



## **Irish Writers Centre Safety Statement including Risk Assessment**

**Updated January 2022**

### **Table of Contents**

<b>1 – HEALTH AND SAFETY POLICY.....</b>	<b>2</b>
<b>1.0 – HEALTH AND SAFETY POLICY: KEY ACTIONS .....</b>	<b>2</b>
<b>1.1 – BUSINESS / COMPANY INFORMATION.....</b>	<b>3</b>
<b>2 – SAFETY ARRANGEMENTS.....</b>	<b>3</b>
<b>2.0 – ROLES AND RESPONSIBILITIES .....</b>	<b>4</b>
<b>2.0.1 – PERSONS RESPONSIBLE FOR PERFORMING TASKS .....</b>	<b>5</b>
<b>2.1 – COMPETENCE AND TRAINING REQUIREMENTS.....</b>	<b>5</b>
<b>2.1.1 – INDUCTION TRAINING .....</b>	<b>6</b>
<b>2.2 – CONSULTATION AND PARTICIPATION.....</b>	<b>6</b>
<b>2.3 – THE SAFETY REPRESENTATIVE.....</b>	<b>7</b>
<b>2.4 – CONTRACTORS’ RESPONSIBILITIES.....</b>	<b>7</b>
<b>2.5 – VISITORS .....</b>	<b>8</b>
<b>2.6 – ACCIDENT REPORTING AND INVESTIGATION .....</b>	<b>8</b>
<b>2.7 – EMERGENCY PROCEDURES .....</b>	<b>9</b>
<b>2.8 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS .....</b>	<b>11</b>
<b>2.9 – PERSONAL PROTECTIVE EQUIPMENT.....</b>	<b>12</b>
<b>2.10 – PREGNANCY AT WORK .....</b>	<b>12</b>
<b>2.11 – YOUNG PERSONS.....</b>	<b>13</b>
<b>2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK.....</b>	<b>13</b>
<b>2.13 – COVID-19 RISK ASSESSMENT AND RESPONSE.....</b>	<b>14</b>
<b>2.14 – LONE WORKERS .....</b>	<b>14</b>
<b>2.15 – HAZARDOUS SUBSTANCES AND CHEMICALS .....</b>	<b>15</b>
<b>APPENDIX .....</b>	<b>16</b>



## 1 – HEALTH AND SAFETY POLICY

THE IRISH WRITERS CENTRE WILL READ, SIGN AND DATE THE HEALTH AND SAFETY POLICY IN THIS SECTION. WE WILL MAKE SURE THE RELEVANT PARTS OF THIS SAFETY STATEMENT, INCLUDING RISK ASSESSMENTS, ARE BROUGHT TO THE ATTENTION OF EMPLOYEES.

### 1.0 – HEALTH AND SAFETY POLICY: KEY ACTIONS

As an employer we have the ultimate responsibility for the workplace and a direct influence on health and safety in our business. The health and safety policy below outlines our commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.

We of the Irish Writers Centre are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. We are committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring, so as far as is reasonably practicable, that:

- Work activities are managed so as to ensure the safety, health and welfare of our employees
- The safety statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually
- Identified protective and preventive measures are implemented and maintained
- Improper conduct likely to put an employee's safety and health at risk is prevented
- A safe place of work is provided, which is adequately designed and maintained
- A safe means of access and egress is provided
- Safe plant and equipment are provided
- Safe systems of work are provided
- Risks to health from any article or substance are prevented
- Appropriate information, instruction, training and supervision are provided
- Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury
- Emergency plans are prepared and revised
- Welfare facilities are provided and adequately maintained
- Competent personnel to advise and assist in securing the safety, health and welfare of my/our employees are employed when required.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_



## 1.1 – BUSINESS / COMPANY INFORMATION

### KEY ACTIONS

Input relevant details relating to the business / company name, address and any relevant contact details.

Business / Company Name

The Irish Writers Centre

Business / Company Address

19 Parnell Square,

Dublin 1,

D01 E102

Charity Registration number CHY 19738

Valerie Bistany (Director)

Teerth Chungh (Deputy Director)

Board

Breda Brown (Chairperson)

Susanne Dirks (Vice Chairperson)

Keelin Kissane (Treasurer)

Lissa Oliver (Secretary)

Dermot Davis

Áine Denn

Emma Gorman

Jess Majekodunmi

Chandrika Narayanan-Mohan

Luán Ó Braonáin

Cathal Póirtéir

Phone Number

01 872 1302

Email

info@writerscentre.ie

Website

<https://irishwriterscentre.ie>

## 2 – SAFETY ARRANGEMENTS

THIS SECTION PROVIDES A SUMMARY OF KEY REQUIREMENTS THAT WILL BE CONSIDERED WHEN CARRYING OUT WORK:

- ROLES AND RESPONSIBILITIES
- COMPETENCE AND TRAINING REQUIREMENTS

- CONSULTATION AND PARTICIPATION
- THE SAFETY REPRESENTATIVE
- CONTRACTORS' RESPONSIBILITIES
- VISITORS
- ACCIDENT REPORTING AND INVESTIGATION
- EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE
- WELFARE FACILITIES AND WORKPLACE REQUIREMENTS
- PERSONAL PROTECTIVE EQUIPMENT
- PREGNANCY AT WORK
- YOUNG PERSONS
- WORK-RELATED STRESS AND DIGNITY AT WORK

## **2.0 – ROLES AND RESPONSIBILITIES**

### **KEY ACTIONS**

While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.

### **EMPLOYER'S RESPONSIBILITIES INCLUDE:**

- Manage and conduct work activities so as to ensure the safety and health of employees and others affected
- Prevent improper conduct likely to put an employee's safety and health at risk
- Provide a safe place of work, which is adequately designed and maintained
- Provide safe means of access and egress
- Provide safe plant, equipment and machinery
- Provide safe systems of work, e.g. operating procedures
- Prevent risk to health from any article or substance (e.g. machinery, equipment and chemical substances)
- Provide appropriate information, instruction, training and supervision, taking into account the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced
- Provide suitable protective clothing and equipment where hazards cannot be eliminated
- Prepare and revise emergency plans and designate staff to take on emergency duties
- Provide and maintain welfare facilities
- Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees (a competent person must have the necessary qualifications as well as sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken).

### **EMPLOYEE'S RESPONSIBILITIES INCLUDE:**

- Comply with the relevant health and safety legislation, e.g. co-operating with your employer, reporting unsafe procedures or equipment

- Comply with safety policies and procedures to ensure your own personal safety and health, as well as that of others
- Co-operate with your employer in relation to safety, health and welfare at your place of work
- Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to your employer
- Report any defects in equipment, unsafe activities or deficiencies in safety procedures
- Use any protective clothing and equipment that has been provided for your safety
- Attend any training as required by your employer
- Co-operate with your employer to enable your employer to comply with relevant health and safety legislation
- Do not engage in improper conduct or behavior that is likely to endanger your own or other's safety, health and welfare while at work
- Do not be under the influence of intoxicants as they may endanger your own or other's safety, health and welfare
- Do not interfere with, misuse or damage anything that may affect anyone's safety, health and welfare.

## 2.0.1 – PERSONS RESPONSIBLE FOR PERFORMING TASKS

### KEY ACTIONS

We, as the employer, are legally obliged to ensure that persons are nominated and made responsible for tasks assigned to them:

- We shall identify responsible persons (where required) who will take responsibility for various tasks, e.g. induction, inspections and training
- We shall brief them on these tasks and their responsibilities
- We shall record the names of such nominated persons
- The Health and Safety Officer is currently Orla Martin, IWC Administrator.

We will review and follow up on a regular basis to ensure arrangements are put in place and that assigned persons are carrying out their roles effectively.

## 2.1 – COMPETENCE AND TRAINING REQUIREMENTS

### KEY ACTIONS

Competence of employers, managers and employees is critical to the effective safe management and operation of business activities.

Competence is determined by knowledge, training and experience and, as an employer we will assess what training each employee needs, to keep up to date with changes in legislation, work practices and technology. By having competent, trained personnel who are adequately supervised, our employees will be capable of completing a job safely, efficiently and to a high standard. For example, typical training which can be carried out could include:

- Fire warden training



- First-aid training
- Manual handling training
- Training on the use of firefighting equipment
- Induction training
- Machine-specific training.
- We shall record details of training in relation to specific tasks.

### **2.1.1 – INDUCTION TRAINING**

#### **KEY ACTIONS**

Induction training is very important in communicating specific health and safety information to employees, contractors and other relevant persons when they first arrive at our workplace.

Induction training will include the following information:

- Specific hazards associated with the workplace and the controls that are in place
- Workplace rules
- Roles and responsibilities
- Emergency procedures and first-aid arrangements.

### **2.2 – CONSULTATION AND PARTICIPATION**

#### **KEY ACTIONS**

We recognise that employee participation in health and safety is an integral part of our safety management system. We are committed to providing adequate and appropriate consultation and welcome the views of all employees on issues relating to health and safety.

#### **TOP TIPS**

We will consult with all relevant employees:

- When new risk assessments are being carried out or revised
- When there is a change, update or modification to a particular work process
- When new machines or processes are introduced
- When new substances or materials are introduced.

Furthermore, should any of our employees raise any matters relating to their health and safety that are connected in any way to our work activities, we will consider such matters and will endeavor to take any action that we consider necessary or appropriate to deal with the matters raised.

## 2.3 – THE SAFETY REPRESENTATIVE

### KEY ACTIONS

Our employees may select and appoint a safety representative. The appointed safety representative may consult with, and make representations to us on safety, health and welfare matters at the place of work.

We shall consider these representations and act on them if necessary. The purpose of these consultations is to prevent accidents and ill health, to highlight problems, and to identify means of overcoming them.

We will facilitate the training of the safety representative so that they have the necessary competence to carry out the task.

The functions of our safety representative include:

- Having given reasonable notice to the employer, regular inspection of the workplace according to a schedule agreed between him / her / them and the employer that is based on the nature and extent of the hazards in the place of work
- Being given access to information that relates to the safety, health and welfare of employees
- Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation
- Being given the opportunity to receive appropriate health and safety training to help him / her / them perform the function of a safety representative
- Accompanying an inspector from the Health & Safety Authority during an inspection of the workplace.

Note: The safety representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a safety representative.

Our safety representative is: Orla Martin, IWC Administrator

## 2.4 – CONTRACTORS' RESPONSIBILITIES

Definition: A contractor is a person or organisation which signs a contract to do certain work for payment within a specified time.

### KEY ACTIONS

All contractors involved in a work activity on our premises must comply with our policy for safety, health and welfare.

Contractors carrying out work must:

- Be competent to carry out the work
- Have adequate resources to carry out the work
- Provide copies of their own Safety Statement and Insurance
- Ensure that work activities do not affect the well-being of our employees, visitors or customers. Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.



- Report to the designated person on arrival at my / our workplace.

#### FURTHER INFORMATION

To ensure compliance with the legislation we will provide contractors with the relevant sections of our safety statement or health and safety file (where applicable) to ensure that they are both aware of and can take account of the hazards in our workplace.

## 2.5 – VISITORS

Definition: A visitor is a person other than an employee or contractor.

#### KEY ACTIONS

Visitors may not be aware of the potential hazards associated with our place of work. To minimize the risk of injury to visitors, we will:

- Practice good housekeeping, including keeping walkways clear and cleaning up spills immediately.
- Restrict access to hazardous areas
- Prevent visitors from using equipment or machinery
- Ensure appropriate safety signs and notices are displayed
- Ensure safe walkways and access routes are maintained
- Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.

Visitors are required to:

- Conduct themselves in a safe manner at all times
- Observe the fire policy and, in the event of an emergency, to identify themselves to an employee and be escorted to the designated assembly point.

## 2.6 – ACCIDENT REPORTING AND INVESTIGATION

#### KEY ACTIONS

If an accident or incident occurs in our place of work or in the course of our work activities which has affected employees or a third party, we will:

- Ensure that all accidents and dangerous occurrences are recorded (Incident and Accident Report Log is located in the Server).
- Promptly investigate the accident or dangerous occurrence so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence.
- Ensure that where a fatal accident has occurred the HSA are notified as quickly as possible (Tel: 1890 289 389).
- Ensure that other accidents are reported to the Health & Safety Authority within 10 working days where: Employees are out of work or not able to perform their normal work for more than 3 consecutive days (excluding the day of the accident but including any days which would not have been working days). Members of the public injured due to a



work activity and who are taken from the location of the accident to receive treatment in a hospital or medical facility

- Ensure that dangerous occurrences are reported to the Health & Safety Authority within 10 working days

#### FURTHER INFORMATION

The employer of the injured party is responsible for the reporting of accidents to the Health & Safety Authority when required. A record of any accident or dangerous occurrence reported to the HSA must be kept for a minimum of 10 years. Any report to the Health & Safety Authority can be made online at [www.hsa.ie](http://www.hsa.ie), or by completing the relevant Form (IR1 or IR3) and posting it to:

Workplace Contact Unit,  
Health & Safety Authority,  
Metropolitan Building,  
James Joyce Street,  
Dublin 1.

## 2.7 – EMERGENCY PROCEDURES

#### KEY ACTIONS

We will ensure appropriate plans and procedures are in place to deal with emergencies and imminent dangers by:

Identifying the types of emergency situations that could occur and ensuring that suitable plans and procedures are put in place for dealing with them, e.g.

- Fire
- Explosion
- Accidents/injuries
- Robbery
- Chemical spills

Ensuring that employees are trained in the specific plans and procedures we have in place to deal with emergencies at our workplace

- Ensuring that emergency procedures are included in the workplace induction training
- Designating where employees are needed to implement our emergency plans and procedures
- Providing the equipment and training needed

#### FIRE AND EVACUATION

We will ensure appropriate plans and procedures are in place for dealing with fire, and that employees are trained, including:

- Location of firefighting equipment and means to raise the alarm
- Location of assembly point(s)
- Evacuation drills and fire warden(s)

- Location of emergency shut-off points where relevant (e.g. gas) shut off.

Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the workplace. The person who become aware (or is made aware) of a potential emergency should follow the emergency procedures. All employees and visitors must follow the procedures below for evacuation:

- GO IMMEDIATELY TO THE NEAREST EXIT
- DO NOT WAIT TO FIND OUT WHAT IS HAPPENING
- DO NOT STOP TO COLLECT PERSONAL ITEMS
- GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION
- DO NOT RE-ENTER THE BUILDING/PREMISES UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.
- FIRST AID

After assessment of the workplace and the type of hazards that exist, we will ensure adequate provision of first-aid equipment and facilities, including:

- At least one adequately stocked and accessible first-aid kit will be provided
- We will ensure first-aid equipment is prominently placed, that employees are aware of its location and that it is accessible to all employees
- We will appoint a person to take charge of first-aid equipment, keeping it stocked and in date (where there is a first aider, they will be given this responsibility)
- Contact details and directions to the nearest doctor or hospital will be available / displayed
- We will appoint an occupational first aider should the workplace assessment identify that a trained occupational first aider is required (considering the specific hazards arising in the workplace, size of the workplace, the numbers employed, access to medical services, etc.).

#### EMERGENCY CHECKLIST (NON-EXHAUSTIVE)

- Have you and your employees identified the types of emergency situations that your business could be exposed to (e.g. fire, explosion, chemical spill etc.)?
- Are employees aware of the plans and procedures?
- Have employees been appointed and trained in specific tasks, e.g. first aid, fire warden?
- Are evacuation plans and emergency contact information on display?
- Are exits well marked, kept clear at all times and emergency lighting/signage in place?
- Have you held an evacuation drill in the last six months and kept a record of this?
- Do you and your staff regularly check and maintain the emergency equipment in place (e.g. smoke detectors, fire extinguishers, gas/carbon monoxide detectors, sprinkler systems, emergency lighting)?

#### VIOLENCE / ROBBERY

Where there is a risk of robbery or violence in the workplace, we will ensure that we have completed a risk assessment for violence / aggression / theft and that adequate plans and

procedures are put in place. We will train staff on how to deal with the threat of robbery / violence, for example:

- Keep calm and make no sudden movements
- Do what the offender asks
- Memorize as many details about the offender as possible, e.g. height, clothing, features
- Note the direction and method of escape, e.g. car, motorbike, on foot
- Notify the Gardaí as soon as it is safe to do so
- Provide first aid to victims
- Lock outside doors until emergency services arrive.

#### FURTHER INFORMATION:

- A 'Fire Safety Checklist' is available in the 'Learn More' section of [BeSMART.ie](http://BeSMART.ie) which can be used to develop a specific fire safety management policy for the workplace
- 'Guidelines on First Aid at Places of Work' is available in the 'Learn More' section of [BeSMART.ie](http://BeSMART.ie)

## 2.8 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS

### KEY ACTIONS

Where required, we will provide and maintain adequate welfare facilities and a suitable and safe workplace environment for use by our employees and visitors, including but not limited to:

- Toilet facilities
- Canteen and food preparation areas
- Changing areas
- Adequate ventilation, temperature and lighting
- Interior walls, floors and traffic routes that are maintained in good condition and kept clean
- Fire detection and fire-fighting equipment
- Emergency routes and exits

### WELFARE FACILITIES

Toilet facilities (separate male and female and universal toilet)

- Washbasins and washing facilities (hot and cold water and soap)
- Washbasins with hot water and soap are located in bathrooms. An additional sink with hot water and soap is located in the kitchen area (ground floor)
- Accommodation to take meals. Ability to boil water, clean surfaces, seating with backs, adequate lighting and heat
- Reception area with kettle and office area with fridge and microwave is located on the first floor. This area extends to a communal space with seats, table and ventilation.
- Potable drinking water
- Facilities to take shelter from the elements
- The organisation is office-based without a requirement for outdoor work
- Clothes railings are available if required.

## 2.9 – PERSONAL PROTECTIVE EQUIPMENT

### KEY ACTIONS

Appropriate personal protective equipment (PPE), as identified in our risk assessments, is provided and must be worn by our employees. Where required, typical PPE could include:

- Eye protection
- Hearing protection
- Gloves
- Safety footwear
- High-visibility clothing
- Respiratory protection, e.g. mask.
- We will ensure that:
  - Adequate and suitable PPE is provided
  - The suitability of the PPE for the job is assessed
  - PPE is maintained, used and replaced as recommended by the manufacturer's instructions
- Personal protective equipment is only used as a last resort when a residual risk remains after all other measures have been taken to eliminate / reduce the risk
- Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task and work environment, as identified in my / our risk assessments will be used

We expect our employees to:

- Use PPE correctly
- Report any defects or damage to PPE immediately
- Participate in any training or instruction provided on PPE
- Inform us of any medical conditions they have that might be affected by the use of the PPE provided to them.

The Health & Safety Authority has produced a [Guide to the Safety, Health and Welfare at Work \(General Application\)](#).

## 2.10 – PREGNANCY AT WORK

### KEY ACTIONS

As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that an employee is pregnant, has recently given birth or is breastfeeding, we will assess the specific risks arising from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child. On provision of an appropriate medical certificate, we will carry out the following;

- Make sure that a specific risk assessment for that employee is undertaken\*, taking account of any medical advice that the employee has received
- Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure she does not carry out these activities
- If a risk cannot be eliminated or reduced to an acceptable level, then:
  - Adjust the working conditions or hours of work or both; or
  - If this is not possible, provide alternative work; or
  - If this is not possible, grant the employee health and safety leave
  - We will ensure that pregnant, postnatal or breastfeeding employees have suitable facilities to rest or feed.

\*A Pregnancy Risk Assessment Template form is available in the Learn More section of [BeSMART.ie](http://BeSMART.ie). The Health & Safety Authority has produced a [Guide to the Safety, Health and Welfare at Work](#) (General Application) Regulations 2007. See Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees. Schedule 8 lists the agents and work activities that such employees must be protected from.

## 2.11 – YOUNG PERSONS

### KEY ACTIONS

We are aware that there are specific regulations dealing with young people at work, i.e. those less than 18 years of age. We will undertake the following:

- Carry out a risk assessment before employment of a young person (over 16 but less than 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity
- Put in place all required control measures identified by the risk assessment, taking account of:
  - Their lack of experience, maturity or awareness of risk
  - Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents
  - The physical and psychological capacity of the young person
- Make sure the recommended working hours are not exceeded for young persons

### FURTHER INFORMATION

Please refer to our [Child and Vulnerable Adult Protection and Welfare Policy](#) for further information, The Health & Safety Authority has produced a guidance document 'Protection of Children and Young Persons' which is available in the 'Learn More' section of [BeSMART.ie](http://BeSMART.ie).

## 2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK

### KEY ACTIONS

As an employer we will, so as far as is reasonably practicable, ensure that:

- No employee's workload is so great that he or she will have to consistently work overtime
- No employee will be subjected to harassment from, or degrading behaviour by, colleagues or managers and that everyone in the workplace treats others with respect and courtesy, even if they do not 'get along'
- No employee has to work in an environment which is unsafe and in which there are risks of accidents. Please note section on lifting safely in the 'Learn More' section of [BeSMART.ie](http://BeSMART.ie).
- Employees are trained so they can do their jobs effectively and safely
- Everyone knows what his or her core job is
- That comprehensive guidelines are in place (Staff Handbook) that outline procedures with regard to addressing bullying and harassment at work.
- The Health & Safety Authority has produced a Code of Practice on the Prevention and Resolution of Bullying at Work, which is available in the 'Learn More' section of [BeSMART.ie](http://BeSMART.ie).

## 2.13 COVID-19 RISK ASSESSMENT AND RESPONSE

### KEY ACTIONS

We have reviewed and updated our Safety Statement and Risk Assessment taking into consideration occupational safety risks and requirements. The organisation has drafted a COVID-19 Response Plan and Return to Work Protocols to address the requirements needed for the safety and welfare of staff and visitors. The Irish Writers Centre Return to Work Protocols should be read in conjunction with this Safety Statement.

## 2.14 LONE WORKERS

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

What kind of hazards might lone workers be exposed to?

Hazards that lone workers may encounter include:

- accidents or emergencies arising out of the work, including inadequate provision of first aid
- sudden illnesses
- inadequate provision of rest, hygiene and welfare facilities
- physical violence from members of the public and/or intruders
- KEY ACTIONS
- As an employer we will, so as far as is reasonably practicable, ensure that:
- Control measures are in place to eliminate/minimise identified risks. Such control measures may include:
  - access to modes of communication: telephone or email
  - controlled periodic checks

- instruction and training in proper procedures, e.g. code words for potentially violent situations when combined with mobile phone communication.
- use of Personal Protective Equipment (PPE)
- health surveillance
- first-aid kits and training
- implementing Standard Operating Procedures (SOP's)
- locking and securing place of work
- implementing correct incident reporting procedures
- provision of counselling
- We expect our employees to:
  - Take reasonable care to look after their own safety and health
  - Safeguard the safety and health of other people affected by their work
  - Co-operate with their employer's safety and health procedures
  - Use tools and other equipment properly, in accordance with any relevant safety instructions and training they have been given
  - Not misuse equipment provided for their safety and health
  - Report all accidents, injuries, near-misses and other dangerous occurrences

## 2.15 HAZARDOUS SUBSTANCES AND CHEMICALS

The Safety, Health and Welfare At Work (Chemical Agents) Regulations, 2001 and the Safety, Health and Welfare at Work (Chemical Agents) (Amendment) Regulations 2015 apply to any enterprise where hazardous chemical agents are used or generated. The amendment is as a result of the CLP Regulation (EC) No 1272/2008 on the classification, packaging and labelling of substances and mixtures and updates to other primary legislation. (Please note that the COSHH or Control of Substances Hazardous to Health Regulations are UK Regulations and do not apply)

The enterprise does not have to be involved in the manufacture of some substance or mixture to come under the requirements of these Regulations. Once any hazardous substance is used or generated, for example, cleaning chemicals or welding, then the Regulations apply.

“chemical agent” means any chemical element or compound, on its own or admixed, as it occurs in the natural state or as produced, used or released, including release as waste, by any work activity, whether or not produced intentionally and whether or not placed on the market.

“activity” means any work in which chemical agents or hazardous chemical agents are used, or are intended to be used, in any process, including production, handling, storage, transport or disposal and treatment, or which result from such work.

The employer must identify all the chemical agents so a chemical inventory (List) is a good idea. The Irish Writers Centre has a limited supply of cleaning products, IT supplies (toner cartridges) and stationery supplies (glue). These are stored appropriately in cupboards and locked storage rooms. Instructions regarding storage and use should be adhered to at all times.

## APPENDIX 1

### Health and Safety Contact Names:

<b>Emergency Services</b>	Garda Síochána & Ambulance	122 or 999
<b>Local HSA</b>	HSA, James Joyce Street, Mountjoy, Dublin 1	(01) 614 7000
<b>Gardaí Station</b>	Mountjoy Gardaí Station	(01) 666 8600
<b>Dublin Fire Brigade HQ</b>	Townsend Street Fire Station	(01) 673 4000
<b>Fire Alarm</b>	Pioneer	(01) 299 0800
<b>Hospital</b>	The Mater Hospital	(01) 885 8888
<b>Emergency Lights</b>	Pecfire Stephen Hinde	087 220 9038
<b>Alarm Monitor</b>	Chubb	01 295 2366 01 295 3333
<b>Health and Safety Representative and Covid- 19 Lead Worker / Administrator</b>	Orla Martin	01 872 1302