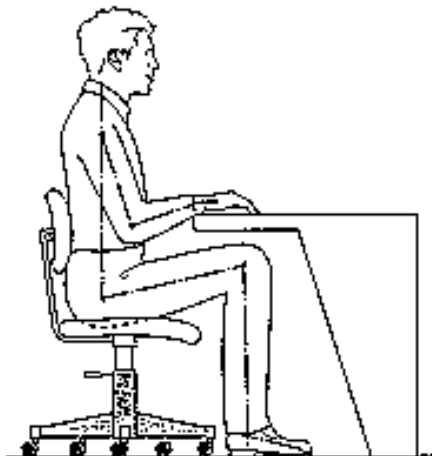


Appendix 6 - VDU Guidelines

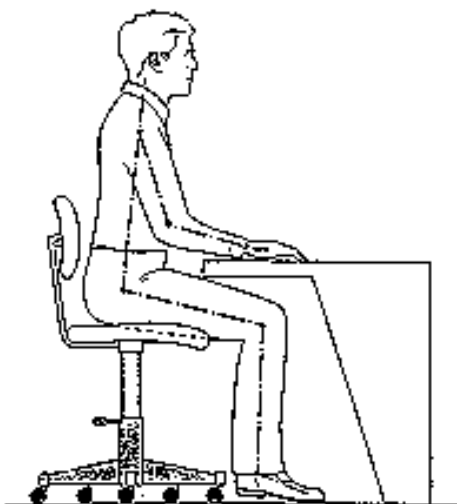
VDU User Checklist

1. Adjust seat height so that lower arms are horizontal and wrists straight when operating keyboard.
2. Use footrest if feet can't touch floor.
3. Adjust height and tilt of backrest so that upper back is supported. This will help maintain natural curve in lower back.
4. Avoid slouching/leaning over by removing obstacles from under desk.
5. Adjust height of display screen so that angle of viewing is 15-20°.
6. Place document holder at equal distance and height to screen.
7. Adjust screen angle and window coverings to avoid unwanted reflections.
8. Adjust brightness/contrast controls.
9. Vary distance of display viewing distance during day.
10. Break up the day with regular changes of activity – away from the screen and keyboard.
11. Clean your screen.
12. Have regular eye sight tests for VDU work.

a) Too low



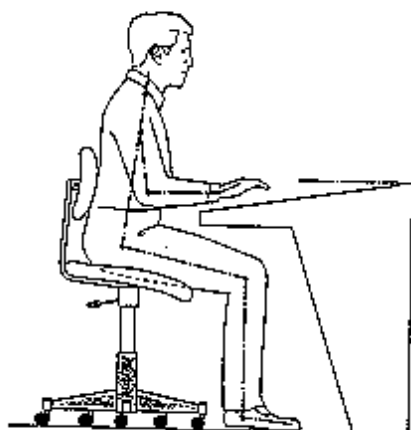
b) Too high



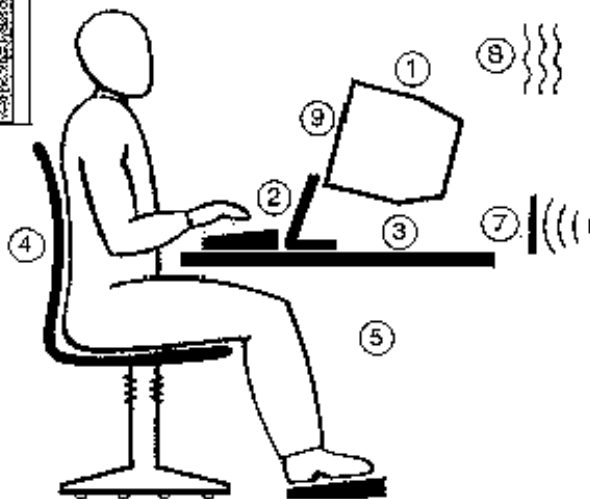
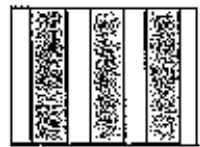
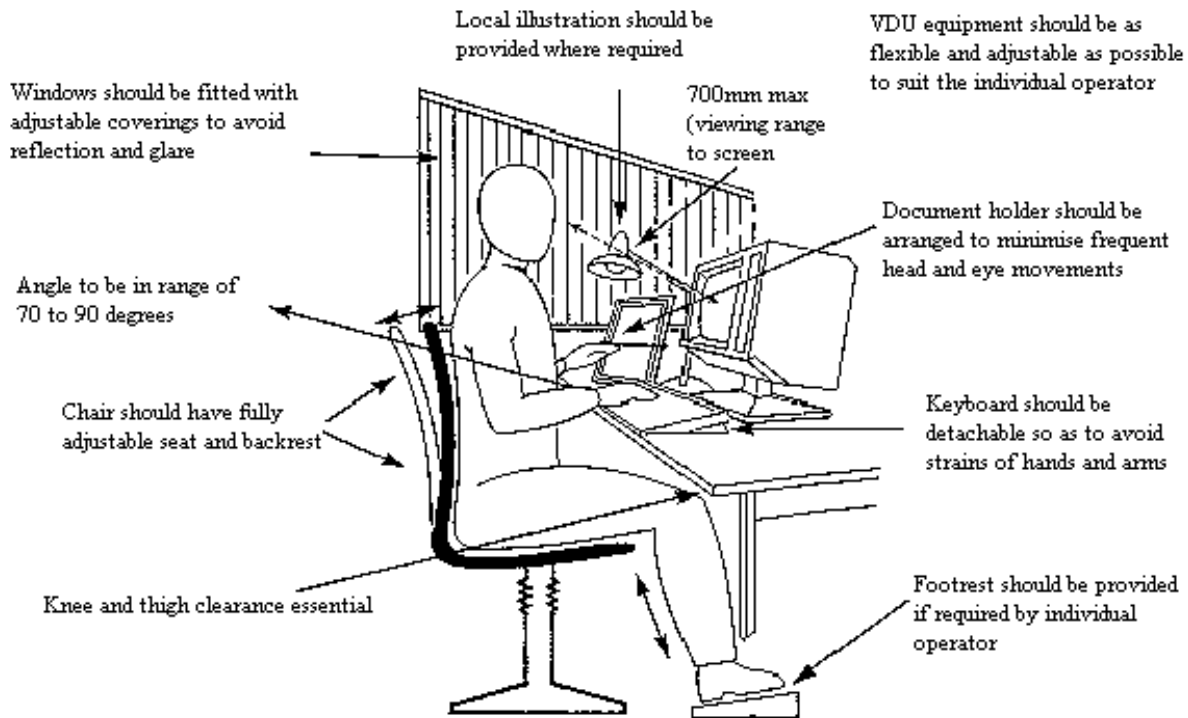
c) Correct



Workstation where a series of tasks can be arranged in a semicircle



Tilting seat – shown here with sloping worktop – to improve comfort and reach



1. Screen: Readable and stable, image adjustable, glare free.
2. Keyboard: Usable, adjustable, key tops legible.
3. Work Surface: Allow flexible arrangement, spacious, glare free, document holder as appropriate.
4. Work chair: Appropriate adjustability plus foot rest.
5. Leg room and clearances: To facilitate postural change.
6. Lighting: Provision of adequate contrast, no direct or indirect glare or reflections.
7. Distracting noise minimised.
8. No excessive heat, adequate humidity.
9. Software: Appropriate to the task and adapted to user capabilities, provide feedback on system status, no clandestine monitoring.

Appendix 7 - Safety Meeting / Training Minutes

SAFETY MEETING / TRAINING MINUTES

Date of Meeting / Training:

Training Topics: •
 •
 •

Meeting Topics: •
 •
 •

Additional Items Raised:
•
•
•
•

Items to be Actioned:
•
•
•
•

Meeting Attended By:

Print Name:

Signature:

Appendices

**Appendix 8 -
Register of Training**

Manual Handling Training

Name	Manual Handling Cert Number & Expiry date		Driving Licence Number and Expiry Date if applicable.		

REGISTER OF STAFF TRAINING

Prepared by Everest Safety Elite Ltd for ICE Group – July 2024

Manual Handling, Fire, Abrasive Wheels, Confined Space, First Aid, Working at Heights, etc

Name	Course & Expiry Date		Course & Expiry Date		Course & Expiry Date		Course & Expiry Date	

Appendix 9 - Record of PPE issued

Record of PPE issued

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>PPE issue / Comments</u>

Appendix 10 - Site Specific Induction

Office Induction Page 120 and Safety Induction On Page 129

The Office Manager shall conduct office inductions and discuss the topics below that are relevant to the work being conducted by ICE Group

Tick opposite the topics discussed and ensure all persons inducted sign off as having attended the site specific induction.

1. Outline of ICE Group obligations in the office
2. General Office Safety Rules
3. Location of and access to toilet facilities and lunch facilities
4. Safe Use of Office Equipment
5. Safe Use of Photo Copier and Printer
6. Manual lifting procedures and handling of materials
7. Prevention of accidents - looking out for hazards and reporting hazards
8. Procedures for dealing with emergencies and accidents
9. Location of First Aid Kit and Emergency Contact Numbers
10. Who to report accidents / incidents to
11. Housekeeping in the office
12. Prohibited Substances at Work
13. Working Hours
14. Method Statement and Site Specific Risk Assessments

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I have attended and understood the safety topics discussed at this site induction. I hereby agree to work in accordance with and abide by all safe working rules and procedures at ICE Group.

Date	Name	Contractor

Trainer

Appendix 11 - Pre-employment Medical Questionnaire

ICE Group Pre-Employment Medical Questionnaire

Candidate Name: _____

Candidate Address: _____

Date of Birth: _____

Please answer Yes/No to the following questions (Tick or Stroke is NOT sufficient)

Have you ever suffered from the following?

	Yes or No		Yes or No
Fainting attacks		Sinusitis or Migraine	
Blackouts		Dermatitis or any Skin Disorder	
Giddiness		Rupture or Hernia	
Epilepsy		Stomach / Bowel Disorder	
Heart Disease		Gallbladder problems	
Heart Disorder		Any eating disorder i.e. Anorexia	
Blood Pressure		Arthritis / Rheumatism	
Tuberculosis		Bone or Joint Disease / Injury	
Asthma		Diabetes	
Hay fever		Back disorder of any kind	
Bronchitis		Cancers or Tumours	
Emphysema or Lung Disorder		Hepatitis or Jaundice	
Nervous or Mental Disorder		Allergies to drugs or substances	
Nervous Breakdown		Accident or Injury	
Deafness or discharge from ear		Any disease related to alcohol	
Any congenital defects			

If you have answered Yes to any of the above please give further details:

Have you ever been or are you now on any medication or illegal drug substance?

How much do you drink per week?

When did you last consult a Doctor and for what reason?

What is the name of Family Doctor?

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Have you ever undergone an operation? If so give details of the particulars and dates

Have you ever been in hospital? If so give details of particulars and dates

Have you ever had a chest x-ray? If so when?

Do you smoke? If so how many a day?

Have you ever received compensation or damages under the Workmen's Compensation Act or at Common Law?

Do you agree to wear whatever Protective Equipment the company recommends?

Not to be signed until the signature can be witnessed by the Doctor or a member of staff

I hereby authorize the Medical Advisor who examines me on behalf of the Company to furnish a report, and to discuss with the Company the results of the examination and other relevant medical issues in connection with my application for employment.

I hereby authorise the Company Medical Advisor to contact my own General Practitioner should the need arise.

Signed: _____ Date: _____

Witnessed: _____ Date: _____

Back Questionnaire

1. Have you ever suffered from back pain? _____

2. Have you ever attended a doctor for back pain? _____

3. Have you ever attended a physiotherapist for back pain? _____

4. Have you ever attended any other therapist, for example, osteopath, chiropractor, reflexologist, etc. for back pain? _____

5. Have you ever attended hospital for back pain? _____

6. Have you ever had a back x-ray? _____

7. Have you ever lost time at work because of back pain? _____

Please give a list of employments held since leaving school

Company	Time	Type of Work
1.		
2.		
3.		
4.		

Please note any toxic exposure

Hobbies / Pets

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

Please note any possible hazardous sport, shooting, noise, etc.

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Hearing Questionnaire

Name: _____

Date: _____

Department: _____

Date of Birth: _____

1. How long have you been with the company? _____

Please answer Yes or No to the following questions

Yes / No

2. Have you ever had ear trouble as a child / adult? _____

3. Have you ever had a running / discharge from your ear? _____

4. Have you ever had an ear operation or a punctured ear drum? _____

5. Have you ever had ear or head noises? _____

6. Have you ever had a head injury / concussion? _____

7. Have you ever had dizziness? _____

8. Have you ever had hearing problems? _____

9. Do you now have hearing problems? _____

10. Were you ever in the Military Service? _____

11. Were you ever exposed to the following kind of gunfire? _____

a. Small Arms _____

b. Artillery _____

c. Others _____

12. Have you ever done any of the following? _____

a. Shooting / Target Practice _____

b. Motor / Motor Cycle Sports _____

c. Disco / Others _____

13. Prior to your present employment have you ever worked in a noisy job where you had to raise your voice to be heard? _____

14. If so did you work in this job over one year? _____

15. Do you work in a noisy area now? _____

16. Do you wear any sort of hearing protection for work? _____

a. Rarely _____

b. Often _____

c. All the time _____

17. What sort of hearing protection do you wear? _____

18. Is there any history of deafness in your family? _____

Appendices

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19. Have you had any or suffered from any serious medical ailments? _____

20. Have you ever been on long term medication? _____

21. Has anyone ever suggested you have a hearing problem? _____

22. Have you ever had a hearing test done before? _____

=====

General Practitioners Name: _____

Address: _____

Any withholding of information may interfere with the results of the hearing assessment.

The above information which has been given by me is correct. I give my permission for the results of my test to be given to my employer.

Counselled re: Hearing Protection: _____

Signature: _____ Date: _____

Appendix 12 - Safety Induction for New Employees

SAFETY INDUCTION FOR NEW EMPLOYEES

Topic **Completed - Yes / No / NA**

1. Health and Safety Policy
2. Responsibilities of Employees
3. Safety Meetings and Consultation with Employees
4. Safety Training in the Workplace
5. Emergency Procedures
 - Emergency Procedures
 - Emergency Evacuation Procedure
 - Location of First Aid Kits
 - What to do in the event of an accident, who to report accidents and incidents to
6. Prohibition of Smoking, Drugs & Alcohol in the Workplace
7. Good housekeeping practices
8. Welfare Facilities
9. Prohibition of Bullying & Harassment in the Workplace
10. Disciplinary Action for Safety Breaches
11. Procedure for Reporting Accidents & Incidents
12. Good Manual Handling Practices in the Workplace
13. Use of Personal Protective Equipment
 - mandatory PPE in the workplace
 - additional PPE for certain work tasks
 - where to obtain PPE when required
14. Work Activity Risk Assessment
15. General Safety Procedures (if relevant to the employees work activities, discuss safe use of the ladder, power tools etc) list the procedures discussed and demonstrated:

16. Other Items Discussed During Induction

17. Have copies of relevant certificates of competency been received eg: drivers licence, Solas safe pass, scaffold ticket etc.

I have attended and understood the safety topics discussed at this induction. I hereby agree to work in accordance with and abide by all safe working rules and procedures at ICE Group.

New Employee (Print Name)

New Employee (Signature)

Date

Trainer

Appendix 13 - Record of Safety Statement Communication

Record of Safety Statement Communication

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Comments</u>