

SAFETY STATEMENT

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Disclaimer.

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1.1 APPLICATION

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that contractors and trades people are fully aware of ABC Company commitment to high standards in H&S.

It is accepted that as we are a specialist company providing Archaeological information, advice, support and excavation; we are not engaging in any construction activity ourselves and the provision of Method Statements, etc. will be the responsibility of the individual Contractors working for Clients.

At times, especially where we are working on Construction Sites, we are often required to submit to the Main Contractor, a Risk Assessed Method Statement (RAMS). The template in the appendix of this Safety Statement will be used on those occasions.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in the project. It is also used to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the project, which may become necessary from time to time?

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

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1.3 COMPANY SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of ABC Company.

It is this Company’s intention that its work will be carried out in accordance with:

- ✓ The relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005
- ✓ The Safety, Health & Welfare at Work General Application Regulations 2007-16 (and all other regulations made under the 2005 Act that may be relevant to ABC Company)
- ✓ The Construction Regulations 2013-19

Where we are engaged on Domestic Works and we are not aware of a Project Supervisor being appointed, we will advise the Client Under Regulation 6 of the 2013 Construction Regulations, of their duty to do so and will follow the directions of whoever is appointed as the Project supervisor.

All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

Manager 2 has responsibility for managing Health, Safety & Welfare, on site. Reference should be made to Manager 2, in the event of any difficulty arising in the implementation of this policy. Manager 2 has ultimate responsibility for ensuring that the provisions of this Safety Statement are implemented.

The Success of the policy will depend on the co-operation of all employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

Signed: _____
Manager 2

Date: _____

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1.4 Policy Statement:

Manager 2 is committed to protecting the Safety, Health and Welfare of all Employees at work, avoiding product loss, preventing property damage and ensuring its processes will not damage the environment. All reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by our activities will be followed.

All reasonable and practicable steps shall be taken through consultation with contractors on occupational risk assessment to ensure that workplace conditions, practices and procedures are safe and in compliance with relevant safety, health and welfare legislation.

It is our policy when purchasing materials, making process alterations, altering (by approval) existing equipment or changing a system of work to study each proposed change to ensure that it is safe in so far as reasonably practicable.

Accidents/incidents reported shall be investigated by Manager 2 to determine the corrective action necessary to prevent recurrence.

This statement shall be revised as often as is necessitated by changes in legislation or the addition of new processes and equipment and all resources shall be provided to ensure its full implementation.

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STRUCTURE FOR HEALTH AND SAFETY

PART 2

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2.1 MANAGEMENT CONTROL SYSTEM

The objective of the Safety Management System is to satisfy our legal responsibilities and to exercise greater control of health and safety within our organisation, to protect people and control the business.

Management points that may be measured:

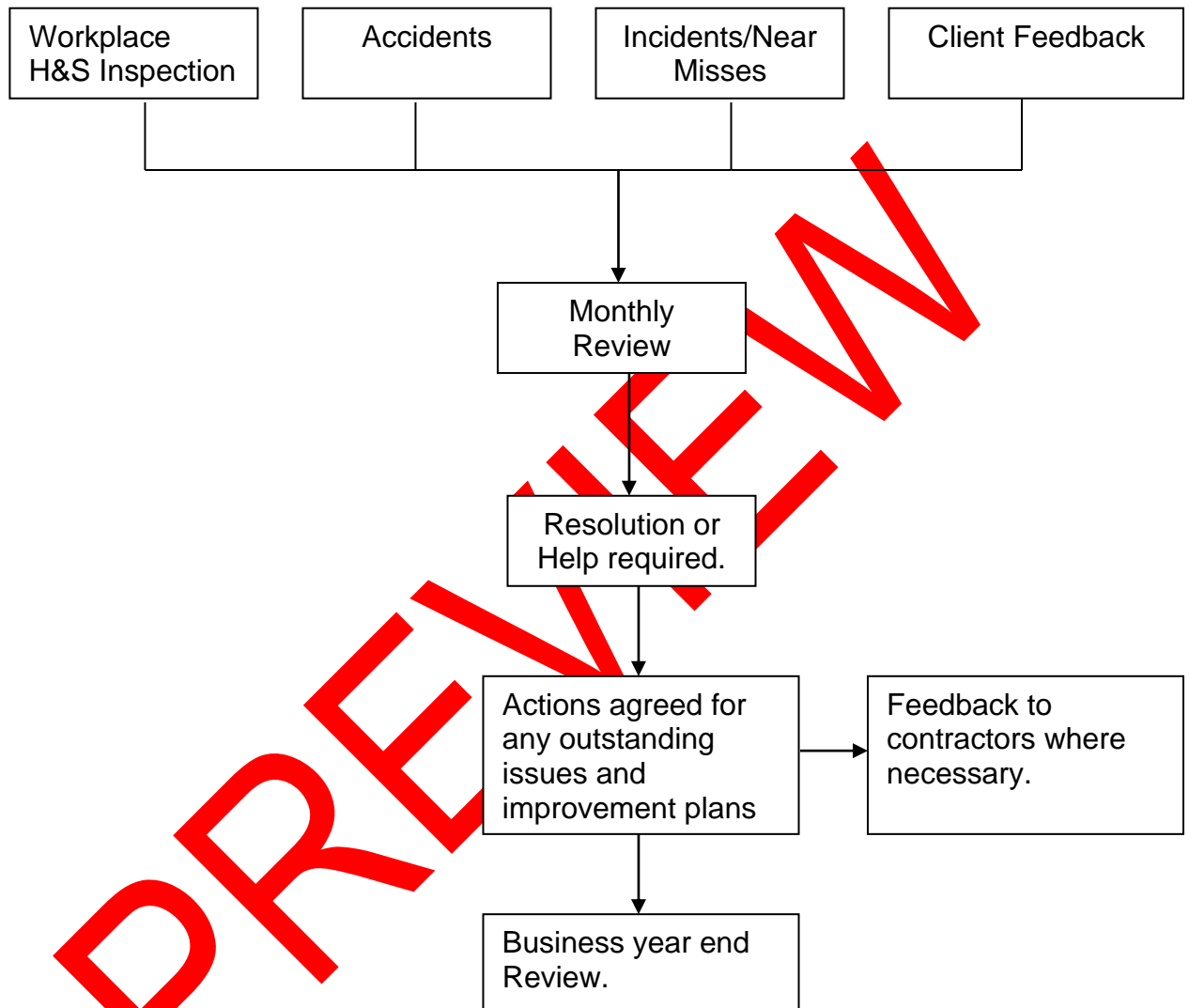
1. Workplace safety and housekeeping inspections
2. Staff/Client suggestions and query forms
3. Induction and ongoing training within Contractors
 - 3.1. First aid – as necessary
 - 3.2. Manual Handling – as necessary
 - 3.3. Safe Pass training
4. Fire drill records (if required or needed by Clients)
5. Risk assessments
 - 5.1. Initial assessments from xx/xx/xx
 - 5.2. Annual reviews after xx/xx/xx
6. Monthly Safety review with Clients on larger projects only.
 - 6.1. Minutes
 - 6.2. Action points
 - 6.3. Outstanding issues resolved
7. Safety Statement
 - 7.1. Implementation on xx/xx/xx

Records of all of the above points will be held within a Safety Management Folder. This folder is maintained by Manager 2.

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Health and Safety Management process for ABC Company

Process flow below indicates how Health and Safety issues and procedures are handled.



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2.2 Manager 2 will:

- ❑ Be responsible for implementation of the procedures within the Safety Statement.
- ❑ Be responsible for ensuring that contractors are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Health and Safety programme.
- ❑ Review all safety rules and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for fire precautions are adequate.
- ❑ Ensure the Health, Safety, and Welfare of all Contractor's Employees are not compromised when all other performance standards are set.

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2.3 Manager 1 will:

- ❑ Regularly inspect the workplace to ensure that the programme is being complied with and make recommendations directly to all Employees in matters concerning Health and Safety.
- ❑ Ensure the review of Health and safety on a monthly basis.
- ❑ Review the Staff/Contractor suggestion and query forms weekly.
- ❑ Control Sub-Contractor work on the premises. (when necessary)
- ❑ Supervise the Company Health and Safety programme.
- ❑ Get the assistance of all management in monitoring the effectiveness of the Company Safety Statement.
- ❑ Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
- ❑ Assist in the induction and safety training of new Employees.
- ❑ Inspect and maintain records of hazards/near miss reports.
- ❑ Monitor the systems for ensuring that fire precautions are adequate.

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2.4 CLIENTS SUPERVISORS

This section is inserted into the safety statement as a guide to our Employees to make them aware of what they should expect from a Client Supervisor when visiting sites.

SPECIFIC RESPONSIBILITIES OF ALL CONTRACTOR'S SUPERVISORS

- ❑ Provide induction training as necessary to ABC Company Employees.
- ❑ Implement an efficient communication procedure so that all Personnel are aware of workplace standards.
- ❑ Provide assistance to our staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- ❑ Show our Employees the location of the First Aid Box.
- ❑ Ensure that our Employees know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to senior management.

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2.5 All Employees

- Site visit rules:
 - ✓ Under no circumstances should a member of staff enter a closed site alone.
 - ✓ A detailed site note is to be drafted after every visit. If there were any safety concerns, note them.
 - ✓ Personnel leaving the office to attend site meetings, must have their required site clothing. Safety Boots, HI Viz Jacket and Hard Hat are the minimum. Protective Glasses may be required depending on site hazards. Entry onto site will not be permitted (and will not have insurance cover) without this minimum level of safety clothing. A supply of disposable gloves should be kept by each staff member for use when dealing with items such as drainage surveys, etc. See also the hazard assessment on Weils Disease, etc.
- All Employees visiting construction sites will have completed the Safe Pass course and will carry their cards with them.
- All Employees are to co-operate with management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work.
- All Employees are to co-operate in the investigation of accidents and the reporting of them and also the reporting to their supervisors of any local hazards of which they become aware.
- All Employees will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- All Employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- All Employees are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other Employees.
- Employees found guilty of wilful unsafe acts may be liable to removal from the site.
- All Employees must clean up their working area or assist in tidying up thereof and also to help maintain clear passageways and maintain high standards of local housekeeping and hygiene.

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- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to management.

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**ABC Company
Safety Statement**

ARRANGEMENTS FOR SAFE WORKING

PART 3

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3.1 RESOURCES

ABC Company recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

ABC Company undertakes:

- To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out.
- To include health and safety considerations into our estimates for running the business.

3.2 SAFETY INDUCTION

Apart from explaining to the new Employee what he/she will be required to do and to whom he/she will be directly responsible, the following points require highlighting:

1. Show new Employee where the Safety Statement is kept, explain its purpose and ensure that the Employee is aware of his/her responsibility.
2. Advise new Employee of any potentially dangerous areas in the work place.
3. Warn new Employee of any prohibited actions in the work place, e.g. operating site equipment unless authorised to do so.
4. The training and instruction required for each individual must be considered.
5. Show new Employee the location of the First Aid Box and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
6. Demonstrate to the new Employee the fire and evacuation procedure and assembly points.
7. Instruct the Employee in relation to any job specific risk assessments.

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3.3 TRAINING

HAZARDS

Inadequately trained staff are a hazard to themselves and their co-Employees.

Training should include safety induction and safety awareness, manual handling training and First Aid training as necessary.

Training records to include:

1. Name of the Employee being trained.
2. Date of training.
3. Training details.
4. Signature of the Trainer and Employee to ensure that the training has been carried out, documented and understood.

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3.4 SAFETY CONSULTATION

Section 13 of the 2005 Act places a general obligation on the Contractors as Employer to consult with and to take account of any representations made by the Employees for the purpose of giving effect to its statutory duties.

Currently, there are a small number of people working fulltime within the company which allows for a simple communication. As this number grows, this area will be kept under review.

3.5 SAFETY REPRESENTATION

As above, this area will be kept under review. However, where appropriate, we will provide relevant information to the duly elected Safety Rep for any Client on a project.

3.6 FIRST AID

The First Aid Box is inspected on a Monthly basis by us. This check and replenishment is recorded and kept on file.

When Employees are visiting at a Client or Third Party premises, they shall seek the advice and assistance of the Client First Aider, if necessary.

It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in First Aid Boxes. Individual Employees who believe they might have a need of these items must be responsible for their own supplies.

PROCEDURE & RECORD KEEPING

All issues of First Aid consumables and the relevant treatment must be entered on the accident report from.

As there are currently a small number of fulltime persons, there is no Occupational First Aider. We will however be providing basic first aid training for these staff.

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3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported.

- ❑ ***Accident report Form***
 - ❑ The accident report form must be completed for all accidents. Copies of this form are available from Manager 2.
- ❑ ***Health & Safety Authority***
 - ❑ If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority by the Employee.
 - ❑ If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

CONTROL MEASURES

- ❑ ***All Accidents, Near Misses and Dangerous Occurrences***
 - ❑ On site Management, in consultation with the First Aid person, will decide upon the immediate action required in the event of an accident. A medical opinion should be sought in all but the most trivial of injuries.

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3.8 WELFARE FACILITIES

Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.

Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.

Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.

An adequate supply of drinking water shall be provided on the premises.

3.9 PERSONAL PROTECTIVE EQUIPMENT

ABC Company shall monitor all Employees use of Personal Protective Equipment where required.

HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

CONTROL MEASURES

Manager 2 shall use the information provided by Clients to determine the need for extra or specialist PPE.

All employees engaged in fieldwork, on urban or rural sites, in enclosed places or on the public highway, unless specifically excused by their supervisor (e.g. while in designated 'safe' areas, or during rest periods etc) must wear approved safety helmets and safety boots while at work.

They may also be required to wear high visibility waistcoats. Provision and use of other items of PPE (e.g. protective waterproof over-jackets, gloves, eye or ear protection etc.) will be determined by risk assessment.

A PPE Risk Assessment form will be completed for all major field work projects.

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3.10 PERMIT TO WORK SYSTEM

ABC Company do not issue permits to work within their own offices. However, when on Client sites, we will complete permits as required.

3.11 SMOKING POLICY

The Public Health (Tobacco) (Amendment) Act 2004 became law on Monday 29th March 2004. This means that smoking will not be permitted in any enclosed workplace.

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of ABC Company that our offices are a smoke free Zone.

3.12 DRUGS AND ALCOHOL POLICY STATEMENT

ABC Company recognises that alcohol, drugs, or other substance abuse by individuals can have an adverse effect on their ability to perform work and consequently put themselves and others at significant risk.

All Employees, Contractors, Sub - Contractors and Visitors must be able to perform their duties when they are on our premises in such a manner that will not affect their safety or the safety of others by acts or omissions.

If we have reasonable grounds to suspect that an Employee or Contractor or Sub Contractor is under the influence of alcohol or drugs (illegal or misused legal substances), they will be removed from the premises.

The possession, distribution or sale of drugs or any associated materials whilst you are on our premises will lead to removal from the premises and possible other sanctions.

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3.13 Bullying at Work Policy

ABC Company recognises and accepts their responsibility as an employer to provide a safe and healthy working environment for Employees. As part of the policy of maintaining good employer practice, ABC Company wishes to clearly state that bullying of any kind will not be tolerated.

Bullying at work is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self'. Bullying can be best described as repeated inappropriate behaviour, 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. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

ABC Company will strive to ensure that all Employees are free to perform their work in an environment which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to Manager 2.

Manager 2 gives the undertaking that he will investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary / grievance procedures.

All Employees are encouraged to strive in ensuring that our working environment remains a pleasant and friendly atmosphere.

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3.14 Young persons and inexperienced workers policy

ABC Company only employs people who are qualified in the relevant field.

Where ABC Company choose to offer work experience placements to school children (typically from transition year programmes) the Health and Safety requirements of the relevant school shall be followed.

While on the premises these schoolchildren will be supervised at all times and shall not be asked to undertake any tasks for which they do not have suitable knowledge, skills and experience.

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3.15 Policy and Protection for Covid 19 outbreak 2020

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a new (novel) Coronavirus virus called Coronavirus SARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter.

Due to the significant Deaths, levels of Illness and disruption that this virus has caused, ABC Company have developed the following policy and Procedures for our employees, sub-contractors and any person affected by our activities.

Return to Work Process

All staff will take the CIF Online C19 Induction and will ensure they have their Digital Card on their phones when calling to or working on a site.

All staff will abide by the Covid 19 Safe Working Plan for the site or location they are working at or visiting.

All staff will complete the questionnaire/self-declaration (see appendix) at least 2 days before attending site.

ABC Company will follow any revised controls in the Client Site's Health and Safety Plan.

All revised access procedures to sites will be adhered to.

All staff will follow the directions of the site/location **C-19**

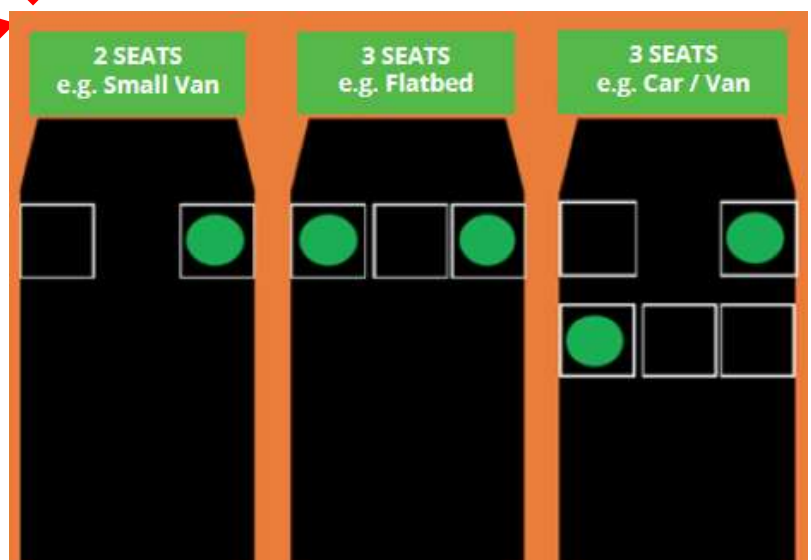
Compliance Officer.

Travelling to and From Work

If an employee is displaying any signs of Covid 19 or has been exposed to a confirmed case, they should not travel to work.

Where possible workers should travel alone in their own vehicle. If this is not possible then social distancing should be observed in vehicles.

Pictured is the recommended occupancy from the CIF.



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Good hygiene and hand washing

All site personnel should follow this advice and encourage others to follow this advice as well.

Do wash your hands properly and often. Hands should be washed:

- ✓ after coughing or sneezing
- ✓ before and after eating
- ✓ before and after preparing food
- ✓ if you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)
- ✓ before and after being on public transport if you must use it
- ✓ before and after being in a crowd (especially an indoor crowd) when you arrive and leave buildings including your home or anyone else's home
- ✓ before having a cigarette or vaping
- ✓ if your hands are dirty
- ✓ after toilet use
- ✓ Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
- ✓ Put used tissues into a bin and wash your hands.
- ✓ Clean and disinfect frequently touched objects and surfaces.

Don't:

- ✓ Do not touch your eyes, nose or mouth if your hands are not clean.
- ✓ Do not share objects that touch your mouth – for
- ✓ example, bottles, cups.

Disposable gloves

Do not wear disposable gloves in place of washing hands. The virus can get on gloves in the same way it gets on hands. Also, hands can become contaminated when gloves are taken off.

Disposable gloves are worn in medical settings. They are not as effective in daily life. Wearing disposable gloves can give a false sense of security.

Face Masks

Based on current scientific evidence, the wearing of face coverings in general use, can reduce the transfer of the virus. The mandatory wearing of face coverings in certain public places is required.

We will observe the following with regard to face masks:

- ✓ Working inside buildings / structures
- ✓ In site welfare and compound areas, in office environments (except where a person is sitting at a work station)
- ✓ Generally, in locations where social distancing is not possible

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- ✓ Where a risk assessment shows that there is no adverse consequence to wearing a face covering
- ✓ If wearing a face covering does not have any adverse impacts, then they should be worn

Cleaning and hygiene to prevent contamination

In our own facility the following shall be adhered to:

- ✓ Enhanced cleaning and sterilisation shall be in place across all:
 - ✓ Taps and washing facilities
 - ✓ Toilet flush and seats
 - ✓ Door handles and push plates
 - ✓ Handrails on staircases and corridors
 - ✓ Lift controls and other control panels
 - ✓ Desk phones and ancillary equipment
 - ✓ Printer, copier and other similar control panels
 - ✓ Food preparation and storage areas
 - ✓ Rubbish collection and storage points/area
 - ✓ Regular cleaning of all other welfare areas.

In the company vehicles the Driver shall clean and disinfect the following:

- ✓ Steering Wheel
- ✓ Gearstick
- ✓ Handbrake
- ✓ Door handles
- ✓ Radio and infotainment controls
- ✓ Steering column and stalks
- ✓ Elbow rests
- ✓ Seat position controls
- ✓ Door frame



Tools and equipment

All tools and equipment shall be sanitised to prevent cross contamination

Arrangements for one individual to use the same tool, equipment and plant as much as possible.

Make available cleaning material for all tools to be wiped down with disinfectant between each user.

Organise work practices to reduce eliminate or reduce transmission points and coach site personnel on the same.

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First aid and incident response for Covid 19

While Covid 19 is not necessarily an issue for First Aid. It is necessary that all our first aid trained staff are protected in the event that they need to treat a person at work.

The following equipment will be provided to the First Aid staff and they must use it for **ALL** events.

- ✓ Disposable gloves (nitrile/latex)
- ✓ FFP3 or FFP2 Face masks
- ✓ Disposable plastic aprons
- ✓ Enclosed eye protection

First Aid Responder must ensure that the mask covers both the mouth and nose and is fitted correctly to create an adequate seal to the face.

Following first aid treatment, disposable PPE and any waste should be disposed of appropriately and reusable PPE cleaned/disinfected thoroughly.

Wash hands thoroughly with warm water and soap before putting on and after taking off PPE.

Rules for Close Working

While Social Distancing will remain the rule for most work, occasionally it is necessary for two people to assist each other. In that event the following shall apply:

- ✓ No worker has symptoms of COVID-19.
- ✓ The close contact work cannot be avoided.
- ✓ PPE is present in line with the RAMS / Risk Assessment (full face shield etc).
- ✓ An exclusion zone for <2m work will be set up pre-task commencement.
- ✓ Prior to donning appropriate gloves, personnel shall wash / sanitise their hands thoroughly.

Suspect Covid 19 case at work

If someone becomes unwell in the workplace with symptoms such as cough, fever, difficulty breathing, the unwell person should be removed to an area which is at least 2 metres away from other people.

If possible, find a room or area where they can be isolated behind a closed door, such as a staff office.

If it is possible to open a window, do so for ventilation.

Request individual to wear facemask to prevent contamination of area and close by personnel.

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The individual who is unwell should call their doctor and should outline their current symptoms. Whilst they wait advice, ideally they should be in isolation or as a minimum remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.

Closure of the workplace is not recommended.

The management team of the office or workplace will be contacted by the HSE to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.

A risk assessment of each setting will be undertaken by HSE with the lead responsible person. Advice on the management of staff and members of the public will be based on this assessment. The HSE will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.

Confirmed Covid 19 case at work

If a confirmed case is identified in our workplace, the HSE will provide the relevant staff with advice.

These staff include:

- any employee in close face-to-face or touching contact
- talking with or being coughed on for any length of time while the employee was symptomatic
- anyone who has cleaned up any bodily fluids
- close friendship groups or workgroups
- any employee living in the same household as a confirmed case

Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others:

- those who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation information sheet.

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- they will be actively followed up by the HSE
- if they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call their doctor for reassessment if they become unwell with cough and/or fever they will be tested for COVID-19
- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case.
- Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

Return to work process after a confirm case of Covid 19

In the event of an employee either being a suspected/confirmed case of COVID-19 or a known "close contact" with a confirmed or suspected case, this protocol must be followed to ensure they are fit to return to work by means of self-declaration.

Fitness for Work should be considered from two perspectives:

1. Does their illness pose a risk to the individual themselves in performing their work duties?
2. Does their illness pose a risk to other individuals in the workplace?

An individual must only return to work if deemed fit to do so and upon approval of their medical advisor and having coordinated with their line manager/designated HR/employer contact.

When an individual is symptom-free and are deemed fit to return to work, the key criteria are:

1. 14 days since their last "close contact" with a confirmed/suspected case and have not developed symptoms in that time, or
2. 14 days since the onset of their symptoms and 5 days since their last fever (high temperature), or
3. They have been advised by a GP / healthcare provider to return to work.

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ABC Company Safety Statement

Covid-19 Questionnaire-Self Declaration

In the interests of the health and safety of the people working in ABC Company, their families and the community, we ask that you complete the following questionnaire / self-declaration.

Your co-operation and support are appreciated.

You will be requested to leave the premises if you answer 'YES' to Questions 1, 2 or 3.

Question	Yes	No
Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?		
Have you been advised by a doctor to self-isolate at this time? Yes/No		
Have you been advised by a doctor to cocoon at this time?		
Have you returned to Ireland from abroad? If 'YES', where?		

I confirm that I have responded to the questions truthfully based on my current condition and I commit to ABC Company excluding me from work if the situation changes.

Name	
Position/Department	
Signature	
Date	

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HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

PREVIEW

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4.1 HAZARD INSPECTIONS

The management of the Company recognises that its activities and premises may present Health and Safety risks and shall identify the areas where control measures are required. Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its staff and visitors.

Hazards will be identified, risk assessments made and categorised as per our risk assessment formula.

HAZARD IDENTIFICATION AND RISK ASSESSMENT

- The policy of the Company is to identify hazards in the place of work and to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.
- "Hazard" is taken to mean "any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of Employees at work."
- "Risk" is taken to mean "the potential for the hazard to cause harm in the actual circumstances of use."
- Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High," "Medium" or "Low" and numerically rated using the formula below. This is to help with the giving of priority to the employment of controls and the allocation of resources.

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The formula to be used for conducting risk assessments, assessing the risk from observed infringements/hazards or after an Audit, is shown here. Very minor injuries should score 1 while very serious ones will score higher, personal judgement is needed here. Likewise with the likelihood, 1 is very unlikely that anybody would be exposed to the hazard, while 7 means definite exposure to the hazard. Again personal judgement is needed.

Once the two scores are agreed they should be multiplied, thus giving a risk rating between 1 and 42.

Scores:

1-6 = Very Low risk

7-12 = Low Risk

13-18 = Low to Medium Risk

19-24 = Medium risk

25-30 = Medium to High Risk

31-36 = High Risk, stop the activity and implement immediate controls.

Over 36 = Very high Risk, stop the activity and implement immediate controls.

Risk Calculation Matrix

	How likely is an injury					
How serious will the injury be	1	2	3	4	5	6
1						
2						
3						
4						
5						
6						

Notes:

Hazards = Things that can cause and injury.

Risk = The likelihood of an injury happening.

Risk Control

- Control measures are intended to reduce the risk to an acceptable level.
- Where practicable the Company commits itself to the elimination of hazards.

This approach will take into account normal good practice within this sector of industry and the standards and guidelines where these are available.

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4.2 FIRE

FIRE HAZARDS

The Fire and Emergency plan for our premises will be followed by the ABC Company Employees. However, in general, the fire safety arrangements for ABC Company are set out below.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

A Fire Safety Programme shall be developed when appropriate by management to:

- (a) Guard against an outbreak of fire.
- (b) Ensure, as far as is reasonably practicable, the safety of persons (including members of the public) on the premises in the event of an outbreak of fire.

The Fire Safety Programme shall incorporate arrangements for:

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- (c) Taking part in Client fire and evacuation drills.
- (d) The provision and maintenance of escape routes free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the fire protection equipment systems.
- (g) The provision of assistance to the fire authorities.
- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.
- (i) The testing and maintenance of portable heating appliances, and ensuring that all electrical equipment is switched off and unplugged when not in use.

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4.2.1 FIRE FIGHTING EQUIPMENT

The purpose of portable fire fighting equipment is as follows:

1. Extinguish incipient fires.
2. Protect means of escape in case of fire.
3. Protect Employees and visitors.
4. Protect property.

Portable Fire Extinguishers

Portable fire extinguishers will be provided in sufficient numbers to give adequate cover as per the advice of our Fire Protection Company.

Action in the event of fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember portable equipment will only be effective on a small fire - you must catch it before it gets hold.
4. Employees should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.
5. Make sure that the building is cleared of Employees and visitors. Close doors. See that no unauthorised person enters the building.

4.2.2 MEANS OF ESCAPE IN CASE OF FIRE

It is essential that escape routes be established, clearly identified and maintained available for use and that the protection afforded them is not impaired in the operation of the premises.

No person shall obstruct a means of escape. Fire exit routes and doors must never be obstructed.

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4.3 ACCESS AND EGRESS

HAZARDS

ABC Company Employees will adhere to all rules regarding access and egress to/from Client Premises. However, set out below are the general arrangements for our own offices.

Inadequate access and egress facilities can result in:

- Restriction of an orderly evacuation of the premises
- Trips and falls
- Obstruction of emergency exits

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

All doors and access points shall be kept clear and maintained.

All passageways shall be kept clear of obstruction.

All floor covering and surfaces shall be kept clean and in good condition.

Adequate lighting shall be provided at all entry, exit points and along corridor and passageways.

Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.

It is vital that all fire escape routes are not obstructed at any time.

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4.4 HOUSEKEEPING

HAZARDS

Poor housekeeping can pose a wide variety of risks to health and safety.

- Trips:- Materials left lying in the open.
- Slips:- Greasy floors, slippery material strewn around.
- Falls:- Use of materials for accessing higher work areas.
- Collisions:- Blockage of access aisles with materials.
- Objects falling on people:- Improper stacking of materials.
- Fire:- Inadequately and infrequent disposal of combustible rubbish.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Staff will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not stored on site, storage areas are defined, staff/sub-contractors are made aware of the Company requirements with regard to storage, clearing up and tidiness.

Employees must maintain the workplace in a tidy condition at all times.

Supervisors will ensure that stacking areas are prepared and that materials are stored so as not to create difficulties.

Employees will ensure that all waste materials in and around the premises are cleared and disposed of safely.

All waste paper from drawings, etc. is recycled.

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4.5 MANUAL HANDLING

HAZARDS

- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- R.S.I.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.

Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.

All appropriate staff shall be trained in safe manual handling techniques.

Where loads have to be manually handled, safe access shall be assured.

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4.6 ELECTRICITY

HAZARDS

- Electric Shock
- Fire
- Trips or falls from loose cables

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

To ensure that all electrical equipment used on the project is in safe condition. As the premises is quite new, the electrical installation is in very good condition.

CONTROL MEASURES

Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.

WIRING STANDARDS

All new fixed and temporary wiring will be to the latest Irish standards and, where practicable, in compliance with the national rules for electrical installations.

Precautions to be included either are or will be as follows:

- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service should the equipment not be due for maintenance.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.
- Where appropriate, all equipment not in use to be switched off, especially at the end of a working day, unless of a specialist type, e.g. servers, etc.
- Sufficient sockets shall be provided to prevent overloading by use of adapters. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.

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- Frayed and damaged cables shall be replaced immediately.
- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armouring will be considered and applied.

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4.7 OFFICES

HAZARDS

- While office work may not be considered as a high-risk activity unsafe work systems and layout may result in injury or illness.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Adequate office space is allocated for the working personnel.
- All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.
- Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use.
- Sufficient space is provided around any plotters/large printers to allow for loading of A0 paper rolls and general printing/cleaning.
- Sufficient lighting and ventilation shall be provided.
- Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.
- Chairs, desks or drawers should never be used to access higher areas. Only step ladders shall be used.
- All items stored above head level shall be stored properly to prevent falling.
- The mains power supply shall be disconnected before attempting to move electrical equipment.
- All damaged floor covering, furniture, equipment or machinery shall be reported, replaced, or repaired.
- Before using chemicals (e.g. photocopier toners), read the instructions on the container and avoid contact with skin or clothing.
- Floor areas shall be kept clear of materials and litter.

Dangerous waste e.g. broken glass, bulbs, shall be properly disposed of.

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4.8 VISUAL DISPLAY UNITS (VDU'S)

HAZARDS

The main problems that may be associated with VDU's are as follows:

(a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

- (1) long/short sight problems
- (2) glare
- (3) lighting
- (4) screen brightness
- (5) clarity of characters.

(b) Posture

Good adjustable seating is required and it is essential to consider ergonomic factors.

(c) Radiation

Radiation levels across virtually the whole of the electromagnetic spectrum are below internationally accepted exposure limits when tested under extreme conditions, i.e. close to the screen.

(d) Stress

The work at a VDU can be repetitive and monotonous. This is not exclusive to VDU users, as mental stress is associated with all types of work.

On the basis of available evidence, the 'health hazards' associated with VDU's are largely exaggerated in the sense that they are unlikely to cause irreversible long term damage as opposed to varying degrees of discomfort.

Risk Assessment:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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CONTROL MEASURES

- Each employee is entitled to an individual assessment to ensure the individual's health is not likely to be put at risk.
- Be sure that VDU screens meet the appropriate criteria for performance, brilliance, character design, etc.
- The intensity of the beam, the brightness of the dots against the background and their time persistence are the most important determinants of operator 'safety'.
- This underlines the importance of keeping VDU's in good condition.
- It is important that chairs are correctly selected and used and that their siting is at an optimum distance from the machine.
- Lighting, ventilation and temperature must be carefully controlled to provide satisfactory environmental conditions.
- We recommend to employees that at least every two hours take pauses of between 5-10 minutes before further use.
- In this respect, short, frequent intervals are more beneficial than infrequent long breaks.
- Vision should be tested before operating a VDU and at yearly intervals, or earlier if symptoms are experienced. Spectacle wearers should consult their optician.
- Epileptics should see a medical adviser before starting work.

If there is any untoward incidence of VDU related problems, medical advice must be sought.

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4.9 HAZARDOUS SUBSTANCES

HAZARDS

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis.
- Inhalation - gases, fumes, vapours.
- Ingestion - swallowing.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

These are general points of information only. The only chemicals in use within the company are household cleaners, Ink and Toner.

- All substances are listed in a safety file.
- All substances have an up to date Material Safety Data Sheet (MSDS) on file.
- The control measures listed in the MSDS are followed.
- A written assessment, control measures and other information are on site.
- All substances are stored in an appropriate unit that is fire retardant and can contain spillages if needed.
- Procedures planned to handle or use any hazardous substance or process are carried out fully.
- Any equipment, hygiene measures or protective clothing are provided and maintained, as required.

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4.10 General Fieldwork

Note: **The Client will supply ABC Company with the information relevant to the site and the supplied document shall be used to assess any necessary controls. Set out below are some general control measures.**

HAZARDS

- Multi hazard

RISK ASSESSMENT: As per site specific individual assessments

- All Employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- All Employees will have completed a Safe Pass Course and will carry their cards with them.
- All Employees will hold skills cards as appropriate.
- Areas of exclusion will be set up to ensure no accidents may happen to Third Parties.
- Housekeeping practices will ensure that all areas are kept clean during the working day and the area will be left clear at the end of the working day.
- Work areas and equipment will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.
- Personal Protective Equipment comprised of Safety Boots, Hi Viz and Hard Hat will be worn as relevant for the particular type of hazard.

Slips, Trips and Falls

- It is the very nature of an archaeological site to be uneven, sometimes with deep holes and trenches that cannot be covered or fenced.
- In wet weather, when the ground is muddy or slippery, the danger of a fall is greatly increased. Whenever possible, hand-rails and barriers will be provided. However, it will be the responsibility of each person on site to wear suitable footwear and to move with all due care.
- An archaeological site must be kept tidy. Rubbish, tools, finds boxes and trays, stones and any other obstacles that could cause tripping must be kept in their proper places, and well clear of paths and thoroughfares.

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- Accidents through tripping are as common as accidents through simply slipping and falling, and well over half of all site accidents are the result of falls.

Section and Soil Collapse

- Excavation invariably involves the digging of trenches and the creation of standing sections and baulks, and most ground, particularly that which has been disturbed, is potentially or actually unstable.
- The Supervisor is responsible for the installation, maintenance and daily inspection of adequate shoring; or the safe angling of a section as soon as excavation reaches a depth of 1.2 metres, or where workers could be injured if the side collapsed.
- All excavations must have a safe margin or area around them, at least one metre wide, with a ring fence or other physical barrier to prevent all staff, visitors, machinery, barrow runs, spoil heaps, etc., being too close to the edges of the excavation.
- It is the Supervisor's responsibility to ensure that this barrier is erected and maintained, but it is essential that everyone on site fully co-operates.
- Only broad baulks should be used for walking along or placing equipment on. Narrow baulks within a site will be less stable. People working close to a baulk must wear safety helmets if the upper part of their body is below the top of the baulk.
- All grid pegs should be positioned where they will cause least obstruction. Wooden pegs must be used where any vehicles or livestock are expected and must be clearly marked and painted in a visible colour. Isolated pegs can be marked with adjacent ranging poles. Metal pins are more suited for general use on site, but are more dangerous and should be used with care. Tops of pins must be painted and/or protected with a rubber cap.
- Where fieldwork includes watching briefs or surveying, near or in excavations or trenches dug by developers, contractors or those involved in pipe and cable laying, adequate shoring may not always have been provided. In such circumstances:
 - Never go into a deep cutting or trench where soil collapse is even remotely possible;
 - Always work within sight of at least one other person who is capable of assisting, or fetching help. It is preferable, but not essential, that this person should be an archaeological colleague.
- If the site is on, or close to a road used by traffic, the local authority Roads Department must be consulted and

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instructions requested from their Safety Officer. This will ensure everyone is kept fully informed, and will provide specialist expertise and advice, as well as local authority involvement in a potentially high risk area.

- It is also essential that appropriate warning signs be prominently displayed, wherever possible with relevant international symbols for the hazards that exist. Other instruction notices, for example concerning the use of safety helmets or other items of PPE, should also be prominently displayed as appropriate.
- All excavations will be carried out as far as possible in accordance with the code of practice on ground works as issued by the HSA.

Hoists, Pulleys and Scaffolding

- When a hoist or pulley is being used to remove spoil and stones from a deep excavation, employees loading the bucket or barrow, and guiding its ascent or descent, must stand as far back as practical while the hoist is operating, and wear a high-visibility jacket.
- Buckets and barrows must never be overloaded and must be prevented from swinging and striking the sides of the excavation. Only a person who has been trained in all aspects of operating a power hoist will be allowed to use it, and only then with the express permission of the Supervisor.
- Under no circumstances should any person be lifted or carried on a hoist unless specifically intended for that purpose.
- Scaffolding, used to support a hoist or pulley, or used for any other purpose (i.e. as a photographic tower), must only be erected by suitably trained staff, and will be inspected by a competent Safety Officer. An Inspection Register will be maintained as appropriate. No-one will be allowed to use such scaffolding except those responsible for it, and those specifically delegated by the Site Supervisor for specific tasks.
- The Supervisor is also responsible for a regular inspection of the ground and section immediately below a scaffolding superstructure, and for seeing that any sign of a developing weakness is immediately dealt with.
- All site workers must co-operate in this, and must report any signs of weakness directly to the Supervisor.

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4.11 Noise

Hazards

Hearing loss or impairment

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Because of the nature of the business, there is no risk from noisy operations (i.e. no risk that the action levels of 80 dB(A) and 85 dB(A) will be exceeded).

However, the Company will continue to monitor noise levels on an informal basis to ensure that noise levels remain as low as is practical. Should there be any significant increase in noise levels, appropriate formal monitoring and further action will be taken.

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4.12 Safety in Client and other premises.

Hazards

Slips and falls
 Access and egress
 Fire
 Housekeeping

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Each individual customer site may have additional hazards, over and above the hazards identified in this Safety Statement.

It is the responsibility of the person(s) in charge of the premises (or someone that they appoint) to provide information about all specific hazards on the premises, and the steps that must be taken to deal with these hazards.

For this reason it is essential to find out who is responsible for health and safety on the premises and contact them so that they can provide the required information.

Typical safety-related information could include:

- Any specific safety arrangements for those working on the premises;
- Location of toilets, washing facilities, eating (canteen) facilities;
- Fire and other emergency arrangements;
- Client contacts (e.g. safety personnel, first aid personnel, etc.)
- Personal Protective Equipment (PPE) requirements
- On receipt of this information, and/or based on an inspection of the site, ABC Company will:
 - Identify any additional safety measures that are required;
 - Communicate these measures to all appropriate staff;
 - Ensure that any required additional information, training, personal protective equipment, etc. are provided.

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4.13 Driving for work

Hazards

Other Drivers
Lack of maintenance
Poor weather
Road conditions

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

Every driver of a company vehicle must:

- make sure they hold a current driver licence for the category of vehicle they are driving and this licence is carried when driving a company vehicle
- immediately notify their supervisor or manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it
- take time to familiarise themselves with the vehicle's handbook
- be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- carry out a full daily walk around check prior to using the vehicle
- display the highest level of professional conduct when driving a company vehicle
- regularly check the oil, tyre pressures, radiator and battery levels of company vehicles they regularly use
- comply with the Rules of The Road and the safe Driving for Work Handbook at all times
- drive within the legal speed limits, including driving to the conditions
- wear a seat belt and make sure all occupants wear their seat belt at all times
- only drive when fit to do so – never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness
- avoid distraction when driving – if you need to, adjust or set sat-navs / car stereos / mirrors before setting off. If you need to re-adjust whilst driving pull over safely in order to do so

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- report any near-misses, crashes and scrapes, including those that do not result in injury, and follow the collision procedures outlined in this policy
- report vehicle defects before the next vehicle use

In addition, it is required that all drivers:

- take regular and adequate rest breaks, stop when tired
- plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments
- stay overnight when necessary

Drivers using their own car for work

If an employee is driving their own vehicle for work, the same policies apply.

In addition:

- the employee must seek the company agreement before using their vehicle for work
- the car must be legally registered, authorised and insured for the purposes of work – the employee must show evidence of this on request
- the employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than there are seat belts
- the vehicle must not be used in conditions for which it was not designed (such as off-road)

Responsibilities as an employer

The company will take all steps to ensure company vehicles are as safe as possible and will not require employees to drive under conditions that are unsafe or likely to create an unsafe environment, physical distress or fatigue.

Incident and Accidents

1 What to do in the event of an incident in a company vehicle.

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.

1. Apply the handbrake and switch off the engine.
2. Switch on the vehicle's hazard warning lights.
3. Ensure your own safety first, put on your hi-vis vest before exiting the vehicle.
4. Ensure any passengers put their hi-vis vest on before getting out.

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5. If the vehicle is on fire – get out immediately if it is safe to do so.
6. Help any injured people and call for assistance if needed.
7. Try to get the following information:
 - details of the other vehicle(s) and registration number(s)
 - name(s) and address(es) of the other vehicle owner(s) and driver(s)
 - name(s) and address(es) of any witness(es)
 - name(s) of insurer(s)
8. Give your name and address and company details.

If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

Contact the Gardaí:

If there are injuries

If there is a disagreement over the cause of the crash

If you damage property other than your own

If damage to the vehicle looks to be substantial.

Only move the vehicle if:

Instructed to do so by a member of the emergency services

It would be more dangerous to others keep it at its current location

You know that the Gardaí have not been called to the scene

Any damage is only slight and leaving the vehicle where it was would cause serious inconvenience to other road users

It is safe to do so and you have already provided your name and address as well as the name and address of the vehicle's owner, registration and insurance details.

IMPORTANT

- If the vehicle cannot be driven arrangements must be made for its removal.
- All valuables should be secured
- Follow-up with line manager
- If there is an injury or major damage, report the crash to your manager as soon as you can.

2 What to do in the event of a Breakdown

In the event of a breakdown do not try to repair the vehicle.

Contact the breakdown assistance provider (details should be kept in the vehicle's glove-box)

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ABC Company Safety Statement

- Ensure nothing is done to endanger yourself or others
- Make sure you and other passengers wear the hi-vis vests
- Move passengers to the safest location – on motorways or other busy roads passengers should be taken onto the embankment as far away from the traffic as possible
- Move the vehicle off the carriageway (onto the hard shoulder on a motorway) and switch off the engine
- Switch on the vehicle's hazard warning lights
- Phone the emergency services or breakdown service as appropriate. Make sure to give accurate location details. If on a Motorway use the emergency SOS telephone to call for help – this will accurately inform the Gardaí of your location

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4.14 Pregnancy and New Mothers

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

Employees who are pregnant or breastfeeding will not be required to perform any duties which are likely to expose them or their unborn or breastfeeding child to any risk related to their pregnancy or breastfeeding.

A risk assessment will be carried out to assess if there is any additional risk.

If any additional risk is identified, suitable preventive measures will be taken to deal with the risk.

Examples of circumstances where a pregnant worker or their child could be exposed to additional risk include work involving:

- Shocks, vibration or movement
- Manual handling involving risks to the lower back
- Noise
- Ionising and non-ionising radiation
- Extremes of heat and cold
- Movements and postures, travelling, mental or physical fatigue, other physical burdens

Other potential risks as identified in the Safety, Health & Welfare at Work (Pregnant Workers) Regulations.

Examples of suitable action when additional risks are identified are:

- Restrict the pregnant worker from carrying out the work;
- Adjust the working conditions on a temporary basis so that the risk is avoided;
- Re-allocate the worker to other work which does not entail risk to the worker or child;
- If the risk cannot be avoided by any other means, give the worker leave or additional maternity leave.
- Where additional risk to the pregnant worker or their child is identified, the worker will be informed of the risk and the steps to be taken to deal with the risk.

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4.15 Violence and Aggression

Hazards

Physical assault
Physical injury
Verbal abuse

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Difficult customers and others, such as members of the general public, can expose staff to a risk of violence. The following steps are taken by the Company to minimise this risk.

It is the policy of ABC Company not to have staff working alone, except when this cannot be avoided. In general, there will be at least two members of staff on hand at all times.

Staff are given the following guidelines in dealing with potential robbery and aggression/violence situations:

- Always keep aware of customers or other individuals who may become violent or threatening
- Never argue or otherwise engage with someone who shows signs of violence
- If someone becomes aggressive or violent, obtain assistance. Never attempt to get involved directly or to restrain the person.
- If attacked, withdraw from the confrontation, if possible.
- If and when it is safe to do so, raise the alarm.

Robbery/ Attempted Robbery

Robbery of cash and other valuable items can expose staff to a risk of violence. The following steps are taken by the Company to minimise this risk.

It is policy to put measures in place to minimise the risks to staff from robbery. These include:

- Putting appropriate entry and security safeguards in place.
- Staff are given the following guidelines in dealing with potential robbery situations
- If a robbery is attempted, even by someone who appears to be unarmed:
 - Do not offer any resistance, do not provoke the attacker
 - Give the attacker whatever they demand
 - If and when it is safe to do so, raise the alarm.

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4.16 Weils Disease, etc

Hazards

- Weils
- Lyme
- Etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

This is relevant when on sites, etc.

Weil's disease (Leptospirosis)

Water in ditches, slow moving rivers and ponds may contain rat urine capable of causing this life-threatening disease. Infection arises through cuts, abrasions and through the eyes and the lining of the nose and mouth. Always wash your hands before eating, drinking or smoking. Cover cuts and broken skin with waterproof plasters. Never touch dead rodents with bare hands.

Weil's disease starts as a feverish illness with a high temperature and headache. At this stage it can easily be controlled with antibiotics, so contact your GP straight away. Carry a Leptospirosis medical contact card to alert others to the possible nature of your illness.

Tetanus

The organism causing Tetanus is widespread and can enter your body through cuts, abrasions or puncture wounds made by splinters and thorns. It is potentially fatal and immunisation before infection is the only certain way of dealing with the disease. Check with your Doctor how often you need a booster.

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4.17 Lone Working

HAZARDS

Various

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- At times Archaeology can be a lone activity if an employee is in a monitoring or follow up role, therefore all controls in this statement must be followed.
- All staff will work to a schedule and will check in and out when on client sites.
- When on out of hours calls they must inform another person of their expected return time.
- All vehicles carry small first aid kit and a list of emergency numbers.
- All staff are issued with or use their own mobile phones. When entering an area of no coverage they must place a call to the office or client stating the completion time.
- No significant lifting is performed as part of the job so it is not necessary to have two people in attendance.
- When it is necessary to use a ladder either two people will be sent on the job or assistance will be sought from the client.
- Any staff with particular medical conditions that could be exacerbated by lone working will be assessed on an individual basis.

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Appendix

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Safety Inspection Sheet

Inspector:		Area:	Date:	
Structure, equipment, tool & work practice	Inspection item (relating to each structure, equipment, tool & work practice)	Substandard condition / practice noted	Corrective action required	Action by & date

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	ABC Company
	Method Statement

Accident Report Form

Location:	Department/Division:
Date of Accident/Incident:	Date of Review:
Management present:	
Injured Party:	
Nature of loss	Nature and extent of actual or potential loss to people, property, process or the environment
Description	Description of the Accident/Incident (who, what, how, when)
Causes	Why did the Accident/Incident occur, (root, basic and immediate causes)?
Recommendations	Action to prevent recurrence, responsibility & action by dates:
Reporting	Distribution of investigation information organisation wide and statutory reporting / reply:

PRELIMINARY

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ABC Company

Method Statement

Contractor	Name:	Address:	Tel:
			E-mail:
Project Name			
Description of the Task/Activity			
Site Address/Location:		Start Date/Time:	
		Finish Date/Time	
Personnel Involved	Name	Role/Trade	
Site Supervisor:		Tel:	
Safety Officer		Tel:	
Key Plant & Tools (Attach Certification)			
Key Materials			
Other Essential Equipment:	(i.e. access platforms/winches/ladders, etc)		
Specific Identified Residual Hazards: (or refer to the task specific risk assessment(s))			















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	ABC Company
	Method Statement

Specific Staff Training	
Sequence of Operations: (include sketches if required)	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
Temporary Supports and Props needed to facilitate the works:	(if none, state none)
Method of Access and Egress to the work area:	(i.e. Ladders/MEWPS/Scaffold/Trestles/Step Ladder, etc)
Fall Protection Measures: (Where work at height cannot be eliminated – consider both Personnel & Materials)	(i.e. Guard Rails/Toe Boards/Brick Guard/Safety Harnesses/Exclusion Zones, etc.)

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ABC Company Method Statement

Hazardous Substances: (Attach MSDS if required)	 Very Toxic	 Harmful/Irritant	 Corrosive	 Dangerous For the environment	 Oxidising	 Highly flammable	 Explosives
Applicable:	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Storage Arrangements:							
Details of Permits to Work:							
SWL's:	(Detail any limits on the loadings applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place)						
Required Personnel Protective Equipment:	 Safety Boots	 Hard Hats	 Safety Gloves	 Hearing Protection	 Eye Protection	 Respiratory Protection	Other: 1. Hi-Viz 2. Coveralls 3.
Emergency Procedures:							
	First Aid Facilities:	Name of On-Site First Aider:					
		First Aid Box Location:					
		Location of Nearest Hospital:					
Welfare Requirements							
Services to be supplied by Others							
Other information & Comments							
All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety Policy.							

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	ABC Company
	Method Statement

Prepared by:		
Position:		Date:
Reviewed by:		
Position:		Date:

Items Attached:	Yes	No
Sketches	<input type="checkbox"/>	<input type="checkbox"/>
Certification of Plant etc.	<input type="checkbox"/>	<input type="checkbox"/>
Programme of Work	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessments	<input type="checkbox"/>	<input type="checkbox"/>

Method Statement Briefing Record

Briefing delivered by:
 Position:
 Date:

We (the undersigned) have read and understood the attached method statement and will comply with the specified requirements and control measures. If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended method statement.

Name (Print)	Signature	Date

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Logo here	<h1 style="margin: 0;">ABC Company</h1> <h2 style="margin: 0;">Safety Statement</h2>
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Name:	
Location address:	
Assessor(s) name:	
Start Date:	
Review Frequency:	

Activity:	Areas
Frequency: (e.g. One Off/Qtly/6m)	
Duration: (no of hours/times of work)	
No of staff:	

Task Specific Risk Assessments/Method Statements for this site (specify)		Non-Exhaustive Hazard checklist summary (insert ✓ or ✖)		
RAMS no	Task Title	Work at height (falls)	Outdoor working	
		Falling/Dropping objects	Weather (e.g. winds)	
		Pedestrian traffic	Temperature extremes	
		Vehicle movement	Violence	
		Misuse of access equipment	Musculoskeletal disorder / injury (Manual Handling)	
		Faulty access equipment		
List access equipment, machinery, tools, chemicals & PPE in use at the site		Faulty PPE/work equipment	Confined Space	
		Electricity contact	Noise / Vibration	
		Chemical contact	Biological / Radiological	
		Slip, trip, fall	Dust / Gas / Fume	
		Mechanical contact		
		Others (specify)		

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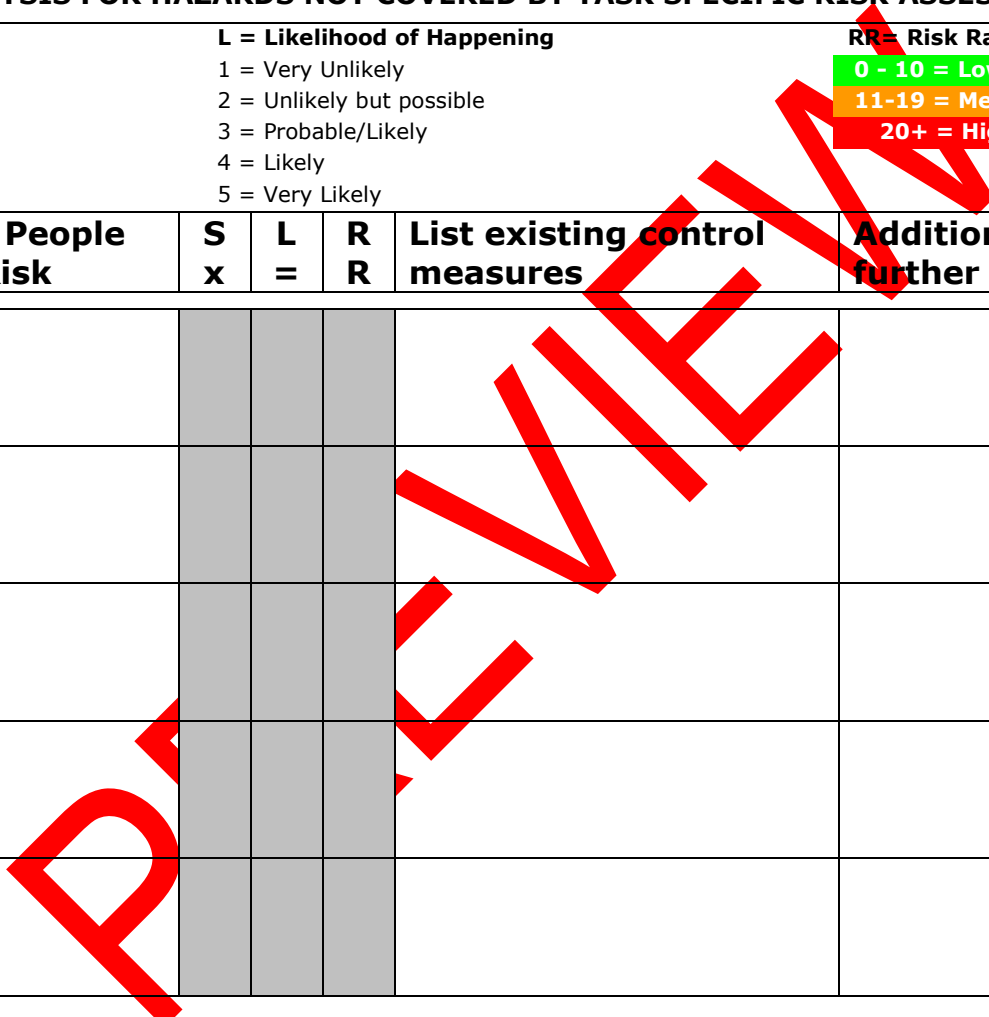
SITE SPECIFIC HAZARD ANALYSIS FOR HAZARDS NOT COVERED BY TASK SPECIFIC RISK ASSESSMENTS IN SAFETY STATEMENT

S = Severity
 1 = No Loss of time off work
 2 = Minor (up to 3 days off work)
 3 = Minor + 3 days off work
 4 = Major Injury
 5 = Death

L = Likelihood of Happening
 1 = Very Unlikely
 2 = Unlikely but possible
 3 = Probable/Likely
 4 = Likely
 5 = Very Likely

RR= Risk Ratings
0 - 10 = Low Risk
11-19 = Medium Risk
20+ = High Risk (Contact Safety advisor)

List Hazards Here	List People at Risk	S x	L =	R R	List existing control measures	Additional actions to further reduce risk	S x	L =	R R



DRAFT

Logo here	ABC Company
	Safety Statement

Section for Client Approval where required.

Contract Name:			Address:		
Contract or	Name	Signed	Title	Date	Review Date
Client	Name	Signed	Title	Date	Accepted by Client
					Yes No N/A

RISK ASSESSMENT REVIEW		Site visited? (Y/N)	
<i>I can confirm that a review of the current site-specific risk assessment for this site has been carried out. During this process I was able to determine no changes to the hazards already identified and therefore existing precautionary control measures remain adequate. As there are no significant changes the current risk assessment is deemed to be suitable and sufficient.</i>		Ops consulted? (Y/N)	
		Date:	
Print Name:	Signed:	Operatives consulted names / status	
Title:			
Date of this review:	Next review due:		