

9.0 – Safety Statement Appendices

The Appendices are for reference and guidance purposes only. The information and guidance material contained herein is not specific to the site visit completed as part of the risk assessment process.

Appendix 1: Inspection and Testing of Fire Equipment and Annual Fire Precautions

Appendix 2: First Aid Box Contents

Appendix 3: Manual Handling Guidance

Appendix 4: DSE Workstation Checklist & Set-up Guidance

Appendix 5: Inspection and Testing Schedule for Electrical Equipment

Appendix 6: Accident/Incident Reporting Sample Form

Appendix 7: Emergency Procedures (Bomb Threat, Fire and Robbery)

Appendix 8: Chemical Storage Guidance

Appendix 1

**Inspection and Testing of Fire Prevention Equipment
& Ongoing Fire Precaution Checklist**

Summary of inspections and testing for Fire Prevention Equipment

Type		Frequency
1.	Smoke detectors and fire alarm systems	Regular, ideally weekly. Supplemented by quarterly inspections and certifications by a competent person (typically part of arrangements under a Service Agreement).
2.	Control panel of fire alarm system	Fire Marshal should check daily. Servicing should be carried out according to the supplier's recommendations.
3.	Fire Extinguishers	Annual maintenance checks by a competent person. Test discharged every 3-5 years depending on type. User to check monthly to ensure they have not been accidentally discharged seal is intact, they are correctly mounted (1 m from the floor), they are easily accessible, and are not overdue for inspection by a competent person.
4.	Hose Reels	Checked monthly for valve leaks and fully run out and tested annually.
5.	Sprinklers	Weekly checks on pressures, alarm connections, trace heating arrangements. Tests required quarterly, half yearly, yearly and 3 yearly (details should form part of a service agreement).
6.	Emergency lighting for exit routes	Inspected by the user every week and fully tested for a min. of ½ hour every 3 months. Annual complete test and inspection where all batteries are completely discharged.
7.	Automatically closing fire doors (on alarm)	Checked every 3 months when alarm test is carried out.

Note: Records to be kept of all inspections, tests, defects and action taken where applicable in a Fire Safety Register.

Ongoing fire precaution checklist

1. Check that Fire Safety Certificates have been obtained for any new or materially altered buildings.
2. Check the documentation on the testing and maintenance of fire detection, fire alarm, emergency lighting, fire extinguishers, hose reels and sprinklers.
3. Check that fire signage, emergency exit routes, emergency lighting etc. meet requirements.
4. Check that staff receive safety briefing on induction and fire safety training periodically.
5. Ensure that relevant personnel are checking fire precautions within their departments, including maintenance of fire exit routes.
6. Check that Fire Marshals are appointed in each area, trained and familiar with their duties.
7. Check that the responsible person for calling the Fire Brigade is appointed and aware of duties.
8. Ensure that management are addressing fire safety when contractors are appointed.
9. Check that fire safety is addressed for visitors to the premises.
10. Check that emergency evacuation drills are carried out, reviewed and action taken to maintain effective emergency response.

Appendix 2

First Aid Box Contents

First-Aid Box Contents

- First-Aid leaflet
- Sterilized dressings for fingers, hands, feet and other parts of the body.
- Sterilized burn dressings and cotton wool.
- A bottle of antiseptic fluid.
- Graduated medicine glass.
- Splints & cotton wool for padding.
- Roller bandages.

The following table indicates the quantities that are required, depending on the number of persons present: -

Materials	First-aid travel kit	First-aid box		
		1-10 persons	11-25 persons	26-50 persons*1
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cm's)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cm's)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cm's)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Examination Gloves Pairs	3	5	10	10
Sterile water where there is no clear running water* <u>2</u>	2x20mls	1x500mls	2x500mls	2x500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10x10cm's)* <u>3</u>	1	1	1	1
Water Based Burns Dressing Large*3	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

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

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

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

Trained First Aiders are –

Appendix 3

Manual Handling Briefing Sheet

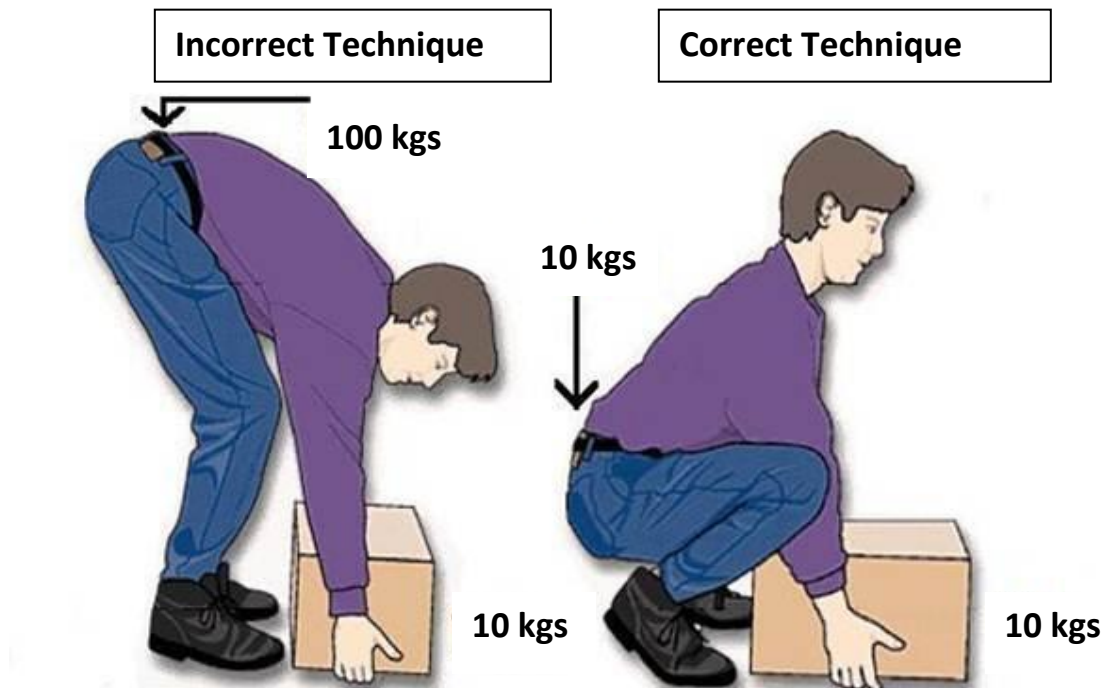
Manual Handling

Briefing to staff for manual handling activities

- Report any pre-existing relevant medical conditions to your manager, for example, back conditions, other muscular injuries, recent operations, pregnancy, etc. Failure to do so may result in work being allocated to you, which is beyond your capability, putting you at risk.
- Check the environment for tripping hazards, poor lighting, spillages, etc. as anything of this nature increases the likelihood of a loss of balance whilst carrying and correcting that loss can easily strain muscles and cause injury.
- Make use of mechanical aids such as trolleys, checking visually that they are in satisfactory condition
- Limit the load to that which is suitable for yourself and the equipment being used. Do not over-strain to lift or move something, which does not feel within your capability.
- Avoid and minimize stooping, stretching, and twisting.
- Grasp objects firmly, and lift keeping the back and neck straight, using the legs and bending the knees to achieve the lift.
- Lift smoothly, do not jerk the load.
- Share tasks with colleagues, if they are capable, but remember that two people cannot lift twice the weight of one (there are losses associated with co-ordination).
- Take regular breaks.
- Report any problems with the size or frequency of load, the environment or the equipment available to management.

PRINCIPLES OF SAFE MANUAL HANDLING

1. **Assess The**
 - Task Requirements
 - Individual Capabilities
 - Load Characteristics
 - Task Environment
2. **Broad Stable Base**
3. **Bend Knees**
4. **Keep Back Straight**



5. **Firm Palm Supported Grip**
6. **Arms Close to Upper Body**
7. **Weight Close to Own Centre of Gravity**
8. **Point / Pivot Feet in Direction of Movement (Do Not Twist)**

“Always lift or push with leg muscles”

Appendix 4

DSE Workstation Checklist & Set-up Guidance

DSE WORKSTATION - USER CHECKLIST

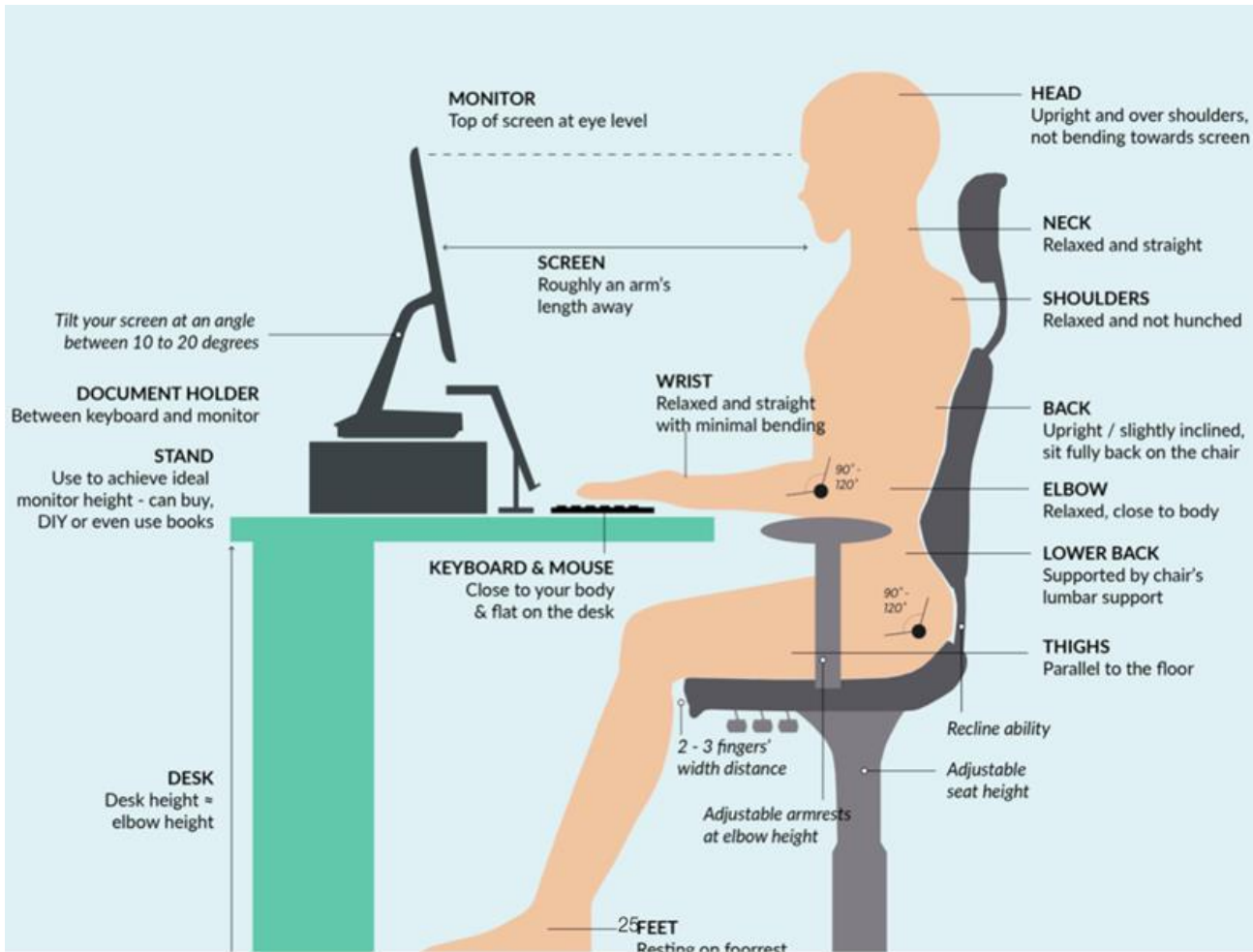
- Adjust seat height so that lower arms are horizontal and wrists straight when operating keyboard.
- Use footrest if feet can't touch floor.
- Adjust height and tilt of backrest so that upper back is supported. This will help maintain natural curve in lower back.
- Avoid slouching/leaning over by removing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

Seated Posture



Typing Posture





Ideal Ergonomic Workstation

APPENDIX 5

Inspection and Testing Schedule for Electrical Equipment

Recommended electrical inspection and testing schedule¹ for offices			
Equipment/ Environment	User Checks	Formal Visual Inspection	Combined Inspection and Testing
Battery operated (less than 20 volts)	No ²	No	No
Extra low voltage (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights	No ²	No	No
Information technology; e.g. desktop computers, VDU screens	No ²	Yes Every 2-4 years	No if double insulated – otherwise up to 5 years
Photocopiers, fax machines; NOT hand held. Rarely moved	No ²	Yes Every 2-4 years	No if double insulated – otherwise up to 5 years
NOT hand held. Moved occasionally, e.g. fans, table lamps, slide projectors.	No ²	Yes Every 2-4 years	No
Double insulated equipment: HAND HELD e.g. some floor cleaners	Yes	Yes 6 months-1 year	No
Earthed Equipment (Class 1): e.g. electric kettles, toasters, some floor cleaners	Yes	Yes 6 months-1 year	Yes 1-2 years
Cables (leads) and plugs connected to the above	Yes	Yes 6 months-4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to

¹ Experience of operating the inspection and testing schedule outlined in the table over a period of time, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test. This may be reviewed and decided upon either by a manager, with guidance from the relevant competent person, or by the team carrying out the electrical inspections.

² “No” means no formal, recorded checks, but users should always visually inspect equipment to be used, and respond to any evidence of fault or damage.

Note: Inspection and testing require a higher degree of competence than visual inspections, but may be carried out after limited training using one of the test kits now available commercially. Equipment is plugged into the kit and an array of indicators identifies whether the equipment is properly earthed etc. This work can be contracted to a qualified electrician. Equipment, which fails on test, should be taken out of service and subject to repair or maintenance.

APPENDIX 6

Accident/Incident Reporting - Sample Form

SAMPLE ACCIDENT REPORT FORM:

DATE: _____ **TIME:** _____ **LOCATION:** _____

NAME OF EMPLOYEE: _____

DEPARTMENT: _____

DUTIES: _____

NAME OF SUPERVISOR: _____

NATURE OF INJURY - _____

TREATMENT GIVEN:

FIRST AID:	YES / NO	GIVEN BY:	_____
DOCTOR:	YES / NO	NAME:	_____
HOSPITAL:	YES / NO	NAME:	_____

DETAILS OF ACCIDENT:

SIGNED _____ **POSITION** _____ **DATE** _____

WITNESS STATEMENT

NAME: _____ **POSITION:** _____

DETAILS OF ACCIDENTS

SIGNED: _____ **DATE:** _____

APPENDIX 7

Emergency Procedures

- **Bomb Threat Procedures**
- **Fire Safety Notices**
- **Robbery & Violence Controls**

PROCEDURES FOR SECURITY IN THE EVENT OF A BOMB THREAT

INTRODUCTION

Depending on the source of the threat and the authenticity of it, there are two options in dealing with a bomb threat.

1. Carry out a detailed search of the area without evacuating.
2. Evacuate and await the arrival of the Gardai.

Management will make this decision

THE EVENT OF A BOMB THREAT

On the receipt of a bomb threat the person taking the call should take details using the form on the following page.

- Alert Gardai (999)
- All floor space, furniture and fittings, must be checked thoroughly. Remember to include the non-facility areas and the outside areas.
- No radio handsets to be used during search of the premises.
- If a suspect device is discovered, **do not move it and do not touch it.**
- Area should then be evacuated, and access to the area prohibited.
- Priority to be given to searching the evacuation routes and areas where personnel congregate.
- Await arrival of Gardai who will then take over responsibility for incident control procedures.

GUIDELINES FOR MANAGING BOMB THREATS

It is important that a person on receipt of a bomb threat does not panic. In order to reduce confusion and assist appropriate authorities, every effort should be made to obtain and record information as outlined below.

1. Note the exact time of call _____
2. Origin: Mobile Coin Box Internal
(ascertain if possible)
3. Note the exact words of the threat - particularly the location of the bomb and when it is going to explode.

LET CALLER FINISH MESSAGE WITHOUT INTERRUPTION

4. Ask:
 - Where is the bomb now? _____
 - What does it look like? _____
 - When is it going to explode? _____
 - Who planted it? _____
 - Why was it planned? _____
5. Note whether the voice is male or female? _____
6. Note the accent of the caller? _____
7. Note whether the caller sounds intoxicated?

8. Note any background noises - traffic, music, voices etc.

9. Note if the voice is familiar - who? _____
10. Note manner of voice - calm, angry, aggrieved, humorous etc.

11. Note the time the caller hung-up? _____

Signature_____
Date

FIRE

EVACUATION PROCEDURES

For GENERAL PUBLIC

It is the duty of all members of the public being on these premises to conduct themselves in such a way that no person on the premises is exposed to danger from fire through any act or omission of theirs.

If you discover a fire, report the location immediately to a member of the staff and follow instructions

If you hear the FIRE ALARM:

- 1) Do not panic**
- 2) Follow the instructions of staff regarding evacuation**
- 3) Do not run, but walk quietly to the nearest exit you are directed towards**
- 4) Once outside assemble at the designated location and do not re-enter the premises**
- 5) Do not congregate in such a manner that causes obstruction to the Fire Brigade.**

Nascon – National Safety Consultants, - (01) 84 34 764 or (086) 261 2618

FIRE

EVACUATION PROCEDURES

For STAFF

Should you discover a fire, or if one is reported to you, IMMEDIATELY sound the alarm and:

- 1) **Open the nearest available exit in your zone and direct any members of the public / visitors, to the exit by stating 'This Way Out Please!'**
- 2) **Make sure that all areas in your zone (e.g.: toilets, cloakrooms, stores, etc.) are searched for stragglers. If safe to do so, close all doors and windows behind you.**
- 3) **Once evacuated, no person should be allowed back into the building under any circumstances.**
- 4) **Report to the Fire Safety Officer / Marshall at the designated Assembly Point, and advise of the situation.**

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Robbery & Violence Prevention Procedures

If you learn and follow these robbery prevention procedures, chances are much better that you'll never be robbed. But, if and when a robbery should occur, your main concern must be to prevent violence.

Experience has shown that the best way to keep anyone from being hurt is to avoid trying to be heroic. Treat the robber just as you would a customer. Your safety and that of your fellow workers and customers is far more important than any financial loss.

If you are robbed, follow these instructions:

Remain calm and stay in control

Your opportunity to get back at the person victimizing you begins now! By remaining calm you can take mental notes of the robber that will help the police to apprehend him once the immediate danger has subsided.

Keep it short and smooth like a normal sales transaction

The longer it takes, the more nervous the robber becomes. Nervous robbers are more likely to pull triggers. Most robbers may be more frightened than you.

Obey the robber's commands!

Robbers seldom hurt anyone who co-operates. Comply with all reasonable demands. Do what you have to do to survive.

Don't argue!

Once the robbery has started, it's too late for robbers to change their minds - but it's not too late for them to get more frightened and angrier and cause you harm. Don't argue - just co-operate.

Don't fight!

Give only what is asked for, no more.

Don't use weapons!

Violence breeds violence. The robber's weapon is already one too many.

If you are facing a weapon

If you are facing a weapon the odds are against you. Some people take risks and turn out to be losers. Robbery has become more common in recent years and the level of violence has increased. Robbers bring weapons to control the situation, let them continue to think that they are in control.

Look at the robbers

Notice details to aid you in describing them and their mannerisms. When trying to determine age, height, weight and appearance, compare them to yourself or people you know.

Memorise peculiarities

Memorize peculiarities such as tattoos, scars and/or prominent features.

Clothing

Note type of clothing worn, but keep in mind that outer clothing is easily changed or discarded. As mentioned, concentrate on physical characteristics.

Look at the weapons

Look at the weapons and be able to describe size, type and colour of weapons used.

Watch what the robbers touch

Watch what the robbers touch so that it can be preserved for evidence (fingerprints).

Tell the robber about any surprises

If you must reach or move in any way, tell the robber what to expect. Robbers may resort to violence when they are startled.

Don't chase or follow the robber

Robbers may turn and attack pursuers. Look to see which way the robber goes once he leaves the premises. If you feel you are not in danger, take note of any car that he gets into while someone else calls the police.

Appendix 8

Chemical Storage Guidance

Chemical Storage Incompatibilities

A mixture of any of the compounds in Group A with those in Group B could have disastrous effects. For this reason, these groups should be separated in storage areas. Always store chemicals by compatibility, never by alphabetical order.

A-1 (Oxidizers)

- Nitric acid
- Nitrates
- Chlorine
- Fluorine
- Peroxide
- Chlorates
- Perchloric acid
- Chlorites
- Hypochlorite
- Chromic acid
- Permanganates
- Persulfates, (per- prefix)

B-1 (Flammables, Acids)

- Acetic acid
- Sulfuric acid
- Hydrochloric acid
- Flammable solvents
- Greases
- Petroleum products
- Sodium
- Potassium
- Lithium
- Aluminum
- Calcium
- Aldehydes
- Ketones
- Wood
- Paper, cloth, etc.

Potential consequences: Fire, explosion, or violent reaction

A-2

- Cyanides
- Cyanates
- Sulphides
- Sulphates

B-2

- Acids

Potential consequences: Generation of toxic hydrogen cyanide or hydrogen sulfide gas

A-3

- Oxygen
- Oxidizers

B-3

- Lithium hydride
- Sodium
- Sodium hydride
- Aluminium
- Aluminium chlorate
- Zinc
- Titanium
- Diethyl zinc
- White phosphorus
- Powders of magnesium

Potential consequences: Fire, violent reaction