

SAFETY STATEMENT

To be brought to the attention of all: **Employees / Members / Contractors / Visitors**

**Kiltiernan Group Water Scheme Co-Operative Society Ltd.
Caherboo, Kilcolgan,
Co. Galway.**

Date	Version	Description	Author	Approved
Aug 2011	1	Preparation of the Safety Statement	John Curley	Enda Horrigan
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Policy Statement

At **Kiltiernan Group Water Scheme Co-Operative Society Ltd** we strive to provide our employees / members / visitors with a safe and healthy working environment. Employee / members / visitors safety is a matter of major concern to **Kiltiernan Group Water Scheme Co-Operative Society Ltd** and subsequently, safety rules and regulations are strictly enforced.

It is **Society Policy** to comply with the Safety, Health and Welfare at Work Act 2005 & the Safety Health and Welfare at Work (General Applications) 2007 and any other relevant legislation.

Kiltiernan Group Water Scheme Co-Operative Society Ltd shall conduct its business, so far, as is reasonably practicable, in such a manner as not to expose persons to any risks that may affect their health and safety.

Kiltiernan Group Water Scheme Co-Operative Society Ltd is committed to dealing with all identified hazards, firstly by elimination if possible, by substitution or replacements with less hazardous substances, reduction of employees / members / visitors exposure to an internationally acceptable level and as a last resort the use of personal protective equipment.

Our **objectives** are to provide a safe and healthy working environment for our employees / members / visitors / contractors who may be affected by our activities and also to meet our obligations under the Safety, Health and Welfare at Work Legislation.

Kiltiernan Group Water Scheme Co-Operative Society Ltd Shall, as far as is reasonably practicable, provide and maintain: -

- ▲ Place, equipment and systems of work that are safe and without risks to health
- ▲ Sufficient information, instruction, training and supervision to ensure all employees / members / visitors avoid hazards and contribute positively to their own health and safety at work
- ▲ Consultation and communication with all employees / members / visitors in relation to health & safety
- ▲ Adequate facilities and arrangements for the welfare of all employees at work
- ▲ A place of work without risk to / of health and means of entry and exit that are safe and without risk

Safety Statement

- ▲ This Safety Statement is aimed at protecting our staff, contractors and members of the public from work place accidents and ill health.
- ▲ The Statement will include the Risk Assessment, Emergency Plan and Accident Reporting System.
- ▲ The Safety Statement is available to our employees / members / visitors, outside service providers and Inspectors of the Health and Safety Authority.
- ▲ The Safety Statement will be reviewed periodically and updated as required.

Signed: _____ Date: _____

Chairman

Kiltiernan Group Water Scheme Co-Operative Society Ltd

Safety Co-ordinator:

Enda Horrigan

Duties of the Employees / Members

Employees / members are reminded of their responsibilities under the **2005 Safety, Health and Welfare at Work Act**:

- ▲ Read and understand the Society safety statement;
- ▲ Co-operate with management to enable him/her to comply with statutory provisions;
- ▲ Take reasonable care for their own safety, health and welfare and that of others;
- ▲ Make proper use of all equipment etc.;
- ▲ Make proper use of personal protective equipment;
- ▲ Report immediately to **Safety Officer or a committee member**, any defect in equipment, place of work or system of work, which might endanger the safety, health or welfare of which he/she becomes aware;
- ▲ Refrain from playing dangerous practical jokes or engage in horseplay;
- ▲ Report any injury to him/herself, which occurs at work even if the injury does not stop him/her from working;
- ▲ Suggest safer methods of work.
- ▲ Attend health and safety training provided by Society

Duties of the Society's Safety Coordinator

1. Implement the Society safety policies and procedures and monitor all aspects of health and safety within the Society including adherence to current legislative requirements
2. Advise the Society on health and safety requirements, the resources required for their implementation and the ongoing reviews.
3. Ensure that all testing and certification for machinery / equipment is carried out as required and that records are kept.
4. Ensure that accidents record book(s) are kept, accidents are investigated / monitored and the required remedial / statutory action taken.
5. Ensure that dangerous occurrences are recorded / investigated and the required remedial / statutory action taken
6. Identify the Society's on-going training needs and organise the necessary training.
7. Accompany the HS inspector on visits and consult with them as required.

Training

Employee / member training will be conducted in all areas relevant to health and safety. :

- ▲ Safety Awareness
- ▲ Manual Handling

The person responsible for this is---- **Enda Horrigan**

First Aid

First Aid Equipment, to include a first aid kit, will be kept in employees' vehicle. An entry will be completed in the accident record book, for all incidents where first aid is administered. The person responsible for the provision and periodic checking of first aid kits is: **Michael John Murphy**

Accident Reporting Procedures

Regulations 58 to 63 of the Safety, Health and Welfare at Work Act, (General Applications) 1993, requires that all accidents in the workplace resulting in personal injury must be reported to the Health and Safety Authority. Reportable accidents are defined as those, which result in death, or three-calendar days absence from work.

The Person responsible for Reporting Accidents is **Enda Horrigan**

Accident Scene Management

- ▲ The immediate accident scene will be made safe—switch off engine and applying handbrake / warn other traffic by using warning triangles / hazards lights / cones etc
- ▲ Employees / members will ensure their own personal safety and that of the passengers before assessing the casualty/ies
- ▲ The necessary first aid will be administered
- ▲ If necessary the emergency services will be notified with the following information
 - Type of accident
 - Number of casualties
 - Location of the accident or collection point for the casualty
- ▲ The casualty will only be moved if there is an immediate danger / threat to his safety.
- ▲ The casualty will be treated for shock (he will be placed in a safe position for his particular condition, kept warm, comforted and reassured)
- ▲ Other employees present will provide the required assistance.
- ▲ The **safety officer or a committee member** will be notified
- ▲ The accident scene will be preserved in any case that warrants investigation by the Health & Safety Authority
- ▲ All details of the accident / witnesses will be collected by site management
- ▲ The entry in accident book will be completed. The accident scene will be sketched / photograph

Consultation on Health & Safety

Kiltiernan Group Water Scheme Co-Op is committed to meeting his obligations under the Safety, Health and Welfare at Work Act 2005 on consultation and will meet with Employees / members as required, to discuss health and safety aspects at work.

Housekeeping

- ▲ All employees / members will operate a "**clean as you go**" policy
- ▲ Periodic checks will be carried out by to ensure that no obvious danger exists that might endanger employees / members / public
- ▲ All areas will be kept clear of obstructions
- ▲ All employees / members will adopt good housekeeping practices
- ▲ Employees / members will report to management any unusual conditions they discover.
- ▲ All slip/trip /fall hazards to be removed immediately

“CLEAN WORKPLACE, SAFE WORKPLACE”

Relevant Legislation

- ▲ Safety, Health and Welfare at Work Act, 2005
- ▲ Safety, Health and Welfare at Work (General Applications) Regulations 1993
- ▲ Safety, Health and Welfare at Work (General Applications) Regulations 2007
- ▲ Machinery Regulations
- ▲ Code of Practice on the Prevention of Workplace Bullying

Note: - Employees who jeopardise their safety or that of others - or who fail to observe safety rules - are subject to corrective action up to and including dismissal.

Personal Protective Equipment(PPE)

- ▲ Only suitable and appropriate PPE which complies with European Community Directives will be used / worn.
- ▲ The PPE will only be used for the purpose specified and will be maintained in good working order and in a satisfactory hygienic condition.
- ▲ **Kiltiernan Group Water SchemeCo-Op.** will provide necessary PPE for all employees.
- ▲ Members are responsible for supplying their own PPE
- ▲ Sub-Contractors are responsible for supplying their operatives with the correct PPE.

General Principles of Prevention

1. Avoidance of Risks
2. Evaluation of unavoidable risks
3. Combating risks at source
4. Adaptation of work to the individual
5. Adaptation of work to technical progress
6. Replacement of dangerous articles, substances or systems of work by non- dangerous or less dangerous one
7. Development of prevention policy
8. Collective protective measures
9. Appropriate training and instruction to employees

Hazards & Risk Rating

Hazard: Any substance, operation, machine or process with the potential to cause harm.

Risk: The likelihood of harm being caused

Risk Rating Matrix

Risk Rating = Consequence x Likelihood

Risk Rating		Likelihood				
		Negligible	Rare	Unlikely	Possible	Probable
Severity	Insignificant					
	Minor					
	Moderate					
	Significant					
	Death					

	Low		Medium		High
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Emergency Telephone Numbers

(999 / 112)

Local Doctor	Tel: 091-844489
Local Hospital	Tel: 091 580580
Fire Brigade	Tel: 999 / 112
Ambulance Service	Tel: 999 / 112
Gardaí	Tel: 999 / 112
Local HSA	Tel: LoCall: 1890 289 389

Safety Co-ordinators Contract Numbers

Enda Horrigan	Tel: 086 1751289

Occupational First Aiders

N/A

HAZARDS – GENERAL

Bullying / Harassment / Challenging Behaviour

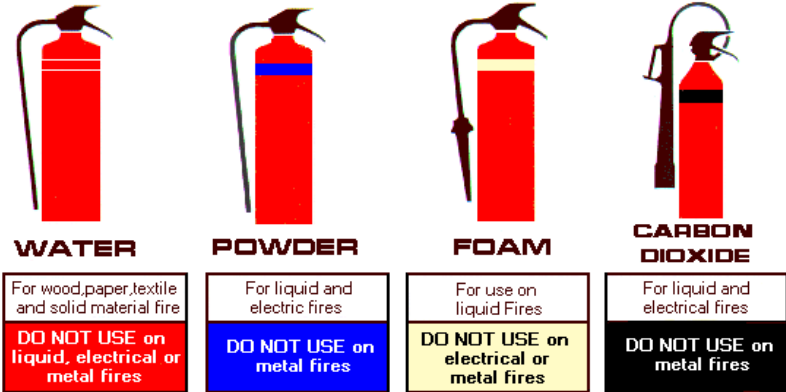
Activity	Risk To	Person Responsible	Risk Assessment Findings
Normal Work Activities	Employees	Society All personnel	<ul style="list-style-type: none"> ▲ Kiltiernan Group Water Scheme Co-Operative Society Ltd will not tolerate bullying under any circumstances. ▲ No current policy
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Bullying Harassment Challenging Behaviour	Low Low Low	<ul style="list-style-type: none"> ▲ Emotional Illness ▲ Fear ▲ Anxiety ▲ Depression 	<ul style="list-style-type: none"> ▲ Develop and implement a Policy Statement on Bullying ▲ Develop and implement a Grievance Policy / Procedure to deal with all complaints. ▲ All incidents of such behaviour will be reported and investigated immediately and the necessary corrective action taken. ▲ Regular briefings on the signs/effects of bullying will take place with employees ▲ The cooperation of management and employees is required.

Drugs and Alcohol

Activity	Risk To	Person Responsible	Risk Assessment Findings
Operating Equipment / Driving	Employees Public	Society All personnel	<ul style="list-style-type: none"> ▲ No current policy
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Loss of control	Low Low Low	<ul style="list-style-type: none"> ▲ Injury ▲ Loss of limb ▲ Loss of life 	<ul style="list-style-type: none"> ▲ Develop and implement a Policy Statement on Bullying ▲ Develop and implement a Grievance Policy / Procedure to deal with all complaints. ▲ All incidents of such behaviour will be reported and investigated immediately and the necessary corrective action taken. ▲ Regular briefings on the signs/effects of bullying will take place with employees ▲ The cooperation of management and employees is required.

Stress - Normal Working Operations

Activity	Risk To	Person Responsible	Risk Assessment Findings
Normal Work Activities	Employees	Society All personnel	▲ No current policy
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Meeting Deadlines Expediency	Low Low Low	<ul style="list-style-type: none"> ▲ Ill health ▲ Excess Smoking ▲ Sleeplessness 	<ul style="list-style-type: none"> ▲ Develop and implement a Policy Statement on Stress ▲ Where an employee is identified as suffering from stress, a risk assessment will be carried out and the stressors identified and the appropriate corrective taken. ▲ Management will support all such staff members with good staff communication and organisational changes will be effected, where it is deemed necessary. ▲ If the source of the stress is of a personal nature, employees are encouraged to contact the Safety Coordinator.

Fire			
Activity	Risk To	Person Responsible	Risk Assessment Findings
Normal Work Activities	Employees	Society All personnel	▲ Fire extinguishers present in pump houses.
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Fire Inadequate numbers of fire extinguishers	Low Low Low Low Low Low	▲ Burns ▲ Scalds ▲ Death. ▲ Scaring ▲ Smoke in-halation ▲ Lung Damage	<p>▲ All areas will be maintained free from fire hazards, as far as is reasonably practical.</p> <p>▲ All Chemicals/ solvents to be stored correctly in designated containers</p> <p>▲ Areas (inside and out) will be kept clear of any accumulation of rubbish & combustible materials.</p> <p>▲ No sources of ignition will be within reach of flammable liquids</p> <p>▲ Employees will be trained in the recognition of the causes of fire, the correct type of fire extinguisher to be used and how to raise the alarm.</p> <div style="text-align: center;">  <p>WATER For wood, paper, textile and solid material fire DO NOT USE on liquid, electrical or metal fires</p> <p>POWDER For liquid and electric fires DO NOT USE on metal fires</p> <p>FOAM For use on liquid Fires DO NOT USE on electrical or metal fires</p> <p>CARBON DIOXIDE For liquid and electrical fires DO NOT USE on metal fires</p> </div> <p>▲ All passage ways/escape routes must be kept clear.</p> <p>▲ There must be unrestricted access to fire fighting equipment at all times.</p>

Housekeeping

Activity	Risk To	Person Responsible	Risk Assessment Findings
Normal Work Activities	Employees	Society All personnel	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Slippery surfaces Poor housekeeping Pool light on Site	Low Low Low	<ul style="list-style-type: none"> ▲ Back injury ▲ Herniated Disc ▲ Pulled Muscle ▲ Hand injury 	<ul style="list-style-type: none"> ▲ Areas (including work locations) will be kept free of debris, trash, spills at exits / passageways ▲ Periodic checks are carried out to ensure that no obvious danger exists that might endanger the Employees / Members / Public ▲ Employees / Members will report to manager or committee any unusual conditions they discover. ▲ All Employees / Members will operate a "clean as you go" policy

First Aid & Accidents

Activity	Risk To	Person Responsible	Risk Assessment Findings
Normal Work Activities	Employees Others	Society All personnel	<ul style="list-style-type: none"> ▲ No accident book
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Inadequate/inexperienced treatment Out of Date Supplies	Low Low	<ul style="list-style-type: none"> ▲ Injury ▲ Death 	<ul style="list-style-type: none"> ▲ All employees should receive first aid training. ▲ Detailed records of all first aid given will be maintained ▲ The Society's Accident Book will be maintained as per current regulation ▲ A suitable / appropriate first aid kit will be available in the manager's vehicle ▲ First Aid kits will be checked and restocked on a regular basis

Manual Handling

Activity	Risk To	Person Responsible	Risk Assessment Findings
Supplies / equipment etc- Carrying Moving Loading / Unloading	Employees	Society All personnel	▲ No training conducted to-date
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Over Reaching	Low	▲ Back injury	▲ All employees / members at risk should receive training in manual handling ▲ Employees / members will keep manhandling to a minimum ▲ Mechanical lifting devices to be used where possible. ▲ No person who has a history of back trouble will undertake any manual handling task ▲ Work will be arranged to avoid over-reaching or twisting when handling loads. ▲ Employees / members will not carry anything that obscures their vision or puts their back at risk. ▲ Tasks that require reaching over heart height and or twisting of the lumber region must be avoided
Lifting Heavy Items	Low	▲ Hand injury	
Slips / Trips / Falls	Low	▲ Hernia	
		▲ Muscle tear ▲ Cramp ▲ Crush injuries	

Mobile Phones

Activity	Risk To	Person Responsible	Risk Assessment Findings
Driving Operating equipment	Employees / others	Society All personnel	▲ No current guidance on the use of mobile phones
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Loss of Concentration	Low Low	▲ Road Accidents ▲ Injuries	<ul style="list-style-type: none"> ▲ The overall use of mobile phones should be kept to a minimum and will not be used while driving ▲ The requirements of current Legislation will be complied with. ▲ Mobiles phones will be switched off <i>before</i> performing hazardous tasks / working on / operating machinery and working at heights.

New / Inexperienced Workers/ Members

Activity	Risk To	Person Responsible	Risk Assessment Findings
Normal Work Activities	Employees	Society All personnel	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Inexperienced Workers / Members Lack of Knowledge Lack of understanding of Safety Signs / Rules / Controls	Low Low	▲ Injury ▲ Fire / Explosion	<ul style="list-style-type: none"> ▲ No persons under eighteen years will be employed ▲ Records will be kept of induction training. ▲ Induction will be carried out prior to the commencement of the work. ▲ All tasks will be within the capabilities of all employees / members. ▲ Only when the committee is satisfied that the person is competent, will they be permitted to work ▲ All young / inexperienced workers / members will be under the direct supervision of a competent person for the duration of their training

Personal Protective Equipment

Activity	Risk To	Person Responsible	Risk Assessment Findings
Normal Activities	Employees	Society All personnel	▲ Employee issued with some PPE by management
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Unsuitable PPE Damaged PPE Unhygienic PPE	Low Low Low Low Low	▲ Ill-health ▲ Respiratory Illnesses ▲ Lung Damage ▲ Head Injuries ▲ Cuts Scrapes	▲ Where required, employees will wear the necessary PPE ▲ Kiltiernan Group Water Scheme Co-Operative Society Ltd insist all sub-contractor employees to wear PPE on site at all times ▲ Only suitable and appropriate PPE e.g. safety / waterproof footwear, high-viz waterproof raingear, helmet, gloves and suitable eye and respiratory protection. ▲ The PPE will only be used for the purpose specified and will be maintained in good working order and in a satisfactory hygienic condition ▲ Management will carry out regular check on PPE to ensure it is being worn, maintained in appropriate fashion and cleaned on a regular basis.

Falls from Height / Walls / Gates

Activity	Risk To	Person Responsible	Risk Assessment Findings
Reading metres / crossing walls /ditches	Employees Others	Society Operator / contractor	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Height	High High High	▲ Injury ▲ Fractures/ Blood Loss ▲ Shock / Death	▲ Where possible, gates / styles will be used to access land instead of climbing. ▲ Where a doubt exists as to the safety of a given task, guidance will be sought from management

Sun –Ultra Violet Rays			
Activity	Risk To	Person Responsible	Risk Assessment Findings
Outdoor Activity	Employees	Employees Supervisor	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Extreme Heat Ultra Violet rays	Low Low Low Low	▲ Sunburn ▲ Heatstroke ▲ Heat Exhaustion ▲ Muscle Fatigue	▲ Employees to be instructed in the prevention, recognition and treatment of sunburn, heatstroke and heat exhaustion. ▲ Protective clothing will always be worn. ▲ Appropriate barrier creams should be used on exposed areas of skin.

Cold			
Activity	Risk To	Person Responsible	Risk Assessment Findings
Outdoor / Indoor Activity	Employees	Employees Supervisor	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Extreme Cold	Low Low Low	▲ Hypothermia ▲ Cold / exposure ▲ Loss of tactile sensitivity	▲ Employee/s / members must be instructed in the prevention, recognition and treatment of hypothermia. ▲ Suitable waterproof protective clothing must always be worn.

HAZARDS – SCHEME WORK

Narrow Road			
Activity	Risk To	Person Responsible	Risk Assessment Findings
Excavating for water pipes	Employees Members Public	Society Manager	▲ No guidance available
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Narrow roads Vehicular Traffic Pedestrians Special Needs	High High	▲ Accidents ▲ Injuries	<p>▲ Before each section / sequence of work is undertaken, a risk assessment will be carried out to identify the most appropriate traffic layout to be used (Ref: Traffic Signs Manual, Chapter 8 Figures A8.33 / 34)</p> <p>▲ The requirement for the type / number of signs, cones, barriers, lights and any other control devices assessed / decided upon.</p> <p>▲ On the straight stretches of roadway the traffic layout as per Page will be considered</p> <p>▲ On the approaches to “T” junctions the traffic layout as per Page will be considered</p> <p>▲ A one way shuttle operation will be employed, controlled at each end by appropriate traffic signals</p> <p>▲ The size / width of the operational traffic lane will be such that it can only accommodate one line of traffic</p> <p>▲ Pedestrians: They will be protected from both the works and passing traffic.</p> <p style="margin-left: 20px;">⇒ Safe routes for pedestrians will be provided with sufficient dimensions to provide safe passage</p> <p style="margin-left: 20px;">⇒ The special needs of children, elderly people and people with disabilities, visually impaired people will be catered for by providing a suitable barrier system which safely separates pedestrians from hazards and provides sufficient access for people using wheelchairs and those with prams or pushchairs.</p>

Signs			
Activity	Risk To	Person Responsible	Risk Assessment Findings
Society's road side activities	Employees Members Public	Society Manager	▲ No guidance available
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Inappropriate signs poorly located signs dirty / sullied signs	Low Low	▲ Accidents ▲ Injuries	<ul style="list-style-type: none"> ▲ Only suitable signs, consistent with the requirements for the prevailing traffic speeds, suitably located will be used ▲ A suitable daily cleaning programme will be adopted to ensure that all signs / cones / drums are kept clear / clean and fitted with reflective bands ▲ All damaged / faulty signs / cones / drums will be replaced ▲ During all periods where no work is being undertaken and the signs are not relevant, then they will be removed / covered immediately ▲ The signs will be placed by employees / members as per the following sequence: <ul style="list-style-type: none"> ⇒ Park vehicle in a safe place ⇒ Wear high visibility clothing at all times ⇒ Switch on roof-mounted amber beacon(s) ⇒ Face the traffic when setting out signs, taking particular care when crossing the road to place signs. ⇒ Set out the Road Works Ahead sign at the distance as per Regulation / COP ⇒ Work back towards the site placing more signs as necessary. ⇒ Always face the traffic when setting out the cones for the lead-in taper ⇒ Use cones, Keep Right signs, barriers and lamps, and Information Board to complete the warning, guidance and protection for the works. ⇒ Where appropriate set up End of Road Works sign to show that the road is clear in both directions

Roadside Working

Activity	Risk To	Person Responsible	Risk Assessment Findings
Meter Reading Inspecting Society Lines / Equipment	Employees Members Public	Society Manager	▲ No guidance available
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Narrow roads Vehicular Traffic Meters in centre of the road	High High	▲ Accidents ▲ Injuries ▲ Death	<ul style="list-style-type: none"> ▲ Before each section / sequence of work is undertaken, a risk assessment will be carried out to identify the most appropriate safety precautions required ▲ The appropriate signage will be posted at the required distances. ▲ In all areas of high risk(e.g. Craughwell to Labane road) the services of a flagman will be required. ▲ All employees / members will wear the appropriate high-viz clothing. ▲ Where meters are located on or in the centre of the road, the passing traffic will also be stopped for the duration of the reading by the use of the employee / member's own vehicle with it's light and hazardous light on.

Scouring Pipes

Activity	Risk To	Person Responsible	Risk Assessment Findings
Cleaning water pipes	Employees Members Public	Society Manager	▲ No guidance available
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Water on public road	Low Low	▲ Accidents ▲ Injuries	<ul style="list-style-type: none"> ▲ Where possible, all released water will be directed away from the road e.g. into water drain / into adjoining property ▲ Where it has to be released onto the road, the appropriate warnings signs / traffic control signs will be posted

Lone Working

Activity	Risk To	Person Responsible	Risk Assessment Findings
Society Activities	Employees Members	Society Manager	▲ Mobile communications is provided
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Poor Communications Lone Working Livestock Walls Fences	Low Low	▲ Accidents ▲ Injuries	▲ All employees / members will establish from their network provider, if there is telecommunication black spots in the work area i.e. where there is no coverage or poor coverage ▲ All employees / members will carry out a risk assessment prior to starting each task to ascertain any unusual risks to the employee. ▲ Employees / members will not put themselves at risk and where a doubt exists to their personal safety, the advice of management will be sought ▲ First aid kits will be provided in vehicles for use at isolated sites. ▲ Employees / members will exercise care when crossing land containing livestock. The advise of the owner should be sought where necessary.

Debris on Road

Activity	Risk To	Person Responsible	Risk Assessment Findings
Excavating for water pipes	Employees Members Public	Society Manager	▲ No guidance available
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Debris on public road	Low Low	▲ Accidents ▲ Injuries	▲ The public road immediately adjoining the works will be checked regularly for clay / stones / debris from vehicles / plant that is operating to and from the work area ▲ Where required, regular cleaning of the road will be undertaken

Openings --Road

Activity	Risk To	Person Responsible	Risk Assessment Findings
Excavating for water pipes / Reading metres	Employees Members Public	Society Manager	▲ No guidance available
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Openings	Low Low	▲ Accidents ▲ Injuries	<ul style="list-style-type: none"> ▲ Openings will be protected by guardrails or covered with materials strong enough to take the intended use. ▲ It will be constructed to withstand impact and is sufficiently and securely fixed in position to prevent accidental dislodgement. ▲ The covering must be capable of supporting the weight of the materials placed upon it and must never be overloaded. ▲ All coverings will be marked with a warning sign e.g. "Hole below - do not remove". ▲ Where the protective guard rails/barriers/covering are removed for access/movement of materials etc, the opening will not be left unattended. ▲ The protective barriers will be replaced as soon as is practicable.

Underground Services

Activity	Risk To	Person Responsible	Risk Assessment Findings
Excavating for water pipes	Employees Members Public	Society Manager	<ul style="list-style-type: none"> ▲ No guidance available ▲ Note: Construction Regulations 2006 – Fas CSCS: new mandatory training programme for Locating Underground Services
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Services Eircom Fiber Optic Cable Watermains Gas	Low Low	<ul style="list-style-type: none"> ▲ Accidents ▲ Injuries 	<ul style="list-style-type: none"> ▲ All work carried out where underground cables may be present should follow the Code of Practice for Avoiding Danger from Underground Services 2010 ▲ A competent person will carry out the risk assessment and must always assume that underground services are present until it's confirmed otherwise. ▲ Consult Service provider / safety file / appropriate authority before any work commences for the location / depth / voltage ▲ Locate and mark all cable / utilities locations ▲ Where a doubt exists as the exact location of a cable / utility, it will be located by hand digging ▲ No electrical tools / machinery will be used closer than ½ (.5) of a metre of a known cable location or an exposed cable..

Vehicles / Drivers			
Activity	Risk To	Person Responsible	Risk Assessment Findings
Driving Vehicles on Society business	Employees Other road users Pedestrians	Society Manager	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Unqualified drivers	Low	▲ Accidents	<ul style="list-style-type: none"> ▲ All drivers must fulfil the requirements of the Road Traffic (Licensing of Drivers) Regulations ▲ All drivers will be physically suitable for the task ▲ No person will drive while disqualified by law or fatigued ▲ No driver will drive while under the influence of alcohol / drugs ▲ All vehicles maintained as per Regulations / Road Traffic Act. ▲ Passengers will not carried in the rear of vans unless the van is suitably adopted re protection from flying debris / equipment and the required seat belts fitted. ▲ Areas to be kept clear of anything that will obstruct a driver's vision & substances that will contribute to slippery surfaces. ▲ A competent person will carry out all maintenance operations and written records will be kept of work completed ▲ Vehicles will not be parked in any location that may impede traffic or cause dangerous vehicle movements or impede the line of sight of any passing drivers and will where possible, park of-road. ▲ Safe speed limits will be observed taking into account the prevailing road conditions ▲ All employees / members vehicles involved on the Society's activities on the roadside should have warning beacons / flashing units mounted
Drink / Drugs	Low	▲ Spinal Injuries	
Reversing	Low	▲ Head Injuries	
Defective vehicles		▲ Cuts / Scrapes	
Speed		▲ Broken Bones	
		▲ Loss of Limb	
Dangerous Parking		▲ Death	
Warning Beacons / Flashing Units			


Biological Hazards—Tetanus / Weil’s Disease

Activity	Risk To	Person Responsible	Risk Assessment Findings
Checking for leaks Meter reading	Employees Members Public	Society Manager	▲ No guidance available
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Ground / water borne bacterial infections Disease caught from Animals Weils Disease	Low Low	▲ Ill-health ▲ Death	▲ All employees / members will <ul style="list-style-type: none"> ⇒ Cover all wounds / cuts with waterproof plasters ⇒ use good personal hygiene practices & maintain a good first aid kit ⇒ use safe work practices e.g. avoid or minimise the use of tools likely to cause cuts/abrasions/puncture wounds ⇒ avoid unnecessary contact with disturbed soil, animal faecal matter, stagnant / standing water etc ⇒ Wear appropriate water / puncture proof gloves ▲ Where discomfort is experienced, or where there is a doubt about health issues, employees / members will consult with their doctor

Adverse Weather Conditions			
Activity	Risk To	Person Responsible	Risk Assessment Findings
Driving	Employees	Society / Manager	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
snow / ice / poor light / fog	Medium High	<ul style="list-style-type: none"> ▲ Injury ▲ Death 	<p>Employees will:</p> <ul style="list-style-type: none"> ▲ Listen to weather forecasts, travel bulletins and any advices issued by An Garda Síochána or the Road Safety Authority and will be prepared to change or delay their journey as appropriate. ▲ Plan the journey and travel on major routes where possible. Allow extra time for their journey. ▲ Turn their lights on to ensure that their vehicle is visible to other road users. ▲ Ensure that screen wash is filled with appropriate anti- freeze solution. ▲ Reduce their speed and drive according to the road and weather conditions, maintain greater stopping distances (double in wet weather and ten times greater in icy weather). Wear sunglasses (prescription glasses if required) if the sun is low. ▲ Avoid harsh braking or acceleration and carry out any manoeuvres slowly and carefully. ▲ Ensure that their vehicle is in a roadworthy condition prior to driving. ▲ Check that: <ul style="list-style-type: none"> ⇒ Tyres are in good conditions and inflated to the correct pressure (including the spare) ⇒ They have plenty of fuel. ⇒ Wipers, defrosters and lights are in good working order ⇒ Ice-scraper or de-icer available for ice or snow. ⇒ Carry an emergency kit in your vehicle containing items such as: <ul style="list-style-type: none"> ○ A high visibility, reflective jacket, a torch with extra batteries ○ An emergency warning triangle, a mobile phone – for use only when parked.

HAZARDS - MAINTENANCE

Sub-Contractors			
Activity	Risk To	Person Responsible	Risk Assessment Findings
Work being carried out by sub-contractors	Employees Other Site Users Public	Society Manager	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Untrained Sub-contractor employees	Low Low	▲ Accidents ▲ Injuries	<ul style="list-style-type: none"> ▲ All sub-contractors safety statements / method statements / SSWP must be submitted prior to the commencement of work and be assessed to ensure that it is adequate and fulfils current Legislation ▲ Sub-contractor Safety documentation to be filed with manager ▲ All sub-Contractors must comply with the Construction Regulations 2006 and the required Amdts ▲ Sub-Contractors and Self Employed Persons must provide their safety statement and methods statements when requested to do so. ▲ Sub-Contractors and Self-Employed Persons must provide evidence when requested, showing that appropriate Public / Employers Liability insurance is in effect for the site ▲ Sub-Contractors and Self Employed Persons must conform generally with the duties and responsibilities as for employees. ▲ Sub-Contractors and Self Employed Persons will ensure that their employees and others under their care are provided with personal protective equipment as appropriate ▲ Sub-Contractors and Self Employed Persons must only use competent and suitable persons on site. ▲ Any person found not complying with the above or any other safety directive will not be permitted to continue working on the site. ▲ All contractors must comply with the provisions of the Construction Regulations.

Electricity			
Activity	Risk To	Person Responsible	Risk Assessment Findings
Using / servicing electrical equipment	Employees	Society Operator / contractor	▲
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Electricity	Low Low Low	▲ Electrocutation ▲ Burns ▲ Cardiac Arrest ▲ Broken Bones ▲ Death 	▲ All electrical work must be carried out by a competent person and completed to the Electrical regulations (ETU) Standards / General Application Regulations ▲ All sockets outlets feeding portable/ appliances / water service appliances must be fitted with RCD protection ▲ Every switch/ circuit breaker / or control device must be clearly marked to indicate “On” and “OFF” ▲ To prevent overloading of sockets the golden electrical rule is ‘one appliance per socket ▲ Only authorised personnel, competent to prevent danger, will undertake repairs, servicing, removal, installation and operating all electrical appliances. ▲ Regular checks to be carried out by a competent electrical contractor in line with the current edition of the ETCI Rules. ▲ Written records will be maintained of all servicing /installation /removal of electrical equipment. ▲ Suspect or faulty equipment will be taken out of service, labelled ‘DO NOT USE’ and kept secure until examined by a competent person where possible, tools and power socket-outlets are switched off before plugging in or unplugging ▲ Equipment is switched off and/or unplugged before cleaning or making adjustments ▲ All electrical panels and distribution boards will be suitably identified, properly secured and signed where necessary to prevent danger.

Hand Tools

Activity	Risk To	Person Responsible	Risk Assessment Findings
Use of Hand Tools	Employees / Others	Society Operator / contractor	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Flying fragments Split Handles Mushrooming / split heads Pointed / sharp edges	Low Low Low Low	▲ Shock ▲ Fractures ▲ Lacerations ▲ Contusions ▲ Eye injuries	<p>Impact Tools:</p> <ul style="list-style-type: none"> ▲ Hammer-struck and striking tools shall be made of forged, hardened steel. ▲ Hammers / chisels / punches used will be capable to withstand blows without mushrooming. ▲ User will select a hammer that is comfortable and of the proper size and weight for the task. ▲ Hammers shall have securely wedged handles. The handle shall be smooth, shaped to fit the hand, and properly sized for the job. ▲ Any hammer with a mushroomed or chipped face, or with cracks in the claw or eye sections, shall be removed from service immediately. ▲ User will <ul style="list-style-type: none"> ⇒ Ensure adequate clearance above and behind before swinging a hammer. ⇒ Watch the object being struck. ⇒ Hold the hammer with the wrist straight and the hand firmly wrapped around the handle. ⇒ Not grind, weld or heat-treat a hammer head. ⇒ Not strike with the side or cheek of the hammer. ▲ Chisels shall be kept sharp and ground to a 60-degree angle. <p>Wrenches</p> <ul style="list-style-type: none"> ▲ User will <ul style="list-style-type: none"> ⇒ Use the correct size wrench for the job. ⇒ Remove caked dirt and grime from inside sockets to allow them to seat fully. ⇒ Not use a wrench as a hammer, or strike it with a hammer.

Hand Tools- Cont

Activity	Risk To	Person Responsible	Risk Assessment Findings
Use of Hand Tools	Employees / Other	Society Operator / contractor	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Pointed / sharp edges	Low Low Low Low	▲ Shock ▲ Fractures ▲ Lacerations ▲ Contusions ▲ Eye injuries	<p>Cutting Tools: Users will:</p> <ul style="list-style-type: none"> ⇒ Cut materials straight across – keep the material being cut at right angles to the cutting edges of blades. ⇒ The cutting stroke should be away from the body. ⇒ Sharpen blades according to manufacturers’ instructions. ⇒ Keep knives in sheaths or holders and never attempt to catch a cutting tool when it falls. ⇒ Ensure a retractable knife blade is retracted after use. ⇒ Not pry or twist the tool when cutting. ⇒ Not hammer on cutting tools. ⇒ Not expose cutting tools to excessive heat

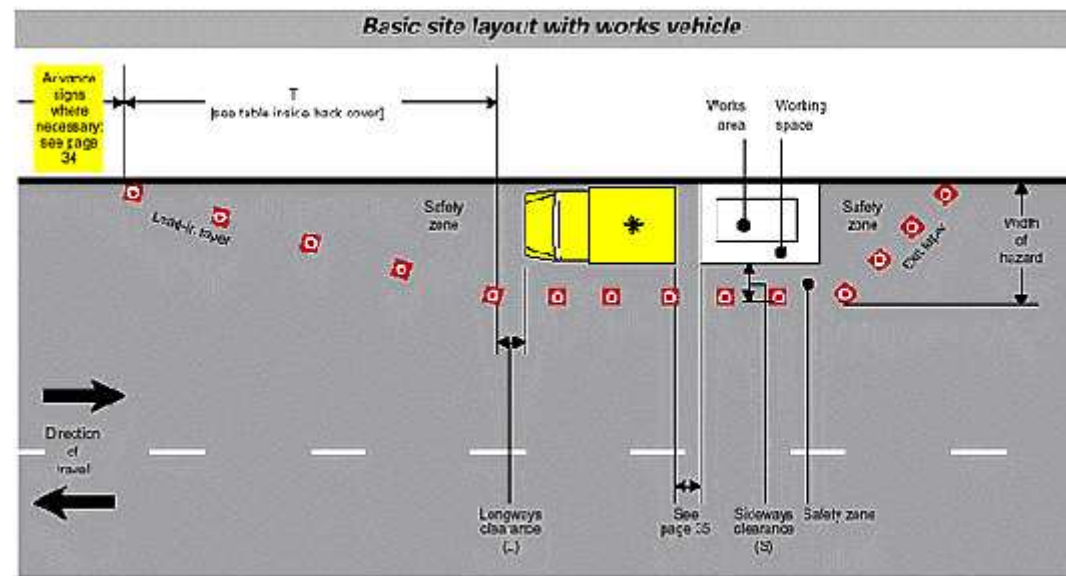
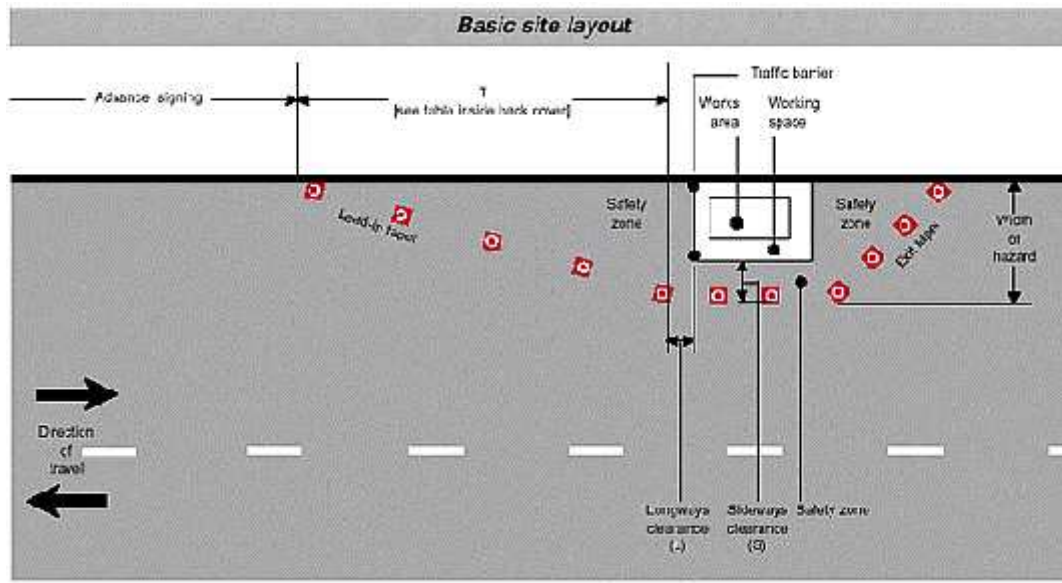
Power Tools			
Activity	Risk To	Person Responsible	Risk Assessment Findings
Work with Power / Electrical Tools	Employees Others	Society Operator / contractor	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Electricity Damaged / Faulty Equipment Flying Fragments Extension Leads	Medium Low Low	▲ Shock ▲ Fractures ▲ Lacerations ▲ Contusions ▲ Eye injuries	▲ All tools must be maintained as per the Manufacturer's instructions and a record must be kept of the servicing. ▲ All tools will be operated as per manufacturer's instructions ▲ All portable and electrically powered tools should be supplied at 110 Volts ▲ Only suitable / appropriate power tools for the working environment will be used for each task. ▲ All tools will be checked before use. All power tools must comply with current regulations, both for noise and vibration. ▲ In harsh environments the possibility of using air, hydraulic or hand powered tools must be considered ▲ Power / electrical tools will only be operated by qualified / competent personnel (over eighteen years of age) who have been trained. ▲ Extensions leads to be avoided where possible and only correctly rated leads (fully uncoiled) may be used, elevated above head level, where absolutely necessary ▲ Where the mains are used as a power source, a residual current device must be fitted (rated at 30m Amps, with no time delay). ▲ Damaged, defective or worn / suspect tools will be removed from service until repaired. ▲ Competent persons will carry out all repairs / adjustments with the appliance / tool disconnected from the power source. ▲ Guards / safety devices must not be tampered with and if the appliance is suspect, it will be taken out of service until checked by a competent person. ▲ Appropriate personal protective equipment will be worn

Hazardous Substances: Chemicals			
Activity	Risk To	Person Responsible	Risk Assessment Findings
Working with & Storage of Chemicals	Employees	Society / All members	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Chemical Agents	Low Low Low Low	<ul style="list-style-type: none"> ▲ Contamination ▲ Ill-Health ▲ Dermatitis ▲ Chemical burns 	<ul style="list-style-type: none"> ▲ An inventory list shall be devised of all hazardous substances used. Safety data sheets must be obtained for all chemicals. If not presently available must be sourced from suppliers / manufacturers. Containers must be properly labelled (hazard signs) ▲ The requirements of the SDS will be complied with. ▲ Only authorised employees / members to access chemical storage area. ▲ Chemicals will never be stored in the open or in unlabelled containers ▲ Occupational exposure limits for chemicals, gases and vapours that workers may come in contact with must be sourced and adhered to. – Safety Health & Welfare at Work (Chemical Agents) Regulations 2001 ▲ It is important that persons using any hazardous substances receive adequate training and instructions. Persons will familiarise themselves with the risks presented by the chemicals and follow the requirements of the SDS. It is important that all users understand the hazards and control measures. ▲ Good ventilation in areas where work is being carried out will be maintained. ▲ Appropriate personal protective equipment will be worn. ▲ All contaminated materials, waste will be disposed as per SDS. ▲ Good personal hygiene habits will be observed and contaminated clothing should be removed when work is completed. ▲ Good housekeeping must be maintained by all, all spillages must be cleared up immediately as per instructions, appropriate spillage kits should be kept near area.

Angle Grinders / Grinding Stones

Activity	Risk To	Person Responsible	Risk Assessment Findings
Use of angle grinders / grinding stones/ abrasive wheels	Employees Others	Society Operator / contractor	
Hazard	RR*	Consequence(s)	Current Controls / Additional Control Measures
Toxic Fumes / Gasses /fire	Medium	<ul style="list-style-type: none"> ▲ Arc Eye ▲ Fire ▲ Explosion 	<ul style="list-style-type: none"> ▲ All tools will be operated as per manufacturer's instructions. ▲ All guards etc. will be in position and serviceable before use. ▲ Only suitably qualified and competent staff will fit grinding stones / cutting discs (Par 9 Reg) and operate these appliances. ▲ The required personal protective equipment will be worn./used. ▲ The necessary fire precautions will be taken to prevent fire.

SAFETY AT STREET WORKS AND ROAD WORKS



7.0

Works Checklist

Checks to be carried out for road works by the manager / site foreman:

Prior to starting work daily the site manager / foreman will ensure that:

- ⇒ high visibility clothing is being worn by everyone on the site
- ⇒ all signs, barriers, cones and lighting are correctly placed
- ⇒ signs are not obscured by bends, hills or dips in the road
- ⇒ advanced signs are placed where needed
- ⇒ parked vehicles, trees, etc are not obscuring signs
- ⇒ there is enough road width remaining for two-way traffic, where applicable
- ⇒ any site specific risks requiring special guarding are catered for
- ⇒ allowances have been made for delivery and removal of materials
- ⇒ there is a contact number displayed on the information board
- ⇒ pedestrians are given protected routes which are wide enough
- ⇒ pedestrian routes clearly indicated

Traffic

- ⇒ the type of traffic controls are right for work, traffic and speed
- ⇒ there is safe access to adjacent homes
- ⇒ the needs of cyclists and horse riders are catered for

When work is in progress the site manager / foreman will ensure that:

- ⇒ the signing and guarding meet changing conditions
- ⇒ the signs, cones and lamps in use are kept clean and serviceable
- ⇒ traffic control arrangements are reviewed as required to reduce traffic delays as conditions change
- ⇒ the roadway and footway is being kept clear of mud and surplus equipment
- ⇒ the materials that are left on verges or lay-bys are being properly guarded and lit

When work is suspended the site manager / foreman will ensure that:

- ⇒ checks are made on signing, lighting and guarding
- ⇒ the arrangement are changed to reflect the prevailing conditions

When work is finished the site manager / foreman will ensure that:

- ⇒ all signs, cones, barriers, and lamps have been removed
- ⇒ that any covered permanent signs have been restored
- ⇒ the authorities have been told the work is complete

Possible Traffic Controls Measures

Following a detailed risk assessment some of the following traffic controls measures may be considered:

Type of road	Minimum and normal maximum siting distance (D) of first sign in advance of lead-in taper (metres)	Minimum clear visibility to first sign (metres)	Minimum size of signs (mm)	Minimum height of cones (mm)	Sideways Safety Zone (S)	Details of lead-in cone tapers (but see Notes below) Recommended lengths	Width of hazard (metres) including Safety Zone (S)						
							1	2	3	4	5	6	7
Single carriageway road, restricted to 30mph or less	20 to 45	60	600	450	0.5m	Length of taper (T) in metres Minimum No. of cones Minimum No. of lamps at night	13 4 3	26 4 3	39 6 5	52 7 6	65 9 8	78 10 9	91 12 11
Single carriageway road, restricted to speeds of 31 to 40mph inclusive	45 to 110	60	750	450	0.5m	Length of taper (T) in metres Minimum No. of cones Minimum No. of lamps at night	20 4 3	40 6 5	60 8 7	80 10 9	100 13 12	120 15 14	140 17 16
All-purpose dual carriageway road, restricted to 40mph or less	110 to 275	60	750	450	0.5m	Length of taper (T) in metres Minimum No. of cones Minimum No. of lamps at night	25 4 3	50 7 6	75 10 9	100 13 12	125 15 14	150 18 17	175 21 20
Single carriageway road, with speed limit of 50mph or more	275 to 450	75	750	450	1.2m	Length of taper (T) in metres Minimum No. of cones Minimum No. of lamps at night	25 4 3	50 7 6	75 10 9	100 13 12	125 15 14	150 18 17	175 21 20
All-purpose dual carriageway road, with speed limit of 50mph or more	725 to 1600	105	1200	750	1.2m	Length of taper (T) in metres Minimum No. of cones Minimum No. of lamps at night	32 5 4	64 9 8	96 12 11	128 16 15	160 19 18	192 23 22	224 26 25

Speed limit (mph)	30 or less	40	50	60	70
Minimum longways clearance (L) metres	1/2	15	30	60	100

NOTES:

1. Lead-in tapers used with traffic control, and all exit tapers, shall be at about 45° to the kerb line with cones spaced 1.2 metres apart.
2. The maximum spacing distance of cones in longitudinal lengths of coning shall be 9 metres, but no fewer than 2 cones shall be used in any length between tapers.
3. In certain circumstances on congested roads with speed limits of 30mph or under, the taper may also be reduced to 45°.

