



## **SAFETY STATEMENT**

### **Camara Education**

at

Chapelizod Industrial Estate  
Chapelizod  
Dublin 20

Tel. 01 65 22 665

[www.camara.org](http://www.camara.org)

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## **Part 1 HEALTH AND SAFETY POLICY**

### **1.1.0 Safety Policy**

It is the policy of Camara Education to act as a good employer and to conduct all aspects of the Centre in such a way as to achieve the best possible standards of Health, Safety and Welfare for its staff, volunteers, clients and others.

The co-operation of all staff, volunteers, contractors and other service providers are vital for the promotion of Health & Safety at Camara.

Camara Education intends to comply with all relevant statutory requirements and codes of practice. Authorised advice will be used for best business practice in furtherance of the Health and Safety arrangements. In particular Camara will:

- Carry out an assessment of all risks to and volunteers who work here
- Provide and maintain safe working conditions and equipment
- Provide instruction, information, training and supervision
- Provide suitable protective equipment where necessary
- Provide adequate resources to fulfil this policy

As an employer, Camara recognise that we cannot fulfil this policy without the support of all staff and volunteers. In this regard, employees and volunteers have a duty to co-operate by:

- Taking reasonable care for their own safety, the safety of other staff, volunteers and clients
- Adhering, in all circumstances, to centre safety rules, policies and requirements
- Using protective equipment/clothing provided, as required
- Reporting any dangerous incidents including injury, damage or potential hazards

This policy statement is confined to covering Camara's premises at Chapelizod Industrial Estate, Chapelizod, Dublin 20.

Signed:

Date:

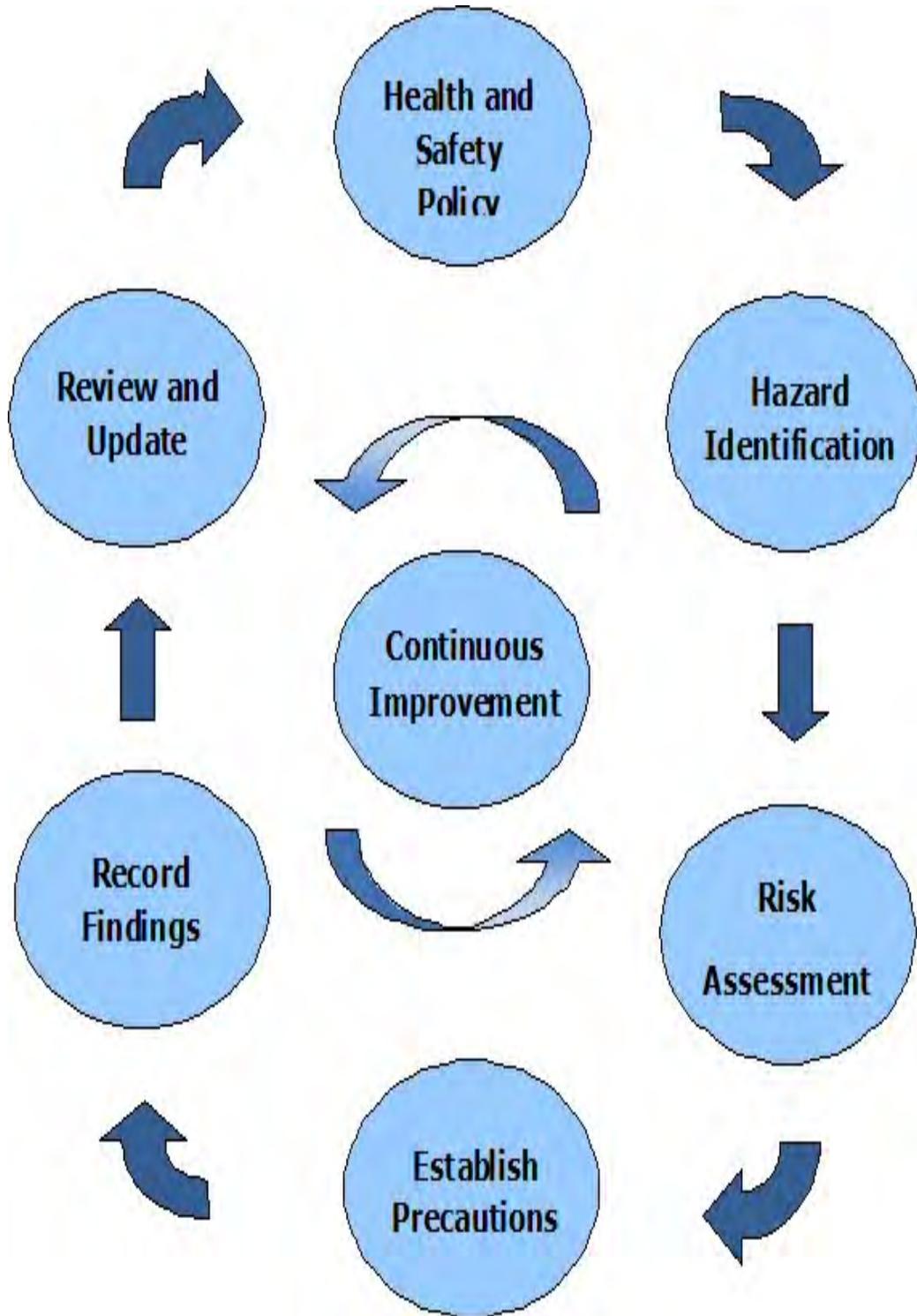


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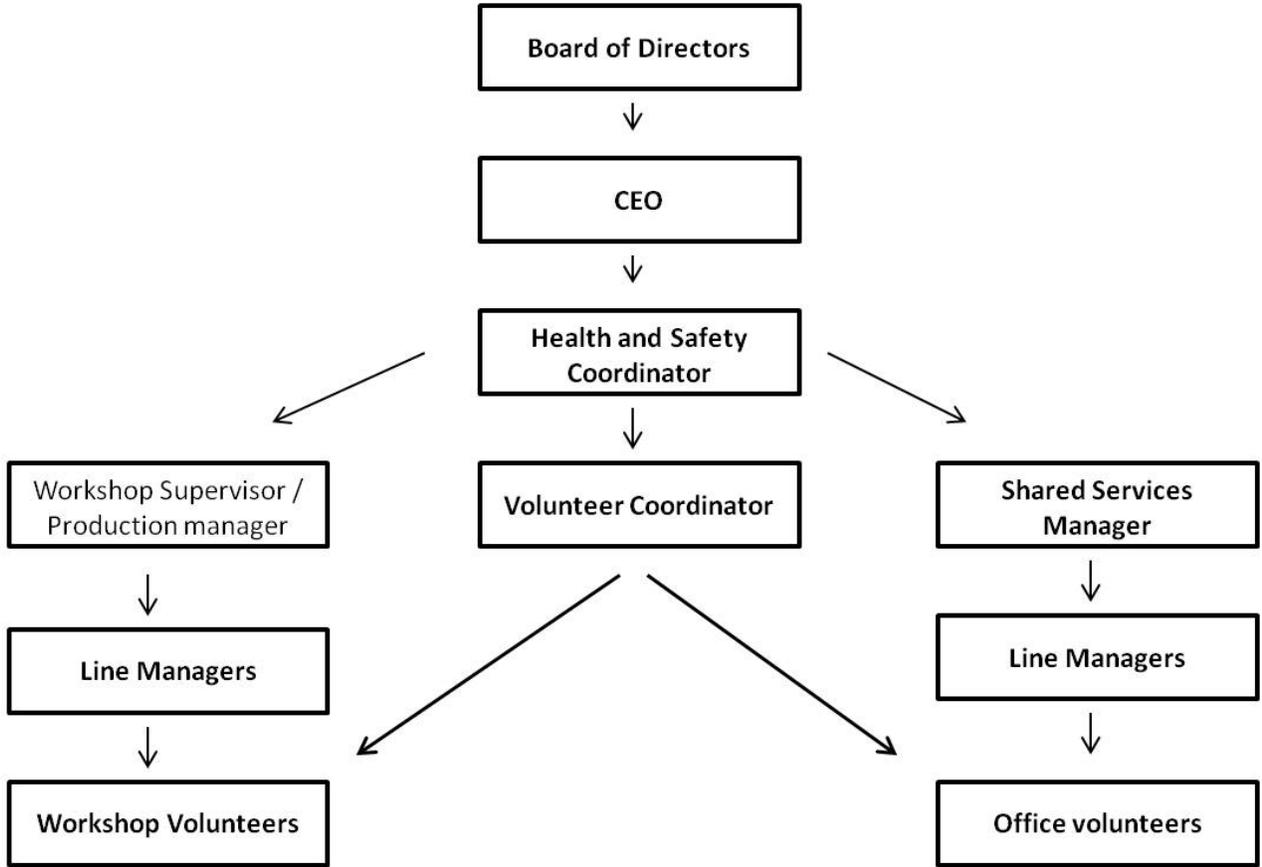
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**John Fitzsimons**  
**Camara Education CEO**

**1.2.0 Diagram of steps contributing towards the health and safety program**



**Part 2 DUTIES AND RESPONSIBILITIES**



**2.1.0 Organisation Chart for Management of Health and Safety at Camara**

**Camara’s Roles Relating to the above diagram, as of May 2013:**

CEO	John Fitzsimons
Health and Safety Coordinator	Frances Hayden
Workshop Supervisor	Jim Murray
Support Services Manager	Lorna Burke
Volunteer Coordinator	Frances Hayden



## 2.2.0 Duties of Directors

Responsibility for health, safety and welfare management ultimately rests with Camara's Board of Directors.

Each director needs to accept their responsibilities in providing health, safety and welfare commitment and leadership by:

- Ensuring that each member's actions and decisions always reinforce the message in the centre's safety statement
- Preventing a mismatch between individual director's attitudes, behaviour or decisions and the organisation's safety statement so as not to undermine staff member's belief in maintaining good health and safety standards

They will, through the CEO, as far as is reasonably possible, ensure that:

- Each person's authority and duties are clearly defined, documented and communicated to them
- Health, safety and welfare at work of the employees and volunteers is maintained
- The implementation of health and safety measures necessary for protection of employees and volunteers are in place, as specified in Schedule 3 of the [Safety, Health and Welfare at Work Act 2005](#).
- The provision of protective clothing and equipment is made where risks cannot be eliminated or adequately controlled
- The preparation and revision of emergency plans and procedures are in place
- Reporting of any accidents or dangerous occurrences are made to the relevant authority
- All safety measures are taken into account for all of the following workers (where applicable): permanent; fixed term; part time; agency; temporary; volunteers; trainees; independent contractors; and that any measures taken cannot involve financial cost to such workers
- Where risk cannot be eliminated entirely, maintain safe work practices that mitigate risk to the largest possible extent (bearing in mind Camara's resources)

## 2.3.0 The CEO

On an operational level, the CEO has responsibility for reporting to the board of directors. The CEO will also conform to the Board's requirements as outlined above (Section 2.2.0).

The CEO, through the Health and Safety Coordinator, will ensure that the Board's requirements are met. Further, the CEO will, as part of Camara's health and safety policy ensure that:

- Health and safety policies are prepared in consultation with Camara's employees
- Health safety and welfare strategies are devised for key high risks (including where an employee is pregnant or has been diagnosed with an ongoing illness or disability)
- Health and safety policy plans are devised and carried out
- Health and safety resources are identified, allocated and made known to all staff and volunteers

- The health and safety policy is effectively implemented and ensure objectives and targets are met
- The effectiveness of the health and safety management system is reviewed
- All personnel have the necessary authority and training to carry out individual health and safety responsibilities
- Risk assessments are carried out on a regular basis and at the very least annually
- Risk assessments are also carried out in circumstances where there has been a change in work practices. Also where a change of personnel has implications for health and safety or in circumstances where a worker is pregnant or has been diagnosed as having a long term illness or disability

#### **2.4.0 Health and Safety Coordinator**

The Health and Safety Coordinator will oversee all day to day activities associated with the workshop and administration supervisors (See section 2.5.0).

Tasks include:

- Setting up health and safety meetings on a monthly basis
- Ensuring that the health and safety policy is effectively implemented, maintained and supervise the health and safety programme
- Reviewing the effectiveness of the health and safety management system with management
- Keeping up to date and be constantly familiar with health and safety regulations applicable to the work on which staff are engaged and ensure that these regulations are complied with
- Ensuring that the health and safety programme is being adhered to throughout the premises
- Monitoring the premises through regular (weekly) walkabouts to ensure that all safety measures are in place and being adhered to
- Ensuring that communication of health and safety information is being passed to all levels and encourage all staff and volunteers to be aware of health and safety procedures and issues
- Ensuring risk assessments are carried out and reviewed at least annually
- Ensuring that all health and safety documentation is being processed and kept up to date including Minor Incident Reports and Health and Safety Concern Submissions (recommendations) forms
- Ensuring the risk register is being maintained and that issues listed are being dealt with
- Any necessary improvements derived from carrying out risk assessments are implemented
- Investigate accidents and incidents
- Coordinate a follow up procedure to ensure identified hazards are rectified
- Maintain, inspect and review records of potential hazards and actual hazards in the risk register, while accidents, incidents and near misses on Incident Report Forms

- Ensure first aid equipment is available at all times
- Undertake to stock and maintain the first aid kits on a monthly basis

### **2.5.0 Support Services Manager (Administration) and Workshop Supervisor**

Will be responsible for ensuring health and safety standards are implemented and maintained on a day to day basis in their work areas

They will:

- Review all safety rules on a regular basis and, where necessary, recommend suitable changes
- Advise the Health and Safety Coordinator or management on all aspects of required training in relation to safety
- Ensure that all staff have completed the Health and Safety Induction training and are fully briefed on the Environment policy. This is recorded on each worker's personnel file and entered into the Salesforce CRM system.
- Keep up to date and be constantly familiar with health and safety regulations applicable to the work on which staff are engaged and ensure that these regulations are complied with
- Ensure that the health and safety programme is being adhered to throughout the premises
- Foster a culture of health and safety by personal example
- Ensure that any new equipment purchased is to the required standards and suitable for the proposed tasks
- Record details of any hazardous substances brought on site and ensure that such substances are used, stored and handled in accordance with related CPL Regulations; See website:

[http://www.hsa.ie/eng/Publications\\_and\\_Forms/Publications/Chemical\\_and\\_Hazardous\\_Substances/clp\\_pdf.pdf](http://www.hsa.ie/eng/Publications_and_Forms/Publications/Chemical_and_Hazardous_Substances/clp_pdf.pdf)

- Ensure that staff and volunteers are supplied with appropriate personal protective equipment, where necessary
- Put in place any necessary training programs to equip staff and volunteers in carrying out their work in a safe manner including first aid, manual handling, and fire prevention for the relevant people
- Bring the safety statement to the attention of any third party workers carrying out work on the Camara premises and make such workers aware of any particular health and safety risks on the premises
- Where a worker is required to perform new duties make that worker aware of any particular risks involved in the performance of those duties
- If there is a change in the system of work make workers aware of any risks particular to the new system of work
- Any other duty that ensures that the place of work is safe for staff, volunteers and any other persons who have access to it

Specifically applying to the workshop staff and volunteers:

- Ensure that staff and volunteers do not take unnecessary risks

- Ensure that all new staff and all volunteers are shown the correct method of working including all safety precautions
- Ascertain if any new staff or volunteers have a disability or illness which could prevent or affect them from carrying out operations safely or if they require additional protective measures

### **2.6.0 Duties of Line Managers**

Line Managers are the direct contact for staff and volunteers with respect to health and safety. Line Managers may often be temporary roles, particularly for the period of a specific project and as volunteers come and go. For those staff and volunteers, the line manager's health and safety duties include:

- Ensuring that staff and volunteers working for them are fully aware of Camara's health and safety policy and know where to find it
- Ensuring that those are fully aware of emergency procedures, locations of emergency exits, first aid boxes, fire points and the emergency assembly point
- Advising those in keeping within Camara's policy and procedures
- Liaising with those who have any queries or concerns
- Furthering any queries, concerns or issues to their manager, supervisor or the health and safety coordinator
- Ensuring all staff and volunteers are fully aware of Camara's Environment Policy

### **2.7.0 Duties of The Volunteer Coordinator**

The Volunteer Coordinator will, during volunteer induction inform all workshop volunteers of all aspects of health and safety at Camara, including:

- Location of Emergency Exits
- Location of the Emergency Assembly Point
- Location of Fire Points
- Location of First Aid Points (Workshop and Canteen)
- What actions to be taken in an emergency
- Provide the relevant manual handling training
- Advising of the use of personal protective equipment (PPE)
- Camara's Environmental Policy

The inductor will establish whether new staff or volunteers suffer from any disabilities or illnesses which could prevent him/her carrying out certain operations safely or which require additional protective measures.

The Volunteer Coordinator will make available and inform volunteers where they may find a copy of Camara's health and safety policy document and the Health and Safety Handout.

The Volunteer Coordinator will remain a prime contact for those volunteers and will therefore be a further channel by which volunteers may discuss any issues relating to health and safety at Camara.

## 2.8.0 Duties of all Staff and Volunteers

Staff and volunteers, while at work, must:

- Be aware of Camara's Safety Statement and where to find it
- Use Camara's computer sign-in system to indicate if they are on the premises
- Record, using the Health and Safety Concern Submission form, and report any suggestions in terms of eliminating hazards and improving working methods (These forms are found both in Admin and the workshop and will be used to log incidents and suggestions)
  - Be aware of the procedures for logging potential hazards, incidents and suggestions
- Comply with all relevant statutory provisions
- Co-operate with Camara management and staff in relation to their procedures, safety requirements and management instructions
- Take reasonable care to protect the safety of themselves and others who might be affected by their acts and omissions
- Be aware that Camara may prevent an employee or volunteer from working if it is apparent that he or she would be a danger to themselves or others
- Co-operate with Camara so far as is necessary to enable compliance with the relevant statutory provisions
- Attend training and undergo such assessment as may be necessary or required by Camara
- Make correct use of any article or substance provided for use or for the protection of the employee or volunteer including protective clothing and equipment
- Report to his or her employer as soon as practicable:
  - any work being carried out which might endanger themselves or others
  - any defects in the place of work or the system of work
  - any article or substance which might endanger themselves or others
  - any contravention of the relevant statutory provisions of which he/she is aware
- Notify Camara if they become aware that they are suffering from any disease or physical or mental impairment which affects their performance of work activities that could give rise to risks to the health, safety and welfare of other persons at work. The duty is on the employee or volunteer to protect themselves and others
- Know the locations of:
  - First Aid Boxes
  - Fire Points
  - Emergency Assembly Points
  - Emergency Exits
  - The whereabouts of other staff and volunteers in the event of any emergency
  - Know the procedure in the event of a fire or emergency
  - Inform management if pregnant

An employee or volunteer may not:

- Misrepresent himself or herself to Camara with regard to their level of training
- Interfere, misuse or damage anything provided for the safety, health and welfare of employees or volunteers
- Place at risk the safety, health and welfare of persons in connection with work activities
- Engage in any improper conduct or dangerous behaviour
- Enter Camara's premises while under the influence of an intoxicant or in such a state that they might be a danger to themselves or others

In particular, workers at Camara should refrain from any act which is likely to prejudice the health and safety of themselves or any other party.

Camara treats its responsibility towards the health and safety of workers very seriously and under no circumstances should workers engage in any form of "horseplay" or the bullying or harassment of co-workers or any other third party. Any such conduct will be treated by Camara as a disciplinary matter and dealt with in accordance with the Camara disciplinary policy.

### **2.9.0 Contractors**

The following responsibilities are required to be carried out by contractors:

- All contractors will be expected to comply with Camara's health and safety policy and must ensure that their own company's safety statement is made available whilst work is being carried out. Where building/refurbishment work is being carried out, a method statement must be presented to Camara's health and safety coordinator
- Contractors must make Camara aware of any underlying illness or disability and should also inform Camara if they are pregnant
- All work must be carried out in accordance with relevant statutory provisions, taking into account the safety of others on the site
- Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with current Regulations and Codes of Practice
- All plant and equipment brought onto the premises by contractors must be safe and in good working order, fitted with any necessary guards and safety devices, and with certification available for checking
- Power tools and other electrical equipment must comply with the correct voltage. All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use, and in good condition
- Any injury sustained by a contractor's employee must be reported immediately to the relevant Camara health and safety coordinator
- Contractors must comply with any safety instructions given by the relevant Camara health and safety coordinator
- The relevant Camara health and safety coordinator must be notified of any

material or substance brought onto the premises, which has health, fire or explosive risks. Such materials must be stored and used in accordance with current recommendations

- Camara reserves the right to see documentary evidence of a contractors' insurance arrangement

### **2.10.0 Resources**

Camara's Directors recognise that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

The Directors undertake:

- To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out by Camara
- To include health and safety considerations in all annual estimates for the running of Camara
- That, in so far as is reasonably practicable, resources shall be made available for any upgrading, maintenance, replacement and repair of facilities, plant and equipment
- To provide resources for the ongoing monitoring of health and safety in the organisation and for the provision of information and training of all staff in health and safety

### **2.11.0 Review of Safety Statement**

The CEO will, with the Health and Safety Coordinator and area supervisors, review the Safety Statement at least annually, bearing in mind the risk assessments which have been conducted throughout the preceding year, to ensure that this document remains relevant to the work being carried out.

Amendments will be made if necessary and any changes brought to the attention of all employees and volunteers.

A copy of the Safety Statement Review and Amendment list can be seen in Appendix 7.

## **Part 3 GENERAL HEALTH AND SAFETY ARRANGEMENTS**

### **3.1.0 Induction**

All employees and volunteers need to work in a safe and healthy manner.

In order to ensure that they have the necessary skills, health and safety coordinators and supervisors will identify any training needs of staff and volunteers.

All new people to the organisation will attend an initial induction session.

This session will, while covering operational information, also provide details of both, the health and safety, and Environment policies. A handout leaflet summarising health and safety at Camara will be provided and each inductee will be offered the opportunity to review the safety statement in detail.

The inductor will establish whether new staff or volunteers suffer from any disabilities or illnesses which could prevent him/her carrying out certain operations safely or which require additional protective measures

Further, while on a tour of the premises, the inductor will point out all:

- Fire points
- Exits
- Emergency assembly points and explain the fire evacuation procedure
- First aid stations
- Any other relevant information relating to health and safety including signage
- Location of Camara's safety statement

The inductor will also highlight the importance of, and the need to:

- Ensure that staff and volunteers are aware of their own responsibilities
- Be aware of the location of other people
- Report any concerns regarding health and safety at Camara
- Report any incident to their supervisor, no matter how small, including minor injuries such as cuts and abrasions
- Use personal protective equipment (PPE) where required, such as steel toe capped boots in the workshop
- Be aware of manual handling procedures
- Co-operate with Camara in relation to their procedures, safety requirements and management instructions

Details of Induction sessions will be recorded on the Salesforce system.

### **3.2.0 Training**

Training will be provided to staff and volunteers, as required and appropriate:

- On recruitment
- When an employee is transferred or tasks change
- On the introduction of new or changed work equipment, work systems or technology

All instruction, training and supervision will be provided in a manner, form and language that is reasonably likely to be understood.

Employees receive, adequate health and safety training including, in particular, information and instruction relating to the specific task to be performed and measures to be taken in an emergency.

The employee's capabilities in relation to health and safety are taken into account.

Training will be adapted to take account of new or changed risks in the workplace.

All contractors etc., carrying out work in the employer's premises must receive relevant safety instructions.

Details of all training sessions will be recorded and signed off by both the supervisor/inductor/health and safety coordinator and new staff member or volunteer.

### **3.3.0 Communication and Awareness**

Health and Safety information is disseminated in a number of ways:

- The initial introduction to health and safety at Camara is provided for during the induction process (See 3.1.0 above)
- A copy of Camara's health and safety policy and procedures is available on the intranet and copies are held on the 'operations table' in the workshop and on the Camara website.
- Other information is provided as follows:
  - Handouts provided at induction with copies available in reception and on the Operations Table in the workshop
  - Layouts of the premises are posted throughout the administration and workshop areas. The layouts show locations of: emergency exits, fire points (extinguishers), fire alarm buttons (break glass units), the assembly area and first aid boxes
  - Emergency contact details are posted throughout the premises (See Appendix 5)
- Health and safety information including the reporting of any incidents are made at the 'Monday Meetings' held weekly
- Any recent issues or concerns are distributed verbally from the health and safety coordinators through to all staff and volunteers
- All staff and volunteers will report any concerns they have with regard to health and safety to their supervisor or health and safety coordinator

### **3.4.0 Emergencies and Serious and Imminent Dangers**

The CEO will oversee the provision of adequate plans and procedures to be followed and measures to be taken in the case of emergency or serious and imminent danger.

These plans will:

- Provide measures for first aid, fire-fighting and premises evacuation
- List all necessary contacts with appropriate emergency services (first aid, emergency medical care, rescue work and fire-fighting)
- Designate employees who are required to implement these plans, procedures etc.
- Ensure that all designated employees have adequate training and equipment available to them

Procedures are outlined below in sections 3.5, below:

### **3.5.0 Fire Safety**

Fire safety is considered by Camara to be of the utmost of importance. All aspects of this have been put in place.

### **3.5.1 In the event of fire**

All staff and volunteers are asked to:

- Keep their cool, think fast and act with caution
- Size the fire up, assessing to what extent they can contain it themselves
- Combat the fire only if it is safe to do so
- Should the fire be beyond their control, they must:
  - Warn all other staff and volunteers immediately
  - Activate the fire alarm (Break Glass Unit)
  - Exit the building through the nearest exit
  - Go directly to the assembly area opposite the main entrance to the premises
  - Not re-enter the building until informed that it is safe to do so by the Camara Fire Safety Officer
  - Where required, contact the Fire Brigade by telephoning 999 or 112

### **3.5.2 Fire Training**

Camara have appointed a number of staff to take responsibility for all fire safety matters. The Fire Safety Manager has been trained on a registered Fire Warden course.

Those personnel include:

1. An overall Fire Safety Manager

His/Her responsibilities are to:

- Implement the fire safety programme
- Carry out weekly fire safety checks, inspecting fire extinguishers and blankets, fire activation points and emergency exits
- Maintain all fire protection equipment
- Carry out fire safety training with staff and volunteers
- Undertake regular fire evacuation drills for staff and volunteers
- Maintain proper records in relation to the fire safety programme.

2. A number of Fire Marshals

Their responsibilities are to:

- Assist the Fire Safety Manager in the implementation and management of the fire safety programme.

**As of September 2013, the nominated personnel responsible for fire safety at Camara are:**

Fire Safety Manager: Frank Neenan

Fire Marshals: Frances Hayden, Jim Murray, Lorna Burke

### 3.5.3 Fire Extinguishers

A number of fire points can be found around the premises and are indicated by the sign:



These points are also indicated on the premises layout, posted at key locations around the premises.

At each of these points are found appropriate fire extinguishers to their particular area.

There are effectively three types of fire extinguishers: Carbon Dioxide, Foam Spray and Dry Powder. See further details in Appendix 4.

### 3.5.4 Fire Alarm

There is a fire alarm on the premises and activation buttons around the premises are indicated by the sign:



The alarm can be activated by a number of break glass units, all of which are marked on the premises layout. This alarm alerts CEO and Support Services Manager on sounding. On hearing the fire alarm, all staff and volunteers must exit the premises by the shortest route to the assembly area directly opposite the main entrance to the Camara premises.

### 3.5.5 Emergency Exits

Emergency exits throughout the premises are clearly signed and also marked on the premises layout including the most direct routes internally towards external exits.

### 3.5.6 Fire Drills

Fire drills are carried out every six months. Names and numbers of people exiting the building are recorded and checked against the staff/volunteer logging in sheets both at reception and the workshop.

Note: It is a requirement of Camara that all staff, volunteers, visitors and contractors sign in when entering the premises.

### 3.6.0 Operations Table in Workshop

This is located beside the Workshop Supervisor's office. This table contains all relevant health and safety information. Included here are:

- First Aid Kit
- The Operations Manual
- The Health and Safety Statement (a hard copy of this document)

- Copies of the Health and Safety Handout
- Emergency Contact Details List
- Minor Incident Report Forms
- Health and Safety Concern Submission forms

### 3.7.0 First Aid

First Aid Kits are located at:

- On the Operations Table in the Workshop and
- In the Canteen



Both of these kits are clearly signed, as shown here:

The Health and safety coordinator undertakes to stock and maintain the first aid kits adequately.

A contents list of each first aid box is held in a file adjacent to the box. This list is as suggested by the Health and Safety Authority. The contents of each box are checked on a monthly basis by a member of administration and signed off on the contents list. Any shortage will be replaced immediately.

Camara have a trained occupational first aider on the premises. Their identity and contact details are included and clearly displayed on the 'Emergency Contact' lists posted in various parts of the premises.

The First Aider will take charge of any situation involving injury or ill health to staff or volunteers. They will call in the necessary medical assistance, as required, and take charge of the first aid equipment and facilities.

All employees, volunteers and contractors are made aware of First Aid details.

### IMPORTANT NOTE

**First Aiders (or any other staff) are not empowered to dispense analgesics, pills or medications.**

**Supplies of such items will not be held in First Aid Boxes.**

**Individual staff or volunteers who believe they have a need of these items must take responsibility for their own supplies.**

Details of the contents of the first aid box, its usage, by whom and in what circumstances, together with dates of inspection will be recorded and held in Administration. See Appendix 3 for copy of form.

### 3.8.0 Manual Handling

Camara provide a basic training session during the induction phase of new staff and volunteers joining the organisation. This is in the form of a short video describing the 'to do' and 'not to do' elements of safe lifting.

Further detailed information including a number of videos can be found on the HSA website at:

[http://www.hsa.ie/eng/Workplace\\_Health/Manual\\_Handling/](http://www.hsa.ie/eng/Workplace_Health/Manual_Handling/)

and also in Camara's Health and Safety File Addendum on the Workshop Operations Table.

Manual handling includes the use of the human body to lift, lower, fill, empty, or carry loads and also includes climbing, pushing, pulling, and pivoting, all of which pose the risk of injury to the back.

Where possible the risks from Manual Handling should be eliminated or reduced through:

- The use of lifting aids
- Reducing the load
- Sharing the load; and
- Providing training in ergonomic lifting techniques

See Appendix 6 for a summary of safe lifting at Camara

### **3.9.0 Display Screen Equipment (VDUs)**

Information regarding usage of VDUs can be found on the HSA website at:

[http://www.hsa.ie/eng/Workplace\\_Health/Display\\_Screen\\_Equipment/](http://www.hsa.ie/eng/Workplace_Health/Display_Screen_Equipment/)

and also in Camara's Health and Safety File Addendum on the Workshop Operations Table.

### **3.10.0 Reporting of Accidents and Incidents**

For the benefit of readers, the differentiation of terminology of 'accident' and 'incident' is described here:

Accident refers to an event arising out of, or in the course of employment which, in the case of a person carrying out work, results in personal injury.

Incident means an unplanned event, with the potential to lead to an accident.

Employees have a duty to report any accident or incident to Camara management.

The Safety coordinator, Support Services Manager and Workshop Supervisor must record all accidents and incidents which result in injury, however slight, and a copy of the incident report sent to the CEO.

All accidents and incidents will be investigated to establish:

- The cause(s) of the accident
- The corrective action (if any) which should be taken to prevent a recurrence
- Whether or not a similar accident could occur in other areas

Accidents and incidents will be reported at staff meetings to provide awareness and to deliberate how they can be avoided and what lessons or corrective actions taken should be taken. (eg. further training required)

### **3.11.0 Reporting of accidents/incidents to The Health and Safety Authority (HSA)**

If an accident causes loss of life to an employee or volunteer or disables any person for more than three days\* from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority.

This notice is to be completed by the safety coordinator and signed off by the CEO before being forwarded to the HSA.

If the accident is fatal, the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

\* Note. Three days starts from the day of the accident/incident regardless of weekend or annual leave.

See full details on reporting of accidents and incidents on the HSA website:

<https://webapps.hsa.ie/CIRW/index.php>

### **3.12.0 Safety Representative**

Staff have the right under the Safety Health and Welfare at work Act 2005 to elect a Safety Representative.

The CEO will:

- Agree with the safety representative the frequency of inspections to take place
- Consider any representations made to him or her by the safety representative and so far as reasonably practicable take any action that he or she considers necessary or appropriate with regard to those representations
- Allow the safety representative such time off from their work, without loss of pay, as is reasonable to enable the safety representative to acquire the knowledge and training and time to discharge their functions
- Inform the safety representative when an inspection is taking place
- Give the safety representative a copy of the written confirmation, required under the Act and sent to the inspector, that an Improvement or Prohibition Notice has been complied with

### **3.13.0 Consultation and Participation with Employees**

The CEO will:

- Consult with employees for the purpose of making and maintaining safety arrangements
- Consult with employees and safety representative in good time regarding:
  - Protective measures proposed
  - The designation of employees with safety responsibilities
  - Activities arising from or relating to the protection from and the prevention of risks
  - The hazard identification and risk assessment
  - The safety statement
  - The information to be provided to employees (as outlined above)
  - The information required to be kept or notified to the Authority in respect of accidents or dangerous occurrences
  - The appointment of competent persons
  - The planning and organisation of training
  - The planning and organisation of new technologies particularly in relation to the choice of equipment, working conditions and the work environment

Staff meetings will include health & safety issues and minutes will be kept and displayed.

### **3.14.0 Other Policies & Procedures**

Camara has comprehensive policies and procedures covering:

- Dignity, Bullying and Harassment at work
- Grievances
- Complaints
- Disciplinary Procedure
- Equal Opportunities

A copy of these policies can be found on Camara's website:

<http://camara.org/volunteer/the-facts/>

## **Part 4 RISK MANAGEMENT**

Camara takes responsibility for carrying out risk assessment and seeing that it is adequately completed.

A risk assessment was completed in Chapelizod on the 19th August 2011, after the operation moved from its previous Thomas Street location. This was updated in August 2012.

The risk assessment included a careful examination of what could cause harm to people with a view to weighing up whether or not sufficient precautions were being taken or whether further actions needed to be taken to ensure the health and safety of employees and volunteers at Camara. The process included:

- A list of potential hazards from throughout the premises were identified and recorded in the Risk Register
- Each potential hazard was assessed to establish who may be harmed
- Each potential hazard was assessed and decisions made as to whether existing precautions were adequate or further actions needed to be taken
- The severity of each potential hazard, along with the likelihood of anyone being harmed was evaluated
- Assessment was made as to whether each potential hazard could be eliminated altogether or reduced and controlled so that any harm became unlikely
- Staff were asked for their input and opinions with regard to listing potential hazards
- All details for each potential hazard were recorded on the risk register including action(s) taken and dated
- Appropriate actions were taken based on decisions made in order to eliminate or reduce risks
- Further risk assessments will take place at least annually in accordance with clause 2.3.0 of this Safety Statement. Any new potential hazards are recorded in the risk register and followed up by those assigned through to completion

Staff and volunteers have a legal duty to assist in continuous risk assessment and making ongoing suggestions of ways to reduce risks and improve health and safety.

## **APPENDICES**

**Please Note: All forms found in these appendices are samples only.**

The actual forms are stored on the staff intranet in the 'Blank Forms' subdirectory located off the 'Camara Dublin Admin' directory.



### Minor Incident Report

This form is intended to record and monitor details of an incident taking place at Camara. The type of incident might be a cut requiring a plaster or a person tripping on an obstacle.

Type of Incident (eg. Minor Incident):
Your Name (Please print):
Date Incident Took Place:
Description of Incident:
Name of Staff Member Notified of Incident (Please print):
Staff Member's Signature:
Corrective Action Taken:

**Camara Office Use Only:**

Date:	Management Sign-off:	Status/Comments:
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Health and Safety Concern Submission



Submitted By:	Volunteer / Staff	Date:
Passed to (staff member):		
Workshop Area / Process / Office		

Description of health and safety concern:

**To be completed by Health and Safety Coordinator**  
Actions Taken:

By:

Completion Date:

Notes:

**Appendix 3**

**Contents of First Aid Box**

CAMARA FIRST AID BOX CHECK LIST		LOCATION												YEAR			
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
<b>Ref</b>	<b>Kit Contents – FK03</b>	<b>Qty</b>															
1	Wash proof Assorted Plasters	4															
2	Triangular Bandages (non woven)	6															
3	Safety Pins (pack of 6)	2															
4	Medium First Aid Dressing	2															
5	Gloves (Pairs)	10															
6	Sterile Eye Pads (No. 16) (bandage attached)	2															
7	First Aid Scissors (Green Plastic Handle)	1															
8	Wipes	20															
9	10ml Eye wash	12															
10	Tweezers (plastic 4")	1															
11	Leaflet – supplied by Fleming	1															
12	Large First Aid Dressing	6															
13	Crepe Bandage (7.5c x 4.5mm )	2															
14	Assorted Fabric Plasters	1															
15	Microporous Tape 2.5cmx 4.5m	1															
16	Crepe Bandage 5cm x 4.5m	1															
17	Conforming Bandage 7.5cm x 4.5 m.	1															
18	Ambulance Dressing No 2	1															
19	WOW Bandage 2.5 cm x 4.5 m	2															
20	WOW Bandage 5 cm x 4.5 m	2															
21	Paramedic Shears	1															
22	Pocket Face Mask	1															
23	Box Code PP20/80	1															
	<b>Checked and Signed</b>																
	<b>Date</b>																
	<b>Contents Updated and Signed</b>																
	<b>Date</b>																
																V1.2	03/11

**Appendix 4**

**The Different Fire Extinguishers at Camara**



**FOAM**

- Safe for : wood, paper and textiles
- Safe for : flammable liquids
- Not for : gaseous fires
- Not for : flammable metal fires
- Not for : live electrical equipment



**CARBON DIOXIDE**

- Safe for : flammable liquids
- Safe for : live electrical equipment
- Not for : gaseous fires
- Not for : wood, paper and textiles
- Do not hold horn when operating



**POWDER**

- Safe for : wood, paper and textiles
- Safe for : flammable liquids
- Safe for : gaseous fires
- Safe for : live electrical equipment
- Not for : flammable metal fires

AFF FOAM SPRAY are suitable for Classes A and B type fires (e.g. paper, wood, plastic and flammable liquids). Labels are denoted by a cream colour

CARBON DIOXIDE (CO<sup>2</sup>) are suitable for Class E type fires or electrical apparatus (e.g. computers). Labels are denoted by the colour black

DRY POWDER are more general purpose and can be used on Classes A, B and C which is the same for FOAM type with the addition of flammable gases. Labels are denoted by the colour blue

## **EMERGENCY CONTACT NUMBERS**

Camara Location: Chapelizod Industrial Estate,  
Dublin 20  
Tel. 01 652 2665

GPS (Ambulance): 53.3475 06.3443

**EMERGENCY SERVICES** **999**  
(Garda, Fire Brigade, Ambulance) or **122**

**GARDAI / POLICE** **999** or **122**  
(Local: Ballyfermot) 01 666 7200

**FIRST AIDER** (Camara)  
Angelo Theodorakis 01 652 2668

**DUBLIN FIRE BRIGADE** **999** or **122**  
(General Enquiries) 01 673 4000

**ST. JAMES'S HOSPITAL** 01 416 2774  
(Emergency Department)

## Appendix 6 Safe Lifting and Carrying at Camara

Below is a summary of advice to those who are involved in manual lifting as to the best methods to be used. See HSA website below for further details.

Proper lifting and handling will help protect against injury and make your job easier. It takes training and practice to do it right.

The following are basic steps in safe lifting and handling:

### Plan Your Move

- ▶ Size up the load and make sure your path is clear



- ▶ Do not attempt to lift the load alone. If it is too heavy or awkward GET HELP!



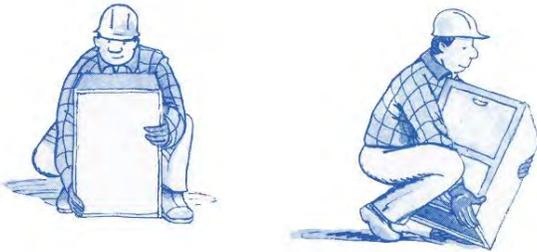
- ▶ Keep the load close to your body



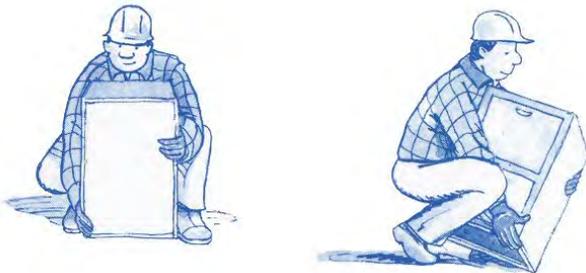
- ▶ Use your thigh and leg muscles, not your back, as you lift in one smooth movement

### **Principles of Lifting**

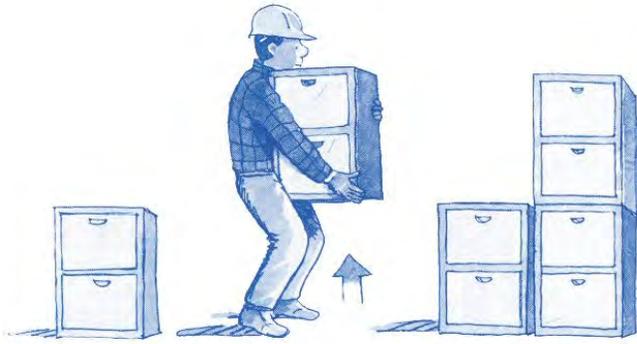
- ▶ Have feet shoulder width apart, with the load between them



- ▶ Get a firm grip on the load
- ▶ Keep your arms and elbows close to your side

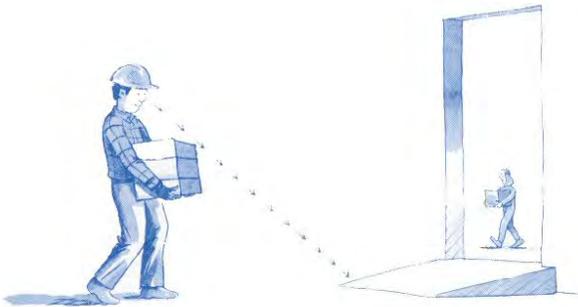


- ▶ Bend your knees and hips keeping your back straight

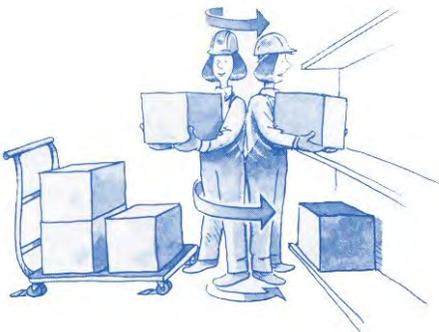


## Safe Carrying

- ▶ Keep a good grip on the load
- ▶ Keep the load close to the body
- ▶ Keep loads at a reasonable height so you can see where you are going



- ▶ Pivot with your feet – don't twist your back when carrying loads



## Lower Material Slowly and Smoothly

- ▶ Use the lifting principles but in reverse
- ▶ When lowering a load onto a deep shelf, put it on the edge of the shelf and push it into place



- ▶ Push rather than pull
- ▶ If a person pulls while facing in the direction of travel, the arm is stretched behind the body, placing the shoulder and back in a mechanically awkward posture, increasing the likelihood of injury
- ▶ Research demonstrates that people can usually exert higher push forces than pull forces
- ▶ Pull rather than carry

Courtesy of Industrial Accident Prevention Association

For further, and more detailed, information regarding manual handling please refer to the Health and Safety Authority website at:

[http://www.hsa.ie/eng/Topics/Hazards/Manual\\_Handling\\_Hazards/Manual\\_Handling.html?showDoc=1&](http://www.hsa.ie/eng/Topics/Hazards/Manual_Handling_Hazards/Manual_Handling.html?showDoc=1&)

**Appendix 7**

**Safety Statement Document Review and Amendment History**

<b>Date</b>	<b>By Whom</b>	<b>Reason</b>	<b>Version</b>
01/06/10	Robin M	Draft Version Initial Enhancements	1.00
13/07/10	Robin M	1st Draft Completion	1.10
21/07/10	Robin M	Further Additions	1.11
07/08/10	Robin M	Further Additions	1.12
19/08/10	Robin M	Final Draft	1.13
06/09/10	Robin M	Further final draft	1.14
12/09/10	Robin M	General enhancements resulting from staff and Marie Doyle comments	1.15
23/11/10	Robin M	Changes made as a result of the appointment of the H&S Manager (authorities etc.)	1.16
05/01/11	Robin M	Enhancements as forwarded by the Board	1.20
25/01/11	Robin M	Moved to Live	2.01
12/10/11	Robin M	Changes to reflect move to Chapelizod	3.01
02/11/11	Robin M	Finalising for Chapelizod Live	3.20
25/11/11	Robin M & Hester J	Reassigning and tidying up of Part 2 - Duties and Responsibilities	3.30
20/12/11	Hester J	Renaming and reassigning responsibilities	11.30
12/04/12	Hester	Updating training and fire section. Adding new staff	10.30
12/09/13	Frances H	Renaming responsibilities. Adding Environmental Policy information. Adding that details of completed trainings are captured on Salesforce. Updating emergency contacts. Removal of 'Other Policies'	4.0

**Safety Statement Document Review and Amendment History**

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Industrial Accident Prevention Association

