



Castle Office Contracts

SAFETY STATEMENT

Including Risk Assessments

2026

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Parkwest, Dublin 12.

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SAFETY STATEMENT

INCLUDING RISK ASSESSMENTS

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PART A – SAFETY STATEMENT AND APPENDICES

SECTION 1 – HEALTH AND SAFETY POLICY

CASTLE OFFICE CONTRACTS LTD WILL READ, SIGN AND DATE THE HEALTH AND SAFETY POLICY IN THIS SECTION. CASTLE OFFICE CONTRACTS LTD 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 Castle Office Contracts Ltd 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.

HEALTH AND SAFETY POLICY

Castle Office Contracts Ltd 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. Castle Office Contracts Ltd 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 our employees are employed when required.*

Signed: Patrick Turner Date: 09/09/2025

Position: Managing Director



1.1 – BUSINESS/COMPANY INFORMATION

KEY ACTIONS

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

BUSINESS/COMPANY INFORMATION	
<i>Business/Company Name</i>	Castle Office Contracts
<i>Business/Company Address</i>	Unit 34 Enterprise Centre, Parkwest Industrial Estate, Dublin 12
<i>CRO Number</i>	295817
<i>Director/Owner</i>	Patrick Turner – Managing Director Eamonn Burke – Director/HR Manager/Safety Manager
<i>Phone Number</i>	01-6120535
<i>Email</i>	castle@pro-active.ie
<i>Website</i>	www.castleofficecontractsltd.ie
<i>Other Contact/Social Media</i>	https://www.linkedin.com/company/castle-office-contracts

SECTION 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 behaviour 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

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

- *Castle Office Contracts Ltd shall identify responsible persons (where required) who will take responsibility for various tasks, e.g. induction, inspections and training*
- *Castle Office Contracts Ltd shall brief them on these tasks and their responsibilities*
- *Castle Office Contracts Ltd shall record the names of such nominated persons*
- *Castle Office Contracts Ltd shall record details in **Form 1.5 – Responsible Persons Task Register** in **Appendix 1**.*

Castle Office Contracts Ltd 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 Castle Office Contracts Ltd 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.*

*Castle Office Contracts Ltd shall record details of training in relation to specific tasks, such as those listed below, in **Form 1.3 Training Register** in **Appendix 1**.*



2.1.1 – INDUCTION TRAINING

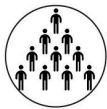
KEY ACTIONS

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.*

*When inductions have been completed, then Castle Office Contracts Ltd shall complete **Form 1.1 Induction Register** in **Appendix 1**. Typical topics which are discussed at induction are also covered in **Form 1.2 Typical Induction Topics** in **Appendix 1**.*



2.2 – CONSULTATION AND PARTICIPATION

KEY ACTIONS

Castle Office Contracts Ltd 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

Castle Office Contracts Ltd 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, Castle Office Contracts Ltd will consider such matters and will endeavour to take any action that Castle Office Contracts Ltd 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.

Castle Office Contracts Ltd 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.

Castle Office Contracts Ltd 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 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.

Our safety representative is: Eamonn Burke



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*
 - *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.*

FURTHER INFORMATION

To ensure compliance with the legislation Castle Office Contracts Ltd 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.

Form 1.5 – Responsible Persons Task Register in Appendix 1 can be used to identify employees who agree to carry out key tasks, in this case the overseeing of contractors who may be carrying out work.



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 minimise the risk of injury to visitors, Castle Office Contracts Ltd will:

- *Practice good housekeeping, including:*
 - *Keeping walkways clear*
 - *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, Castle Office Contracts Ltd will:

- *Ensure details of the accident are recorded*
- *Promptly investigate the accident so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence*
- *Ensure that accidents are reported to the Health & Safety Authority on the Form of Notice of Accident (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 require medical treatment*
 - *A fatal accident has occurred.*

FURTHER INFORMATION

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

*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.*



2.7 – EMERGENCY PROCEDURES

KEY ACTIONS

Castle Office Contracts Ltd 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*
- *Completing **Form 2.1 Emergency Contact Information** in **Appendix 2**.*

FIRE AND EVACUATION

Castle Office Contracts Ltd 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, Castle Office Contracts Ltd will ensure adequate provision of first-aid equipment and facilities, including:

- *At least one adequately stocked and accessible first-aid kit will be provided*
- *Castle Office Contracts Ltd will ensure first-aid equipment is prominently placed, that employees are aware of its location and that it is accessible to all employees*
- *Castle Office Contracts Ltd 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*
- *Castle Office Contracts Ltd 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)		YES	NO	N/A
	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.)? <i>Fire</i>	Y		
	Are employees aware of the plans and procedures? <i>Yes – included in a site induction and Employee Handbook</i>	Y		
	Have employees been appointed and trained in specific tasks, e.g. first aid, fire warden? <i>Client supplies.</i>	Y		
	Are evacuation plans and emergency contact information on display? <i>Client will provided and Induction to explain arrangements to staff member.</i>	Y		
	Are exits well marked, kept clear at all times and emergency lighting/signage in place? <i>Client will ensure</i>	Y		
	Have you held an evacuation drill in the last six months and kept a record of this? <i>Client will communicate relevant information to Contract Cleaner.</i>	Y		
	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)? <i>Facilities in Client site will ensure.</i>	Y		

VIOLENCE/ROBBERY

Where there is a risk of robbery or violence in the workplace, Castle Office Contracts Ltd will ensure that Castle Office Contracts Ltd have completed a risk assessment for violence/aggression/theft and that adequate plans and procedures are put in place. Castle Office Contracts Ltd 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
- Memorise 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 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
- A copy of the procedures for specific emergencies in the workplace could be included in this section of the safety statement, or reference made to where they can be found.



2.8 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS

KEY ACTIONS

Where required, Castle Office Contracts Ltd 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
- Pedestrian and traffic management systems.

WELFARE FACILITIES	DETAIL AS NECESSARY
<i>Toilet facilities (separate male and female if required)</i>	<i>Client will provide and detail which facilities are available to Castle Office Contracts staff</i>
<i>Washbasins and washing facilities (hot and cold water and soap)</i>	<i>Client: as above</i>
<i>Potable drinking water</i>	<i>Client: as above</i>
<i>Facilities to dry clothing and suitable changing areas for nature of the work</i>	<i>Not applicable</i>



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:

- *Gloves – powder free nitrile gloves.*
- *Uniform*
- *High-visibility clothing - determined by the Client site rules.*
- *Respiratory protection, e.g. mask – if close contact of Covid positive person or returning to work following Covid.*

Castle Office Contracts Ltd 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 our risk assessments will be used*
- *Castle Office Contracts Ltd will record details of the supply and training in the use of PPE as required using **Form 1.4 PPE Register** in **Appendix 1**.*

Castle Office Contracts Ltd 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.*

FURTHER INFORMATION

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 3 of Part 2: Personal Protective Equipment.



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, Castle Office Contracts Ltd will assess the specific risks arising to that employee from the work 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, Castle Office Contracts Ltd 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*
- ***Form 1.5 Responsible Persons Register in Appendix 1** can be used to identify the person responsible for carrying out pregnancy-at-work risk assessments.*

FURTHER INFORMATION

The Health and Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007. 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

Castle Office Contracts Ltd are aware that there are specific regulations dealing with young people at work, i.e. those less than 18 years of age. Castle Office Contracts Ltd 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*
- ***Form 1.5 Responsible Persons Register in Appendix 1 can be used to identify the person responsible for carrying out young persons at work risk assessments.***

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.



2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK

KEY ACTIONS

As an employer Castle Office Contracts Ltd 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*
- *Employees are trained so they can do their jobs effectively and safely*
- *Everyone knows what his or her core job is*
- *That a 'Dignity at Work Policy' is in place that outlines procedures with regard to addressing bullying and harassment at work.*

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.

APPENDICES

APPENDIX 1 – FORMS AND RECORDS

APPENDIX 2 - EMERGENCY INFORMATION

APPENDIX 3 – ACCIDENT REPORTING AND INVESTIGATION

APPENDIX 4 – SAFETY DATA SHEETS

FORM 1.1 – INDUCTION REGISTER

INDUCTION REGISTER			
NO.	NAME	DATE INDUCTED	SIGNATURE

TYPICAL INDUCTION TOPICS				
PURPOSE	TO FAMILIARISE EMPLOYEES WITH THE HEALTH AND SAFETY RULES AND PROCEDURES BEFORE THEY START WORK.			
NO.	RECOMMENDED TOPICS TO BE DISCUSSED	YES	NO	N/A
1.	<i>The qualifications and experience of workers to be inducted have been checked (where required)</i>	Y		
2.	<i>Employees have been briefed on equipment in the workplace</i>	Y		
3.	<i>PPE is available and worn as required:</i> <ul style="list-style-type: none"> • <i>Other – Gloves</i> • <i>Uniform</i> 	Y		
4.	<i>Emergency procedures and location of:</i> <ul style="list-style-type: none"> • <i>Assembly point and evacuation route</i> • <i>Closest medical facility</i> • <i>Contact details of emergency services</i> • <i>Provisions for emergency communications</i> 	Y		
5.	<ul style="list-style-type: none"> • <i>The location of the first-aid facilities/kits</i> • <i>Names of the first aiders and where to obtain treatment</i> 	Y		
6.	<ul style="list-style-type: none"> • <i>Chemical Safety Information – Safety Data Sheet</i> 	Y		
7.	<i>Location of firefighting equipment, e.g. fire extinguishers and hose reels</i>	Y		
8.	<i>Names and contact details of the Health and Safety representative(s)</i>	*		
9.	<i>Location of welfare facilities (including toilets and drinking water)</i>	Y		
10.	<i>Accident reporting procedures</i>	Y		
11.	<i>Question and answer session</i>	Y		
NOTE: ENSURE TRAINING IS PROVIDED IN A FORM, MANNER AND LANGUAGE THAT IS REASONABLY LIKELY TO BE UNDERSTOOD BY THE EMPLOYEE				
PERSON RESPONSIBLE FOR CARRYING OUT INDUCTION TRAINING: Eamonn Burke				

[illegible]

[illegible]

FORM 1.5 – RESPONSIBLE PERSONS TASK REGISTER

RESPONSIBLE PERSONS TASK REGISTER			
NO.	TASKS (NON-EXHAUSTIVE)	RESPONSIBLE PERSON (WHERE REQUIRED)	SIGNATURE
1.	Ensuring the safety statement, including risk assessments, is up to date, accessible and available to all	<i>Eamonn Burke/ Patrick Turner</i>	
2.	Person responsible for managing and co-ordinating work activities	<i>Eamonn Burke/ Patrick Turner</i>	
3.	Ensuring records are maintained	<i>Eamonn Burke/Patrick Turner</i>	
4.	Ensuring forms and registers are collected and filled out as required	<i>Eamonn Burke/ Patrick Turner</i>	
5.	Ensuring safety data sheets are available and appropriate control measures are in place	<i>Patrick Turner /Eamonn Burke</i>	
6.	Ensuring accidents are investigated, reported and remedial measures implemented to prevent re-occurrence	<i>Patrick Turner /Eamonn Burke</i>	
7.	Ensuring risk assessments are carried out and updated as necessary	<i>Patrick Turner Eamonn Burke</i>	
8.	Ensuring the upkeep and maintenance of welfare facilities	<i>Eamonn Burke/ Patrick Turner</i>	
9.	Ensuring the upkeep of the first-aid box and ordering of first-aid supplies	<i>Patrick Turner /Eamonn Burke</i>	
10.	Co-ordinating and managing training requirements	<i>Patrick Turner /Eamonn Burke</i>	
11.	Ensuring the upkeep and maintenance of the premises and co-ordination of contractors' activities	<i>N/A</i>	
12.	Ensuring young person's risk assessments are carried out when necessary	<i>N/A</i>	
13.	Ensuring pregnancy-at-work risk assessments are carried out when necessary	<i>Patrick Turner /Eamonn Burke</i>	
14.	Managing provision of emergency equipment and co-ordinating procedures, including provision of fire extinguishers, fire drill, evacuation planning, etc.	<i>Patrick Turner /Eamonn Burke</i>	

APPENDIX 2 – EMERGENCY INFORMATION

FORM 2.1 – EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT INFORMATION				
BUSINESS/COMPANY NAME	<u>Will be completed for each contract and provided to the staff</u>			
ADDRESS				
PREMISES CO-ORDINATES		N		W
CONTACT DETAILS				
NAME	ROLE	PHONE NUMBER		
Eamonn Burke	HR Manager	087 908 9951		
EMERGENCY SERVICES CONTACT DETAILS				
SERVICE	ADDRESS	PHONE NUMBER		
DOCTOR				
FIRE/GARDAÍ/AMBULANCE		999 OR 112		
UTILITY AND SERVICE PROVIDERS				
ELECTRICITY (ESB NETWORKS)	1850 372 999 (24HR)			
GAS NETWORKS IRELAND	1850 20 50 50 (24HR)			
IRISH WATER	1890 278 278			
HEALTH & SAFETY AUTHORITY	1890 289 389			
ASSEMBLY AREA				
EMERGENCY CO-ORDINATOR(S)	NAME	PHONE		

APPENDIX 3 – ACCIDENT/INCIDENT INVESTIGATION FORM

FORM 3.1 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM

INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM				
PART A – DETAILS OF INJURED PERSON				
NAME		PHONE		
ADDRESS		EMAIL		
		PPS NUMBER		
		DATE OF BIRTH		
		AGE		
		POSITION		
EMPLOYMENT TYPE		FULL TIME	PART TIME	OTHER
OCCUPATION	EMPLOYEE	CONTRACTOR	MEMBER OF THE PUBLIC	OTHER
OUTCOME	INJURY	NEAR MISS	FATALITY	OTHER
PART B – DETAILS OF INJURY AND TREATMENT				
TYPE OF INJURY (E.G. BURN, CUT, SPRAIN)				
CAUSE OF INJURY (E.G. FALL, MACHINE)				
PART OF BODY INJURED				
AGENT (E.G. POOR LIGHT)				
FIRST AID	YES	NO	FIRST AIDER	
TREATED BY DOCTOR?	DOCTOR'S NAME		ADDRESS	
HOSPITALISED?	HOSPITAL NAME		ADDRESS	
TREATMENT RECEIVED?				
PART C – DETAILS OF ACCIDENT OR INCIDENT				
DATE		TIME		
LOCATION				
DESCRIPTION OF ACCIDENT/INCIDENT				

OTHER INFORMATION AVAILABLE?	WITNESS	CCTV	PHOTO/VIDEO	OTHER
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PART D – WITNESS DETAILS (WHO WITNESSED THE ACCIDENT/INCIDENT?)				
NAME			PHONE	
ADDRESS				
		EMAIL		
		PPS NUMBER		
		DATE OF BIRTH		
		AGE		
		POSITION		
SAFE PASS NUMBER AND EXPIRY DATE			CSCS DETAILS	
WITNESS STATEMENT TAKEN?			YES	NO
PART E – KEY FINDINGS OF INVESTIGATION				
LIST				
PART F – ACTIONS TO PREVENT REOCCURRENCE				
ACTION		BY WHOM	DATE	
PART G - ITEMS ATTACHED				
SKETCHES		CERTIFICATION OF PLANT ETC.	PHOTOGRAPHS/VIDEO	RISK ASSESSMENTS
YES	NO	YES	NO	YES
DETAIL OTHER ITEMS/USEFUL INFORMATION				
PART H – OTHER INFORMATION				
ACCIDENT INVESTIGATED BY			POSITION	
PHONE			EMAIL	
SIGNED			DATE	

APPENDIX 4 - SAFETY DATA SHEETS/REPORTS FOR HAZARDOUS SUBSTANCES

INSERT SAFETY DATA SHEETS OR REPORTS FOR HAZARDOUS SUBSTANCES

SAMPLE SAFETY DATA SHEET INFORMATION BRIEF

The safety data sheet (SDS) is provided to inform you of the hazards of the chemical you are using and the measures you need to take to protect your health and that of your employees. It consists of 16 obligatory sections. Each section contains specific information relating to the chemical for which the SDS is prepared. You must have an SDS for each hazardous chemical you receive from a supplier. The following serves as an aid in helping you to understand what information you should be aware of and what information you need to take into account when completing the risk assessment for the chemicals you use.

Section 1 contains contact details of the person/company responsible for supplying the chemical as well as the emergency telephone number to contact in case of an emergency.

Section 2 gives details on the hazards of the chemical. This will help you assess the risk and what harm it can do to your health, the health of your employees and the environment.

Section 3 If the chemical you are using is a preparation (mixture), this section will give you information on the hazards of each of the individual substances in the preparation.

Section 4 details the first-aid measures you need to take in case of an accident while using the chemical.

Section 5 gives specific information on fighting a fire caused by the chemical.

Section 6 details what actions need to be taken if there is an accidental release of the chemical, such as what protective equipment to wear and how to clean up the spill.

Section 7 contains details on how to handle and store the chemical safely. The information in this section should be used to help you put in place safe procedures for working with chemicals.

Section 8 gives you details of the steps you need to take to reduce exposure and of the personal protective equipment you need to wear when working with the chemical to protect yourself.

Sections 9, 11 and 12 provide detailed information on the physical/chemical, toxicological and ecological properties of the chemical.

Section 10 contains details of any hazardous reactions that may occur if the chemical is used under certain conditions.

Section 13 explains how the chemical should be disposed of correctly.

Section 14 contains information relating to the transportation of the chemical.

Section 15 contains the details of the classification of the chemical as given on the label.

Section 16 gives any other information relevant to the chemical, e.g. training advice.

PART B – RISK ASSESSMENT AND ACTION LIST

RISK ASSESSMENT

RISK ASSESSMENTS WILL BE CARRIED OUT IN CONSULTATION WITH EMPLOYEES, HAVING REVIEWED THE WORKPLACE AND WORK PRACTICES, BOTH IDENTIFYING THE HAZARDS THAT EXIST AND ASSESSING THE RISKS ARISING FROM THE HAZARDS.

- WHERE ADDITIONAL CONTROLS ARE REQUIRED TO AVOID OR REDUCE THE RISK, THEY WILL BE IDENTIFIED ON THE RISK ASSESSMENT ACTION LIST AND WILL BE IMPLEMENTED BY THE RESPONSIBLE PERSON
- EVERY REASONABLE EFFORT WILL BE MADE TO GIVE PRIORITY TO THE IMPLEMENTATION OF CONTROLS FOR THOSE HAZARDS OF MOST CONCERN
- WHERE THE NECESSARY COMPETENCE TO CARRY OUT PARTICULAR RISK ASSESSMENTS IS NOT AVAILABLE IN-HOUSE, ADDITIONAL EXPERTISE WILL BE OBTAINED
- WHEN A PROCESS, TASK OR ACTIVITY SIGNIFICANTLY CHANGES OR A NEW ONE IS INTRODUCED:
 - THE EXISTING RISK ASSESSMENT WILL BE REVIEWED AND AMENDED AS REQUIRED; OR
 - A NEW RISK ASSESSMENT WILL BE CARRIED OUT
 - THIS WILL BE DONE IN CONSULTATION WITH EMPLOYEES.

ACTION LIST

FOLLOWING THE COMPLETION OF THE RISK ASSESSMENT, AN ACTION LIST WAS GENERATED. THIS IS A LIST OF CONTROLS IDENTIFIED DURING THE RISK ASSESSMENT PROCESS THAT ARE REQUIRED TO BE IMPLEMENTED IN ORDER TO REDUCE THE RISK OF ACCIDENT/ILL-HEALTH IN OUR WORKPLACE. YOU SHOULD:

- 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.

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.

PART B1 - RISK ASSESSMENTS

Hazard Name	Current Controls	Additional Controls
<p>Fire</p> <p><i>Fire can cause smoke inhalation, burns and other serious injuries to you, your employees and/or visitors</i></p> <p><i>Source of fire:</i></p> <p><i>Poor housekeeping</i></p> <p><i>Electrical appliances</i></p> <p><i>Client's activities</i></p> <p><i>Smoking</i></p> <p><i>Arson.</i></p>	<p><i>Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed (Keep workplace clean and tidy) daily</i></p> <p><i>Fire alarm, manual call points and smoke/heat detectors are in place where necessary, kept in good working order and checked by the client (e.g. Daily and weekly checks by the user and three monthly and annual checks by a competent person) regularly</i></p> <p><i>Emergency routes and exits are clearly marked, kept clear at all times and lead directly outside or to a safe area</i></p> <p><i>Emergency lights are installed on escape routes where necessary, at and outside exits and near call points/fire fighting equipment and are tested by the client (e.g. Weekly checks by the user and three monthly checks and annual tests by a competent person) regularly</i></p> <p><i>Fire extinguishers are accessible, kept in good working order and inspected regularly</i></p> <p><i>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 -</i></p> <p><i>Appropriate signage (e.g. assembly point(s), fire point(s)) is in place</i></p>	<p><i>Emergency evacuation procedures are in place – ensure that staff are given client site induction including relevant information from Fire Drills conducted on the client site.</i></p>

Hazard Name	Current Controls	Additional Controls (See Action List)
<p>Manual Handling</p> <p>Manual Handling means the lifting, putting down, pushing, pulling, carrying or moving of a load which involves risk of injury due to risk factors such as:</p> <p>Load is too heavy, large, awkward or is carried away from the body. Load is lifted too high or carried too far/too often or involves bending and/or twisting. Inadequate space, uneven floor or steps/ramps</p> <p>Risks: deliveries of detergents; moving furniture and heavy items.</p>	<p>Task is organised to allow the use of mechanical aids (e.g. pallet truck, trolley) to avoid/reduce the need for manual handling</p> <p>Task is organised to ensure handling is carried out between waist and shoulder height</p> <p>Heavy or large/unwieldy loads are broken down into more manageable weights or are lifted by 2 people</p> <p>Work is planned to prevent handling over long distances or frequent repetitions</p> <p>Workplace is organised to ensure adequate room to prevent bending, twisting, and/or unstable posture</p> <p>Each manual handling task has been assessed using the risk factors and where necessary, control(s) put in place.</p> <p>Employees receive relevant manual handling training</p>	<p>Ensure staff do not lift beyond their own capability.</p> <p>Load weights in particular of deliveries of detergents are kept as low as possible.</p> <p>Pregnancy risk assessment to ensure that no pregnant worker is required to lift loads that would put them at risk of hernia.</p>
<p>Custom Control</p>	<p>All heavy items in store room are kept at ground level and first shelf only.</p> <p>Store room to be kept tidy at all times.</p>	

Hazard Name	Current Controls	Additional Controls (See Action List)
<p>Chemicals</p> <p><i>Exposure to chemicals can cause fires, explosions, skin and eye irritation, cancer, ill health and other serious injuries to you, your employees and/or visitors</i></p>	<p><i>A list (inventory) of all chemicals used in the workplace has been prepared</i></p> <p><i>Chemical labels (Label applied to containers of dangerous chemicals to indicate the risk and precautions to be taken) and Safety Data Sheets are available for each chemical and the associated hazards of each chemical has been identified</i></p> <p><i>Employees are trained in the safe use of chemicals</i></p> <p><i>The number of employees and the exposure to chemicals is assessed and minimised</i></p> <p><i>Less hazardous chemicals are used where possible</i></p> <p><i>Adequate ventilation is provided</i></p> <p><i>A wash hand basin, soap and disposable towels/hand dryer are available</i></p> <p><i>All chemicals are used, stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations</i></p> <p><i>Eye, skin and respiratory protection (Device designed to protect the wearer from inhaling harmful, fumes, vapours, and/or gases) is provided and worn where appropriate and in accordance with the safety data sheet</i></p>	
Custom Control	<i>SDS sheets to be placed in storeroom for staff reference.</i>	

Hazard Name	Current Controls	Additional Controls (See Action List)
<p>Slips, Trips and Falls</p> <p><i>Slips, Trips and Falls due to spills, inadequate materials storage, inadequate lighting can cause injuries to you, your employees</i></p> <p><i>Risk:</i></p> <p><i>Trailing cables and leads, cleaning materials and equipment.</i></p> <p><i>Wet floors.</i></p>	<p><i>Clear, unobstructed, slip-resistant pedestrian routes (Including entrances and exits) are provided and maintained</i></p> <p><i>Adequate lighting is provided and is appropriate for the work being carried out</i></p> <p><i>Absorbent materials and warning signage are available for dealing with spills</i></p> <p><i>Spills are cleaned up immediately</i></p> <p><i>Mats are properly located, fitted and secured</i></p> <p><i>Trailing cables and leads are re-routed, removed or secured</i></p> <p><i>Good house-keeping practices are in place and are maintained</i></p> <p><i>Changes in levels are avoided if possible or are adequately highlighted where necessary</i></p> <p><i>Suitable footwear must be worn by employee.</i></p>	
<p><i>Custom Control</i></p>	<p><i>Warning signs are placed out in areas where hoovering activities take place.</i></p>	

Hazard Name	Current Controls	Additional Controls (See Action List)
<p>Cleaning</p> <p><i>Cleaning activities can result in awkward postures, use of cleaning chemicals and equipment, and slips, trips and falls which may cause back injury, skin conditions, cuts and other serious injuries or ill health to you, your employees and/or visitors</i></p> <p><i>See also Manual Handling.</i></p>	<p><i>Employees are given information on the cleaning activities to be carried out and are trained in safe cleaning and good hygiene procedures (e.g. washing hands before eating/ drinking/smoking; covering cuts with waterproof plasters; using suitable disinfection methods; use of disposable items and gloves; minimising the spray mist of chemicals etc.)</i></p> <p><i>Furniture is suitably arranged (For easy access to areas to be cleaned) or fitted with casters/glides for ease of movement where possible</i></p> <p><i>Suitable gloves are provided and worn</i></p> <p><i>Equipment (e.g. vacuum, buffer etc.) used for cleaning is visually inspected before use, reported defects are dealt with promptly and unsafe equipment is taken out of use.</i></p> <p><i>Contract Maintenance of equipment in place.</i></p> <p><i>Safe practices are in place for the use of cleaning equipment and employees are instructed to adjust equipment as required (e.g. adjust vacuum cleaner for different surfaces and its wand length to allow work in an upright position and to avoid over-reaching)</i></p>	
Custom Control	<i>Employees are instructed to use the nearest power point when hoovering in order to minimize trailing leads.</i>	

Hazard Name	Current Controls	Additional Controls (See Action List)
Industrial Cleaning Equipment Working with cleaning equipment can cause foot injuries, slips and trips and falls or other serious injuries to you, your employees and/or visitors	Machines are used and maintained in accordance with the manufacturers manual Reported defects are dealt with promptly Safety footwear is provided and worn Work area is cordoned off with temporary barriers and signs where necessary	
Custom Control	All plant equipment is assigned a unique number for maintenance tracking purposes. If machine is damaged in any way – DO NOT USE & contact your supervisor	

Hazard Name	Current Controls	Additional Controls (See Action List)
Industrial Vacuum Use of an industrial vacuum may cause lacerations, eye injuries and other serious injuries to you, your employees and/or visitors	Vacuum is used and maintained in accordance with the manufacturer's manual Employees are trained in the use of the vacuum Vacuum is checked regularly, reported defects are dealt with promptly and unsafe equipment is taken out of use Trailing leads and hoses are avoided ()	
Custom Control	All company vacuums are assigned a unique identification number for maintenance tracking purposes. If machine is damaged in any way – DO NOT USE & contact your supervisor	

Hazard Name	Current Controls	Additional Controls (See Action List)
Sharp Objects and Edges Contact with sharp objects can cause cuts, lacerations and amputations to you, your employees and/or visitors	Use of sharp objects is minimised and they are stored safely after use Safe work practices are in place for the use, cleaning and sharpening of sharp objects, and employees are trained	
Custom Control	Contact your supervisor if you encounter any sharp object(s) and do not touch.	

Hazard Name	Current Controls	Additional Controls (See Action List)
Vibration Exposure to vibration may cause nerve damage in hands, back pain and other serious injuries to you, your employees and/or visitors	Equipment is used and maintained in accordance with the manufacturer's instructions Where information on vibration exposure levels and times are not available exposure measurements are undertaken by a competent person as necessary Task rotation is used to minimise exposure Machines are mounted and not hand held where possible Employees are trained in the use of equipment Gloves are provided and worn as required	
Custom Control	Buffering machines are inspected and serviced regularly. If machine is damaged in any way – DO NOT USE & contact your supervisor	

Hazard Name	Current Controls	Additional Controls (See Action List)
<p>Visiting Customer Premises</p> <p>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 to you and/or your employees</p>	<p>Employees are provided with information about the purpose of the visit, the location of the premises and any particular risks</p> <p>Employer or other relevant person is aware of the employee's planned visits (Approximate duration & locations)</p> <p>Company identification is provided and shown to customer on first contact</p> <p>Employees are trained not to enter any premises without prior permission from the owner/customer</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>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</p> <p>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</p> <p>Where relevant, employees familiarise themselves with the layout of the premises and emergency evacuation procedures</p>	
Custom Control	Always familiarise yourself with the emergency evacuation procedures.	

Hazard Name	Current Controls	Additional Controls (See Action List)
Wet Hand Work Wet hand work may cause skin irritation, dermatitis or other serious injuries to you, your employees and/or visitors	Employees are trained to protect their skin by drying their hands fully after tasks Employees are made aware of the signs of early skin conditions (e.g. dermatitis) and to notify their employer if they develop a skin condition Powder free latex gloves are provided and worn where needed	
Custom Control		

Hazard Name	Current Controls	Additional Controls (See Action List)
Lone Work Working in isolation	Employees are given Emergency Contact details for each site. Keep Mobile Phone on person at all times. Training and site rules given on Induction Facilities will always be present in the Client building	
Custom Control		

PART B2 - ACTION LIST

<i>Hazard Name</i>	<i>Control Required</i>	<i>Assigned To</i>	<i>Deadline</i>	<i>Completed</i>
<i>Safety Representative</i>	<i>Safety Rep to be appointed and name recorded on page 11.</i>	<i>Eamonn Burke</i>		
<i>Emergency contact details</i>	<i>Sheet to be printed off and posted in store-room.</i>	<i>Eamonn Burke</i>	<i>End October 2025</i>	
<i>Induction Sheet</i>	<i>New employee sign the induction sheet on p 33</i>	<i>Eamonn Burke</i>	<i>As required</i>	
<i>Pregnant Worker Risk Assessment</i>	<i>All notified pregnancies must be followed up with pregnant worker risk assessment</i>	<i>Eamonn Burke</i>	<i>As required</i>	