

HEALTH & SAFETY POLICY

Drafted by	Kieran O'Neill	Approved by Board on	20 August 2020
Responsible person	Station Manager	Scheduled review date	August 2022

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1 – HEALTH & SAFETY POLICY

D15 Community Broadcasting Co-Op Society t/a Phoenix FM hereafter referred to as 'the Station', is committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation. We recognise our continuing responsibility for safety and health even when work is contracted out. Our Health & Safety Policy Statement applies to all users of the station, who we define as; employees, CE participants, Tus participants, Contractors (who maintain our station or perform construction work), volunteers, the Board of Management, visitors and Members of Public. The generic term "staff" in the safety statement includes employees, CE participants, Tus participants and volunteers. The Station is fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and, as far as is reasonably practicable, commit the Station to ensuring that:

- Work activities are managed to ensure the safety, health and welfare of employees.
- Return to Work Safely Protocol COVID-19 Specific National Protocol for Employers and Workers published by Department of Business, Enterprise and Innovation and the Department of Health is implemented.
- The Station's Safety Statement is being maintained and updated, and written risk assessments are being 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 that 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 suitable protective clothing and equipment are provided.
- Emergency plans are prepared and revised.
- Welfare facilities are provided and adequately maintained.
- Competent personnel who can advise and assist in securing the safety, health and welfare of employees are employed when required.

Signed: 

Date: 07/09/2020

2 – ROLES & RESPONSIBILITIES

Employer's responsibilities include:

- Managing and conducting work activities in ways that ensure the safety, health and welfare of employees and others who may be affected.
- Providing a safe place of work that is adequately designed and maintained.
- Providing safe means of access and egress for the place of work.
- Providing safe plant, equipment and machinery.
- Providing safe systems of work (e.g. operating procedures).
- Preventing improper conduct, which is likely to put an employee's safety and health at risk.
- Preventing risk to health from any article or substance (including plant, tools, machinery, chemical substances and equipment) as applicable to the place of work.
- Providing appropriate information, instruction, training and supervision, taking account of the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced.
- Providing suitable protective clothing and equipment where hazards cannot be eliminated.
- Preparing and revising emergency plans.
- Designating staff to take on emergency duties as necessary.
- Providing and maintaining welfare facilities (e.g. toilets, changing rooms, canteen area, etc.).
- Providing, where necessary, a competent person to advise and assist the Station in securing the safety, health and welfare of all of employees.

Employee's responsibilities are to:

- Comply with relevant health and safety legislation.
- Ensure that you are not under the influence of an intoxicant while at work as this could endanger your safety, health and welfare or that of others.
- Do not engage in improper conduct or other behaviour that is likely to endanger your safety, health and welfare or that of others.
- Co-operate with your employer and any other person to help them comply with their legal duties.
- Use in the manner prescribed to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means provided (whether for your use alone or for use in common with others) for securing your safety, health and welfare while at work.
- Report to your employer or immediate supervisor, without unreasonable delay, any defects of which you become aware in plant, equipment, place of work or system of work that might endanger the safety, health or welfare at work of any employee or that of any other person.
- Not to intentionally or recklessly, interfere with or misuse any appliance, protective clothing, convenience, or equipment provided in pursuance of any of the relevant statutory provisions

or otherwise, for securing the safety, health and welfare of persons arising out of work activities.

- Attend any training as may be required of or as may be prescribed to you involving safety, health and welfare at work or relating to work carried out by you.

Further Information

- Form 1.1 –Responsibilities & Other Arrangements
- Form 1.2 – List of Persons identified as Being Responsible for Health & Safety

3 – CONSULTATION & PARTICIPATION

Key Actions

The Station recognises that employee involvement in health and safety is an integral part of our safety management system. The Station is committed to providing adequate and appropriate consultation and welcomes the views of all employees on issues relating to health and safety.

Top Tips

The Station consults with all relevant employees:

- 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 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 endeavour to take any action that is considered necessary or appropriate to deal with the matters raised.

Further Information

- See Section 4 – Safety Representative

4 – SAFETY REPRESENTATIVE

Key Actions

Employees shall be facilitated if they wish to select and appoint a Safety Representative. The safety representative will undertake the role of Lead Worker Representative whose role is to work collaboratively with the employer to assist in the implementation of measures and monitor adherence to the measures to prevent the spread of COVID -19.

The member of staff appointed to the safety representative / lead worker representative is

- **Stephaney Mullins**

The appointed Safety Representative can consult and make representations to management on health and safety matters relating to the workplace. The purpose of these representations and consultations is to:

- Prevent accidents and ill health;
- Help highlight problems; and
- Help identify solutions.

When the Safety Representative makes representations, the Station considers these and act on them when it is appropriate to do so.

Top Tips

The functions of the Station's Safety Representative include:

- Assist in the implementation of measures and monitor adherence to the measures to prevent the spread of COVID -19
- Having given reasonable notice to the employer, regular inspection of the workplace according to a schedule agreed between him/her 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 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.

Further Information

Form 1.1 – Responsibilities & Other Arrangements

5 – 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 the Station's 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 their own:
 - ☐ Safety Statement.
 - ☐ 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 our workplace.

Top Tips

To ensure compliance with the legislation the Station provides contractors with the relevant sections of the safety statement to ensure that they are both aware of and can take account of the hazards in our workplace.

Further Information

- ☐ Form 1.1 – Responsibilities & Other Arrangements

6 – VISITORS

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

Key Actions

Visitors may not be aware of the potential hazards associated with our place of work. To minimise the risk of injury to our visitors the Station:

- Practices good housekeeping including:
 - ☐ Keeping walkways clear.
 - ☐ Cleaning up spills immediately.
- Restricts access to hazardous areas.
- Prevents visitors from using equipment or machinery.
- Ensures appropriate safety signs and notices are displayed.
- Ensures safe walkways and access routes are maintained.
- Puts procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.

Top Tips

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.

Further Information

- Responsibilities included in Appendix 1 Form 1.1

7 – PERSONS RESPONSIBLE FOR PERFORMING TASKS

Key Actions

The Station is obliged to ensure that persons are nominated and made responsible for tasks assigned to them by:

- Identifying responsible persons in the workplace (where required) who takes responsibility for various tasks.
- Briefing them on these tasks.
- Entering their name against this task and getting the responsible person to countersign.

Top Tips

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.

Further Information

- ☐ Form 1.2 – List of Persons Identified as being Responsible for Health & Safety

8 – ACCIDENT REPORTING & INVESTIGATION

Key Actions

If an accident or incident occurs in our places of work or in the course of work activities which has affected our employees or a third party the Station:

- Ensures details of the accident are recorded.
- Promptly investigates the accident so as to determine the root cause and on completion of the investigation, implement remedial measures to prevent a re-occurrence.
- Ensures that accidents are reported to the Health & Safety Authority on Form IR1 where:
 - ☐ Employees are out of work for more than three consecutive days (including the weekend) and where they cannot continue with their normal duties.
 - ☐ Members of the public are injured by a workplace activity and are treated by a registered medical practitioner.
 - ☐ A fatal accident has occurred.

Top Tips

- ☐ The employer of the injured party is responsible for the reporting of accidents on Form IR1 when required.

Further Information

- Any report to the Health & Safety Authority can be made, **online**, via the HSA's website, www.hsa.ie, or alternatively by hard copy (i.e. completing the Form of Notice of Accident (IR1) available from the HSA and posting the completed form to:

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

- Form 1.6 – Accident Investigation Form

9 – DANGEROUS OCCURRENCE REPORTING

Key Actions

Certain specified Dangerous Occurrences shall be reported to the Health & Safety Authority.

- ☐ The Station ensures that any such occurrence is reported to the Health & Safety Authority, by hard copy (i.e. completing the Form of Notice of Dangerous Occurrence (IR3) available from the HSA) and posting the completed form to:

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

Top Tips

Always investigate dangerous occurrences so that you can:

- Identify the root cause of the occurrence.
- Ensure remedial measures are put in place to prevent a re-occurrence.
- Retrain staff and modify control measures or work practices as necessary to prevent a reoccurrence.

Further Information

- A list of dangerous occurrences is available in the 'Learn More' section of *BeSMART.ie*

10 WELFARE FACILITIES & WORKPLACE REQUIREMENTS

Key Actions

Where required the Station provides in the workplace adequate welfare facilities and a suitable and safe workplace environment for use by employees and visitors, including but not limited to:

- Toilet facilities.
- Self-catering Canteen 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.
- Pedestrian and traffic management systems.
- Hand sanitisers and face masks

Top Tips

- ☐ Provide and maintain welfare facilities in a clean hygienic condition.

Welfare Facilities	Detail as Necessary
Toilet facilities (separate staff & volunteer)	2 No toilets, each designated either staff or volunteer.
Washbasins and washing facilities (hot and cold water and soap)	An upgrade of the bathrooms to provide Hot Water for handwashing is required
Ability to boil water, clean surfaces, seating with backs, adequate lighting and heat.	Accommodation for staff to take meals is at their desk or alternatively, if preferred, in 1 of the many Blanchardstown Centre food outlets.
Potable drinking water	
Facilities to take shelter from the elements	N/A Station is indoors. Outside Broadcast staff will need to have appropriate clothing for the outside venue.
Facilities to dry clothing and suitable changing areas for nature of the work	N/A

11 PERSONAL PROTECTIVE EQUIPMENT

Key Actions

The Station ensures that all our employees are adequately protected and where it is not reasonably practicable to reduce or eliminate the risk, then as a last resort provides PPE appropriate to the task/work environment.

As required, the Station ensures:

- The provision of adequate and suitable PPE.
- That PPE is used, maintained and replaced in accordance with the manufacturer's instructions.
- That the Station record information to include supply of and training in the use of PPE as appropriate.
- PPE is provided free of charge to employees.

On receipt of appropriate PPE, employees must:

- Use PPE correctly and whenever it is required.
- Report any defects in or damage to their PPE immediately.
- Participate in any training or instruction the Station provides on the fitting, use and inspection of PPE.
- Inform the Station of any medical conditions they have that may affect the correct use of the PPE provided for them.
- Look after any PPE provided to them.

Top Tips

- Ensure PPE is suitable for the task/environment.
- Always read the manufacturer's instructions. □ Replace damaged PPE.
- Monitor and supervise employees to ensure correct use and application.

Further Information

- Form 1.3 – Personal Protective Equipment Register

12 EMERGENCY PROCEDURES

Key Actions

Emergency refers to any event that may require an evacuation of the premises (e.g. gas leak, fire, bomb threat, etc.). The person who becomes or is made aware of a potential emergency should first sound the alarm. On hearing the alarm, all employees and visitors must:

- **GO IMMEDIATELY** to the emergency exits, closing all doors as they leave.
- **NOT** wait to find out what is happening.
- **NOT** stop to collect personal items.
- **GO** at once to their assembly point and wait for further instruction.
- **NOT** re-enter the building until authorised to do so by the emergency services.

Fire Detection & Warning Systems

- Carry out periodic fire drills and check your fire detection and warning systems on a regular basis to ensure they are working correctly.
- Ensure your fire safety detection/warning systems and fire-fighting equipment is serviced and maintained by a competent person.

Further Information

- Form 1.5 – Emergency Information
- A 'Fire Safety Checklist' is available to download from 'Learn More' on BeSMART.ie; use this checklist to help you develop a Fire Safety Management Policy for your workplace

13 – FIRST AID

Key Actions

After assessment of the type of hazards that exist in the workplace, the Station ensures adequate provision of first-aid equipment and facilities. Furthermore, the Station will appoint an Occupational First Aider should risk assessments identify specific hazards in our workplace that require a trained Occupational First Aider.

- Existing trained First Aider to do Covid-19 upgrade course.

Top Tips

- Where your first-aid risk assessment indicates that a First Aider is not required, the minimum requirement is to appoint a person to take charge of first-aid equipment. The role of this appointed person should include looking after the first-aid equipment and facilities.

- Ensure first-aid equipment is prominently placed, that employees are aware of its location and is accessible to all employees

Further Information

- Form 1.5 – Emergency Information

14 – PREGNANT EMPLOYEES

Key Actions

There are specific regulations dealing with pregnancy at work, which the Station applies when any employee declares that they are pregnant, have recently given birth or is breastfeeding and who provide an appropriate medical certificate.

On becoming aware that an employee is pregnant, the Station assess the specific risks 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.

- ☐ The Station carries out a specific risk assessment for that employee, taking particular account of any medical advice that the employee has received. If a risk cannot be eliminated or reduced to an acceptable level the Station:
 - ☐ 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.

Top Tips

- Identify hazards in the workplace that could pose a health and safety risk to new and expectant mothers and take appropriate action to remove or reduce the risk.
- The earliest stages of pregnancy are the most critical ones for the developing child; it is in an employee's best interest to notify you when she is pregnant.
- Pregnant, postnatal or breastfeeding employees must have suitable facilities to rest or feed.

Further Information

- Form 1.1 – Responsibilities & Other Arrangements
- Form 1.7 – Pregnant & Nursing Mother Risk Assessment
- The Health & Safety Authority has produced a guidance document entitled *Protection of Pregnant, Post Natal and Breastfeeding Employees*. This is available to download in the 'Learn More' section of BeSMART.ie

15 – YOUNG PERSONS

Key Actions

There are specific regulations dealing with young people at work. The Station complies with them in the event of a person of less than 18 years of age entering employment with the Station. In particular:

- If the young person is under 16 years of age, the Station obtains written permission from a parent or guardian.
- The Station does not exceed the recommended working hours for young persons.
- The Station puts in place all control measures required by risk assessment of the risk to the safety and health of the young person arising from:
 - ☐ 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.

Top Tips

- ☐ Carry out a risk assessment before employing a child (under 16) or 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.

Further Information

- Form 1.1 – Responsibilities & Other Arrangements
- The Health & Safety Authority has produced a guidance document entitled *Protection of Children and Young Persons*. This is available in the 'Learn More' section of *BeSMART.ie*

16 – WORK RELATED STRESS & DIGNITY AT WORK

Key Actions

As an employer, the Station, as far as reasonably practicable, ensures that:

- No employee's workload is so great that he or she has to consistently work overtime.
- No employee is subjected to harassment from or degrading behaviour by colleagues or managers, and 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 worries about accidents.

- Employees are trained so they can do their jobs effectively and safely.
- Everyone knows what his or her core job is.
- We have a Dignity at Work Policy in place outlining our procedures with regard to addressing bullying and harassment at work policy and [in employee handbook](#).

Further Information

□ 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

17 – FORMS & REGISTERS

Key Actions

Forms and registers provide the backbone of any good safety management system. They allow the Station to record specific items such as training, issue of PPE and statutory inspections.

Top Tips

In the Appendix of this document, you will find the key forms and registers that should be filled out: however, we have also included in the *BeSMART.ie* 'Learn More' section other forms and registers which you may find useful (e.g. statutory forms).

List of Forms & Registers

Form 1.1	Responsibilities & Other Arrangements
Form 1.2	List of Persons Identified as Being responsible for Health & Safety Tasks
Form 1.3	Personal Protective Equipment Register
Form 1.4	Training Register
Form 1.5	Emergency Information
Form 1.6	Accident Investigation Form
Form 1.7	Pregnant & Nursing Mother Risk Assessment

18 – RISK ASSESSMENTS

Key Actions

The Station has carried out risk assessments in consultation with employees and have reviewed our workplace and work practices, both identifying the hazards that exist and assessing the risks arising from these hazards.

- Where additional controls are required to avoid or reduce the risk, they have been identified on the risk assessment action list and are implemented by the responsible person.
- The Station makes every reasonable effort to give priority to the implementation of controls for those hazards of most concern.
- Where the Station believes that the necessary competence to carry out particular risk assessments is not available in-house additional expertise is obtained.

Top Tips

- When a process, task or activity significantly changes or a new one is introduced then:
 - ☐ The existing risk assessment must be reviewed and amended as required, or ☐ A new risk assessment carried out.
- This should always be done in consultation with your employees.

A. Station Risk Assessment

Document Reference: COVID-19 – Returning to Work Protocol

92.5 Phoenix FM
Community Radio for Dublin 15

The Blanchardstown Centre
Dublin 15
Tel: 01 822 7222
www.phoenixfm.ie

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Biological agents	Covid-19 virus The (COVID-19) coronavirus is a pandemic. The virus is spread by small droplets produced when those infected coughs, sneeze or talk. People may be infected by touching a contaminated surface and then their face. Effects of the virus can range from mild flu like symptoms to respiratory failure and death. Infected people may be asymptomatic and unknowingly infect others.	Virus ladened droplets rapidly fall to the ground or surfaces and are not generally spread through still air over large distances. The virus can survive on surfaces for up to 72 hours. Social distancing protocol maintaining a distance of 2m minimum insofar as possible	Maintain a distance of 2 m from colleagues while working, when using toilets, broadcasting studio, recording studio, and in daily lives, in order to limit exposure. Walkway route through the station are too narrow to permit passing @ 2m distance, normal occupancy will be reduced to enable social distancing. Station infrastructure - where 2m cannot be maintained / guaranteed, a facemask must be worn. Contact points require regular cleaning. Frequently touched surfaces should be cleaned as often as possible (at least twice daily and if possible more frequently). Examples of these surfaces are doorknobs and door bars, chairs and armrests, tabletops, light switches, handrails, water taps, door open buttons, etc. Recording studio- Due to the extent and volume of electrical and electronic control equipment, this room cannot be cleaned to remove all traces of Covid-19 virus. Special measures are required to prevent virus contamination of equipment. Vacuum cleaning of carpets can raise dust potentially contaminated by virus. New HEPA vac required with operators wearing FFP2 or KN-95 mask. Vacuum done weekly on Friday evening.	Medium	Purchase supply of facemasks, including higher spec. masks for vacuum cleaning. New HEPA Vacuum cleaner to be purchased.	SM SM	Aug '20 Aug '20

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Biological agents	<p>Covid-19 virus</p> <p>The (COVID-19) coronavirus is a pandemic. The virus is spread by small droplets produced when those infected coughs, sneeze or talk. People may be infected by touching a contaminated surface and then their face. Effects of the virus can range from mild flu like symptoms to respiratory failure and death. Infected people may be asymptomatic and unknowingly infect others.</p>	<p>Virus laden droplets rapidly fall to the ground or surfaces and are not generally spread through still air over large distances. The virus can survive on surfaces for up to 72 hours.</p> <p>Social distancing protocol</p> <p>maintaining a distance of 2m minimum insofar as possible</p>	<p>Staff are encouraged to commute to work by private transport, walking or cycling.</p> <p>Private car parking is available for staff.</p> <p>Staff are advised not to come to work if they have a high temperature but to telephone the Station Manager at the earliest opportunity.</p> <p>Staff are encouraged to commute to work by private transport, walking or cycling.</p> <p>Public transport is considered high risk. Where public transport is used, comply with national guidelines and hand sanitising immediately on entering the station</p> <p>If using public transport, use facemasks.</p>	Medium	None		

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Biological agents	<p>Covid-19 virus</p> <p>The (COVID-19) coronavirus is a pandemic. The virus is spread by small droplets produced when those infected coughs, sneeze or talk. People may be infected by touching a contaminated surface and then their face. Effects of the virus can range from mild flu like symptoms to respiratory failure and death. Infected people may be asymptomatic and unknowingly infect others.</p>	<p>Virus ladened droplets rapidly fall to the ground or surfaces and are not generally spread through still air over large distances. The virus can survive on surfaces for up to 72 hours.</p> <p>Social distancing protocol maintaining 2m minimum insofar as possible</p>	<p>Frequent washing of hands very important, where not practicable use hand sanitizer. Avoid transfer of contamination from hands to other surfaces including transport. Advise staff and others when they need to wash hands includes:</p> <ul style="list-style-type: none"> • before and after eating and preparing food • after coughing or sneezing • after using the toilet • before smoking or vaping • where hands are dirty • before and after wearing gloves • before and after being on public transport • before leaving home • when arriving / leaving the workplace • after changing tasks • after touching potentially contaminated surfaces (i.e. door handles) • if in contact with someone displaying any COVID-19 symptoms 	Medium	Hot water heaters to be fitted to both bathrooms		Sep '20

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Biological agents	<p>Covid-19 virus</p> <p>The (COVID-19) coronavirus is a pandemic. The virus is spread by small droplets produced when those infected coughs, sneeze or talk. People may be infected by touching a contaminated surface and then their face. Effects of the virus can range from mild flu like symptoms to respiratory failure and death. Infected people may be asymptomatic and unknowingly infect others.</p>	<p>Virus laden droplets rapidly fall to the ground or surfaces and are not generally spread through still air over large distances. The virus can survive on surfaces for up to 72 hours. Social distancing protocol maintaining a distance of 2m minimum insofar as possible</p>	<p>Recording studio- Due to the extent and volume of electrical and electronic control equipment, this room cannot be cleaned to remove all traces of Covid-19 virus. Approach is to protect room contents from contamination by Covid-19 virus - limited access, with room occupants observing face mask (surgical standards – NOT face covering), washing of hands prior to entry and regular hand sanitising. Access denied to anyone exhibiting ANY Covid-19 symptoms.</p> <p>Staff to engage in frequent cleaning and disinfectant of;</p> <ul style="list-style-type: none"> - personal transport contact points (private car, bicycle, Motorbike), - work equipment, - recording equipment, - pens, - electronic devices (phones, tablets, etc.) <p>Disinfectant spray/wipes will be available for staff use in the vicinity of their own desk/seat. Used wipes should be disposed of by placing immediately in the bin.</p>	Medium	None		

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Biological agents	Covid-19 virus The (COVID-19) coronavirus is a pandemic. The virus is spread by small droplets produced when those infected coughs, sneeze or talk. People may be infected by touching a contaminated surface and then their face. Effects of the virus can range from mild flu like symptoms to respiratory failure and death. Infected people may be asymptomatic and unknowingly infect others.	Virus laden droplets rapidly fall to the ground or surfaces and are not generally spread through still air over large distances. The virus can survive on surfaces for up to 72 hours. Effects of the virus can range from mild flu like symptoms to respiratory failure and death. Infected people may be asymptomatic and unknowingly infect others.	The pre-return to work form (to be completed and returned at least 3 days in advance of returning to work) should ascertain: <ul style="list-style-type: none"> Workers have no symptoms of Covid-19 The worker is not self-isolating or awaiting the results of a Covid-19 test Temperature (high temperature - 38 degrees Celsius or above) – Staff shall not enter the community centre, work from home where possible. Seek medical opinion & test for Covid-19 as per HSE criterion. Flue & cold symptoms - Staff should work from home. Tissues and sealable plastic bags will be available to allow staff to practice good respiratory hygiene. Staff should use tissues to cover their mouth and nose when they sneeze or cough, and these tissues should be disposed of immediately by placing in the bin. Flue & cold symptoms - Seek medical opinion, where advised test for Covid-19 as per HSE criterion Isolation area identified for person with suspected Covid-19.	Medium	Flu & cold symptoms - Seek medical opinion, where advised test for Covid-19 as per HSE criterion		

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Biological agents	<p>Covid-19 virus</p> <p>The (COVID-19) coronavirus is a pandemic. The virus is spread by small droplets produced when those infected coughs, sneeze or talk. People may be infected by touching a contaminated surface and then their face. Effects of the virus can range from mild flu like symptoms to respiratory failure and death. Infected people may be asymptomatic and unknowingly infect others.</p>	<p>Virus ladened droplets rapidly fall to the ground or surfaces and are not generally spread through still air over large distances. The virus can survive on surfaces for up to 72 hours.</p> <p>Effects of the virus can range from mild flue like symptoms to respiratory failure and death. Infected people may be asymptomatic and unknowing infect others.</p>	<p>The station is ventilated by natural ventilation with the exception of the bathrooms (which are mechanically ventilated).</p> <p>The office and the recording studio (control room) have windows that can be opened for purge ventilation.</p> <p>The Broadcast "Talk" Studio has no window for purge ventilation.</p>	Medium	Investigate installation of extract fan and extract system (duct, diffusers, attenuation, etc.) to mechanically purge ventilate the Broadcast "Talk" Studio	SM / KON	Sep '20

Risk Assessment for Work at the Station

Biological agents	<p>Covid-19 virus</p> <p>The (COVID-19) coronavirus is a pandemic. The virus is spread by small droplets produced when those infected coughs, sneeze or talk. People may be infected by touching a contaminated surface and then their face. Effects of the virus can range from mild flu like symptoms to respiratory failure and death. Infected people may be asymptomatic and unknowingly infect others.</p>	<p>Not all cohorts of the population have the same level of vulnerability to Covid-19 virus.</p> <p>Individual risk factors (e.g. older workers, presence of underlying medical conditions, etc.).</p>	<p>Very high risk (extremely vulnerable)</p> <ul style="list-style-type: none"> - people over 70 years of age or - extremely medically vulnerable person (organ transplant recipients & people with specific cancers - <p>HSE advice for very high risk group is to cocoon</p> <p>High risk - are over 60 years of age or have a range of chronic illnesses that would non normally have prevented a person working at the station</p> <p>HSE advice is to:</p> <ul style="list-style-type: none"> - work from home if you are at high risk from coronavirus. - If you cannot work from home and you have to go to your workplace, take extra care to: <ul style="list-style-type: none"> * practice social distancing where possible * wash your hands regularly and properly * Ask the people in your life to take extra care to protect you from coronavirus. <p>This information is “special category” data under General Data Protection Regulation (GDPR).</p> <p>Station Manager aware of Staff in Very High Risk (extremely vulnerable) and High Risk groups so that reasonable accommodation is provided.</p>	Medium	Register of high risk & very high risk persons who are not expected to access station	Station Manager	Sep '20
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Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Electricity	Electrocution from medium & high Voltage	Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries to you, your employees and/or visitors	<p>All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician.</p> <p>Electrical installations are checked regularly by a competent qualified electrician Testing, certifying and repairs are carried out in accordance with appropriate E.T.C.I. standards.</p> <p>Enclosures/covers are in place to prevent contact with live electrical equipment/parts Damaged extension leads are repaired or removed from use Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations</p> <p>Work on live electrical equipment is avoided where reasonably practicable</p> <p>Fire extinguishers that are suitable for fighting electrical fires are provided.</p> <p>All circuits supplying socket outlets are protected by an RCD</p> <p>Operation of the RCD is tested regularly in accordance with the manufacturer's instructions</p>	Medium	None		

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Electricity	Electrocution from medium & high Voltage	Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries	Electrical equipment and fittings are suitable for the work environment Where electrical portable appliances are subject to ongoing wear and tear, they are inspected and tested. Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person	Medium	PAT tester to be purchased & annual testing of portable electrical equipment	SC	Sep '20
Electricity	Electrical faults	Direct or indirect contact with electricity	PAT testing Fixed wiring periodic inspection testing and reporting per Regulation 89 of the 2007 Safety Health and Welfare at Work (General Application) Regulations All work carried out as per ETCI rules by a Registered Electrical Contractor (REC) with a Completion Certificate after the work is complete. Inspection of under desk cable management as part of workstation ergonomics assessment.	Medium	Implement a PAT testing inspection for appliances	SC	
Electricity	Personal electrical appliances	Electrical shock or fire due to failure of personal electrical appliances	Personal electrical appliances that are low voltage powered via USB or step down doubly insulated transformer are acceptable. 220V appliances greater than 0.2kW are not permitted. Where a need emerges for an member of staff to bring in an item greater than 0.2kW, a Risk Assessment for exceptions shall be done.	Low	Risk assessment documented & recorded for excaptions.		

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Ergonomic strain	Display Screen Equipment	Poor workstation set up, prolonged Display Screen Equipment (DSE) use and prolonged poor seating posture at DSE workstation can cause neck, back, shoulder or arm strain, eye strain or fatigue.	An assessment of individual workstations is carried out, for office and remote working from home. Work tasks are varied to ensure that staff are not working at their computers for long periods of time. Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards. Employees who use computers are made aware of their right to eye tests	Low	None		
Ergonomic strain	Office Equipment	Working with office equipment/furniture e.g. photocopiers, shredders, guillotines, filing cabinets, may cause cuts, burns and other serious injuries.	Office equipment is used in accordance with the manufacturer's manual. Power sockets are not overloaded Cabinet drawers and doors are kept closed when not in use. Only one filing cabinet drawer can be opened at a time to prevent tipping Shelves are not overloaded Adequate lighting, ventilation and heating are provided. Power supply is turned off when clearing shredder jams and emptying bags Loose clothing, dangling jewellery and unsecured long hair should be avoided when using shredders. Guillotine is only used when the guard is in place Guard is engaged when guillotine is not in use	Low	None		

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Fire	<p>Accidental ignition or electrical fault resulting in ignition of flammable materials</p> <p>Fire in the office / studio e.g. due to electrical fault or misuse of heaters</p>	<p>Individuals suffering harm or operations being disrupted due to fire</p> <p>Fire can cause smoke inhalation, burns and other serious injuries to you, your employees and/or visitors</p>	<p>Routine Fire safety checks by office H&S representatives.</p> <p>All offices are non-smoking as required by law. Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed daily,</p> <p>Periodic maintenance contracts in place for life safety equipment (extinguishers, emergency lighting, fire alarm).</p> <p>Fire alarm, manual call points and smoke detectors are in place, kept in good working order and tested regularly.</p> <p>Emergency exits are clearly marked and kept clear. Emergency lights are installed on escape routes and exits and are tested regularly. Appropriate signage is in place</p> <p>Fire extinguishers are accessible, kept in good working order and inspected Regularly.</p> <p>Employees are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers.</p> <p>Emergency evacuation procedures are in place. Fire drills are held regularly.</p>	Low	None		

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Unsafe walkways	Trailing cables, damaged stairs/carpets, poor housekeeping etc. Slips, Trips and Falls due to spills, inadequate materials storage, inadequate lighting can cause injuries	People tripping or slipping. Bruising/ Sprain	<p>Clear, unobstructed, slip resistant pedestrian routes are provided and maintained</p> <p>Adequate lighting is provided and is appropriate for the work being carried out</p> <p>Spills are cleaned up immediately.</p> <p>Trailing cables and leads are re-routed, removed or secured.</p> <p>Good house-keeping practices are in place and are maintained.</p> <p>Absorbent materials and warning signage are available for dealing with spills.</p> <p>Mats are properly located, fitted and secured</p> <p>Changes in levels are avoided if possible or are adequately highlighted where necessary.</p> <p>Slip resistant footwear are worn where necessary</p>	Low	None		

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Aggressive individuals. Unsafe walkways	Outside broadcast Visiting Customer Premises.	Visiting customers premises may result in slips, trips, falls, crush injuries or threatening behaviour which may cause cuts, bruises, head injuries or other serious injuries	<p>Employees are provided with information about the purpose of the visit, the location of the premises and any particular Risks.</p> <p>On arrival at a customer's premises employees make their presence known at reception or make contact with a customer representative.</p> <p>Employer or other relevant person is aware of the employee's planned visits. Employees are trained not to enter any premises without prior permission from the owner/customer.</p> <p>Employees are trained to avoid, and to report to their manager, any dangerous situations/issues that may affect them and reported matters are dealt with promptly. Emergency contact numbers are provided, and an incident reporting procedure is in place including follow up action.</p> <p>The premises rules and safety signs are obeyed Where relevant, employees familiarise themselves with the layout of the premises and emergency evacuation procedures</p>	Medium	Outside Broadcast (or visiting customer's premises) will require a venue specific risk assessment taking into account the Covid-19 protocols of the venue and an assessment of the venue's compliance with <u>their</u> protocol.		
Aggressive individuals	Access by trespassers	Personal injury, theft	<p>Main Doors are closed and locked, access controlled by reception.</p> <p>Main Doors are closed and locked outside extended business hours.</p>	Low	None		

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Height	Stacking shelves etc. at high level	Falling off step ladder etc.	Staff must only use proprietary access equipment Routine safety checks by office H&S representatives will check that storage is acceptable If any work at height is going to be prolonged (more than half an hour) or involves the movement of heavy or awkward objects, external contractors should be used	Low	None		
Height	Maintenance to high level services. Broadcasting equipment is located at high level above the studio and on Falcon's View apartments, Blanchardstown.	Falls leading to Severe Injury or Death	When working at a height equipment should be selected based on the risk assessment. Mobile platform with guardrails to be used. Only trained personnel with fall arrest PPE should access a mobile platform Where this is not reasonably practicable ladders can be used (subject to risk assessment and short duration – as per current General Applications regulations). Transmitter equipment at Falcon's View apartments is accessible (at grade) from a roof with a high parapet. High risk activities outsourced to competent contractor.	High	High risk activities outsourced to competent contractor.		

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Manual handling	Moving furniture, archive boxes etc.	Sprains or strains as a consequence of moving excessive weights or repetitive handling	Avoid ordering in heavy / awkward size units. Training in manual handling will be given to appropriate employees to carry out the task safely e.g. lifting boxes of files etc. prior to engaging in any manual handling tasks Appropriate controls to minimise the risk. (i.e. suitable trolley's or lifting devices) Employees have a responsibility to ensure that files and documents are not stored at locations (Above head height / top of filing cabinets / lockers) that could expose employees to a risk of material falling from	Low	None		
Lone Working	Working alone late or at weekends	Bruising/ Sprain/ Personal health incident	Employee to notify manager & arraignments made to periodic check-in, to positively identify lone worker is OK Periodic check via group "What's App" to ensure lone worker is OK. Lone Worker to advise "What's App" when lone worker has left & secured the station. Occasion specific record of individual, date & time to be maintained.	High	Log of Lone Workers	SM	Sep '20

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Noise or vibration	Continuous exposure to noise levels of 80 dB(A) or above	Damage to hearing Distraction	Station is normally a quite area. Maintenance / construction activities generating noise restricted to out of hours activities.	Low	None		
Hazardous substances	Cleaning substances, toners etc.	Spills or contact with cleaning agents or toners	Standard domestic use products only. Spills mopped up immediately and disposed to foul waste. Do not mix incompatible cleaning products (assume products are incompatible)	Low	None		
Hazardous substances	Kitchen store.	Ingestion Skin absorption Inhalation	Standard domestic use products only stored in Kitchen (detergents, consumables, etc.). All chemical/cleaning agents should be stored in separate cupboards, segregated from food, Delph (dishware) and cutlery.	Low	None		
Temperature	Hot or cold temperature	Working for prolonged periods in uncomfortable temperatures	In the event that office temperatures cannot be raised above 16°C within the first hour of an office opening, staff should be directed to find alternative locations to work / work from home. Heaters and fans will be provided where appropriate.	Low	None		
Hot Surfaces	Touching hot equipment located in the Kitchen	Burn	Hot surfaces minimised to portable appliances (kettle, microwave, coffee maker, fridge). First Aid kit located in main office, talk studio.	Low	None		
Personal health incident/ accident	Emergency requiring First Aid. Electrical shock.	Previous incident where volunteer broadcaster had heart attack	Existing staff (3) trained in First Aid. Covid -19 return to Studio identifies that 2 members of staff in attendance.		Train additional people to ensure 1 person on site is trained in First Aid (Covid addendum)	Station Mgr.	Sep '20

Document Reference: Risk assessment

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19 – ACTION LIST

Key Actions

Following the completion of the risk assessment, this action list was generated. This is a list of controls the Station indicated during the risk assessment process that are required to be implemented in order to reduce the risk of accident/ill-health in our workplace.

Top Tips

- Assign a responsible person to complete each task?
- Assign a realistic goal date and the resources required to carry out each action.
- Follow up to ensure satisfactory completion.

Further Information

- ☐ You can complete this action list by printing and filling it out by hand or you can return to the 'Manage Action List' and complete it online

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Hazard	Additional Controls Required	Action by Whom	To be completed by	Completed
Covid-19	Face masks, sanitising consumables, HEPA Vacuum cleaner, cleaning materials.	Stephaney Mullins	August 2020	
Outside Broadcast & visits to other premises	Outside Broadcast (or visiting customer's premises) will require a venue specific risk assessment taking into account the Covid-19 protocols of the venue and an assessment of the venue's compliance with their protocol.	Event coordinator	In advance of a decision to visit other premises or Outside Broadcast	
Electrical appliance PAT testing	The Safety, Health and Welfare at Work (General Application) Regulation's S.I NO.299 of 2007 means that there is a requirement under Irish law that all businesses carry out PAT Testing on all portable appliances.	Seán Coogan	employers 100% responsible for the safe maintenance of portable appliances (anything with a plug- kettle, PCs, laptops, toasters, servers etc.)	
Checks to Electrics	Annual periodic inspection by electrician	Noreen Byrne	Verify Emergency light system tested by Landlord	

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Hazard	Additional Controls Required	Action by Whom	To be completed by	Completed
Checks to Electrics /Alarms	Fire Detection Systems	Stephaney Mullins	Verify fire alarm tested by Landlord	
Fire Drills	In conjunction with Blanchardstown Centre Office Only	Stephaney Mullins	Periodical throughout year Randomly per quarter	
Refill / Replace Fire Equipment	Gendist Fire & Safety Ltd	Stephaney Mullins	Organise annual inspection & refill	Dec 2019, next due Dec 2020
Lone Working	Occasion specific record of individual and check.	Stephaney Mullins	September 2020	
Staff Training	H&S General Information	Station Manager / Kieran O'Neill	October 2020	
Personal health incident / accident	First Aid cover across all shifts, Covid-19 refresher training.	Station Manager	September 2020	

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20 – FORMS & REGISTERS

Form 1.1 – Responsibilities & Other Arrangements

Form 1.2 – List of Persons Identified as Being Responsible for Health & Safety Tasks

Form 1.3 – Personal Protective Equipment Register

Form 1.4 – Training Register

Form 1.5 – Emergency Information Form

Form 1.6 – Accident Investigation Form

Form 1.7 – Pregnant & Nursing Mother Risk Assessment

Form 1.1 Responsibilities & Other Arrangements

List any other arrangements or responsibilities that are specific to your workplace here.

Area of Responsibility	Additional Responsibility or Arrangements if not Already Included
Employers	
Employees	
Contractors	

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Visitors	
Consultation and Participation	
Pregnant Employees	
Work Related Stress and Dignity at Work	
Young Persons	

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Form 1.2 List of Persons Identified as Being Responsible for Health & Safety Tasks

No.	Tasks (Non-Exhaustive)	Responsible Person (Where Required)	Signature
1.	Ensuring our Safety Statement is accessible and available to all.	Station Manager *	
2.	Person responsible for managing and co-ordinating work activities.	Station Manager *	
3.	Ensuring records are maintained such as training and provision of PPE.	Stephaney Mullins	
4.	Ensuring forms and registers are collected and filled out as required.	Stephaney Mullins	
5.	Ensuring Safety Data Sheets are available and appropriate control measures implemented as required.	Stephaney Mullins	
6.	Ensuring accidents are investigated and reported, and remedial measures implemented to prevent reoccurrence.	Station Manager *	

* In the interim hiring a new Station Manager, these activities are the responsibility of the Board of Management

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7.	Ensuring risk assessments are carried out and updated as necessary.	Station Manager *	
8.	Ensuring the upkeep and maintenance of welfare facilities.	Stephaney Mullins	
9.	Ensuring the upkeep of First Aid Box and ordering of first aid supplies.	Stephaney Mullins	
10.	Co-ordinating and managing training requirements.	Station Manager	
11.	Ensuring the upkeep and maintenance of the premises. Co-ordinating contractors' activities.	Stephaney Mullins	
12.	Managing provision of emergency equipment and coordinating procedures including provision of fire extinguishers, fire drill, evacuation planning, etc.	Stephaney Mullins	

* In the interim hiring a new Station Manager, these activities are the responsibility of the Board of Management

Form 1.3 Personal Protective Equipment Register

Personal Protective Equipment Register			
Name	PPE Received	Date	Signature

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Form 1.4 – Training Register

No.	Name	Type of Training	Training Provider	Expiry Date

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Form 1.5 – Emergency Information**Assembly Point****Car Park to west of TGI Friday's****Emergency Information Sheet****Occupational First Aider****Seán Coogan****Location of First Aid Box****Kitchen, Lobby outside studio****Nearest Hospital/A&E****Connelly Hospital, Blanchardstown****Local Doctor****Next to studio****Emergency Services**

- ☐ Ambulance
- ☐ Fire Brigade
- ☐ Garda incident

112 / 999**Garda Station****Blanchardstown (01) 666 7000****ESB Networks****1850 372 999****Bord Gáis****1850 205 050****Eircom****1901****Health & Safety Authority****1890 289 389**

Form 1.6 – Accident Investigation Form

Type of Incident : Investigation :			
<input type="checkbox"/> Injury <input type="checkbox"/> Property/Equipment Damage <input type="checkbox"/> Near Miss <input type="checkbox"/> Other.....	Yes <input type="checkbox"/> No <input type="checkbox"/> Details: _____		
	Further Action Required		
	<input type="checkbox"/> Report to Health & Safety Authority		
Details of Incident			
Date of Incident		Time of Incident	am <input type="checkbox"/> pm <input type="checkbox"/>
Witness Name		Witness Contact Details	
Nature of Incident			
Location of Incident			
Description of Incident			
Details of Damage to Equipment/Property?			
Details of Injured Person(s) (if applicable)			

Name			
Address			
Date of Birth			
Occupation		Employer	

Recommended Preventive Action

Details	
----------------	--

Report Completed By:

Name		Position	
Signature		Date	

Record of Additional Information

Witness Statements		Pictures	
CCTV/Video		Sketches/Drawing	

Form 1.7 – Pregnant & Nursing Mother Risk Assessment

Section 1: Employee Details

Name		Surname	
Area of work			
Have you been certified pregnant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you notified your Manager?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Expected due Date			
Date of Assessment			

Section 2: Job Risk Assessment (To filled out by the employee and H&S Mgr)

Does the employee's work involve exposure to or work with any of the following?	YES	NO
Excessive noise	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals (drugs, specific chemicals such as lead, pesticide, Lab chemicals with the following Risk Phrases R40, R45, R61, R63 and R64)	<input type="checkbox"/>	<input type="checkbox"/>
Biological Agents (in particular infectious diseases)	<input type="checkbox"/>	<input type="checkbox"/>
Nauseating smells	<input type="checkbox"/>	<input type="checkbox"/>
Vibration or Shocks	<input type="checkbox"/>	<input type="checkbox"/>
Manual Handling (Lifting or carrying Heavy loads)	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold Environment	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Hot Environment	<input type="checkbox"/>	<input type="checkbox"/>
Ionizing Radiation (X-ray)	<input type="checkbox"/>	<input type="checkbox"/>
Non-ionizing radiation : <ul style="list-style-type: none"> optical radiation (ultraviolet (UV), visible and infrared) and electromagnetic fields (power frequencies, microwaves and radiofrequencies). 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Shift work (early or late)	<input type="checkbox"/>	<input type="checkbox"/>
Difficulty in leaving job for breaks etc.	<input type="checkbox"/>	<input type="checkbox"/>
Awkward spaces and workstations	<input type="checkbox"/>	<input type="checkbox"/>
Abnormal movements or postures	<input type="checkbox"/>	<input type="checkbox"/>
Travel e.g. long journeys, air travel etc.	<input type="checkbox"/>	<input type="checkbox"/>
Use of protective clothing	<input type="checkbox"/>	<input type="checkbox"/>
Work in Hyperbaric atmospheres e.g. pressurized enclosures and underwater diving	<input type="checkbox"/>	<input type="checkbox"/>
Working at Heights	<input type="checkbox"/>	<input type="checkbox"/>

Where you Tick YES, please identify the appropriate control measures

Hazard	What is the risk to the expectant/nursing mother	Suggested Control measures	Where applicable state who will implement controls and Date for Implementation
Noise	No specific risk	<ul style="list-style-type: none"> • Apply noise at work Regulations • Prolonged exposure to loud noise may lead to increased blood pressure and tiredness 	
Biological Agents	Can cause damage to the foetus	<ul style="list-style-type: none"> • Pregnant employees should avoid handling or coming in contact with biological agents. • For most workers, the risk of infection is not higher at work than for those living in the community 	
Chemical Agents	These substances may have potential to endanger health or safety. See note below.	<ul style="list-style-type: none"> • Pregnant employees should avoid working with these Substances. 	
Exposure to nauseating smells	Morning sickness	<ul style="list-style-type: none"> • Flexible work pattern 	
Vibration or Shocks	Increased Risk of Miscarriage	<ul style="list-style-type: none"> • Avoid involving uncomfortable whole body vibration 	
Manual Handling	When you are pregnant you are more likely to pull a muscle as you have a hormone called relaxin in your system, which relaxes your smooth muscle. Try to separate heavy lifts into smaller ones, and always bend from your knees keeping your back straight.	<ul style="list-style-type: none"> • Avoid manual handling tasks; reduce manual handling to lowest practicable level. • Where duties involve manual handling, employees should attend refresher MH training • Use manual handling aids where possible 	
Cold/Hot environments	Risk of heat stress, dehydration, fatigue	<ul style="list-style-type: none"> • Avoid prolonged exposure to heat • Provide rest facilities and access to refreshments • No specific risks arise from extremes in cold. 	
Ionizing Radiation	Significant exposure to ionizing radiation is harmful to the foetus	<ul style="list-style-type: none"> • Avoid exposure to radioactive substances 	
Non-ionizing electromagnetic radiation	Exposure when working within current recommendations is not known to cause harm to the mother or the developing child. However, extreme over-exposure can raise body temperature making the pregnant employee uncomfortable	<ul style="list-style-type: none"> • No specific action required for office based employees. • Restrict field surveys to sites with low EMI risk. 	
Shift work	Tiredness, morning sickness	<ul style="list-style-type: none"> • Flexible work rostering should be organized 	
Difficulty in leaving job	Frequent visits to toilet	<ul style="list-style-type: none"> • Flexible work allocation 	

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Hazard	What is the risk to the expectant/nursing mother	Suggested Control measures	Where applicable state who will implement controls and Date for Implementation
Awkward spaces and workstations /Abnormal movements and postures	Pregnant employees may experience problems in working in tight fitting workspaces or workstations, which do not adjust sufficiently to take account of increased abdominal size. This may lead to strain or sprain injuries. Dexterity, agility, co-ordination, speed of movement reach and balance may also be impaired.	<ul style="list-style-type: none"> Workstation and chairs will be assessed as pregnancy progresses to avoid any postural problems In later stages of pregnancy employees are encouraged to use the lifts where possible and avoid using the stairs 	
Travel	Sitting in a car for long periods can affect circulation and lead to fatigue Regular air travel is not recommended when in your first and third trimester when the risk of miscarriage and preterm labour are lower	<ul style="list-style-type: none"> Ensure hours of work and the volume and pacing of work are not excessive If traveling long distances then extra time should be allowed to ensure that sufficient breaks can be taken e.g. overnight stay. Travel is not recommended from week 35 onwards as there is a risk of pre-term labour 	
Use of Protective Clothing	Increasing size	<ul style="list-style-type: none"> Provision of bigger sizes when needed 	
Working in hyperbaric atmosphere	Potential to harm the fetus	<ul style="list-style-type: none"> Pregnant workers should not work in compressed air, nor should they dive. 	
Working at Heights	Fall from a height resulting in injury or death of employee and / or fetus	<ul style="list-style-type: none"> Deligate surveys where ladder access or harness is required. Deligate in later stages (stair access required). 	
Risk Assessment Recommendations		No Modifications to work Necessary	<input type="checkbox"/>
		Modifications to work Needed as per the controls above	<input type="checkbox"/>
		Reassignment / Alternative duties	<input type="checkbox"/>
		Health and Safety Leave	<input type="checkbox"/>
Employee Signature and Date			
Health and Safety Signature and Date			
HR Signature and Date			

Directors: Noreen Byrne (Chair), Tony Maycock (Vice Chair), Gráinne Uí Chaomhánaigh, (Secretary), Ray Crean (Volunteer Representative), Kieran O'Neill (Community Representative), Brendan Schutte, Alan Connolly, Ben Atkinson, Darah Carroll Noonan.
Dublin 15 Community Broadcasting Co-operative Society Ltd. Reg no. 4611R

Notes

Regulation 24 (Chapter 1 of Part 2 relating to the workplace) of the General Application Regulations 2007 requires an employer to ensure that pregnant, post-natal and breastfeeding employees are able to lie down to rest in appropriate conditions.

Pregnant women do not need to stop working with display screen equipment (DSE).

What biological agents are harmful to pregnant employees?

It should be stated that in many workplaces there are no biological agents and therefore this will not be an issue. Some biological agents are known to cause abortion of the foetus, or physical and neurological damage. These agents are included in hazard groups 2,3 and 4 of the Biological Agents Regulations 1994 and 1998. Many biological agents within these three hazard groups can affect the developing child if the mother becomes infected during pregnancy. Examples of such agents are: rubella, hepatitis B, HIV, herpes, TB, syphilis, chickenpox and typhoid.

What are hazard groups 2,3 and 4?

- A group 2 biological agent is one which can cause human disease, might be a hazard to employees although it is unlikely to spread to the community and in respect of these there is usually effective treatment available.
- A group 3 biological agent is one which can cause severe human disease, presents a serious hazard to employees and may present a risk of spreading to the community, although there is usually effective treatment available.
- A group 4 biological agent is one which causes severe human disease, is a serious hazard to employees, may present a high risk of spreading to the community and in respect of which there is usually no effective treatment available.

What chemical agents are known to endanger the health of pregnant employees?

There are about eight hundred substances labelled with risk phrases i.e. R40,R45,R46,R61,R63,R64 (see question below for meaning of individual risk phrases). The risk assessment will determine the presence of a particular substance in the workplace. If the exposure is below the level set down in the Chemical Agents Regulations and Carcinogen Regulations, there may be no risk in practice to a pregnant employee or her developing child.

What do the risk phrases mean? – The risk phrases mean:

- R40: possible risk of irreversible effects.
- R45: may cause cancer.
- R46: may cause heritable genetic damage.
- R61: may cause harm to the unborn child.
- R63: possible risk of harm to the unborn child.
- R64: may cause harm to breastfed babies