

WINDMILL THERAPEUTIC TRAINING UNIT



SAFETY STATEMENT POLICY

February 2016

TABLE OF CONTENTS

1. Safety Statement Policy
2. Organisational Flow Chart
3. Organisation and Responsibilities Management
- 3.1 Employees Duties
4. Training
- 4.1 Induction Training
- 4.2 Records of Training
5. Consultation
6. Violence and Aggression
7. Welfare Arrangements
8. Pregnant Employees
9. Stress
10. Harassment and Bullying
11. Accident Investigation and Reporting
- 11.1 Introduction
- 11.2 Definition of Accident/Incident
- 11.3 The Accident/Incident Report Form
12. Risk Assessing
13. Visitors and Contractors
14. First Aid Procedure (Review)
15. Fire Emergency Procedure
- 15.1 Next of Kin Details for Staff
16. Incident and Accident Reporting Policy
17. Transport Policy
18. Review and Update Policy and Agreement
19. Safety Statement Acknowledgement Sheet
20. Sign-Up Sheet

SAFETY STATEMENT

Windmill TTU Ltd

Valid from: _____

Expires: _____

Signed : _____

Director

Date: _____

1. SAFETY STATEMENT POLICY

It is the policy of this organisation (Windmill TTU Ltd) to comply with and pledge commitment to The Safety, Health and Welfare at Work Act 2005, General Applications, Codes of Practice and any other relevant legislation.

It is the policy of Windmill TTU Ltd to promote Safety and Health in our work places.

At Windmill TTU Ltd we commit to the creation of a Safety Culture within our work place by putting into place measures (both pro-active and re-active), information, training, consultation and supervision (as far as is reasonably practicable), into place to safeguard all employees whilst at work or in the performance of their assigned duties.

It is the policy of Windmill TTU Ltd to protect as far as is reasonably practicable, persons affected by our activities and undertakings who are not employed by our company.

Windmill TTU Ltd shall ensure adequate consultation on all health and safety matters, between staff and management to encourage ownership of policy, procedure and updates. Staff are encouraged and requested to notify management of hazards and dangerous occurrences and practices in the workplace and to address risks as outlined in risk assessing procedure, identifying risks and assessing hazards as appropriate. Staff are required to adhere to policy and procedures as laid down in relation to in accident and indecent reporting.

To facilitate this Windmill TTU Ltd shall support the appointment of a Health and Safety representative from within our staff team.

All updates and amendments shall be recorded herein and any such amendments will be communicated post haste to all employees and all employees shall be obliged to confirm receipt and understanding of all significant changes.

The overall purpose of this policy is to promote and show commitment to a live and viable Health and Safety culture within our work place.

This commitment to a Health and Safety Culture will be put in place to conform to legislation and safeguard employees and others.

Managing Director



WINDMILL THERAPEUTIC TRAINING UNIT LTD

Board of Directors



Joan MacDonald – Head of Windmill



Linda Kelly
Pat Murphy
Siobhan Matthews



Nuala Byrne
Shirley Carley
Mark Carley
Geraldine Cullen
Leanne Dobbs
Sylvester Donegan
Christina French
Geraldine French
Sandra Harris
Marguerite Heffernan
Suzie Hodge
Nicola O'Connor
Clare Kelly
Alan Martin
John Martin
Sarah Newport
Denis O'Mahony
Liz O'Connor
Sylvia O'Dowd
Brigid Power
John Sugrue
Reg Whelan
Theresa Young

3. ORGANISATION AND RESPONSIBILITIES - MANAGEMENT

The executive management has overall responsibility for Safety, Health and Welfare within Windmill Therapeutic Training Unit, this includes:

- a) Taking a direct interest in the Safety Statement and ensuring the policies and procedures written in it are implemented.
- b) Communicating all relevant information included in the Safety Statement to employees and contractors.
- c) Allocating resources within the constraints of the company's budget to implement safety policies within the Safety Statement.
- d) Delegating responsibilities to staff and periodically reviewing their responsibilities and ensuring safety rules are kept to highest standards.
- e) Ensuring that all staff are held accountable for their performance in relation to Occupational Safety and Health.
- f) Ensuring resources are available to provide training, as required, for all members of staff with regard to their particular work and disciplines.
- g) Managers are responsible for ensuring that staff under their control are made aware of and comply with the Safety Statement and the organisation and arrangements for carrying it out.
- h) Identifying Safety training needs and ensuring that appropriate training is provided.
- i) Ensuring that all contractors are capable and willing to carry out work in a safe manner in accordance with the Company's policy.
- j) Ensuring that necessary inspections and maintenance are carried out on all machinery and systems on the premises.
- k) Being aware of all identified hazards in their area of responsibility and specific measures to reduce the risks associated with these hazards.
- l) Ensuring that all staff under their immediate control are aware of actions to be taken in case of emergency and that properly maintained fire fighting equipment is available.
- m) Ensuring that good housekeeping standards are maintained.
- n) Participating in safety inspections throughout the premises.
- o) Monitoring the activities of visitors and contractors on the premises to ensure their safety.

- p) Obtaining and filing accident investigation reports and, when necessary, ensuring accident reports have been filed with the Authority.

3.1 EMPLOYEES DUTIES

In accordance with the requirements of Safety, Health and Welfare at Work Act 2005, employees have the following responsibilities.

- a) All employees are required to co-operate fully with all provisions taken by the company for ensuring the safety, health and welfare of other employees, contractors and clients.
- b) All employees are required to immediately report all incidents and dangerous occurrences.
- c) All employees are required to adhere to all safe systems of work, wear any personal protective equipment and use any safety equipment provided.
- d) All employees are required to discharge their work in a safe manner taking care of their own safety and health and that of others.
- e) Employees must adhere to safety rules laid down by Windmill Therapeutic Training Unit.
- f) Employees must not interfere with welfare facilities or other provisions on the premises.

4. TRAINING

Training for Safety

Windmill Therapeutic Training Unit will provide such training as required by the 2005 Act to safeguard the safety, health and welfare of employees. Employees will be given safety training in various aspects of safety where identified.

Specifically, employees will be given the following safety training:

- All employees will receive induction training to ensure that they fully understand the hazards to which they may be exposed within their specific area, and the safety precautions and emergency procedures required;
- Employees who are required to lift materials will be given training in correct manual handling techniques as appropriate for their position;
- The Safety Representative will receive the necessary training as recommended by the Health and Safety Authority to carry out his/her role effectively;
- Occupational First Aid Training updated every 3 years
- Fire Evacuation Training

4.1 INDUCTION TRAINING

All staff employed by Windmill TTU will receive induction training on commencement of employment to ensure they fully understand the hazards of their workplace and what safety precautions and emergency procedures are required.

Induction Training will include the following:

- Welfare Provision
- Relevant legislation
- Safety Statement
- Emergency / Fire Evacuation Procedures
- Accident Reporting / Investigation Procedures
- First Aid Facilities
- Security Arrangements
- Safe Methods of Work e.g. cleaning up spillages, safe manual handling etc.
- Specific behaviour/issues which may impact on safety and welfare

4.2 RECORDS OF TRAINING

Training records will be maintained by the Head of Unit and will contain the following information:

1. Date of instruction or exercise
2. Duration
3. Name of instructor
4. Name of person receiving instruction
5. Nature and content of instruction

5. CONSULTATION

Safety Representative

Nominated Safety Representative:

As outlined in Part 4, Safety Representation and Consultation Section 25-31 will be selected. The Safety Representative will receive assistance from the Head of Unit in fulfilling the role.

- Employees shall have the right to make representations to and consult the Head of Unit on matters of safety, health and welfare in their place of work.
- Employees may select and appoint a safety representative to represent them in consultation with regard to their safety to management.
- A safety representative shall have the right to such information from his employer as is necessary to ensure, so far as is reasonably practicable, the safety and health at the place of work.
- It shall be the duty of every employer to take such steps as are practicable to inform a safety representative when an inspector enters a place of work for the purpose of making a tour of inspection.

6. VIOLENCE AND AGGRESSION

Windmill Therapeutic Training Unit will, as far as is reasonably practicable, take all necessary measures to protect employees and clients from acts of violence or aggression during the course of work and will act on any reports or complaints made by employees or other persons affected. The management will investigate any reports made.

See Appendix 4 - Trust in Care
Appendix 3 - The Welfare and Protection of Vulnerable Adults
Appendix 1 - Complaints & Disciplinary Procedure

Awaiting Policy of Behaviour that Challenges

7. WELFARE ARRANGEMENTS

The provision of welfare facilities required by legislation will be provided for use by all staff in accordance with Safety, Health and Welfare at Work Act 2005. Welfare conditions will be maintained in a hygienic manner. Rubbish will be disposed of regularly and equipment kept clean.

Detail

Kitchen area available for: -

- Tea and coffee breaks prior to commencement of programme
- Lunch preparation at 12.30pm
- Tea/coffee break at 3.30pm

Designated smoking area situated in garden area to rear of building.

There is a schedule of cleaning for all areas of the building and procedures for spillages or accidental soiling etc.

Refuse is stored in a separate area of garden fenced off and routine in place for waste collection

8. PREGNANT EMPLOYEES

Windmill Therapeutic Training Unit will take all necessary steps to comply with the Safety, Health and Welfare at Work (Pregnant Employees) Regulations 2000.

- Employees should inform management if they are pregnant, as early as possible in the pregnancy.
- Management should identify those aspects of the work process that may place the mother or child at risk.
- Steps should be taken to remove exposure to this risk and if necessary relocate the employee for the term of the pregnancy.

Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate nursing mothers.

9. STRESS

Windmill Therapeutic Training Unit will take all necessary steps to ensure so far as reasonably practicable that employees are not exposed to excessive stress levels. Employees must approach their supervisor if suffering from excessive stress levels, measures will be taken internally to relieve their workload and to identify the origin of the stress. The opportunity of attending an external counsellor will also be available.

An employee assist programme through Peninsula has been made available to all staff.

Peninsula Contact Details:

Peninsula Employee Assistance Programme

Call 1800 936 710

www.healthassuredeap.com

10. HARASSMENT AND BULLYING

The management of the Windmill Therapeutic Training Unit are committed to providing a workplace free from harassment and bullying (working in conjunction with the Code of Practice on the Prevention of Workplace Bullying and the Code of Practice on Sexual Harassment and Harassment at Work). Harassment or bullying by any member of staff employed by the company, regardless of status, will not be tolerated. Victimisation of the complainant, and the alleged accused or an employee who give evidence will be subject to disciplinary action.

Windmill Therapeutic Training Unit will not condone any behaviour relating to the adverse, differential treatment of a person due to sex, marital status, family status, sexual orientation, religion, disability, race or membership of the traveller community.

Windmill Therapeutic Training Unit will deal with all allegations of bullying. All complaints will be dealt with fairly, with discretion and as far as reasonably practicable confidentially maintained.

See Appendix 3 - The Welfare and Protection of Vulnerable Adults
Appendix 1 - Complaints and Disciplinary Procedure
Appendix 2 - Bullying & Harassment Policy
Appendix 5 - Dignity at Work

11. ACCIDENT INVESTIGATION AND REPORTING

11.1 INTRODUCTION

It is important that all accidents and incidents with potential for injury are reported to management and, where necessary, action is taken to prevent re-occurrence.

11.2 DEFINITION OF ACCIDENT/INCIDENT

Definitions:

Incident: An incident is best described as a near miss where no personal injury is suffered or damage is caused.

Accident: An accident is an unplanned, unwanted, unscheduled event or occurrence which may result in injury to a person or damage to property or both.

11.3 The Accident/Incident Report Procedure

It is the responsibility of staff to record/report all accidents/incidents. An Accident Report form must be completed by the individual to whom the accident/incident has occurred. If the individual is unable or needs support to complete the report, the report should be completed by the staff member who witness the accident/incident or the staff member/s first to become aware of accident/incident as soon as possible following the incident, (see accident/incident near miss report attached).

Procedure

- Following good first aid practice and procedure as laid out in first aid training provided by Windmill TTU staff will ensure accident “victim” is safe and has received all first aid and support required appropriate to injury received.
- Ensure accident or incident site poses no further hazard or risk to others.
- Accident/Incident Report Forms are kept in Windmill office.
- Complete the form with as much detail as possible (seek assistance if necessary).
- Tie up with Senior Staff on duty.
- Inform family members or carers.
- Complete form before end of working day.

Statutory Reporting IR3

There is a statutory requirement for the completion and submission of form IR3 to HSA in the event of a person being absent from work for 3 or more days as he result of an accident. A copy of the Accident Report form is included in Appendix 13 or when a Dangerous Occurrence arises, as specified in the Safety, Health and Welfare at Work Act 2005. Responsibility for ensuring that these reports are made when required rests with the Head of Windmill. Records are to be maintained on file for 10 years.

SAFETY STATEMENT
ACCIDENT REPORT SHEET

Name: Age:

Address: Occupation:

..... Date Reported:

Date of Accident: Time:

Witnesses:

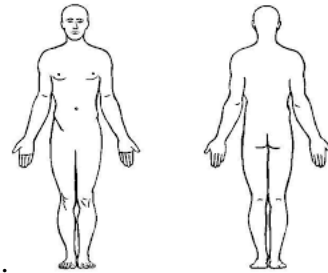
Exact location of accident:

What was person doing at the time of accident:

.....
.....
.....

How did accident happen:

.....
.....
.....



Injuries received:
.....

Treatment:

.....

Did the person work after the accident: Yes / No:

Name of family/carer informed: Date:.....

Signed: Date:

INVESTIGATION REPORT FORM(Accident)

Date Investigation Commenced:

Description of Accident (further details – equipment, environment, etc)

Corrective Action Recommended & Person Responsible with Completion Dates:

Corrective Measures	Person Responsible	Date

Signed: Date:

Tied up with Date:

INVESTIGATION REPORT FORM(Incident)

Date Investigation Commenced:

Description of Incident (further details – equipment, environment, etc)

Corrective Action Recommended & Person Responsible with Completion Dates:

Corrective Measures	Person Responsible	Date

Signed: Date:

RECORD OF PRESENTATION

- **Behaviour that challenges**
- **Observed/Injury/hurt that occurred outside of service provision**
- **Unusual/changed demeanour or behaviour**
- **Unusual or fearful responses**
- **Raised anxiety levels**
- **Medical and/or Personal Care issues**
- **Other unusual presentation**

Individual/s Name:

Description of Presentation

Eg: timing and location, describe what you saw and heard:

Follow Up Action taken and outcomes:

Possible triggers, relevant background information:

Tick as Appropriate

Presentation Overview completed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Accident Report dated	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Incident/Near Miss Report dated	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Reported to Senior Staff (name)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Family/Guardian/Carer informed (name)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Key Worker informed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Others informed (name)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Complaints Policy/Procedure activated	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Welfare & Protection of Vulnerable Adults Policy/Procedure activated	Yes <input type="checkbox"/>	No <input type="checkbox"/>

(Block Capitals)

Reported by:

Date:.....

Signature:

Date:.....

12. RISK ASSESSING

It is the commitment of this company to apply the General Principles of Prevention (Schedule 3) of the SHWW Act 2005.

Windmill TTU Ltd will:

- Avoid or minimise Risks
- Evaluate and minimise unavoidable risks
- Combat these risks at source
- Adapt work place to suit the individual (applying principles or Ergonomics)
- Adapt work place to take advantage of technical progress
- Replace dangerous articles, substances or systems of work
- Ensure collective measures in place before individual protective measures (PPE)
- Develop an adequate prevention policy
- Provide appropriate training and instruction to all employees

All of the above will be put in place to protect employees and visitors in so far as the hazard demands and is reasonably practicable to do so.

Whilst all risks are assessed as per Part 3, Section 19, Safety Health and Welfare at Work Act 2005, Windmill TTU is always mind full of allowing people experience the dignity of risk.

Windmills aim in assessing risks in relation to service users accessing the service is to minimise the likelihood of risk or its potential negative impacts upon service users as outlined above, whilst being mindful and respectful of service users ambition to live a normalized life and experience the dignity of positive risk taking. See risk assessment form attached.

Procedure for Risk Assessing:

-Windmill TTU commits to routinely perform three main categories of Risk Assessing:

- Service Provision
- Activity
- Individual

- Staff are required to be alert to and address any risks presenting in their workplace or during the course of their work by reporting and/or following procedure outlined below.

- Once a risk has been identified or an activity planned, staff will access the correct risk assessment form.

- Forms to be kept in Blue PCP Master copy Folder downstairs in craft room.

- Each risk identified is given a risk rating (RR) arrived at by multiplying Impact (I) (impact is positive or negative effective on an individual or service) by likelihood (L) (likelihood of event/risk/hazard causing adverse/positive effects)

$$\mathbf{RR= I \times L}$$

- Once given a risk rating the control measures required to reduce the risk are listed.

- Each hazard/risk is then rated again.

- Effective controls will reduce the overall risk rating by reducing the possible impact or likelihood or both.

- If the initial RR is low or if the control measures required are disproportionate or not reasonably practicable it is deemed that the risk is acceptable or another method of work should be employed.
- Windmill TTU recognises the value of risk in human development and learning positive risk taking will be part of the above process at all times.

12.1 Windmill Therapeutic Training Unit

Risk Assessment Form

Name: _____

Date: _____

Activity or risk being assessed: _____

Who is supporting the assessment?: _____

Please tick: Initial Assessment: Review Assessment: Review Date: _____

RISK ANALYSIS

INITIAL RISK SCORE			RISK SCORE AFTER CONTROL MEASURES ARE PUT IN PLACE		
Likelihood	Impact	Initial Risk Rating	Likelihood	Impact	Initial Risk Rating

IMPACT (think in terms of positive and adverse consequences for the person and the support staff and organisation)

To rate the “Impact” ask the following questions and give an average rate (1-4) overall.

If the risk were to occur, what impact will it have on

- The person
- The public (including family)
- The staff and services?

IMPACT RATING

Major – 4

(death, national media interest, loss of reputation, 50+ persons affected)

Significant – 3

(major injury, clinical incapacity, service restrictions, adverse publicity, impact on reputation)

Moderate – 2

(minor injury/first aid, some service disruption, slight impact on service)

Low – 1

(no injury, no impact on service)

Please consider and access overleaf, any risk to Human Rights of the individual

LIKELIHOOD of occurrence of risk/hazard

To rate the “Likelihood” ask the following questions and give an average rate (1-4) overall.

- Is there a pattern to the behaviour/event?
- Does it happen at a particular time of day/week/month/year?
- Is there something which triggers this and is there any indication that it is going to happen?
- How frequently has it happened in the past?
- How recently has it happened?
- Do you think it will recur in the future? What evidence do we have for this?

LIKELIHOOD RATING

Very Likely – 4

(Likely to occur on many occasions, a persistent issue – 1 in 10)

Likely – 3

(Will probably occur but is not a persistent issue – 1 in 100)

Unlikely – 2

(Do not expect it to happen but it is possible – 1 in 1000)

Extremely Unlikely – 1

(Do not believe it will ever happen, one off, exceptional circumstances – 1 in 1,000,000)

**United Nations
Universal Declaration of
Human Rights**

- 1. We are all Born Free and Equal
- 2. Don't Discriminate
- 3. The Right to Life
- 4. No Slavery
- 5. No Torture
- 6. You Have Rights no Matter Where You Go
- 7. We're all Equal Before The Law
- 8. Your Human Rights Are Protected by Law
- 9. No Unfair Detainment
- 10.The Right to Trial
- 11.We're Always Innocent Till Proven Guilty
- 12.The Right to Privacy
- 13.Freedom to Move
- 14.The Right to Seek a Safe Place to Live
- 15.Right to a Nationality
- 16.Marriage and Family
- 17.The Right to Your Own Things
- 18.Freedom of Thought
- 19.Freedom of Expression
- 20.The Right to Public Assembly
- 21.The Right to Democracy
- 22.Social Security
- 23.Worker's Rights
- 24.The Right to Play
- 25.Food and Shelter for All
- 26.The Right to Education
- 27.Copyright
- 28.A Fair and Free World
- 29.Responsibility – we have a responsibility to respect others Human Rights
- 30. No One Can Take Away Your Human Rights

Risk to Human Rights:	I	L	R	D
Control Measures:				

Risks Identified	I m p a c t	L i k e l i h o o d	R a t i n g	Control Measures	I m p a c t	L i k e l i h o o d	R a t i n g	Date Measured

Individual: _____

Family Member/Carer: _____

Service Representative: _____

Other:

Activity/Service Provisions
Risk Assessment

Date of Assessment: _____ Review Date: _____

Activity or risk being assessed:

Who is supporting the Assessment:

INITIAL RISK SCORE			RISK SCORE AFTER CONTROL MEASURES ARE PUT IN PLACE		
Likelihood	Impact	Initial Risk Rating	Likelihood	Impact	Initial Risk Rating

IMPACT (think in terms of positive and adverse consequences for the person and the support staff and organisation)

To rate the “Impact” ask the following questions and give an average rate (1-4) overall.

If the risk were to occur, what impact will it have on

- The person
- The public (including family)
- The staff and services?

IMPACT RATING

Major – 4

(death, national media interest, loss of reputation, 50+ persons affected)

Significant – 3

(major injury, clinical incapacity, service restrictions, adverse publicity, impact on reputation)

Moderate – 2

(minor injury/first aid, some service disruption, slight impact on service)

Low – 1

(no injury, no impact on service)

Please consider and assess overleaf any risk to Human Rights resulting from any controls put in place

LIKELIHOOD of occurrence of risk/hazard

To rate the “Likelihood” ask the following questions and give an average rate (1-4) overall.

- Is there a pattern to the behaviour/event?
- Does it happen at a particular time of day/week/month/year?
- Is there something which triggers this and is there any indication that it is going to happen?
- How frequently has it happened in the past?
- How recently has it happened?
- Do you think it will recur in the future? What evidence do we have for this?

LIKELIHOOD RATING

Very Likely – 4

(Likely to occur on many occasions, a persistent issue – 1 in 10)

Likely – 3

(Will probably occur but is not a persistent issue – 1 in 100)

Unlikely – 2

(Do not expect it to happen but it is possible – 1 in 1000)

Extremely Unlikely – 1

(Do not believe it will ever happen, one off, exceptional circumstances – 1 in 1,000,000)

Risks Identified	I m p a c t	L i k e l i h o o d	R a t i n g	Control Measures	I m p a c t	L i k e l i h o o d	R a t i n g	Date Measured

Individual: _____

Family Member/Carer: _____

Service Representative: _____

Other: _____

13. VISITORS AND CONTRACTORS

13.1 VISITORS

Windmill Therapeutic Training Unit will ensure, as far as is reasonably possible, the safety of visitors and contractors while on our premises. To that end the following policies will apply:

- All visitors are to check-in at reception and sign the visitor's book on arrival.
- Visitors must be accompanied by a company representative at all times.
- Visitors are to obey the safety rules and emergency procedures at all times.
- Signage will be erected to make visitors aware of safety rules.

13.2 CONTRACTORS

Contractors on Windmill Therapeutic Training Unit premises are bound by the following:

- a) They should not work on the premises, or for Windmill Therapeutic Training Unit, unless covered by adequate employers and public liability insurance. Contractor's insurance policies must be submitted for examination prior to work commencing to ensure they adhere to Windmill Therapeutic Training Unit requirements.
- b) They are obliged to observe Windmill Therapeutic Training Unit safety policy and comply with any other applicable regulations or instructions given by a representative of Windmill Therapeutic Training Unit.
- c) Contractors must not commence with any work on the premises until relevant safety procedures are read, understood and accepted.
- d) Contractors may be asked to provide their Safety Statement or a Methods Statement prior to the commencement of work at the discretion of the Head of Unit.
- e) Contractors will issue personal protective equipment to their employees as necessary.

14. FIRST AID PROCEDURE

As part of employee's induction, all staff shall receive First Aid training from a recognised trainer (at the earliest possible date). Windmill TTU Ltd has no appointed first-aider and it is the responsibility of all staff (once trained and competent) to provide assistance to victim of accident or sickness until such a time as qualified medical or paramedical assistance arrives at which point staff will hand over responsibility but continue to give assistance as directed by qualified personnel.

All Next of Kin details are kept in the personnel cabinet. All contained therein are relative medical details such as allergies or pre-existing medical conditions.

15. FIRE AND EMERGENCY PROCEDURE

- The first duty of all employees is to raise the alarm on noticing fire or danger.
- All staff will be made aware of fire points and alarm points during fire training.
- No staff will be expected to use fire-fighting equipment for any other reason than to facilitate safe evacuation.
- Assembly points and fire exits will be clearly marked in pictographic formats.
- The assembly point is Main Street, end of Larkins Lane
- It will be the responsibility of duty manager to take role call on evacuation
- All staff next of kin and emergency contacts will be kept in the evacuation folder.

15.1 Next of Kin and Contacts for All Staff & Service Users

Details kept in Main Office

16. INCIDENT AND ACCIDENT REPORTING POLICY

Definitions: An incident is best described as a near miss where no personal injury is suffered or damage is caused.

An accident is an unplanned, unwanted, unscheduled event or occurrence which may result in injury to a person or damage to property or both.

Staff are required to report all incidents and accidents immediately using reporting forms in appendix.

It is a managerial responsibility to perform all Statutory Reporting IR1 & IR3 forms and submit them to the relevant authorities.

After accident/incident forms are completed and processed staff are required to assist any investigated that may be required.

17. REVIEW AND UPDATE POLICY AND AGREEMENT

In conjunction with the Health and Safety Representative, the management of Windmill TTU Ltd commit to a stringent review and update policy.

The Safety Statement will be reviewed and updated at the following times:

- When new staff commence employment
- After any incident or accident
- When there is a change in work systems, equipment or procedures
- Annually
- When any “significant changes” occur

The management will assist the Safety Rep in performing reviews or updates of the safety statement. The rep will also be assisted in completing inspections of work areas, systems and machinery. The management has no expectation of the safety rep to perform inspections beyond his/her competency but would ensure support and collaborate with him/her to source the expertise required and facilitate these inspections.

As part of the review and update Windmill TTU Ltd will ensure that all mandatory and required training is kept up to date and provisions made for these updates and training renewals.

All reviews and inspections will be done as part of the reps working day and duties are performed with advance notice and the agreement of both rep and management.

18. SAFETY STATEMENT ACKNOWLEDGEMENT SHEET

Safety Statement Acknowledgement Sheet to be signed by ALL staff on completion of induction, annually, after any accident or incident and at any time that significant changes are made to work practices.

Signed	Dated
Shirley Carley	
Geraldine Cullen	
Sylvester Donegan	
Christina French	
Geraldine French	
Sandra Harris	
Marguerite Heffernan	
Suzie Hodge	
Nicola O'Connor	
Clare Kelly	
Linda Kelly	
Joan MacDonald	
John Martin	
Alan Martin	
Siobhan Matthews	
Pat Murphy	
Sylvia O'Dowd	
Denis O'Mahony	
Liz O'Connor	
Brigid Power	
John Sugrue	
Reg Whelan	
Nuala Byrne	

Signed and Dated by All Staff

APPENDIX 1

Complaint & Disciplinary Procedure

Windmill TTU Ltd has provided a detailed copy of the company's disciplinary procedures to all employees. Due to the large overlap between Health and Safety Law and Employment Law, the company's disciplinary procedure should be referred to in all matters of Health and Safety breaches.

For clarity, all employees should note that serious breaches of Health and Safety Law, failure to comply with reasonable instruction, failure to observe employees duties as laid out in SHWW Act 2005/General Application 2007 or working in a manner that endangers yourself or others will be considered "Gross Misconduct" (as laid out in employees may lead to immediate/without notice dismissal.

Stage 1

The matter in dispute will be discussed by the employee or employees concerned with their immediate senior staff member.

Stage 2

Failing agreement at Stage 1 the matter will be referred to the Head of Unit. The Head of Unit will arrange a meeting of those involved in Stage 1 and attempts will be made to resolve the issues as soon as possible.

Stage 3

If no resolution can be reached at stage 2 the matter will be referred to the Chairman of the Board of Directors.

Stage 4

Should the matter remain unresolved, it will be referred to the Labour Relations Commission for conciliation talks.

In General

In general there is an obligation on the parties concerned to try and resolve issues at Stage 1.

The employee or employees concerned are entitled to be accompanied by a representative or a colleague at Stage 2 and subsequent stages.

The parties involved will make every effort to prevent unreasonable delay in arranging meetings at any stage of the Grievance Procedure, generally within 7 working days.

Disciplinary Procedures

- If disciplinary action is required the Company shall conduct it by way of verbal warning, written warning and notice of dismissal, subject to fair procedures and due process. Certain activities will be exempt from the disciplinary sequence envisaged above – these shall be actions by the employee deemed to have repudiated the employment contract, such as, violence or theft.
- Senior staff is expected to document disciplinary action taken. The documentation should contain a clear description of the behaviour that prompted the discipline, the action taken by the senior member of staff, and how the employees’ conduct must change and in what time frame. Even verbal warnings should be documented in the employees’ departmental file to record that the warning was in fact given. All documentation must be factual and complete.

Oral reminder This is the first step in the procedure. It involves a discussion between a senior member of staff and employee about a minor work performance problem. The objective is to correct the problem by indicating in a friendly but serious manner how actual performance falls short of the desired performance. This step should ensure that no employee is disciplined for violation of a policy or procedure she/he might reasonably not know about.

Written reminder: This is usually the second step in the procedure if an oral reminder has not corrected the problem. If the offence is of a serious nature, a written reminder is an appropriate first step. It formalizes a discussion between senior staff and employee about performance deficiency.

Disciplinary Leave: An employee may be placed on disciplinary leave of absence, with or without pay, when it is in the best interest of the Company to do so. Leave with pay will normally not exceed one day. Leave without pay may not exceed five working days. This step is usually taken after unsatisfactory performance as not being corrected following the application of an oral and written reminder. It may be taken as a first and final step before discharge in the event of a major offence. An employee returning to work following disciplinary leave must agree to work in a manner that includes following rules and regulations and correcting unsatisfactory performance.

Disciplinary Action: This may be initiated for receiving more than one suspension: Excessive tardiness in reporting for work: Theft: Falsifying the records, forms, or reports: Incompetence: Unsatisfactory performance: Insubordination: Possession of alcohol or drugs on Company property and /or being under the influence: Possession of any weapon on Company property: Other just and reasonable cause.

Dismissal

- The Company can dismiss an employee for:

Substandard Performance – An employee may be discharged if his/her performance is unacceptable. Documentation to be prepared by the Supervisor shall include reason for dismissal, performance history, corrective efforts taken, alternatives explored, and any additional pertinent information and shall be placed in the employee's personal file

Misconduct – An employee found to be engaged in activities such as, but not limited to, theft of property, insubordination, conflict of interest, or any other activities showing willful disregard of Company interest or policies, is terminated as soon as the Company determines the action to be taken.

The Company retains the right to discharge any employee for any lawful reason.

Confidentiality/Conflict of Interest

You are required at all times to maintain absolute confidentiality concerning matters which come to your knowledge in the course of your duties. On no account must information concerning any personal affairs of service users and / or private matters pertaining to "Windmill" be divulged or discussed except in the performance of normal duty. Records must never be left in such a manner that unauthorised persons can access them and must be kept in safe custody when not in use. You are also required and expected to maintain this standard of confidentiality when you leave this employment with our Company. You will be expected to sign a Confidentiality Agreement in this regard.

Appendix 2

Bullying and Harassment Policy

Windmill TTU Ltd recognises the need for a solid and supportive Bullying and Harassment Policy. In this case the Company will use the Health and Safety Authorities Codes of Practice 2007, allied with our own Disciplinary Procedures to protect and support our employees from work place Bullying or Harassment on any grounds and also to create a safer and more harmonious workplace for all. Windmill TTU Ltd will adopt and promote the Dignity at Work Charter for all employees, contractors and visitors.

See Appendix 5 - Dignity at Work Charter

Appendix 3

The Welfare and Protection of Vulnerable Adults

Appendix 4

Trust In Care

Appendix 5

Dignity at Work

