

SAFETY STATEMENT

Clifden Glen Services

June 2006

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Safety Statement – Clifden Glen Services

| Version | Date | Description | Computer Filename | Prepared By | Approved By |
|----------------|-------------|---------------------------------|--------------------------|--------------------|--------------------|
| 1 | 15/6/06 | Preparation of Safety Statement | XXX | W. Walsh | C. Folan |
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Section 1: Management Safety Policy

1.1 Management Safety Policy

This Safety Statement, in accordance with Section 20, Safety, Health and Welfare at Work Act 2005, outlines the policy of Clifden Glen Services in relation to the management of health and safety.

Clifden Glen Services are committed to managing and conducting their work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of their employees and others who may be affected by their business activities.

This will be achieved by the following (so far as is reasonably practicable):

- The provision of a safe place of work, including safe access and egress;
- The provision of safe plant and equipment, articles and substances;
- The provision of safe systems of work;
- The provision of welfare facilities;
- The provision of appropriate information, instruction, training and supervision;
- Determining and implementing appropriate preventative and protective measures;
- Having regard to the general principles of prevention (See Appendix I);
- The provision of emergency plans and procedures;
- Reporting prescribed accidents and dangerous occurrences to the Health & Safety Authority;
- Obtaining, where necessary, the services of a competent person to advise on health and safety.

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement.

Clifden Glen Services are also committed to managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour (including bullying/harassment) likely to put the safety, health or welfare at work of their employees at risk.

Christine Folan has overall responsibility for health and safety at the Clifden Glen site. Day to day management of health and safety is the responsibility of the manager and staff. Employees share a responsibility with management in ensuring their own safety while at work. This Safety Statement requires the co-operation of staff, visitors, contractors and others to enable Clifden Glen Services to discharge it's responsibilities under the law.

Clifden Glen Services is committed to upholding the standards outlined in this Safety Statement. Sufficient authority and resources, both financial and otherwise, will be made available to enable staff to carry out their responsibilities in a reasonable and efficient manner.

All employees will be made aware of and have access to this Safety Statement. The Safety Statement will also be available to third parties where appropriate. Employees are encouraged to put forward suggestions for improvement to this document. The Safety Statement will be reviewed in light of experience and future developments within the organisation.

Signed _____
Christine Folan
General Manager

Date: _____

Section 2: Safety Management Structure and Responsibilities

2.1 Responsibilities

Managing Director

Safety begins at senior management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work rests with the Christine Folan.

She shall:

- Take a direct interest in the health and safety policy and positively support any person whose function it is to carry it out.
- Ensure that responsibility is properly assigned, understood and accepted at all levels.
- Get advice and assistance whenever necessary and take heed of any health and safety matters brought to their attention.
- Ensure that all staff under her control are held accountable for their performance in relation to occupational health and safety.
- Ensure that a disciplinary procedure exists for wilful breaches of safety standards contained in the Safety Statement and that all staff are aware of this.
- Show through personal behaviour that only the highest standards of safety are acceptable.
- Co-ordinate the organisations health and safety management system.
- Monitor the systems for ensuring that fire precautions are adequate.
- Ensure that the Safety Statement and risk assessments are periodically evaluated and revised.
- Ensure that employees have access to the Safety Statement.
- Ensure regular inspections of the premises are carried out and remedial action taken where necessary.
- Ensure that induction and safety training of all employees is carried out and a first aider appointed.
- Ensure that an accident report form is completed for all accidents and that all accidents are investigated.
- Report relevant accidents and dangerous occurrences to the HSA (Health & Safety Authority).

Health and Safety Advisor

The main responsibility of the Health and Safety Advisor is to advise and assist management and staff on health and safety matters.

He shall:

- Carry out safety inspections when requested to do so
- Provide advice and support on relevant aspects of health and safety for Clifden Glen Services

Employees

Employees have the following legal duties under Section 13 and 14 of the Safety, Health and Welfare at Work Act 2005:

- Take reasonable care of their own safety, health and welfare and that of others.
- Ensure they are not under the influence of an intoxicant to the extent that they may endanger themselves or others.
- Co-operate with their employer or any other person as appropriate.
- They must not engage in improper conduct or behaviour (including bullying/harassment).
- Attend all necessary training.
- Use safety equipment or clothing provided, or other items provided for their safety, health and welfare at work.
- Report to Christine Folan as soon as practicable:
 - (i) any work which may endanger the health and safety of themselves or others.
 - (ii) any defect in the place of work, systems of work, articles or substances.
 - (iii) any breach of health and safety legislation of which he or she is aware.
- Employees must not:
 - (i) interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at work.
 - (ii) Place anyone at risk in connection with work activities.
 - (iii) Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons at work.

Section 3: Arrangements for Health & Safety

3.1 Documentation and Dissemination of Safety Statement

The Safety Statement is available to all Clifden Glen Services employees. Others may also require access to the Safety Statement e.g. contractors.

The master copy of the Safety Statement is held by Christine Folan. Controlled copies of the Safety Statement will be issued to personnel as specified on a circulation list.

When making changes to the Safety Statement and to ensure that each copy of the document contains a record of all changes, Christine Folan will replace the existing safety statement on file. The revision number and date of revision will be recorded on the first page of this document.

The Safety Statement will be brought to the attention of all new employees and to existing employees at least annually and following any amendments. It will also be brought to the attention of non-employees who may be exposed to specific risks in the workplace (e.g. contractors).

The Safety Statement will be brought to the attention of the above persons in a form, manner and as appropriate, language that will be understood.

3.2 Review of Safety Statement

The Safety Statement will be reviewed annually and also where:

- (a) There has been a significant change in the matters to which it refers,
- (b) There is another reason to believe that it is no longer valid, or
- (c) Under the direction of a H.S.A. Inspector.

Following the review, the Safety Statement will be amended as appropriate. The review will be carried out by the safety advisor.

3.3 Consultation

Clifden Glen Services is committed to meeting their obligations under *Section 26 of the Safety, Health and Welfare at Work Act 2005* on consultation. Clifden Glen Services are committed to a policy of co-operation and consultation between management and staff and will take account of any representations made by staff members. The effectiveness of the consultation arrangements will be reviewed at regular intervals.

Consultation is part of the way Clifden Glen Services operate in its day to day working

Safety Representatives

Employees may select and appoint a Safety Representative. Safety Representatives will not be placed at any disadvantage as a result of fulfilling their role.

Section 25 of the Safety, Health and Welfare at Work Act 2005 states that the Safety Representative may:

- Make representations to their employer on any aspects of safety, health and welfare at the place of work.
- Inspect the place of work after giving reasonable notice to their employer. The frequency and schedule of inspections must be agreed between the Safety Representative and the employer in advance.
- Inspect the place of work in the event of an accident, dangerous occurrence or a situation of imminent danger or risk to health and safety.
- Investigate accidents and dangerous occurrences provided that they do not interfere with or obstruct any person fulfilling their legal duty.
- After giving reasonable notice to their employer, investigate complaints made by employees whom they represent.
- Accompany a H.S.A. Inspector on a tour of inspection.
- At the discretion of a H.S.A. Inspector, accompany the inspector while they are investigating an accident or dangerous occurrence.
- Make oral or written representations to H.S.A. Inspectors on matters relating to health, safety and welfare at the place of work.
- Receive advice and information from H.S.A. Inspectors on matters relating to health, safety and welfare at the place of work.
- Consult and liaise with other Safety Representatives appointed in the organisation

Safety Representatives will be given reasonable time off, without loss of remuneration, to discharge their functions as a Safety Representative and to acquire appropriate knowledge and training.

Safety Representatives must be notified when a H.S.A. Inspector visits the site for the purpose of an inspection.

3.4 Safety Information, Instruction, Training and Supervision

Clifden Glen Services is committed to providing appropriate health and safety information, instruction, training and supervision for all employees in line with health and safety legislative requirements. Employees will receive specific instruction and training relating to their job. Employees are expected to co-operate in any health and safety training provided in line with their duties under the Safety Health & Welfare at Work Act 2005.

Training will be given, as necessary, to management to ensure that they have the necessary skills and knowledge to organise work safely without risk to health.

All staff of Clifden Glen Services - whether employed on a full-time or a temporary basis - will receive induction training which will include health and safety elements.

Induction training will cover the following areas:

- The location of the Safety Statement;
- What parts of this document (including Risk Assessments) must be read and understood by all employees;
- A tour of the facility;
- Fire and emergency procedures, location of the assembly point, First-aid cover and accident reporting procedure (see section 3.6)
- Instruction on the hazards of the workplace and the preventative measures in place.
- A detailed list of the new employee's responsibilities in relation to health and safety;
- Any other relevant health and safety information.

More detailed training will be provided to employees in line with their role in the organisation. Where new materials, machinery or practices are introduced, the hazards and risks involved will be communicated to all those who may come into contact with them.

When providing information to employees on health and safety matters, it will be given in a form, manner and as appropriate language that will be understood.

A record of all training that a person has received will be maintained by an employee's manager and held in their personal file. Training records will contain the following information:

- Date of instruction;
- Duration;
- Name of Instructor;
- Name of person receiving instruction; and
- Nature and content of instruction.

Training will be adapted to take account of new or changed risks to health and safety and refresher training will be provided as appropriate.

3.5 Health and Safety Inspections

Clifden Glen Services has an adhoc facility inspection programme in place. Inspections are carried out annually in all areas and are the responsibility of the maintenance function. Results of inspections including details of corrective actions are not recorded. It is the responsibility of the maintenance function to ensure that corrective actions are implemented within agreed timeframes.

3.6 Personal Protective Equipment and Clothing

It is the policy of Clifden Glen Services to provide appropriate personal protective equipment and clothing and to replace it as required. Management is responsible for identifying and procuring the appropriate protective equipment and clothing for tasks which cannot be made safe by any other practicable means. Responsibility for ensuring that the equipment is used properly rests with each employee.

3.7 Emergency Procedures

Procedures are in place for emergencies and situations of serious and imminent danger. These procedures will be reviewed periodically and amended where necessary. An evacuation drill takes place annually. The assembly point is outside the estate offices.

After each evacuation, a review will be carried out to evaluate procedures and carry out any remedial action deemed necessary. Visitors and contractors will be informed of evacuation procedures.

New employees will receive basic training in fire safety. This will include the following:

- Policy on smoking, electrical equipment etc.
- How to raise the alarm and how to call the fire brigade.
- Location of assembly point
- The evacuation procedure.
- Assisting disabled people, visitors and others during evacuation
- Location of fire extinguishers.

List of Emergency phone numbers

| | |
|-----------------|---------------|
| Ambulance | 999 or 112 |
| Fire Brigade | 999 or 112 |
| Gardai | 999 or 112 |
| ESB | 1850-372 999 |
| Gas (Leaks etc) | 1850-20 50 50 |

Insert names/contact details here of any staff that should be contacted in the event of an emergency

- Christine Folan
- Paudge Folan
- Doctor

In the event of a situation arising in the course of work involving serious, imminent and unavoidable danger, employees can stop work and/or immediately leave the place of work and proceed to a place of safety.

3.8 First Aid

Clifden Glen Services are committed to having an adequate number of first-aid kits and trained first-aiders at their premises. The first-aider will receive appropriate training, including refresher training every 3 years. First-aid kits are located in the estate office. The first aider has responsibility for checking the first-aid kits on a regular basis and ensuring that they are adequately stocked.

In addition to the above the first-aider must ensure the following:

- Disposable gloves to be worn, particularly when treating an open cut or wound.
- No tablets, drugs or medicines to be kept or administered.
- Following an accident requiring first-aid treatment, an accident report form must be completed.

Guidelines in case of an accident:

- The first-aider will carry out the necessary treatment to the patient and if necessary an ambulance or doctor is called.
- Where necessary the injured person will be accompanied to the doctor or hospital by staff member.
- No person is moved if they are unconscious.
- Switch off any machinery or power supply involved by operating the emergency button or by unplugging at the socket.

3.9 Accident/Incident Reporting and Investigation

All accidents or incidents (near misses), whether serious or not, must be reported immediately to Christine Folan. An Accident/Incident Report form is available for this purpose and must be completed by Christine Folan. (See Appendix 3). Investigations are carried out by Christine Folan and corrective action is taken where necessary.

Part X Safety, Health and Welfare at Work (General Application) Regulations 1993 (Notification of Accidents and Dangerous Occurrences) requires that certain accidents and dangerous occurrences are reported to the Health and Safety Authority. These include the following categories:

- an accident resulting in the death of an employee;
- an accident resulting in the absence of an employee for more than 3 working days (not including the day of the accident);
- an accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment (e.g. member of the public); and
- certain dangerous occurrences, which have the potential to cause serious injury, whether or not they did cause serious injury. (See Appendix 4 for categories of dangerous occurrences that require reporting to the H.S.A.)

Christine Folan is responsible for reporting any such accidents/dangerous occurrences to the Health and Safety Authority. Reporting will be done on the prescribed forms IR1 (accidents) or IR3 (dangerous occurrences). Christine Folan will hold copies of blank and completed forms. The H.S.A. Galway Office is at Odeon House Eyre Square. Galway – Lo-Call No. 1890 289389, Fax: 091 564091 or www.hsa.ie

3.10 Pregnant Employees

Clifden Glen Services adheres to the provisions of the *Safety, Health and Welfare at Work (Pregnant Employees) Regulations, 2000*.

These Regulations apply to employees that are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If Management is notified of any of the above, an assessment of any hazardous activities relating to the employee will be carried out.

If any such risks are identified and it is not practicable to ensure the safety or health of the employee or unborn child through protective or preventative measures, then the employer must adjust temporarily the working conditions or the working hours (or both) of the employee concerned so that exposure to such risk is avoided or the employee must be transferred to other work. If these safeguards are not possible then the employee must be granted Health and Safety Leave.

Persons wishing more information as to their entitlements under this legislation should contact Christine Folan.

3.11 Occupational Health

Any employee who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify Christine Folan of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers.

In accordance with the *Display Screen Equipment Regulations 1993*, any employee who uses a computer for a significant part of the day (usually for an hour or more at a time) and is classed as a VDU “user” will be offered an eyesight test to be paid for by the company.

3.12 Smoking

In compliance with legislation, Clifden Glen Services operate a strict No Smoking policy, which applies to all staff, visitors and contractors. Smoking is permitted outdoors but all naked flames and cigarette ends must be carefully extinguished and suitably disposed.

3.13 Workplace Harassment/Bullying

Clifden Glen Services is committed to providing a work environment free of any kind of bullying or harassment. Management at the highest level will not tolerate bullying or harassment and will take appropriate steps to resolve any problems that may occur.

In accordance with the general duties in the *Safety, Health and Welfare at Work Act 2005*, the *Employment Equality Act 1998* Clifden Glen Services complies with the H.S.A. Code of Practice regarding Bullying and Harassment. See Appendix 5 for more information on Bullying and Harassment.

3.14 Stress at Work

Clifden Glen Services adheres to all aspects of the *Safety, Health and Welfare at Work Act 2005*, which obliges employers to identify and safeguard against all risks to health and safety, including stress.

Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them.

Causes of stress in the workplace can include:

- Excessive workload
- Poor work organisation
- Poor working relationships
- Poor communication at work
- Poorly organised shift work
- Ill defined work roles
- Lack of support to staff
- Dull repetitive work
- Highly demanding tasks
- Dealing directly with the public
- The threat of violence

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard:

- Identification of potential problems;
- Assessment of risks;
- Implementation of safeguards; and
- Monitoring the effectiveness of safeguards.

Clifden Glen Services will:

- Ensure that staff are instructed to raise any issues of stress with their manager as soon as possible.
- Ensure that Management is aware of the potential causes of stress and the early warning signs.
- Ensure that all complaints that may be related to stress are listened to and appropriate measures taken.

3.15 Contractors

Clifden Glen Services will ensure, as far as is reasonably practicable, the safety of contractors while on the premises.

All contractors should sign in at reception and sign out on leaving.

While on site contractors are required to obey the safety rules and emergency procedures at all times. In the event of any emergency the contractor will go to the Assembly Point until given the “all clear”.

Rules for Contractors

Contractors shall:

- Provide their Safety Statement and any Method Statements deemed necessary when requested to do so.
- Not be allowed on the premises to carry out work until the Clifden Glen Services have been provided with an assurance about their employer’s and public liability insurance cover.
- Liaise with a Clifden Glen Services appointed official and discuss and agree the safety precautions deemed necessary by either party.
- Take all due care of their own safety, the safety of their employees and all others affected by their work.
- Not use any equipment or the service of personnel belonging to or engaged by the Clifden Glen Services without prior approval.
- Ensure that scaffolding and other access equipment used by contractors/sub-contractors is erected and maintained in accordance with current standards and regulations.
- Comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by the Clifden Glen Services while working on the premises.
- Ensure that all portable electric hand tools are run off 110v systems. Step-down transformers must be used.
- Provide all necessary instruction, training and information on health and safety matters to their employees.
- Provide competent workers and competent and adequate supervision of their employees and activities.
- Provide all necessary safety equipment and clothing for their employees.
- Ensure that all plant and equipment brought onto the Clifden Glen Services site is safe and in good working order, fitted with any necessary guards and safety devices and has any necessary certificates available for checking.
- Report all accidents and dangerous occurrences to Clifden Glen Services.
- Ensure that all safety notices and alarms are adhered to at all times.

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- Ensure that hazardous substances are not brought onto the premises without prior notice and permission and relevant Material Safety Data Sheets (M.S.D.S.) are provided for all hazardous chemicals.
- Ensure that hazardous substances are stored and used safely whilst on the site.
- Ensure, on completion of work, that all hazardous substances are removed from the site.
- Monitor and assess the safety performance of their employees.
- Ensure that all subcontractors are advised accordingly and, in particular, are not brought onto the site without prior notice or permission.

Prior to the commencement of any construction related work in Clifden Glen:

- An assessment of the likely safety hazards and risks involved in or associated with the proposed work must be undertaken. The degree of risk assessment that must be carried out before work begins will depend on the nature and extent of activities associated with each individual contract.
- The extent of each contractor's involvement will be determined by the separate sets of safety responsibilities as agreed.
- For any work involving construction activity, the provisions of the *Safety, Health and Welfare at Work (Construction) Regulations, 2001* must be adhered to.
- All contractors must supply a copy of their site specific Safety Statement. Proper method statements should be obtained from all contractors carrying out high-risk activities.
- A permit-to-work system may be required for 'hot works' (welding, cutting, etc.), electrical works, or other high-risk work as deemed necessary.

3.16 Organisation of Working Time

Clifden Glen Services recognises their obligations imposed by the *Organisation of Working Time Act 1997* in relation to rest periods and maximum weekly working times. Records, which will show whether the provisions of this Act are being complied with in relation to employees, shall be retained for at least 3 years from the date of their making.

3.17 Disciplinary Action

Where advice and persuasion fail to achieve compliance with safety and health rules, it is the policy of Clifden Glen Services to take disciplinary action on the matter.

3.18 Annual Report

On an annual basis, Clifden Glen Services will evaluate the extent to which the Safety Statement and Policies were put into effect during the previous twelve months.

3.19 Risk Assessments

In accordance with *Section 19 Safety Health and Welfare at Work Act 2005*, Risk Assessments have been completed for all work activities on site by Nifast. (Refer to Section 4). Christine Folan is responsible for ensuring that additional recommended controls are implemented within agreed timeframes. Employees will be made aware of the Risk Assessments relevant to their work activities. A Risk Assessment should be reviewed annually and where:

- (a) there has been significant change in the matters to which it relates, or
- (b) there is another reason to believe that it is no longer valid, e.g. new legislation, following an accident, introduction of a new process, etc.

Following the review, Risk Assessments will be amended as appropriate. Persons carrying out Risk Assessments will have regard to the Principles of Prevention from *Schedule 3 of Safety Health and Welfare at Work Act 2005* as detailed in Appendix 1.

Section 4.0 Risk Assessments

Risk assessments have been carried out at Clifden Glen for Clifden Glen Services and the results are shown below. The operations carried out by Clifden Glen Services include property administration and rental, office, bar, site maintenance and laundry functions. The risk assessment process involves the following:

- Identifying the significant hazards present in the workplace.
- Identifying what groups of people are most affected by those hazards e.g. employees, contractors and visitors.
- Recording the likelihood and severity of injury/illness associated with the hazard. Calculating the risk rating based on likelihood and severity (the risk rating is arrived at by multiplying the likelihood of injury x severity of injury - see below for details).
- Listing the current controls in place, along with responsible members of staff, where designated.
- Recommending additional controls in order to ensure that risks are reduced to the lowest level reasonably practicable.
- Designating a member of staff to co-ordinate the implementation of additional controls. Stating a date when action should be complete and recording when that action has been completed.
- The length of time specified for implementing control measures will vary and be dependant on the risk rating for the hazard i.e. the higher the risk, the faster action should be taken. If additional control measures reduce the likelihood or severity of injury, a revised risk rating can be recorded.

Risk assessments should be reviewed at least annually and any necessary amendments made. They should also be reviewed if there is a change in circumstances e.g. new equipment, processes, procedures etc., following an accident or incident and in the event of new legislation, codes of practice or guidance being published.

1. **Elimination:** Eliminating the hazard entirely from the workplace is the best way to control it. Examples of this would be providing a lifting device, which eliminates the need to carry out manual handling or disposing of unwanted chemicals.
2. **Substitution:** If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Examples are substituting a hazardous chemical with a less toxic one or substituting a smaller package or container to reduce the risk of manual handling injuries.
3. **Engineering Solutions:** If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact. Examples of engineering controls are:
 - enclosure (enclose in a way that eliminates or controls the risk);
 - guarding/segregation of people;
 - interlocks and cut-off switches; and
 - exhaust fans.
4. **Administrative Solutions:** These are the management strategies, which can be introduced, training, job rotation, limitation of exposure time, provision of written work procedures. For example:

- safe systems of work that reduce the risk to an acceptable level;
- written procedures that are known and understood by those affected;
- adequate supervision;
- identification of training needs and provision of appropriate training; and
- information/instruction (signs, handouts).

5. Personal Protective Equipment & Clothing: Personal Protective Equipment and Clothing should always be considered as a last resort. PPE can also be used as an interim measure to reduce exposure to a hazard. Some examples of PPE include; masks, ear plugs, respirators, helmets, boots, safety shoes, overalls, etc.

The most effective way to control risk is obviously to remove it. Elimination is by definition 100% effective. The further you go down the list the less effective the methods become. Training for example has been estimated as being only 10% effective.

It is also worth bearing in mind that the amount of management and supervisory effort needed to maintain the controls is in inverse rank order. In other words, item 5 takes the most effort to maintain and item 1 the least effort.

Risk Assessment Tool

Priority Table

| | | | | |
|--------------------|----------|-----------------------------|----------------|----------------------------------|
| | | slightly harmful | harmful | Severity very harmful |
| unlikely | 1 | 2 | 3 | |
| likely | 2 | 4 | 6 | |
| very likely | 3 | 6 | 9 | |

Likelihood

| Slightly Harmful | Harmful | Very Harmful |
|----------------------------|--------------------|------------------------------------|
| ▶ superficial injuries | ▶ lacerations | ▶ amputation |
| ▶ minor cuts & bruises | ▶ burns | ▶ major fractures |
| ▶ eye irritation from dust | ▶ concussion | ▶ poisoning |
| ▶ nuisance & irritation | ▶ serious sprains | ▶ fatal injuries |
| ▶ temporary discomfort | ▶ minor fractures | ▶ occupational cancer |
| | ▶ dermatitis | ▶ severely life shortening disease |
| | ▶ asthma | ▶ deafness |
| | ▶ minor disability | ▶ fatal disease |
| | | ▶ head injuries |
| | | ▶ eye injuries |

Risk Assessment Tool

For Example

| | | | | |
|-------------|---|--------------|---|----------|
| Likelihood | = | Unlikely | = | 1 |
| Severity | = | Very harmful | = | 3 |
| | | | | |
| Risk Rating | = | 1 x 3 | = | 3 |

| Assessment | Priority | Action |
|-------------------------------|----------------------|---|
| Trivial Risk 1 | Non-urgent | No action needed |
| Acceptable Risk 2 | Non-urgent | No additional controls Monitoring required Assessment recorded |
| Moderate Risk 3 - 4 | Action needed | Controls required as soon as practical Assessment recorded Controls documented |
| Substantial Risk 6 | Urgent action needed | Controls required immediately Assessment recorded Controls documented |
| Intolerable Risk 9 | Urgent action needed | Work prohibited/ceased Controls required immediately Assessment recorded Controls documented Work stoppage documented |

L = Likelihood
 S = Severity
 RR = Risk Rating

| | |
|---|--|
| Organisation Name: Clifden Glen Services | Date of Assessment: June 2006 |
| Organisation Address: Galway Road, Clifden | Assessment Undertaken By: Willie Walsh CMIOSH |
| Area/Dept./Activity: General Hazards - All Areas | Assessment Review Date: June 2007 |

| Hazard & Risk | People at Risk | Existing Controls | Person Responsible | Current Risk | | |
|---|--------------------------------------|---|--|--------------|---|----|
| | | | | L | S | RR |
| Hazard: Fire Hazard Type: Physical Injury/Illness: Burns, Death | Employees Visitors Contractors | <ul style="list-style-type: none"> The fire alarm system is tested to confirm that the system is operating correctly and that the alarm is audible in all locations in the building. All fire extinguishers are checked annually and records maintained. All defects are reported immediately. A No Smoking policy is in place for employees for all inside work. | Maintenance Manager Maintenance Manager Maintenance Manager All employees | 1 | 3 | 3 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|--------|--|----------------------------------|------------------------|--------------|---|----|
| | | | | L | S | RR |
| Fire | <ul style="list-style-type: none"> Confirm the assembly point location outside the estate office. An emergency drill should be carried out at least during the high season. The results of the drill are to be recorded and any corrective action needed logged and actioned as necessary. | Site Manager Site Manager | July 06 July 06 | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Person Responsible | Current Risk | | |
|---|---|---|--|--------------|---|----|
| | | | | L | S | RR |
| <p>Hazard: Housekeeping</p> <p>Hazard Type: Physical</p> <p>Injury/Illness: Injury Slipping & Falling Fire</p> | <p>Employees Visitors Contractors</p> | <ul style="list-style-type: none"> When cleaning operations are undertaken cables are not left unattended and where possible the house is cordoned off. Any spillages are cleaned up as soon as is practical with the cleaning equipment provided. Toilets are checked and cleaned in the bar at regular intervals. Waste paper and other unnecessary and potentially flammable and combustible waste materials are removed on a regular basis. Any damage service point covers are reported immediately to maintenance and remedied immediately. Waste / litter is gathered using a pincer arm Bins are emptied regularly during the high season and as required at all other times | <p>All employees</p> <p>All employees</p> <p>Bar staff</p> <p>Site maintenance staff</p> <p>All Employees / Maintenance</p> <p>Site maintenance staff Site maintenance staff</p> | 2 | 2 | 4 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|--------------|--|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Housekeeping | <ul style="list-style-type: none"> None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Person Responsible | Current Risk | | |
|---|--------------------------|---|--|--------------|---|----|
| | | | | L | S | RR |
| <p>Hazard: Electricity</p> <p>Hazard Type Physical</p> <p>Injury/Illness: Electric shock Burns from electrical flashes or arcing</p> | Employees Contractors | <ul style="list-style-type: none"> Electrical equipment is purchased in accordance with any relevant published standard such as Irish Standards, European Norm's etc. Only trained competent personnel carry out any repairs or maintenance on electrical equipment. No person shall attempt to carry out temporary repairs or clean equipment whilst it is still connected to a power supply. Employees shall report any defects in electrical fittings / equipment and appropriate steps are taken to address the problem without undue delay or risk of danger or injury to employees or patrons. All sockets rated at 220v AC or more are protected by residual current devices (RCDs) with 30mA/30mSec sensitivity. RCDs are tested regularly and records of test are retained. Multi-adaptors, if required, may only be used for low power equipment such as V.D.U. screens. | <p>Site manager / maintenance staff</p> <p>All Employee</p> <p>Maintenance staff</p> <p>Maintenance staff</p> <p>All staff</p> | 2 | 3 | 6 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|-------------|--|--|---------------------------------|--------------|---|----|
| | | | | L | S | RR |
| Electricity | <ul style="list-style-type: none"> A full electrical inspection including thermographic survey of the bar, office, and maintenance facilities should take place every five years, after which a new electrical certificate is issued. This must be carried out by an authorised and competent electrician. Portable (plugged-in) appliances must be subject to a routine inspection and testing. All defects are remedied and equipment isolated in the interim. | <p>Site manager</p> <p>Maintenance staff</p> | <p>June 2007</p> <p>Ongoing</p> | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Person Responsible | Current Risk | | |
|---|---|--|--------------------|--------------|----------|----------|
| | | | | L | S | RR |
| <p>Hazard: Manual Handling</p> <p>Hazard Type: Physical</p> <p>Injury/Illness:</p> <ul style="list-style-type: none"> Abdominal hernias. Fatigue leading to accidents Soft tissue injuries from sudden exertion and back injuries | <p>Employees Guests Contractors</p> | <ul style="list-style-type: none"> Clifden Glen Services employees conduct manual handling activities when carrying out a range of activities. All manual handling is kept to a minimum, and is avoided wherever possible by the use of trolleys for the handling of loads. | <p>All staff</p> | <p>2</p> | <p>2</p> | <p>4</p> |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|------------------------|--|-------------------------------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| <p>Manual Handling</p> | <ul style="list-style-type: none"> Training in manual handling techniques to be provided to all employees. All employees are obliged to attend and to put into practice what they have learned. | <p>Site manager / all staff</p> | <p>July 06</p> | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Person Responsible | Current Risk | | |
|--|---|---|--|--------------|---|----|
| | | | | L | S | RR |
| <p>Hazard: Lighting: Poor or excess illumination</p> <p>Hazard Type: Physical</p> <p>Injury/Illness: Eyestrain Headaches Glare Tiredness Poor visibility causing slip/trip</p> | <p>Employees Visitors Contractors</p> | <ul style="list-style-type: none"> Care is taken to ensure that lighting is of a standard to allow employees to carry out their duties and visitors to use the facilities without risk to their health and well-being. Bulbs are replaced when defective. Windows are fitted with effective blinds and used as necessary. Employees report any defects concerning external lighting immediately | <p>Maintenance staff</p> <p>Maintenance staff</p> <p>Office staff</p> <p>All staff</p> | 2 | 2 | 4 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|---------------------------------------|----------------------|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Lighting: Poor or excess illumination | None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Person Responsible | Current Risk | | |
|---|---|--|---|--------------|---|----|
| | | | | L | S | RR |
| <p>Hazard: Access & Egress</p> <p>Hazard Type: Physical</p> <p>Injury/Illness: Slip/Trip Collision</p> | <p>Employees Visitors Contractors</p> | <ul style="list-style-type: none"> • Carpets, tiles and non-slip floors are maintained in good condition and are free from damage, which could cause employees and visitors to slip, trip or fall. • Steps or stairways are maintained in good and sound condition to ensure so far as is practicable protection from slips, trips and falls, which could cause injury. • Access is restricted to plant room areas. | <p>Site manager</p> <p>All staff</p> <p>Maintenance staff</p> | 3 | 2 | 6 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|-----------------|---|---|-------------------------------|--------------|---|----|
| | | | | L | S | RR |
| Access & Egress | <ul style="list-style-type: none"> • Install ladder access restriction barrier to reservoir. • Control access to rear of pump house | <p>Maintenance staff</p> <p>Maintenance staff</p> | <p>July 06</p> <p>July 06</p> | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Person Responsible | Current Risk | | |
|---|----------------------------------|--|---|--------------|---|----|
| | | | | L | S | RR |
| <p>Hazards: Hazardous Substances, Fire, Slip/Trip</p> <p>Hazard Type: Chemical Physical</p> <p>Injury/illness: Inhalation, ingestion or skin contact causing irritation, chemical burns, allergic reaction, poisoning or infection Death, Burns, Cuts, bruising, Broken Bones</p> | Employees, Contractors, Visitors | <ul style="list-style-type: none"> Chemicals are only stored in the pump house – a designated and secure area. The main activities/areas where these are used are water treatment, grounds maintenance All chemicals in use are purchased from a reputable supplier who supplies safety data sheets to the hotel. PPE is provided to staff as required. Staff are instructed to wear the PPE. | Maintenance staff Maintenance staff Maintenance staff | 2 | 2 | 4 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|----------------------|--|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Hazardous Substances | <ul style="list-style-type: none"> New MSDS to be requested from Sodium Hydrochloride suppliers | Site manager | June 06 | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Person Responsible | Current Risk | | |
|--|--------------------------------------|--|---|--------------|---|----|
| | | | | L | S | RR |
| <p>Hazard: Trailing Cables</p> <p>Hazard Type Physical</p> <p>Injury/Illness: Slip/Trip</p> | Employees Visitors Contractors | <ul style="list-style-type: none"> Power cables and extension leads in the offices and under desks are positioned so that they do not constitute a tripping hazard Power cables used in maintenance work are positioned so that they do not constitute a tripping hazard | All office based staff Maintenance staff | 1 | 2 | 2 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|-----------------|----------------------|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Trailing Cables | None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Current Risk | | |
|---|---|--|--------------|---|----|
| | | | L | S | RR |
| <p>Hazard: Driving:</p> <p>Lack of training Mechanical defects High mileage driving hours Fatigue Speed Mobile phones Alcohol/drugs</p> <p>Illness/Injury: Fatality or other injury</p> | <p>Site manager, Maintenance staff</p> | <ul style="list-style-type: none"> All drivers must on a regular basis check the following items in order to comply with the necessary Road Traffic Acts and Regulations: Lights, Signals, Brakes, Oil, Ball Hitches, and Tyres. All defects should be rectified immediately so that the vehicle is roadworthy. All employees with corporate mobile phones are entitled to have their private vehicle fitted with a hands free kit. Drivers are advised that they should drive while under the influence of drugs or alcohol Drivers are advised that vehicles must be driven within the current speed limits at all times. Drivers are advised that they must obey all rules regarding traffic, both pedestrian and vehicles. | 1 | 3 | 3 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|---------|----------------------|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Driving | None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| | |
|--|--|
| Organisation Name: Clifden Glen Services | Date of Assessment: June 2006 |
| Organisation Address: Galway Road, Clifden | Assessment Undertaken By: Willie Walsh CMIOSH |
| Area/Dept./Activity: Human Factor Hazards - All Areas | Assessment Review Date: June 2007 |

| Hazard & Risk | People at Risk | Existing Controls | Responsibility | Current Risk | | |
|---|----------------|--|----------------|--------------|---|----|
| | | | | L | S | RR |
| Hazard: Bullying / Harassment Injury/Illness: Stress and illness brought on by stress, nervous breakdown | Employees | <ul style="list-style-type: none"> There is a bullying & harassment policy in place | Site manager | 1 | 2 | 2 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|-----------------------|----------------------|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Bullying / Harassment | None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Responsibility | Current Risk | | |
|---|----------------|---|----------------|--------------|---|----|
| | | | | L | S | RR |
| Hazard: Stress Injury/Illness: Nervous breakdown Illness brought on by stress | Employees | <ul style="list-style-type: none"> There is a stress policy in place | Site manager | 1 | 2 | 2 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|--------|----------------------|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Stress | None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Current Risk | | |
|--|--------------------------------------|---|--------------|---|----|
| | | | L | S | RR |
| <p>Hazard: Violence to staff</p> <p>Illness/Injury: Verbal assault, physical assault</p> | Employees Contractors Visitors | <ul style="list-style-type: none"> The nature of the work carried out by Clifden Glen Services is such that there is interaction with the public. Staff are trained to provide good customer service. All incidents involving violence are reported as per the 'Accident & Near Miss' reporting procedures. External areas are well lit – this includes the car park area and pedestrian routes. | 1 | 2 | 2 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date Action completed | Revised Risk | | |
|----------|----------------------|----------------|-----------------------|--------------|---|----|
| | | | | L | S | RR |
| Violence | None | All Managers | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Person Responsible | Current Risk | | |
|---|----------------|--|---|--------------|---|----|
| | | | | L | S | RR |
| <p>Hazard: Visual Display Units (VDUs)</p> <p>Hazard Type: Physical/ Psychosocial</p> <p>Injury/Illness: Eyestrain, Musculo-skeletal problems, Mental Stress</p> | Employees | <ul style="list-style-type: none"> Modern adjustable equipment provided including adjustable chairs. The chairs have the following features: <ul style="list-style-type: none"> - 5 point swivel base & castors for ease of movement - Swivel features with adjustable back - Adjustable lumbar support - Adjustable arm rests Blinds are provided to control natural light as required. Employees are provided with information on the safe use of the VDU workstation Adequate space is being provided in office areas. | <p>Site manager</p> <p>All office based staff</p> <p>Site manager</p> <p>Site manager</p> | 2 | 2 | 4 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|-----------------------------|--|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Visual Display Units (VDUs) | <ul style="list-style-type: none"> Formal V.D.U. risk assessments are to be conducted with all employees classed as V.D.U. 'users', i.e. those who habitually use V.D.U.'s as a significant part of their normal work, usually for an hour or more at a time. Remedial action to be taken where necessary. Make provision for eye testing for all office based employees | Site manager | July 06 | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| | |
|---|--|
| Organisation Name: Clifden Glen Services | Date of Assessment: June 2006 |
| Organisation Address: Galway Road, Clifden | Assessment Undertaken By: Willie Walsh CMIOSH |
| Area/Dept./Activity: Office Areas | Assessment Review Date: June 2007 |

| Hazard & Risk | People at Risk | Existing Controls | Person Responsible | Current Risk | | |
|---|----------------|---|--------------------|--------------|---|----|
| | | | | L | S | RR |
| Hazard: Office Machinery: Photocopiers, printers Injury/Illness: Electrocution Burns Entanglement Trapped finger | Employees | <ul style="list-style-type: none"> Minor repairs, such as removing blockages from the photocopier may be carried out by office staff, where clear instructions exist and the action presents no hazard. Photocopiers are interlocked so they will not continue operating if a panel is opened. Hot internal elements are clearly marked. Waste paper is removed daily. | All staff | 1 | 2 | 2 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|------------------|---|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Office Machinery | <ul style="list-style-type: none"> The manufacturer's user manual should be available at the location of each machine. | | Ongoing | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Person Responsible | Current Risk | | |
|--|---------------------|--|--------------------|--------------|---|----|
| | | | | L | S | RR |
| <p>Hazard: Document Storage –Filing Cabinets</p> <p>Injury/Illness: Trapped beneath a falling cabinet Fingers trapped between a drawer and the cabinet.</p> | Employees, Visitors | <ul style="list-style-type: none"> Where filing cabinets are being purchased, they are sourced from a reputable supplier and should meet the requirements of <i>I.S. 227</i>. Heavy items are stored in the bottom drawer. Start with the bottom drawer when setting up files or after moving a cabinet. Drawer handles are always used when opening and closing cabinets. | Site manager | 2 | 1 | 2 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|------------------------------------|----------------------|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Document Storage - Filing Cabinets | None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| | |
|---|--|
| Organisation Name: Clifden Glen Services | Date of Assessment: June 2006 |
| Organisation Address: Galway Road, Clifden | Assessment Undertaken By: Willie Walsh CMIOSH |
| Area/Dept./Activity: Catering / Bar | Assessment Review Date: June 2007 |

| Hazard & Risk | People at Risk | Existing Controls | Person Responsible | Current Risk | | |
|---|---------------------|--|--------------------|--------------|---|----|
| | | | | L | S | RR |
| Hazard: Bar/ Bar Equipment Fire Slippery floors Gas / beer cylinders – manual handling Cleaning chemicals | Employees, visitors | <ul style="list-style-type: none"> Limited opening hours even during the high season Spillages cleaned up immediately Maintenance staff move gas and beer cylinders when delivered Cleaning chemicals stored safely Bar furniture in good condition and repaired if necessary | Bar manager | 2 | 1 | 2 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|--------|----------------------|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Bar | None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Person Responsible | Current Risk | | |
|--|----------------|--|----------------------------------|--------------|---|----|
| | | | | L | S | RR |
| Hazard: Kitchen/ Kitchen Equipment Gas Fire Hot surfaces Slippery floors Knives Cleaning chemicals | Employees | <ul style="list-style-type: none"> No meals or food of any type are prepared in the kitchen area Equipment and consumables are stored safely in the kitchen area | Site manager Site manager | 2 | 1 | 2 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|---------|----------------------|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Kitchen | None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Person Responsible | Current Risk | | |
|---|------------------------|--|--------------------|--------------|---|----|
| | | | | L | S | RR |
| <p>Hazard: Glass: Bar Broken Glass</p> <p>Illness/Injury: Cuts</p> | Employees Customers | <ul style="list-style-type: none"> Staff are instructed to be vigilant and clear up all broken glass immediately. | Site manager | 2 | 2 | 4 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|--------|---|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Glass | <ul style="list-style-type: none"> Broken glass to be disposed off in a separate bin | Bar person | Ongoing | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Person Responsible | Current Risk | | |
|---|----------------|--|--------------------|--------------|---|----|
| | | | | L | S | RR |
| <p>Hazard: Laundry Operations</p> <p>Hazard type: Chemical Manual Handling Shelving collapse Physical – electricity Biohazards</p> <p>Illness/Injury: Back Strain Eye Damage Electrocution Bio contamination</p> | Employees | <ul style="list-style-type: none"> • Washing powders are used in a safe way • Material safety data is included on washing powder packs and eyewash is part of the first aid kit • Hands are washed after laundry operations • Sheets are flapped out before being transported to the laundry room • Trolleys are used to transport heavier loads • Machines are not overloaded • Washing and drying machines are maintained regularly • Electric fuse boards are kept covered up at all times • Electrical power points are in good condition and repaired immediately if damage occurs | Laundry staff | 2 | 1 | 2 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|---------|----------------------|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Laundry | None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Person Responsible | Current Risk | | |
|--|---------------------------------------|--|--------------------|--------------|---|----|
| | | | | L | S | RR |
| <p>Hazard: Outdoor hazards: Uneven surfaces, Slippery surfaces, Poor lighting, Vehicles</p> <p>Illness/Injury: Slips, trips falls Struck by vehicle Falling branches Falls from height</p> | Employees, Visitor, Contractors | <ul style="list-style-type: none"> Lighting is provided and maintained in car park areas as appropriate. Signage is erected in car parks and other areas to highlight hazards or requirements The glen walks are signposted | Maintenance staff | 2 | 2 | 4 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|-----------------|---|-------------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Outdoor hazards | <ul style="list-style-type: none"> Warning signs to be erected highlighting need for caution and advisability of carrying mobile phone if walking by oneself Walks to be signposted by a sport walking professional | Maintenance staff | July 06 | | | |
| | | Site manager | June 07 | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Current Risk | | |
|--|-----------------------------------|---|--------------|---|----|
| | | | L | S | RR |
| <p>Hazard: Ladders</p> <p>Injury/Illness: Fall from a height</p> | Maintenance staff, Contractors | <ul style="list-style-type: none"> • Only ladders that are in good condition are used. • The following guidelines are in place when using ladders <ul style="list-style-type: none"> ▪ When using a ladder, a person should not over-reach and care should be taken not to drop anything from a height. ▪ Ladders should be placed on firm ground when in use. ▪ Ladders should be positioned at a gradient of 1:4 and suitably tied at the top. ▪ Ladders should be extended 1m beyond the landing point. | 1 | 3 | 3 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|---------|----------------------|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Ladders | None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Current Risk | | |
|---|-----------------------------|---|--------------|---|----|
| | | | L | S | RR |
| <p>Hazard: Waste Disposal: Broken glass/crockery Poor hygiene standards Combustible materials</p> <p>Illness/Injury: Cuts Infestation Contamination of food Manual handling Slips / trips</p> | Maintenance staff, Visitors | <ul style="list-style-type: none"> • Only contract cleaners are authorised to use the waste collection equipment. • Refuse areas are controlled • Housekeeping in the refuse collection areas is excellent • Rubbish is not allowed to accumulate. • Wheelie bins are only used if they are in good condition • Contractors come on site to collect CGS waste | 1 | 2 | 2 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|----------------|----------------------|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Waste Disposal | None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Current Risk | | |
|---|-----------------------------|---|--------------|---|----|
| | | | L | S | RR |
| <p>Hazard: Use of ride on mower :</p> <p>Fire, road traffic collisions, overturning, ejection, unauthorised use</p> <p>Injury/Illness: Cutting, collision, eye/hand damage, absorption, inhalation of fumes, burns,</p> | Maintenance staff, visitors | <ul style="list-style-type: none"> • Personnel using ride on have experience and expertise in use of equipment • Fuel is stored in a safe secure place • Blockages are cleared only when the machine is turned off • The ride on mower is subject to regular professional maintenance • The ride on mower is only operated with the cutting bag attached • Visitors and other maintenance staff are asked to keep away when the mower is being operated | 2 | 2 | 4 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|----------------------|----------------------|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Use of ride on mower | None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Current Risk | | |
|---|-----------------------------|---|--------------|---|----|
| | | | L | S | RR |
| <p>Hazard: Use of strimmer: ejection, contact points, fuel – fire, manual handling</p> <p>Injury/Illness: Cutting, hearing, absorption / inhalation of fumes, burns, Skin contact with organic pulp</p> | Maintenance staff, visitors | <ul style="list-style-type: none"> • Personal protective equipment is worn (i.e. face, hands and leg protection) while using strimmer • Fuel is stored safely at all times • Other maintenance staff and visitors are encouraged to stay away from strimming area • Strimmer is subject to regular maintenance • Strimming lines are adjusted only while machine is turned off • Protective guard is fixed to strimmer head at all times • Shoulder strap is used at all times | 1 | 2 | 2 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|-----------------|----------------------|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Use of strimmer | None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Current Risk | | |
|---|------------------------------|---|--------------|---|----|
| | | | L | S | RR |
| <p>Hazard: Use of weedkiller / agrichemicals: spray, splash, spillage, cross contamination</p> <p>Injury/Illness: Burns, absorption, inhalation</p> | Maintenance staff , visitors | <ul style="list-style-type: none"> • Latest material safety data sheets are maintained on site and suppliers instructions followed • Personal protective equipment used when mixing and spraying • Spray backpacks are maintained in good condition and washed out on a regular basis • Members of the public, visitors, and other maintenance staff are encouraged to stay away during spraying operations | 2 | 2 | 4 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|-----------------------------------|---|-------------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Use of weedkiller / agrichemicals | <ul style="list-style-type: none"> • Request most recent MSDS from suppliers each time a new batch is purchased. | Maintenance staff | Ongoing | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Current Risk | | |
|--|-------------------|---|--------------|---|----|
| | | | L | S | RR |
| <p>Hazard: Working at heights</p> <p>Falls of Persons Falls of Materials</p> <p>Injury/Illness: Breaks and strains Contact collision</p> | Maintenance staff | <ul style="list-style-type: none"> • Work is planned to ensure a safe means of access is provide (separate assessments for use of ladders, scaffolding) • Special rig for working over glass roof on gable ends is used • All equipment is provided and maintained to require legal and other standards. • Suitable signs and barriers will be positioned directly below works to warn of overhead operations. • Where there is likely to be debris falling, fans, chutes or full enclosures will be used to protect third parties. • All staff working below overhead operations will wear safety helmets. • All equipment used will be checked to ensure it is in good order, to correct specification, and in date for inspection. • Ladder access uses secure ground conditions | 2 | 3 | 6 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|--------------------|----------------------|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Working at heights | None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Current Risk | | |
|---|-------------------|---|--------------|---|----|
| | | | L | S | RR |
| <p>Hazard: Use of portable electrical equipment</p> <p>Injury/Illness: Manual handling, electrocution, cuts, Slip / trip – cable management</p> | Maintenance staff | <ul style="list-style-type: none"> All portable electrical equipment will be identified individually and is subject to planned maintenance. Equipment supplied to it will be fit for its purpose with regard to voltage, power and environmental conditions. All equipment found to be defective will be switched off and reported immediately. Visual inspection of equipment will be carried out before use. Leads and extension cables to be routed so as to minimise the likelihood of damage and trip hazards. Sub-contractors will be made aware of the above policy concerning use of electrical equipment. Management are responsible for ensuring that attention is paid to site electrical requirements, including arrangements for design, testing and installation of circuits and their protection by fuses, residual current devices or similar. New maintenance staff will be given instruction in the precautions and safe use of portable electrical equipment. | 1 | 2 | 2 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|--------------------------------------|----------------------|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Use of portable electrical equipment | None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Current Risk | | |
|---|-------------------|---|--------------|---|----|
| | | | L | S | RR |
| <p>Hazard: Use of access scaffolding</p> <p>Injury/Illness: Falls of persons Falls of materials Collapse of structure</p> | Maintenance staff | <ul style="list-style-type: none"> • Only authorised personnel will erect, modify or dismantle scaffolding. • Guardrails and toeboard removed for access will be replaced after access has been gained. • Unused ladder gaps will have them fitted. • All scaffolding will be inspected on handover to or from other contractors. After alteration or adverse weather conditions scaffolds must be inspected by management. Structure over 2m in height must be inspected every seven days and the results entered into Form CR.8 Section A. All scaffold inspections will be carried out by a competent person. • Scaffolds will be checked regularly to ensure their correct use and that unauthorised adoptions have not been made. • Persons erecting scaffolding must be adequately trained. • Inspections of scaffolding will be carried out only by those trained as per FAS C.S.C.S. | 1 | 3 | 3 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|---------------------------|----------------------|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Use of access scaffolding | None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Current Risk | | |
|---|-------------------|---|--------------|---|----|
| | | | L | S | RR |
| <p>Hazard: Use of hand tools</p> <p>Injury/Illness: Eye Injury Injury to hands, feet and body</p> | Maintenance staff | <ul style="list-style-type: none"> Maintenance work is carried out under the supervision of an experienced and competent maintenance expert Tools provided by Clifden Glen are fit for the purpose, the environment in which they are used and in good working condition. Tools are required to be suitable for the purpose for which they will be used. Eye protection is used whenever work is done using cold chisels, drills, grinders or other tools where there is a risk of flying particles or pieces of the tool breaking off. Open bladed knives, screwdrivers and other sharp tools are to be carried and used so as not to cause injury to the user or others. Insulated tools must be used where there is a possibility of live electrical work. Specific checks will be made as follows: <ul style="list-style-type: none"> Chisels for mushroom heads Hammer and file handles for deterioration and exposed tangs. Open-ended spanners for splayed jaws. Staff are to be instructed in the correct method of use and in maintenance requirements at commencement if not part of craft. | 1 | 1 | 1 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|-------------------|----------------------|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Use of hand tools | None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Current Risk | | |
|---|-------------------|---|--------------|---|----|
| | | | L | S | RR |
| <p>Hazard: Plumbing</p> <p>Injury/Illness: Fire Burns Inhalation / absorption of hazardous substances Falls from heights Eye injuries</p> | Maintenance staff | <ul style="list-style-type: none"> Suitable access equipment will be provided to ensure a stable working platform. Areas of poor ventilation will be identified before work starts. Where possible, the use of hazardous materials will be avoided. Liaison with building occupants or other workers will take place to ensure there is no risk third parties, and that they cannot affect the safety of operatives. Only trained and experienced staff will be permitted to carry out soldering work. Suitable access equipment is to be provided for work at heights. For solder work basic fire precautions and other fire hazards associated with soldering including access to the use of extinguishers provided and basic treatment for burns will be in place | 1 | 2 | 2 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|----------|----------------------|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Plumbing | None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Current Risk | | |
|---|-------------------|---|--------------|---|----|
| | | | L | S | RR |
| <p>Hazard: Painting</p> <p>Injury/Illness: Inhalation / absorption of fumes / paint Falls from heights Eye injuries</p> | Maintenance staff | <ul style="list-style-type: none"> • Hand protection – gloves, barrier cream, etc. is used where necessary • Suitable access equipment will be provided to ensure a stable working platform. • Areas of poor ventilation will be identified before work starts. • Only trained and experienced staff will be permitted to carry out soldering work. • Suitable access equipment is to be provided for work at heights. | 1 | 2 | 2 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|----------|----------------------|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Painting | None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Current Risk | | |
|--|-------------------------------|--|--------------|---|----|
| | | | L | S | RR |
| <p>Hazard: Water / waste water treatment and testing: spill, splash, contamination,</p> <p>Injury/Illness: Chemical burn, biological contamination</p> | Maintenance staff, contractor | <ul style="list-style-type: none"> • Single experienced staff members conducts tests • Experienced maintenance staff member liaises with contractor • Test materials stored in a safe place | 1 | 1 | 1 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|--|----------------------|----------------|----------------------|--------------|---|----|
| | | | | L | S | RR |
| Water / waste water management and testing | None | | | | | |

L = Likelihood
 S = Severity
 RR = Risk Rating

| Hazard & Risk | People at Risk | Existing Controls | Current Risk | | |
|--|---------------------------|--|--------------|---|----|
| | | | L | S | RR |
| <p>Hazard: Reservoir</p> <p>- fall from height</p> <p>Injury/Illness: Breaks, drowning</p> | Maintenance staff, public | <ul style="list-style-type: none"> Reservoir is at some distance from the main complex. | 2 | 3 | 6 |

ACTION PLAN

| Hazard | Recommended Controls | Responsibility | Date to be completed | Revised Risk | | |
|-----------|--|-------------------|-------------------------------|--------------|---|----|
| | | | | L | S | RR |
| Reservoir | <ul style="list-style-type: none"> Erect signage warning of falling hazards and access restriction Erect ladder access block | Maintenance staff | <p>July 06</p> <p>July 06</p> | | | |

Section 5: Appendices

- Appendix 1 Definitions
- Appendix 2 First Aid Information
- Appendix 3 Accident/Incident Report Form
- Appendix 4 Dangerous Occurrences
- Appendix 5 Bullying/Harassment Policy

**Appendix 1
Definitions**

**Schedule 3 (Safety Health & Welfare at Work Act 2005)
General Principles of Prevention**

1. The avoidance of risks.
2. The evaluation of unavoidable risks.
3. The combating of risks at source.
4. The adaptation of work to the individual, especially as regards the design of place of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
5. The adaptation of the place of work to technical progress.
6. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
7. The giving of priority to collective protective measures over individual protective measures.
8. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
9. The giving of appropriate training and instructions to employees.

Definition of “Competent Person”

S.2 (2)(a) ‘For the purposes of the relevant statutory provisions, a person is deemed to be a **competent person** where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.’

Definition of “Reasonably Practicable”

S.2(6) ‘For the purposes of the relevant statutory provisions, “**reasonably practicable**”, in relation to the duties of an employer, means that an employer has exercised all due care by putting in place the necessary protective and preventive measures, having identified the hazards and assessed the risks to safety and health likely to result in accidents or injury to health at the place of work concerned and where the putting in place of any further measures is grossly disproportionate having regard to the unusual, unforeseeable and exceptional nature of any circumstance or occurrence that may result in an accident at work or injury to health at that place of work.’

**Appendix 2
First Aid Information**

First Aid

Recommended contents of first-aid boxes and kits as outlined in the H.S.A. Guidelines on First Aid at Places of Work, July 1993.

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 - 5 persons | 6 - 25 persons | 26 - 50 persons |
| Adhesive Plasters | 12 | 12 | 20 | 40 |
| Sterile Eye Pads (Bandage attached) | - | - | 2 | 4 |
| Individually Wrapped Triangular Bandages | 2 | 2 | 6 | 6 |
| Safety Pins | 2 | 2 | 6 | 6 |
| Medium Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 10 x 8 cms) | - | - | 6 | 8 |
| Large Individually Wrapped Sterile Unmedicated Wound Dressing (approx. 13 x 9 cms) | 1 | 1 | 2 | 4 |
| Extra Large Individually Wrapped Sterile Unmedicated Wound dressing (approx. 28 x 17.5 cms) | - | - | 3 | 4 |
| Individually Wrapped Wipes | 8 | 8 | 8 | 10 |
| Paramedic Shears | 1 | 1 | 1 | 1 |
| Pairs of Latex Gloves | 1 | 1 | 2 | 2 |
| Additionally, where there is no clear running water, Sterile Eye Wash | 1 | 1 | 2 | 2 |

NOTES:

Where more than 50 persons, pro rata provisions should be made.

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 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. **Eye bath/eye cups/refillable containers should not be used for eye irrigation.**

**Appendix 3
Accident/Incident Report Form**

Accident/Incident Report Form

Name of Injured Person: _____

Job title: _____

State whether an: employee visitor Other: _____

Date and time of accident/incident: _____

Description of Accident/Incident and Injuries, if any sustained:

Witnesses, if any _____

Was incident reported at time it occurred? YES NO

If Yes, to whom? Name: _____ Job Title: _____

Was medical attention given by: First aider Doctor Hospital None

Details (including name of first-aider): _____

Was accident investigated? YES NO

If yes, by whom? _____

Immediate and root cause of accident _____

Is there any corrective action that needs to be taken? _____

Details of any corrective action taken _____

Does Safety Statement need to be amended? _____

Does the accident/incident need to be reported to the Health & Safety Authority?

YES NO If yes, date report sent and by whom _____

Estimate of Time lost? less than 1 day 1-5 days 6-30 days more

Signed: _____
Manager

Date: _____

**Appendix 4
Dangerous Occurrences**

Notification of Accidents and Dangerous Occurrences Regulations 1993

Dangerous occurrences include the following:

- Collapse of a crane or other lifting machine
- Explosion of any closed vessel
- Electrical short circuit, explosion or fire which results in stoppage of affected equipment or place of work for more than 24 hours
- Uncontrolled release of 1 tonne or more of flammable substances
- Collapse of scaffolding more than 5 metres in height
- Collapse of a building involving more than 5 tonnes of material or of any floor or wall in a place of work.
- Failure of freight containers or a road accident involving a vehicle carrying dangerous substances by road
- Bursting or collapse of pipelines
- Malfunction of breathing apparatus
- Contact with an overhead electric line of over 200 volts
- Bursting of a grinding wheel.

If any of the above occur, the Health and Safety Authority must be informed using form IR3 (Refer to 3.9 in Safety Statement for details).

**Appendix 5
Bullying/Harassment Information**

Workplace Bullying/Harassment

- Workplace bullying is defined as ‘repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work.’
- Harassment is any act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material if the action or conduct is unwelcome to the employee and could reasonably be regarded as offensive, humiliating or intimidating. Harassment may interfere with job performance, undermine job security or create a threatening or unpleasant work atmosphere.

Examples of bullying include:

- Verbal abuse
Shouting, making jokes, unfair and excessive criticism, ridicule in front of other individuals, spreading false truths about the individual around the company.
- Non verbal abuse
Looks, a gesture, displaying emblems on clothing, exclusion, whistling, isolation at work breaks, social events, intrusion through pestering, spying or stalking, giving repeated unreasonable assignments to duties which are obviously unfavourable to one individual, giving repeated impossible deadlines or impossible tasks etc.
- Physical abuse
Hitting, bodily contact that is abusive in nature, shaking fists in a threatening manner, sabotaging a colleagues personal belongings, etc.

Examples of sexual harassment include:

- Insensitive jokes and pranks
- Lewd comments about appearance
- Unnecessary body contact
- Display or circulation of sexually offensive material
- Request for sexual favours
- Threat of actual sexual violence
- Threat of dismissal, loss of promotion etc. for refusal of sexual behaviours

Examples of Racial Harassment include:

- Abusive language, mockery or racist jokes
 - Display or circulation of racially offensive material
 - Racial name calling
 - Unfair allocation of work duties
 - Intrusive or persistent questioning about a person’s racial or ethnic origin, culture or religion
 - Exclusion from normal workplace conversation or social events i.e. frozen out.
-