Safety Statement

Of

Clonmel Credit Union

Parnell Street,

Clonmel,

Co. Tipperary

Tel: (052) 612 5292

Email: admin@clonmelcu.ie

Website: www.clonmelcu.ie

Revision of Safety Statement

Rev. No	Date	Change	Reviewed by
2.0	September 2022	Entire update of CCU Company Safety Statement	RSMA & CCU
3.0	October 2023	Entire update of CCU Company Safety Statement	RSMA & CCU
4.0	October 2024	Entire review of CCU Company Safety Statement. Include car park facilities, legislation	RSMA & CCU
5.0	February 2025	Removal of disciplinary procedures (Included in CU own policy)	RSMA & CCU
6.0	February 2026	Update to the Organisational Chart, Health & Safety Committee, and Responsibilities Table. Minor editorial updates and review of risk assessments.	RSMA & CCU

This document has been prepared by a Team Member of Ryan Safety Management & Associates. Any changes made by a non-staff member or person not appointed by RSMA will nullify all responsibility which RSMA may have for this, as well as any associated documentation. Such reviews, revisions & changes to this, as well as any associated documentation, must only be made by an officially appointed person, who is competent to make such changes, carry out such reviews & deliver such revisions.

Applicable Statutory Legislation

Non exhaustive list of Health, Safety and Welfare legislation that particularly applies to Clonmel Credit Union activities:

- Safety, Health and Welfare at Work Act 2005
- Safety, Health and Welfare at Work (General Application) Regulations 2007, as amended

Contents

1.0 General Health and Safety Policy

This Safety Statement sets out the general policy of Clonmel Credit Union, Parnell Street, Clonmel, Co. Tipperary. This is an overarching Policy which also incorporates both Mullinahone Credit Union and Fethard Credit Union under its remit.

The aim of this policy is to ensure Clonmel Credit Union will do all that is reasonably practicable to secure the Safety, Health, and Welfare of our employees whilst at work and all others affected by our work.

Clonmel Credit Union will endeavour to comply with all legal enactments relating to Safety, Health, and Welfare in the workplace.

This Safety Statement is prepared in accordance with *Section 20 of the Safety, Health and Welfare at Work Act 2005.*

We will also endeavour to take account of the *Safety, Health, and Welfare at Work (General Application) Regulations 2007, as amended.*

Safety is everybody's responsibility, and it is the duty of all personnel to take all reasonable precautions to avoid injury to themselves and those who may be affected by their actions.

Clonmel Credit Union recognise that the primary responsibility for providing and maintaining safe working conditions rests with Management and will endeavour to do everything that is reasonably practicable to comply with this responsibility. The achievement of a safe and healthy working environment requires the commitment and co-operation of all employees and others affected by our work.

Pádraig Enright

SIGNED: ____________________________ Date: ____/____/_______

Mr. Padraig Enright
Manager

2.0 Safety Management and Control

INTRODUCTION

Clonmel Credit Union premises are situated at Parnell Street, Clonmel, Co. Tipperary. We also have two other local branches under our umbrella, Mullinahone Credit Union, Killaghy Street, Mullinahone, Co. Tipperary, and Fethard Credit Union, Main Street, Fethard, Co. Tipperary. We offer members the chance to have control over their own finances by making their own savings work for them. The mission of Clonmel Credit Union is to promote the financial wellbeing of its members.

When you become a member and start saving with your credit union you will have access to fair and reasonable rates on savings and loans.

Your savings contribute to your credit union's loan fund. So, your savings are helping other members. Clonmel Credit Union exists only to serve its members; the founding principles of **"Not for profit, not for charity, but for service"** are the same today as they were in 1962.

WHAT IS A SAFETY STATEMENT?

The Safety Statement is a written policy of Clonmel Credit Union detailing how Safety, Health, and Welfare at Work, along with all related matters are being managed.

WHO SHOULD READ IT?

Each staff member has a duty to familiarise themselves with the Safety Statement and its contents. The Safety Statement is freely available to all employees. It will be read to any employee who has difficulty in reading it, in a language that he or she can understand.

VISITORS, CONTRACTORS, AND OTHERS WHO VISIT OR ARE INVITED TO THE PREMISES

Any person visiting, working, or attending our workplace for any reason, or for whom we carry out work, is invited to read the Safety Statement.

UPDATES AND AMENDMENTS

Changes will inevitably occur from time to time in sections of our operations. These will be recorded in this Safety Statement.

NEW LEGISLATION AND STANDARDS

Clonmel Credit Union will do all that is reasonably practicable to keep abreast of and to comply with all new legislation and standards, as these become statutory.

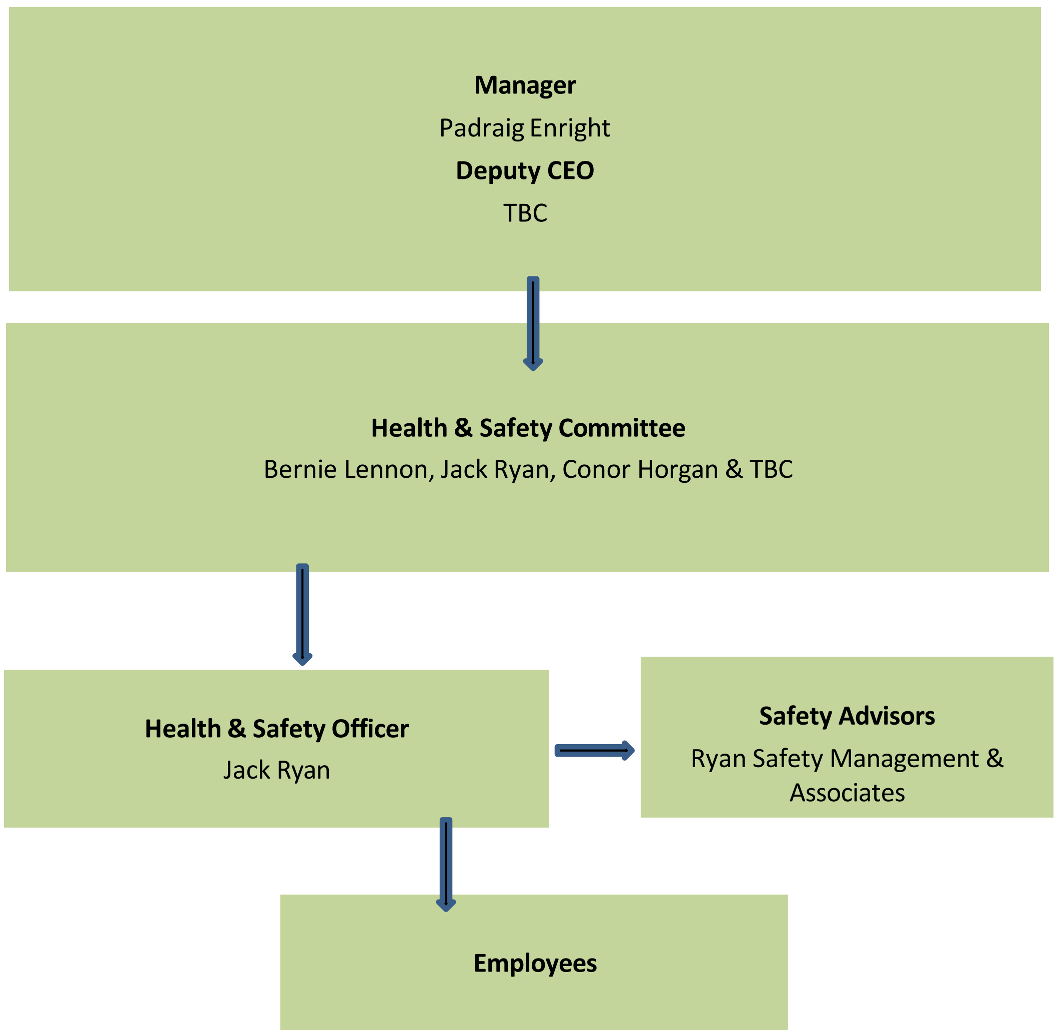
REVIEW OF SAFETY STATEMENT

Clonmel Credit Union must review this Safety Statement at regular intervals, at least every year, or where major changes in equipment or work practices occur. Appropriate changes must be made where deemed necessary. These changes are to be discussed with the workforce concerned by Management.

ANNUAL REPORT

Reference shall be made to the Safety Statement in the Annual Report of the Directors, *(as per section 158 of the Companies Act 1963),* in accordance with *section 20 of the Safety, Health and Welfare at Work Act 2005.* This should cover areas such as resources, in terms of time, effort and finances provided or proposed for all Safety, Health and Welfare issues. The report should also contain any progress made and any incident or accident data for the period covered.

Organisational Chart



3.0 Responsibilities

It is the duty of employees at all levels within Clonmel Credit Union to comply with the Safety Statement and to carry out their responsibilities as detailed in it. It may be appropriate for a person to delegate some of their function, but ultimate responsibility still lies with the named individual.

There is a duty on EVERY one of us to ensure not just our own health and safety but also that of each one of our colleagues and others affected by our work.

3.1 Management

As the person responsible for the effective safety and health management of Clonmel Credit Union, Mr. Padraig Enright, has the ultimate responsibility to represent Clonmel Credit Union in establishing and maintaining a policy on Health and Safety. This policy shall be represented as this Safety Statement.

In accordance with the general duties placed upon us by *Sections 8 to 11 of the Safety, Health and Welfare at Work Act 2005,* Mr. Padraig Enright shall, in so far as is reasonably practicable, ensure compliance with the Safety Statement by:

1. Taking a first-hand interest in the Safety Policy and supporting those whose function it is to implement it.
2. Providing the resources necessary, in terms of time, effort and finance to promote Health and Safety in this workplace.
3. Taking an active part in reviewing any relevant Reports and Audits, relevant changes, and improvements (and prioritising these) and ensure that Health and Safety is to be considered at the planning stage of all new work.
4. Ensuring that all staff are held accountable for their performance in relation to Safety, Health, and Welfare in the workplace, regarding themselves, their fellow employees, and others, who may be affected by their work.
5. Ensuring that all staff are competent in their own individual tasks.
6. Ensuring that all materials and equipment comply with the requirements of safety legislation and standards and that no items purchased shall interfere with standards of safety.
7. Ensuring that the 'Safety Policy' is understood by all employees by allowing each employee access to the Safety Statement. If any employee has difficulty in reading or understanding the Safety Statement, it will be read to them in a language that they can understand. When changes / amendments occur, ensure these are appropriately circulated.
8. Ensuring that all employees will receive adequate training to carry out their tasks safely.
9. Ensuring that all employees accept training or literature given in relation to Safety and Health and accept any advice given by a competent person.
10. Ensuring that all employees understand that Health and Safety information about their work is available to them as a right.
11. Ensuring the Safety Statement is brought to the attention of the employees at least annually.

3.2 Other Responsibilities of Management

(e.g., Managers appointed by Clonmel Credit Union.)

Clonmel Credit Union may from time to time appoint a manager to particular jobs, as the need arises. The following is an outline of the associated responsibilities.

1. Communicate Health and Safety at work by personal example.
2. Ensure that Clonmel Credit Union's Safety Statement and other safety guidance is communicated, observed, understood, and implemented.
3. Ensure that all processes and procedures are completed safely and free from ill health.
4. Ensure activities are planned so that they may be carried out safely.
5. Ensure all machinery, equipment and safety devices are properly maintained and safe to use.
6. Provide and maintain adequate guarding systems on machinery.
7. Ensure that only competent personnel adjust, operate, and maintain appliances or equipment.
8. Ensure that the safety of lesser-experienced employees is never in jeopardy, from the work they are doing.
9. Where personal protective equipment (P.P.E.) is provided, ensure that it is worn, used, and maintained.
10. Ensure that adequate safety training is provided if necessary and availed of by employees.
11. Ensure that employees are aware of actions to be taken in case of an emergency and that properly maintained fire-fighting equipment is available.
12. Ensure good housekeeping standards are maintained, especially at access and egress routes, and ensure fire exits are never obstructed.
13. Ensure all accidents and dangerous occurrences are thoroughly investigated and remedial action taken. Clonmel Credit Union Management must be informed as soon as it is reasonably practicable.
14. Ensure that changes in process, procedures, or equipment by way of new purchases, maintenance, or addition takes full account of health and safety and does not endanger the safety and health of an employee or any other person who may be affected by our work.
15. Considering and supporting any representation about Health and Safety from employees.
16. Provide effective supervision throughout all working practices in Clonmel Credit Union.
17. Take direct interest in the Health and Safety of the employees.

3.3 Duties of Safety Officer

1. Reports directly to Department Heads, Health & Safety Officer or Manager.
2. May make representations which must be considered.
3. Help investigate accidents & make recommendations for remedial/preventative action.
4. Entitled to consult & receive advice from a Safety Inspector.
5. Competence based on common sense experience & general proficiency.
6. Entitled to receive information from Management relating to their duties.
7. May inspect furniture & fittings and agree remedial action.
8. Discuss in confidence health & safety matters arising with any staff member.

3.4 Employees

All employees are expected to co-operate fully with all provisions taken by Clonmel Credit Union for ensuring the Safety, Health, and Welfare of employees.

All employees are expected to:

- Immediately report all accidents, dangerous occurrences, unsafe conditions, and unsafe acts to the person in charge.
- Adhere to all safe systems of work, comply with and beware of hazard warning signs and safety signs, which indicate dangerous machinery, substances, or procedures.

All employees have specific statutory responsibilities under the *Safety, Health and Welfare At Work Act 2005, Sections 13 and 14.*

It shall be the duty of every employee while at work:

- To take reasonable care of his/her own safety, health, and welfare and that of any other person who may be affected by his acts or omissions while at work.
- To co-operate with his/her employer and any other person to such an extent will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- To use in such a manner to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his / her use alone or for use by him/her in common with others for securing their safety, health or welfare while at work)
- To report to his/her employer or his/her immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health, or welfare of which he becomes aware.
- Not to be under the influence of alcohol or drugs to the extent that would pose a danger to themselves or to others
- If reasonably required by the employer, to submit to any appropriate, reasonable, and appropriate test as may be required by statutory Regulations or as set out under the *Safety, Health and Welfare at Work Act 2005.*
- Not to engage in improper behaviour such as bullying or horseplay which could endanger any other person, in the workplace.
- Where safety and health training related to a particular task is required by the employer or by safety and health legislation, attend and undergo, as appropriate, any reasonable assessment required.
- No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health or welfare of persons arising out of work activities.

Other statutory employee responsibilities are as laid down in the *Safety, Health and Welfare at Work (General Application) Regulations 2007, as amended*. These state that every employee has a duty to consider training and instruction given by their employer in relation to:

1. Making correct use of machinery, apparatus, tools, dangerous substances, transport equipment and other means of production.
2. Where personal protective equipment is provided that the employee:
   a) Should make full and proper use of this.
   b) Uses it in accordance with the information, instruction and training provided by the employer.
   c) Take all reasonable steps to ensure that the employee returns this equipment to storage after its use.

3.5 Table of Responsibilities

OPERATION	TITLE	NAMES
Overall responsibility	CEO	Padraig Enright
Accident Investigation	Health & Safety Officer	Jack Ryan
First Aid Supplies	RSMA	Stephen Ryan
Trained First Aider	Health & Safety Officer/First Aider	Jack Ryan, Niall Lambe
Safety Representative	Operations Officer	TBC
Safety Officer	Member Service Manager	Audrey Conway
Identification Of Training Needs	Training Officer	Sinead Burke
Delivery Of Training	Internal Staff Training CCU & RSMA	RSM & CCU
Safe Work Procedures	Revert to Health & Safety Policy	CCU
Emergency Drills	Health & Safety Committee	Bernie Lennon, Jack Ryan, Conor Horgan & TBC
Preventative Maintenance	RSMA & SuirFire Training	Stephen Ryan
Statutory Inspections	RSMA & CCU	Stephen Ryan
Purchasing	Operations Officer	TBC
Supervision To Ensure Safety	Health & Safety Officer	Jack Ryan
Remedial / Corrective Action	RSMA & CCU	Jack Ryan, TBC, Barry O' Neill
Consultation	Ryan Safety Management & Associates	Barry O' Neill
Employee Co-operation	Training Officer	Sinead Burke
Review Process / Auditing	Risk & Compliance Officer	Eimear Cullinan

4.0 Resources

Clonmel Credit Union shall dedicate the resources necessary to ensure in so far as is reasonably practicable, the Safety, Health, and Welfare of employees.

The following resources will be dedicated:
1. The Management and if necessary, Consultants or Competent Persons for appropriate safety consultancy, auditing, and training input.
2. Time for consultations, reports, investigations, audits, and meetings where Safety, Health and Welfare are concerned.
3. Effort to instigate the proposed policy and supporting those, in so far as is reasonably practicable, who have responsibility for employee Safety, Health and Welfare to carry out their functions.
4. Finance to ensure, in so far is reasonably practicable, the Safety, Health and Welfare of employees. The aim shall be to provide adequate staff training and for the improvement or upgrading of present provisions, or starting of new provisions for securing the Safety, Health, and Welfare of our employees.
5. The resources to ensure that Safety, Health and Welfare in the workplace are considered at the planning stage of all new work, where this new work may have effects on employee Safety, Health and Welfare.

4.1 Consultation

Where possible, projects involving or affecting Safety, Health and Welfare at Work will be discussed in advance in this method and all opinions will be taken into consideration before management decisions are taken, as is required in *Section 26 of the Safety, Health and Welfare at Work Act 2005.*

Each employee will be given the opportunity to make representations to Management as applicable.

Section 25 of the Safety, Health and Welfare at Work Act 2005 makes provision for the election from amongst the employees of a Safety Representative. Management will assist employees in this regard and will recognise the role of the Safety Representative.

Employees will be given access to any information in the possession of Management that pertains to the Safety, Health, and Welfare of employees, subject to the exclusion of:
- Information relating to an individual.
- Information pertaining to Clonmel Credit Union taking or defending legal action.
- Information, which may not be disclosed without contravening a legal prohibition.

5.0 Training

In relation to the training of employees we intend to comply with the duties placed upon us by the *Safety, Health, and Welfare at Work Act, 2005, Section 10.*

It is recognised that ongoing Safety Training is required to assist in the maintenance of a high standard of service. Safety Training and Safe Work Procedures, such as Manual Handling Training, will be built into every training package. However, specific training will be provided for matters such as Fire Safety, Emergency Procedures and First Aid.

All employees will receive induction training upon commencing employment, to include good housekeeping practices and hygiene. Clonmel Credit Union will ensure that the employees are made aware of the hazards present and the safety precautions necessary. The primary purpose of instruction and training is to create a tendency always to think and act in terms of doing the work safely.

All training will be documented and recorded.

Where it is deemed to be necessary, employees will be given further training or retraining as required and this will also be recorded, and progress monitored.

Areas of training, which will be considered, are:

- Manual Handling
- Fire Safety
- First Aid Training
- Ergonomic/VDU assessments

Induction

In order that new employees understand the safety policy and procedures, it is essential that they are given a safety induction prior to commencing work. The Safety induction will be given by Management and will cover the following:

CCU Safety Policy, legal duties of employees, accident reporting procedures, hazard reporting procedures, general safety rules, first aid procedures, consultation on safety and disciplinary procedures.

On completion of induction the employee will be required to sign acceptance of induction.

6.0 Accidents and Dangerous Occurrences

Always ensure there is a mobile/landline phone in the Credit Union and it is functioning properly.

6.1 Recording, Reporting & Investigation

Clonmel Credit Union is aware that **there is a legal onus upon us to record and investigate all accidents, incidents, and dangerous occurrences.** Our commitment to do this properly stems from the knowledge that if we put the information which we collect to good use, we can reduce or maybe even eliminate the risk of such occurrences happening again.

Completed **Accident Report Form IR1** will be returned to the Health and Safety Authority where a person is out of work for more than three consecutive days following the accident via online HSA forum. Dangerous occurrences can also be reported online.
Where a fatality occurs, this must be reported to the Health and Safety Authority immediately.

Ultimate responsibility for this recording and investigating process is that of Clonmel Credit Union Management who will organise such reporting and recording.

- All accidents and dangerous occurrences shall be recorded on the Accident Report Sheet.
- Accidents must be recorded and investigated as soon as possible after the accident.
- Preserve the area of the incident immediately until the investigation is completed.
- All accidents must be reported to Management or your supervisor immediately, who must investigate them.
- Reporting accidents and dangerous occurrences is a duty of every employee.

6.2 Procedure in case of Accidents, Dangerous Occurrences or Near Miss Incidents

1. Clear the area of the occurrence immediately. If necessary, cordon off that area.
2. Preserve the area of the incident immediately until the investigation is completed.
3. Management or Supervisor must be informed immediately.

4. An investigation must take place into the cause of the occurrence to identify the factors involved.
5. In this way, the problems may be identified and remedied before any further risk is taken.
6. No work should proceed until Management, or your supervisor is satisfied that it is safe to return to work.

Where damage to property has occurred, no employee should enter the area until this has been rectified, investigations have been completed, and the property or equipment have been repaired or replaced.

6.3 For serious injury or collapse

When calling the ambulance, use a mobile phone if possible. This allows you to speak to the operator when you are with the injured person and they can give you advice, ask questions and help you as much as possible until the ambulance arrives. The information you pass on to the operator will be passed onto the ambulance crew and may assist them when they arrive at the scene. Where damage to property has occurred, no employee should enter the area until this has been rectified, investigations have been completed, and the property or equipment has been repaired or replaced.

When an accident occurs, you must ensure that the place is made safe before touching the injured person or the machinery involved. Always isolate electricity when electrical shock is suspected.
Do not move the casualty unless they are in immediate danger of further injury, or they can move themselves. If any personnel on site cannot treat the injury, a doctor or the Ambulance Services must be called.

If the injured person can be transported, then he may be taken to a doctor or the local Hospital.
If a chemical agent is involved in the injury, always take the relevant Material Safety Data Sheet or container and label, with the injured person, as this can be very helpful in treating the injury. When the Emergency Services arrive or when you arrive at a hospital, you must give a clear and exact account of what has happened to the medical personnel receiving the injured person.

The golden rule to adopt is - ***Never place yourself in danger whilst trying to help someone else, especially if you are unsure of what you are doing***. You do not want to become the second casualty.

6.4 Accident Report

The site of the accident or incident must be preserved until the Accident Report has been written.
This should be carried out as soon as possible after the accident, the priority being of course the injured person. This is the responsibility of Management, or your supervisor. Its purpose is to help identify the cause with the aim of preventing a recurrence as well as keeping Clonmel Credit Union records.

Take photographs of the accident scene as soon as possible. These will provide vital information later when the area has been disturbed.

7.0 Fire/Explosion/Evacuation

FIRE

CALLING THE FIRE BRIGADE

1. **DIAL 999 or 112.**
2. **ASK THE OPERATOR FOR THE FIRE BRIGADE.**
3. **WHEN THE FIRE BRIGADE ANSWERS, STATE DISTINCTLY:**
   FIRE AT:

   Clonmel Credit Union

   NEAREST MAIN ROAD OR LANDMARK:

   Parnell Street, Clonmel, Co. Tipperary

   YOUR PHONE NUMBER IS:

4. **DO NOT ASSUME that the call has been received until the above information has been acknowledged by the Fire Brigade.**
5. **If safe to do so, remain near the telephone in case the Fire Brigade should ring back to confirm details.**
6. **IF Evacuation is necessary, Proceed to the ASSEMBLY POINT**
7. **Bring the daily attendance sheet and visitor book to conduct a roll call.**
8. **DO NOT RE-ENTER THE PREMISES, remain at the assembly point until otherwise advised.**

USEFUL PHONE NUMBERS:

Emergency	999/112
Tipperary University Hospital	052 6177000
Doctor	052 6121288
Clonmel Garda Station	052 6177640

FIRE

EVACUATION PROCEDURES

Should you discover a fire, or one is reported to you, IMMEDIATELY raise the ALARM and:

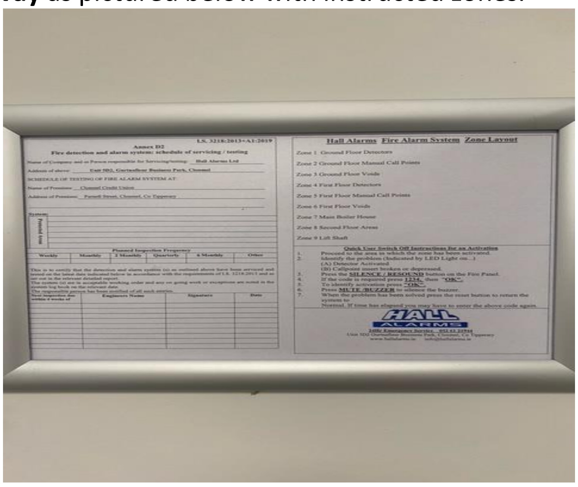
1. **Open the nearest available exit in your area and direct people to this exit.**
2. **Make sure that all areas (i.e., toilets, cloak rooms, storerooms) are searched for stragglers. If safe to do so, close all doors and windows behind you.**
3. **Evacuate the facility immediately. Do not take anything with you.**
4. **Once evacuated, no person should be allowed back into the building under any circumstances.**
5. **Rescue: If any personnel are discovered missing or are injured, they will need assistance to bring them to safety. You should only re-enter the area under these circumstances if you are not placing yourself in danger and have permission to do so.**
6. **Fire Control: You should only attack the fire if you know what you are doing and if you are not placing your own life in danger. Fire Extinguishers and firefighting equipment are provided for this purpose.**
7. **Management must complete a Roll Call at the Assembly Point which is located in the rear car park of the building (pictured on next page).**
8. **Carry out any special tasks or tasks allocated by Management.**
9. **Do not go home. You must wait until you have been given permission to leave.**

Fire Assembly Point located in McCarthys Hotel Carpark, Clonmel

Fire & Welfare Arrangements

Clonmel Credit Union Fire & Welfare locations have changed since the new refurbishment.

The Fire Panel is Located at the **Side Entrance Hallway** as pictured below with instructed zones.



The Fire Alarm Detectors are located on the ceiling of **every room, hallway, bathroom, canteen and area** in the Clonmel Credit Union as pictured below.

The Smoke Detector Heads are located on the ceiling of **every room, hallway, bathroom, canteen and area** in the Clonmel Credit Union as pictured below.

The Heat Detector Heads are located on the ceiling of **every room, hallway, bathroom, canteen and area** in the Clonmel Credit Union as pictured below. The green light displays that the Heat Detector is live.

The fire Extinguishers are located **throughout the building** in the Clonmel Credit Union as pictured below in strategic areas as dictated by Fire Specialist.

The Fire Hose Reel is located **upstairs in the hallway**.

7.1 General Fire Precautions

All staff members should familiarise themselves as soon as possible with:

1. The layout of the premises.
2. The location and operation of emergency exits.
3. The location and operation of extinguishers, hose reels and break glass units where fitted.
4. The correct action to be taken on discovering a fire or if the alarm is sounded by somebody else.

EACH MEMBER OF STAFF SHOULD OBSERVE THE FOLLOWING RULES:

- Refuse or wrappings to be disposed of only at points intended for the purpose.
- Always discard your cigarette safely (i.e. in an appropriate metal bin).
- Smouldering material to be extinguished before disposal.
- Escape routes, extinguishers and emergency exits to be kept clear at all times.
- Fire doors must never be fixed in an open position.
- Faults in Electrical, Gas, Extinguishers and Fire Alarm Equipment to be reported to Management immediately.
- NO SMOKING or Naked Lights where Smoking is forbidden or in any indoor location.
- Except with Management permission, no work to be carried out involving any Fire Hazard.
- Team members should **NEVER** smoke in the vicinity of the generator at the back of the building.
- Never use Fire Equipment for other uses besides firefighting.
- **NEVER** smoke in the vicinity of gas cylinders, petrol or other flammable substances.
- **NEVER** direct water at any electrical installation, equipment or wiring.

7.2 Firefighting Equipment

Firefighting Equipment may be selected as per the table below:

FIRE RISK	FIRE EXTINGUISHER COLOUR CODES			
	WATER	FOAM	CARBON DIOXIDE	DRY POWDER
LABEL COLOUR	Signal RED	Pale CREAM	BLACK	French BLUE
Paper, Wood, Textile & Fabric.	✓	✓		✓
Flammable Liquids.		✓	✓	✓
Flammable Gases.			✓	✓
Electrical Hazards.			✓	✓
Vehicle Protection.				✓

8.0 Environmental Policy

Clonmel Credit Union commits itself to work in a manner that conserves our Environment and protects the Safety, Health and Welfare of our employees and sub-contractors, customers, and the community.
Our objective in the environmental health and safety area is to assume a responsible position.

In accomplishing this we will:

1. Comply with all local and national legislation.
2. Ensure that our operations and products used do not create unacceptable risks to human health or the environment.
3. Assess the discharges and waste generated from our premises and their effects, if any, on the environment and community.
4. Ensure that all our waste is disposed of properly.
5. Where possible waste generated will be recycled.
6. We will endeavour to keep these grounds as tidy and clean as possible for the local communities.

NEVER THROW ANYTHING HAZARDOUS INTO A DRAIN, STREAM, OR RIVER.
Our goal of a less hazardous environment can be achieved by a conscientious effort and commitment to excellence from all staff.

9.0 Welfare

Clonmel Credit Union undertakes to protect the Health and Welfare of staff and others affected by our works such as sub-contractors and customers.

We intend to comply with current legislation covering this subject; the *Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007, as amended*. Issues of welfare will always be treated with the strictest confidence.

9.1 Hygiene Facilities

Employees are encouraged to wash their hands regularly, particularly before eating.
Wash hand basins, towels, toilet facilities, running water are provided at our premises.

9.2 Canteen Facilities

Canteen facilities are provided for staff at our premises.

9.3 Car Park Facilities

Car Parking facilities are provided at the rear of the building and across the street from the main building. Access to the car park at the rear of the building is by means of an electric gate which can be opened by an authorised employee fob or through a mobile phone. In the event of a power failure the gate can be opened manually by key which is held in the cash office. In the event of a fire employees can exit the car park via the designated pedestrian entrance.

9.4 Smoking

No smoking is allowed in any indoor work area under *The Public Health (Tobacco) (Amendment) Act 2004* and where flammable substances are in use or stored. Employees found smoking in these areas will face disciplinary procedure. Vaping is also not permitted in the building.

The Public Health (Tobacco) (Amendment) Act 2004 will be strictly adhered to by this company.

9.5 Pregnant Employees

The health status of pregnant employees must not be affected in any way by our work, whether on site, in the office or elsewhere.
As per Chapter 2 of Part 6 and the related schedule eight of the *Safety, Health, and Welfare at Work (General Application) Regulations 2007, as amended*, we shall endeavour to:

- Inform all female employees of their rights & duties when they start work with us.
- Conduct a specific risk assessment of her work.
- Inform her that she must inform Management of her condition as soon as it is practicable after it occurs, and at the time of notification, given to her employer or produce for her employer's inspection a medical or other appropriate certificate confirming her condition.
- Provide suitable work for this employee, should her situation require a change from her present activities.
- Provide suitable rest facilities for her.
- Provide paid Safety & Health leave should we not have alternative, safe work for her, as is required under these regulations.

9.6 First Aid

Adequate first aid kits are provided by Clonmel Credit Union. Please report to Management if any item needs to be replaced. The first aid kit is located in the main Canteen upstairs. There must be at least one or two First Aiders trained.

The table below is the minimum recommendation by the Health and Safety Authority.

RECOMMENDED CONTENTS OF FIRST AID BOXES & KITS			
MATERIALS	FIRST AID BOX CONTENTS		
	1 – 10 Persons	11– 25 Persons	26 – 50 Persons
Adhesive Plasters	**20**	**20**	**40**
Sterile Eye Pads, bandage attached	**2**	**2**	**4**
Individually wrapped Triangular Bandages	**2**	**6**	**6**
Safety Pins	**6**	**6**	**6**
Medium individually wrapped Sterile un-medicated Wound Dressing (approx. 10 x 8 cms.)	**2**	**2**	**4**
Large individually wrapped Sterile un-medicated Wound Dressing (approx. 13 x 9 cms.)	**2**	**6**	**8**
Extra Large individually wrapped Sterile un-medicated Wound Dressing (approx. 28 x 17.5 cms.)	**2**	**3**	**4**
Individually wrapped Wipes	**10**	**20**	**40**
Paramedic Shears	**1**	**1**	**1**
Pairs of Latex Gloves	**5**	**10**	**10**
Additionally, where there is no clear running water, Sterile Eye wash **	**1 x 500ml**	**2 x 500ml**	**2 x 500ml**
Pocket Face Mask	**1**	**1**	**1**
Water Burns Dressing small 10cm x 10cm ***	**1**	**1**	**1**
Water Burns Dressing large***	**1**	**1**	**1**
Crepe Bandage 7cm	**1**	**2**	**3**

NOTE:
Where more than 50 people are employed, pro-rata provision should be made.

Where mains tap water is not readily available for eye irrigation, sterile water, or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken. The container should be CE marked. **Eye bath / eye cups / refillable containers should not be used for eye irrigation.

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

AED - The provision of Automated External Defibrillators (AED) in the workplace should be considered, especially where there is a trained Occupational First Aider. The training of other staff members in the use of the AED is also encouraged by the H.S.A.

9.7 Contractors

Every contractor or subcontractor to Clonmel Credit Union is bound to the rules as laid down under the Safety Statement of the Company. The *Safety, Health and Welfare at Work Act 2005, sections 17(3) and 21,* govern all contractors to the company and they are requested to make themselves familiar with these sections.

The contractor shall be responsible for the area he is working in. Trailing leads and cables shall be brought from overhead whenever possible. A contractor should erect barriers around his work area where personal injury is possible.

A contractor's work method must be carried out according to the terms of the contract if and where applicable, safe working conditions agreed upon prior to commencement of work or explained during the work. All work must be to standards as governed by legislation. The contractor is obliged to hand over a copy of his Safety Statement, job Hazard / Risk assessment and job method statement for review by the company before work commences. They may be asked to make changes to any element considered necessary by Clonmel Credit Union.
Contractors are requested to familiarise themselves with the Company Safety Procedures prior to commencement of work. This should include reading and understanding our Safety Statement and or explanations from our employees. An outline of the plan of work and intended safe working practices will be requested.

Contractors appointed to design, build, or carry out any form of maintenance work on behalf of Clonmel Credit Union must abide by all legal requirements as set out in the *Safety, Health & Welfare at Work (Construction) Regulations 2013, as amended.*

9.8 Safety Signs

Safety signs should adhere to *Chapter 1 of Part 7 of the Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007, as amended* published by the HSA. In accordance with the guidelines, the design of safety signs must be as simple as possible, as they are intended to be understood independently of the language ability of the worker viewing it. This means that symbols/pictograms alone should adequately convey the relevant safety message without the need to rely on supplementary text to give meaning to the sign. Employers must also instruct employees on the meaning of signs.

10.0 Harassment and Bullying Policy Statement

As part of its overall commitment to equality of opportunity, Clonmel Credit Union is fully committed to promoting a good and harmonious working environment where every employee is treated with respect and dignity and in which no employee feels threatened or intimidated because of his or her religious beliefs, political opinion, gender, marital status, disability, or race. This aim of the policy is to prevent harassment, provide guidance to resolve any problems should they occur and prevent re-occurrence.

Harassment detracts from a productive working environment and can affect the health, confidence, morale, and performance of those affected by it, including anyone who witnesses or knows about the unwanted behaviour. This can have a direct impact on the profitability and economic efficiency of the organization.

Harassment at work in any form is unacceptable behaviour and will not be permitted or condoned. Sexual, sectarian, and racial harassment, as well as harassing a disabled person constitutes discrimination and is unlawful under the sexual discrimination, fair employment, race relations and disability legislation.

Harassment is inappropriate behaviour at work and will be treated by Clonmel Credit Union as misconduct, which may include gross misconduct warranting dismissal.
All employees must comply with this policy. The Bullying & Harassment Policy & Procedure is located in a folder in the main office of the Credit Union.

Definition

Harassment is unwanted conduct that affects the dignity of men and women at work. This can include unwelcome physical, verbal, or non-verbal conduct.
It should be noted that it is the impact of the behaviour which is relevant and not the motive or intent behind it.

Such behaviour is unacceptable:

A. Where it is unwanted and offensive to the recipient
B. Where it is used as the basis for an employment decision
C. Where it creates a hostile working environment

Non-Verbal

- Offensive gestures
- Staring / Leering
- Offensive publications / literature
- Offensive letter / memos / use of technology
- Unsolicited and unwanted gifts
- Intrusion by following
- Isolation or non-co-operation at work

Verbal

- Suggestive or explicit language
- Unwelcome propositions
- Continued unwelcome suggestions for social activity
- Use of affectionate or over familiar names
- Questions or comments of a personal nature

Physical

- Deliberate body contact, touching
- Groping / fondling
- Assault

Sectarian Harassment

This is behaviour, which makes an individual feel threatened, humiliated or unwelcome because of their religion / community affiliation. It can range from physical threats to more subtle forms.

Racial Harassment

This is racist behaviour which is directed at an individual or group from a different ethnic background and which results in the individual feeling threatened or compromised.
Some examples of sectarian and racial harassment include:

Non-verbal

- Offensive gestures
- Facial expression
- Offensive publications
- Display of posters, flags, emblems, bunting
- Sectarian or racist graffiti
- Offensive letters / memos / use of technology
- Threatening behaviour
- Isolation or non-co-operation at work
- Exclusion from social activities
- Unfair allocation of work

Verbal

- Sectarian or racist comments / abuse / jokes / songs / ridicule
- Derogatory “nicknames”
- Verbal threats
- Pressure to participate in religious / political group
- Offensive language, gossip, or slander

Physical

- Jostling
- Assault

Victimisation

Victimisation occurs where a person is treated less favourable than another because she / he has brought proceedings, given evidence, or complained about the behaviour of someone who has been harassing or discriminating against them or has not acceded to their demands.

Bullying

Bullying in the workplace is repeated aggression, verbal, psychological or physical conducted by an individual or group against another person or persons. Bullying is aggressive behaviour which is systematic and ongoing.

Some examples of victimisation and bullying are:
- Abusive behaviour, language, implied threats
- Isolation and non-co-operation at work
- Exclusion from social activities
- Over criticism of work
- Expectation of more output than is possible
- Giving unfair performance appraisal
- Lack of support for / exclusion from career development opportunities

Scope

Any employee who believes that he / she suffered any form of harassment is entitled to raise the matter with Management.

Responsibility

All employees have the right to work in an environment that is free from any form of harassment.
Clonmel Credit Union fully recognises the right of employees to complain about harassment should it occur.
All complaints will be dealt with seriously, promptly, and confidentially in so far as statutory requirements permit.

Employees' Responsibility

All employees have a responsibility to help ensure a working environment in which the dignity of employees is respected. Everyone must comply with this policy and employees should ensure that their behaviour to colleagues and customers does not cause offence and cannot in any way be considered as harassment.

Employees should discourage harassment by making it clear that they find such behaviour unacceptable and by supporting colleagues who suffer such treatment and are considering making a complaint / have made a complaint. They should alert Management to any incident of harassment to enable Clonmel Credit Union to deal with the matter appropriately and rapidly.

Management Responsibilities

Management has a duty to implement this policy and to make every effort to ensure that harassment does not occur, particularly in work areas for which they are responsible. Management have responsibility for any incidents or harassment, which they are aware or ought to be aware.
If harassment does occur, they must effectively deal with the situation.

A. Explain the organisation's policy to their staff and take steps to promote awareness of the procedure for dealing with complaints.
B. Be responsive and supportive to any employee who makes an allegation of harassment, provide clear advice on the procedure to be adopted, maintain confidentiality, and seek to ensure that there is no further problem of harassment or victimisation after a complaint has been resolved.
C. Set a good example by treating all employees and others with dignity and respect.
D. Be alert to unacceptable behaviour and take appropriate action.
E. Ensure that employees know how to raise harassment problems.

The Company's Responsibilities

Clonmel Credit Union will ensure that adequate resources are made available to promote respect and dignity in the workplace and to deal effectively with complaints of harassment. This policy and procedure will be communicated effectively to all employees and Clonmel Credit Union will ensure that all employees and all Management are aware of their responsibilities.

Review

Clonmel Credit Union will monitor all incidents of harassment and will review the effectiveness of this policy and procedure annually.

Procedure

The procedure when dealing with any form of harassment is available as part of this Safety Statement.
This does not replace / detract from an employee's statutory right under the relevant legislation.

11.0 Personal Protective Equipment

It is Company Policy that Protective Equipment is issued for your own safety. Following a Hazard Identification/Risk Assessment, Personal Protection Equipment (P.P.E.) will be issued and must be worn when risk cannot be reduced by other means.

Clonmel Credit Union will comply with the requirements of the *Safety, Health and Welfare at Work Act 2005, the EC Directive on PPE 89/656/EEC and the Safety, Health and Welfare at Work (General Application) Regulations 2007, as amended, Part 2 Chapter 3, and Schedule 2 as far as is reasonably practicable.*

Each employee who is issued with personal protective equipment is responsible for its use and safe storage and must immediately report loss or damage to those in charge.
If protective equipment is supplied but not used, both the employee and Clonmel Credit Union are breaking the law. It is unacceptable and against Safety Policy to condone non-use of the equipment by effectively turning a 'blind eye' to the non-user: the regulations and standards must be enforced for the health and safety of the individual.
Any individual who refuses to wear the equipment should be counselled as to the reasons why the equipment must be used. If the individual persists in refusing to use the equipment, they should be advised that Clonmel Credit Union regards this as a matter of gross misconduct. If the individual continues to refuse to use the equipment, our disciplinary procedure will be invoked.

This is a non-exhaustive list of P.P.E, other types of P.P.E may be required on occasion.

Types of P.P.E. necessary:

- Gloves are to be used where required
- Masks are all available if required by staff, although not mandatory
- Sanitiser is readily available throughout the building.

RESPONSIBILITIES:

- It is the responsibility of Clonmel Credit Union to provide adequate Personal Protective Equipment where no other method of risk reduction is reasonably practicable.
- We intend to supply PPE to adequate standards, sizes and amounts as is required, as per *Part 2 Chapter 3 of the Safety, Health and Welfare at Work (General Application) Regulations 2007, as amended.*
- We intend to ensure that all PPE, which requires maintenance, is maintained to an adequate standard, in good working order and in a satisfactory hygienic condition, so as not to provide risk to *Safety, Health and Welfare of the user, as per Regulation 66 of the Safety, Health and Welfare at Work (General Application) Regulations 2007, as amended.*
- We intend to make provisions for ensuring that where P.P.E. is provided that it is used.

Employees (Safety Health & Welfare at Work Act 2005, Section 13 & 14)

- Where employees have been provided with Personal Protective Equipment for protection of their Safety and Health it is their duty to wear it. The only exception to this is where a medical condition stipulates against its use.
- Any defects in the equipment should be reported to Clonmel Credit Union and a replacement obtained.

12.0 Manual Handling

Injury can occur from lifting even relatively light loads if proper precautions are not taken. We will comply with the requirements of the *2005 Safety, Health and Welfare at Work Act, and Part 2 Chapter 3, Regulations 68 and 69 and Schedule 3 of the Safety, Health and Welfare at Work (General Application) Regulations 2007, as amended, as far as reasonably practicable.*

12.1 Factors to be considered as lifting hazards

1. Weight of load.
2. Size of load.
3. Bulky load.
4. No proper grip.
5. How often is load lifted?
6. Is there enough space to lift safely?
7. Is lifting done outside the best lifting range (above chest / below hip).
8. Is the best lifting technique employed?
9. Health and ability of person lifting.
10. How far is item lifted (distance)?
11. Are platforms provided?
12. Is training given?
13. Is the area kept free of obstruction - trip hazards?

Consideration must be given to reduce the incidence of injury in manual handling situations.

12.2 Principles of Lifting

1 Assess the Risk
2 Bend the Knees
3 Broad Stable Base
4 Back Straight
5 Palmer Grip
6 Arms Close to the Trunk
7 Weight Close to Centre of Gravity
8 Feet Point in Direction of Movement

ALWAYS USE MECHANICAL LIFTING EQUIPMENT WHERE POSSIBLE

13.0 Managing Stress in the Workplace

Clonmel Credit Union is committed to aiding and enabling employees to cope with stress whether work-based or personal.

Stress is a natural reaction to excessive pressure and is experienced by everybody. When a person is faced with any kind of threat or alarm, the body responds with physiological changes such as raised heart rate and blood pressure, accelerated breathing and an increased flow of blood to the muscles. These changes can help the body to respond to the threat and overcome it. However, when the physiological changes produced by stress are excessive or prolonged, their effects become detrimental. For example, many jobs are carried out in a complex set of circumstances and the causes of stress cannot be eliminated immediately. Stress results from a perceived imbalance between the demands made on an individual, including self-imposed ones, and the personal and environmental resources available to meet those demands.

If an employee finds an element of their job causing them excessive stress, they should inform Management. Once a source of stress has been identified it will enable Management to recommend remedies. Management will do all that is reasonably practicable to reduce and prevent stress in the workplace.

Clonmel Credit Union will assist employees, where possible, with personal circumstances that may be causing / leading to stress.

When making changes to the business, the effect on the employees work loads and abilities will be considered and a plan implemented to reduce the effects of negative change.

14.0 Violence in the Workplace

Violence will not be tolerated at Clonmel Credit Union. All incidents of verbal and physical violence must be reported immediately to Management, who will address the situation with urgency.

14.1 Dealing with difficult situations

Training / coaching may be provided to staff on how to deal with difficult situations. Emphasis is given to spotting the warning signs and diffusing the situation quickly.

15.0 Drink, Drugs and Solvent Abuse

Employees must be responsible when using prescribed drugs. He / she has a duty to inform Management when taking prescribed drugs if there may be any reason that it could interfere with the work or their safety.
The employee has a duty to ask their doctor and / or pharmacist about any possible side effects.
Management will take appropriate measures to ensure the safety of employees.
No alcohol or illegal drugs are to be consumed before or during the working day.

Management aim to provide advice and support with regards to all matters concerning alcohol and drugs without prejudice.

If an employee is receiving treatment / rehabilitation the matter will be treated as per any sickness and with strict confidentiality.

Management will not permit an employee to work if under the influence of alcohol or drugs.

If help is refused and impaired performance continues or if an employee attends work under the influence of alcohol or drugs disciplinary action will be taken.

16.0 Office Safety

Experience has shown that the office layout poses certain high risks. Some of these are trips on trailing cables and collisions in narrow aisles due to overcrowding in desk layout.

- Report incidents of uncontrolled refuse and avoid leaving empty boxes and paper on the floor.
- Store handbags or briefcases on tables, shelves or in lockers not on the floor.
- Tidy up extension leads tight against the wall.
- Replace defective chairs and office furniture.
- Do not climb on office furniture to open high windows or to reach items at high level.
- When lifting loads, lift with the back straight using the correct posture.
- Do not leave filing cabinets open.
- Fill filing cabinets from the bottom drawer first and work up through the drawers.
- Don’t overfill the top drawers of filing cabinets to reduce the chance of them toppling over.
- Remove shredded waste from the office area; it is a fire hazard.
- Do not use electric kettles on the floor or above seating where they can be tripped over or might fall on someone.
- Take care of portable heaters to ensure they are not a trip or fire hazard and switch them off and unplug them when not in use.
- Keep all access to doors and passageways clear at all times.
- Be familiar with the location of all emergencies exits.
- Be familiar with the location and use of firefighting equipment.
- Always keep the floor clear, never leave files lying around on the floor.
- Always store light items on high shelves and the heavier items on shelves near the floor.

16.1 Computers (Visual Display Units [VDU] and Display Screen Equipment [DSE])

General Guidelines

- VDU equipment should be as flexible and adjustable as possible to suit the individual operator.
- Windows should be fitted with adjustable blinds to prevent glare.
- Local lighting should be provided where necessary.
- Lighting should not be directly over the unit.
- You should have a 700mm maximum viewing range to screen.
- A document holder should be provided and arranged to minimise frequent head / eye movement.
- The keyboard should be detachable to avoid strain on hands and arms.
- The angle of your arm and upper arm should be between 70° and 90°.
- Your chair should be adjustable, with the seat / backrest (height / tilt).
- A footrest should be provided, if required by operator.
- Do not sit in the same position for long periods.
- Do not bend your hands up at the wrist when keying. Try to keep a soft touch on the keys and don't overstretch your fingers.
- Make sure the characters on your screen are sharply focused and the brightness and contrast is adjusted correctly.
- Keep the screen clean.

Rest breaks

Most tasks involve a mix of normal clerical and VDU operations and as such, natural breaks or pauses occur as a consequence of the inherent organisation of the work. These informal breaks help to maintain performance by preventing the onset of fatigue. In some VDU tasks requiring continuous and sustained attention, such naturally occurring breaks are less frequent. In this situation, the introduction of rest pauses should help attention and concentration to be maintained. It's difficult to be specific, but 10 minutes per hour is recommended.
The following principles should be adhered to:

1. Rest pauses should be arranged so that they are taken prior to the onset of fatigue, not as a recuperative period from it.
2. Short, frequent pauses appear to be more satisfactory than longer ones taken occasionally.
3. Ideally, the break should be taken away from the VDU

Operators Posture

The adoption of correct posture is critical to the comfortable operation of a VDU. It is in each operator's interest to adopt good posture, as it will prevent the onset of fatigue, backache etc. Several requirements should be considered:

1. The underside of the desk should allow good thigh and leg clearance.
2. The top of the work desk should allow for the "home row" of keys on the keyboard to be at the elbow height of the seated operator.
3. Your eyes should be cast downwards at about an angle of 15° with the person seated in an upright position.
4. The keyboard should be angled so that the operator's forearms are approximately parallel to the floor.
5. The documents should be easily accessible. Some movement is beneficial but rapid repetitive movements of trunk, arm, or head should be avoided.
6. There should be adequate space on the work desk in front of the keyboard for resting hands when in the idle position.

16.2 Medical Factors

Epilepsy

Any VDU operator with a known history of Photosensitive Epilepsy should consult a doctor prior to taking up work on a VDU.

Eyesight

Any defect in the correct functioning of the eyes may cause symptoms of visual fatigue, headaches, or blurred vision. It is important to ensure that operators have suitable corrected eyewear. The visual requirements for working at VDU's are the same as those required for other clerical / administrative work.

Medication

The use of medication such as minor tranquilisers or other drugs may give rise to side effects, which mimic some of the symptoms of visual fatigue, such as the slowing of eye movements. VDU operators who have been prescribed such medication should be aware of this possibility and should mention that they operate VDU's when consulting their doctor.

Pregnancy

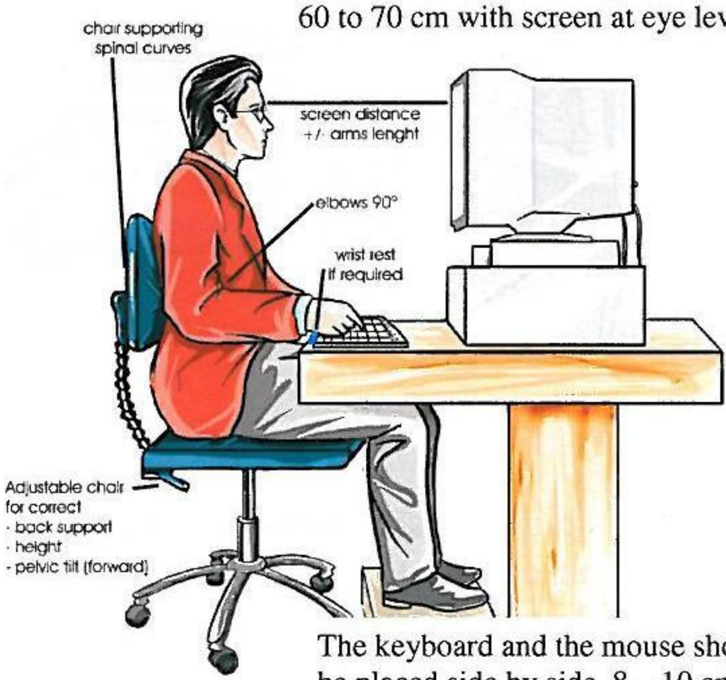
Investigations which have been carried out throughout the world involving both the measurement of radiation emissions from VDUs and the study of groups of operators to identify any ill effects, have not been able to show VDU operation as the cause of miscarriages or birth defects. However, it is recognised that some women will remain anxious, and this anxiety and resultant stress can itself cause problems it is company policy to assign pregnant women to other duties for the duration of their pregnancies if they wish.

Sitting Posture

Sit with your knees higher than your hips. Where provided use the foot rest as this will ensure that the spine is resting in the optimum position. Adjust the height of the chair according to the height of the work station, ensuring that your hands are: at a 90 degrees angle, between arm and forearm, parallel to the table, & that your shoulders are relaxed and without strain.

Lean back on the chair in a 105 degrees angle. This will reduce pressure on your back.

The optimal distance between your eyes and the screen should be that of the extended arm, i.e., between 60 to 70 cm with screen at eye level



The keyboard and the mouse should be placed side by side, 8 – 10 cm away from the edge of the table

17.0 Risk Assessment Matrix & Guidance

The Risk Assessment is based on the combination of the SEVERITY and LIKELIHOOD associated with each hazard.

HAZARD: **"anything that can cause harm"**
RISK: **"the chance, great or small, that someone will be harmed by the hazard"**
SEVERITY: **"the possible outcome of an accident / incident, e.g., broken leg, explosion"**
LIKELIHOOD: **"the possibility of the accident / incident occurring"**

Persons completing Risk Assessments shall adhere to the matrix and severity / likelihood guidance below.
Please note: the severity will be the same before and after the controls are put in place unless the hazard can be eliminated or substituted.

Factor	Likelihood
1	Almost Impossible
2	Very unlikely
3	Unlikely
4	Likely
5	Almost Certain

Factor	Severity
1	Minor injury
2	Lost time injury
3	Long Term Absence
4	Major Permanent Incapacity
5	Fatality

Evaluating risk

Likelihood

Severity	1 Remote	2 Unlikely	3 Possible	4 Likely	5 Certain
1 Trivial	1	2	3	4	5
2 Minor	2	4	6	8	10
3 Lost time	3	6	9	12	15
4 Major	4	8	12	16	20
5 Fatal	5	10	15	20	25

High – 15 -25
Medium 6 – 14
Low 1-5

Hazard Identification & Risk Assessment Index

Clonmel Credit Union:

Risk Assessment for Area: General

RA – 1: Electricity and Electrical Equipment
RA – 2: Access/Egress & Emergency Routes
RA – 3: Fire
RA – 4: Manual Handling
RA – 5: Public Accessibility
RA – 6: Noise
RA – 7: Lighting
RA – 8: Chemicals/Cleaning Agents
RA – 9: Maintenance/Contractors on Premises

Risk Assessment for Area: Office/Storerooms/Boardrooms

RA – 10: Visual Display Unit (VDU)
RA – 11: Office Environment
RA – 12: Office Equipment
RA – 13: Material Storage/Storerooms
RA – 14: Filing Cabinets & Storage Cabinets
RA – 15: Cutting Plastic Banding
RA – 16: Lighting & Heating (General Area)
RA – 17: Slips, Trips & Falls (General Area)
RA – 18: Attic Space for storing boxes

Risk Assessment for Area: Welfare

RA – 19: First Aid
RA – 20: Lone Working
RA – 21: Welfare Facilities
RA – 22: Biological Hazards
RA – 23: Stress

Risk Assessment for Area: Public Counter/Main Office

RA – 24: Customers
RA – 25: Front Steps
RA – 26: Public Queuing
RA – 27: Aggressive Public
RA – 28: Money Handling
RA –29: Deliveries/ Removal of monies- G4S/Pivotal
RA – 30: Strong Room/Cash Office
RA – 31: Elevator & Data Lift
RA – 32: Stairs in Building

Risk Assessment for Area: Canteen

RA – 33: Canteen
RA – 34: Microwave
RA – 35: Food and Environmental Waste
RA –36: Utilities-Gas, Electrical, Air Conditioning

Risk Assessment for Area: Housekeeping

RA – 37: Housekeeping
RA – 38: Cleaning Agents
RA – 39: Uneven/Slippery Floors
RA – 40: Maintenance activities

Risk Assessment for Area: Car Park

RA– 41: Injury to Pedestrians
RA–42: Generator

Risk Assessment for Area: General

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 01	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Electricity and Electrical Equipment** **Risk**: Contact with live electrical components resulting in electric shock Burns or injury arising from electrical faults/equipment failure Fire resulting from electrical faults, overheating, or damaged equipment Loss of electrical supply resulting in disruption to business operations	Employees Contractors	4	5	20	➢ No employee is permitted to interfere or tamper with any electrical work, installation, fitting, or fixture unless they are competent and authorised to do so. ➢ Electrical installations are to be serviced and maintained by competent electricians. ➢ Electrical equipment is to be regularly inspected and serviced as required. ➢ Staff to be trained in the safe use and hazards associated with relevant electrical equipment. ➢ Measures to be in place to prevent damage to cables and electrical equipment. ➢ A sufficient number of power points shall be provided to minimise the use of extension leads. ➢ Trailing leads are to be avoided in all areas of the premises; suitable cable management systems must be in place. ➢ All electrical control panels are to be kept closed and locked, with access kept clear and appropriate warning signage displayed. ➢ Electrical sockets are not to be overloaded and adaptors are not to be used. ➢ Any damage to electrical equipment must be reported to Management immediately.	1	5	5	Management Employees Contractors

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 02	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Access/Egress & Emergency Routes** **Risk**: Obstruction or inadequacy of emergency routes resulting in delayed or unsafe evacuation Restricted access for emergency services in the event of an incident	Employees Customers	3	5	15	➢ Access / egress routes, doors, passageways and all fire exits must be kept completely clear at all times. ➢ Assembly points shall be located away from the building and kept clear at all times. The designated assembly point is the rear car park, located on College Avenue. ➢ In accordance with the Fire Services Acts 1981 and 2003 and other relevant legislation, the employer shall ensure that: o All routes to emergency exits and the exits themselves are kept clear at all times and lead as directly as possible to the open air or to a safe area. o In the event of danger, it is possible for employees and others to evacuate all areas quickly and as safely as possible. ➢ Emergency access doors shall open outwards and all fob-controlled access doors shall fail safe to open in the event of an emergency. ➢ Elevators are not to be used in an emergency situation. ➢ The number, distribution and dimensions of emergency routes and exits shall be adequate for their intended use. ➢ Emergency doors and gates shall not be locked or fastened in a manner that would obstruct their use in an emergency. ➢ Emergency routes and exits shall be clearly indicated by appropriate signage, and emergency lighting shall be provided and maintained in working order.	1	5	5	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 03	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: Fire **Risk**: Burns or serious injury resulting from exposure to fire or heat Inhalation of smoke or toxic fumes Fatal injury due to fire or explosion Damage/Destruction of buildings and property Explosion resulting from ignition of flammable materials	Employees Customers	4	5	20	➢ A no smoking or vaping policy shall be enforced except in designated areas. ➢ The building shall hold a current Fire Safety Certificate in compliance with Part B of the Building Regulations. ➢ Suitable fire evacuation procedures shall be in place, communicated to staff and reviewed regularly. ➢ Fire evacuation drills shall be carried out at least twice yearly and records maintained. ➢ Fire extinguishers shall be provided, suitably located, clearly identified and maintained in good working order. ➢ Designated personnel shall receive training in the selection and safe use of fire extinguishers. ➢ Fire extinguishers shall be provided near potential sources of fire where appropriate. ➢ Fire points shall be clearly identified, kept unobstructed and maintained. ➢ Emergency lighting to be provided in crucial locations, stairs, passageways etc. and assessed twice yearly. ➢ Fire alarm systems shall be regularly inspected, tested and maintained by competent persons. ➢ Fire doors to be kept closed and not wedged open.	2	5	10	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 04	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Manual Handling** **Risk**: Musculoskeletal injuries including back, neck and shoulder strain due to manual handling activities Disc injury or long-term musculoskeletal disorder resulting from poor handling techniques Slips, trips and falls while carrying loads Injury caused by dropped or unstable loads	Employees	3	4	12	➢ Manual handling tasks shall be minimised where reasonably practicable. ➢ Suitable mechanical handling equipment shall be provided where necessary. ➢ Assess all weights being lifted in accordance with the *Safety, Health & Welfare (General Applications) Regulations 2007, as amended, and* reduce these to acceptable levels where possible. ➢ Manual handling training shall be provided to staff as required. ➢ Personal protective equipment, including gloves, shall be provided where appropriate. ➢ Work locations shall be designed to eliminate over-reaching and awkward postures. ➢ Manual handling considerations shall be incorporated into the planning of storage locations, heights and accessibility of boxes, files and other supplies. ➢ Trolleys or carts shall be made available for manual handling activities. ➢ Where reasonably practicable, weights shall be clearly marked on loads.	1	4	4	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 05	Residual Risk Rating Post Controls			
		L	S	Risk	**ACTIONS TO CONTROL RISK**	L	S	Risk	Responsibility
Task/Hazard: **Public Accessibility** **Risk:** Slips, trips and falls involving members of the public due to surface condition, steps, ramps or obstructions Crushing or pinch injuries at doors, counters or access points Personal injury arising from unauthorised access to restricted areas Theft or loss arising from uncontrolled public access	Members of the public	3	4	12	➢ All access points to the Credit Union head office shall be controlled to prevent unauthorised access. ➢ Entrances shall be fully secured at the end of each working day. ➢ Only authorised personnel shall be permitted access to restricted areas of the Credit Union; appropriate signage shall be displayed. ➢ A responsible person shall carry out regular checks of the premises boundaries and access points. ➢ Safe access shall be maintained at all times for members of the public (e.g. no trailing leads or obstructed doorways). ➢ Floor mats shall be suitably positioned and maintained so as not to present a trip hazard. ➢ Safe and unobstructed access to the Credit Union shall be maintained at all times. ➢ Children on the premises shall be accompanied by a parent or guardian at all times. ➢ Wet floor signage shall be used where required and spillages dealt with promptly.	2	4	8	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 06	Residual Risk Rating Post Controls			
		L	S	Risk	**ACTIONS TO CONTROL RISK**	L	S	Risk	Responsibility
Task/Hazard: **Noise** **Risk**: Hearing impairment or discomfort due to prolonged exposure to workplace noise Loss of concentration or distraction leading to increased likelihood of workplace incidents	Employees	3	2	6	➢ All equipment, including printers and office machinery, shall be checked for excessive noise. ➢ The noise implications of new equipment shall be considered prior to purchase. ➢ Due to the nature of the work environment, noise levels are unlikely to exceed the lower exposure action value of 80 dB(A) or the upper exposure action value of 85 dB(A) as set out in the *Safety, Health and Welfare at Work (General Application) Regulations 2007, as amended.*	2	2	4	Management

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 07	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Lighting** **Risk:** Eye strain, headaches, or visual fatigue due to inadequate or poorly positioned lighting Slips, trips and falls arising from insufficient illumination or lighting failure	Employees	3	3	9	➢ Regular checks shall be carried out on the condition and operation of lighting installations. ➢ Faulty bulbs, tubes or fittings shall be replaced as soon as reasonably practicable. Where necessary, repairs shall be carried out by a competent electrician. ➢ In accordance with *Part 2 Regulation 8* of the *Safety, Health and Welfare at Work (General Application) Regulations 2007, as amended*, sufficient natural lighting and adequate artificial lighting shall be provided to ensure the safety and health of employees. ➢ Lighting installations shall be positioned in such a way that they do not present a risk of accident to employees due to glare, shadows or poor illumination. ➢ Workplaces where employees may be exposed to risk in the event of failure of artificial lighting shall be provided with emergency lighting of adequate intensity.	1	3	3	Management

Hazard/Risk	**Persons at Risk**	**Risk Rating Pre-Controls**			**RA – 08**	**Residual Risk Rating Post Controls**			
		L	S	Risk	**ACTIONS TO CONTROL RISK**	L	S	Risk	Responsibility
Task/Hazard: **Chemicals/Cleaning Agents** **Risk**: Eye or skin injury resulting from contact with cleaning chemicals Respiratory irritation or inhalation injury due to chemical vapours or aerosols Ingestion of chemicals due to contamination of food areas Fire or explosion due to incorrect storage, mixing, or ignition of chemicals Adverse health effects to vulnerable persons (including pregnant employees) due to chemical exposure	Employees	4	4	16	➢ Training shall be provided for staff who work with cleaning chemicals. ➢ Safety Data Sheets (SDS) shall be obtained for all chemicals and the information contained within them shall be followed. Copies shall be kept in the office and in the cleaning storage press. ➢ Chemicals shall be evaluated at the purchasing stage to ensure suitability and to minimise risk where reasonably practicable. ➢ An appropriate chemical inventory and records shall be maintained. ➢ All chemical containers shall be clearly labelled with relevant hazard information. ➢ Chemicals shall be safely stored and dispensed in accordance with manufacturer's instructions. ➢ Manufacturers' requirements for handling, mixing, PPE, storage and first aid shall be followed at all times. ➢ Staff shall be familiarised with emergency procedures relating to chemical use and spillage. ➢ Suitable PPE shall be provided and used where required. ➢ Good hygiene practices shall be implemented and enforced by supervision. ➢ Sources of ignition shall be eliminated in areas where chemicals are stored or used. ➢ Spillages shall be dealt with immediately using appropriate methods. ➢ Appropriate spill kits or absorbent materials to be available where required.	2	4	8	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 09	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Maintenance/ Contractors on Premises** **Risk:** Injury to employees, contractors or members of the public arising from maintenance activities Slips, trips and falls due to tools, equipment or temporary works Injury resulting from inadequate segregation of work areas Delayed emergency response due to obstructed access routes during maintenance works	Employees Contractors	3	3	9	➢ Competent contractors shall be appointed for relevant work; contractors shall provide evidence of appropriate insurance prior to commencing work at the Credit Union. ➢ Contractors shall be made aware of emergency procedures applicable to the work being undertaken. ➢ Ongoing monitoring of contractor activities shall be carried out by Management. ➢ All equipment used by contractors shall be suitable and maintained in good condition. ➢ Work areas shall be suitably isolated using barriers, warning tape and signage where required. ➢ Contractors shall comply with the Credit Union Safety Policy and be familiar with the Safety Statement. ➢ All contractors are to be familiar with our Safety Statement. ➢ Where work at height is required, appropriate controls and procedures shall be implemented. ➢ Contractors to provide relevant risk assessments / method statements for higher-risk activities.	2	3	6	Management Contractors

Risk Assessment for Area: Office, Storerooms, Boardrooms

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 10	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Visual Display Unit (VDU)** **Risk:** Eye strain, headaches, or visual fatigue arising from prolonged screen use or poor workstation setup Repetitive strain injuries and work-related upper limb disorders due to poor posture, repetitive movements or inadequate workstation ergonomics	Employees	4	3	12	➢ VDU screens shall be correctly positioned relative to light sources to prevent glare and reflections. ➢ Blinds or other suitable window coverings shall be provided where required to control glare from natural light. ➢ Ergonomically designed workstations shall be provided, which are adjustable and allow employees to adopt a suitable and comfortable working position. ➢ Accessories such as document holders, adjustable armrests and footrests shall be provided where required. ➢ Appropriate lighting, including suitable colour temperature lamps, shall be provided where necessary. ➢ VDU equipment shall be subject to cleaning and routine maintenance.	1	3	3	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 11	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Office Environment** **Risk**: Slips, trips, and falls arising from poor housekeeping, floor condition, or obstructions Electric shock resulting from damaged or poorly maintained electrical equipment Cuts or minor injuries arising from contact with office furniture or equipment Entrapment or injury due to poorly arranged workspaces or storage Fire resulting from electrical faults or combustible materials	Employees	3	3	9	➢ Maintain floor coverings to prevent fraying or damage. ➢ Floor areas shall be kept clear at all times. ➢ Electrical appliances and fittings shall be inspected and maintained in accordance with the *Safety, Health and Welfare (General Application) Regulations 2007, as amended*. ➢ Electrical cables associated with office equipment shall be suitably secured and managed. ➢ A sufficient number of power points shall be provided to minimise the use of extension leads. ➢ Appropriate consideration shall be given to temperature, humidity and ventilation levels within the office environment. ➢ In accordance with *Part 2, Regulation 6* of the *Safety, Health and Welfare (General Application) Regulations 2007, as amended*, the workplace shall be adequately ventilated and supplied with sufficient fresh air. ➢ For sedentary office work, a minimum temperature of 17.5°C shall be maintained where reasonably practicable. ➢ Room temperatures shall be appropriate having regard to the work methods used and the physical demands placed on employees. ➢ In accordance with *Part 2 Regulation 18(c)* of the *Safety, Health and Welfare at Work (General Application) Regulations 2007, as amended,* suitable seating facilities shall be provided and maintained where employees have reasonable opportunities to sit, or where a substantial proportion of work can be carried out seated. Where this is not practicable, employees shall be otherwise ergonomically supported.	1	3	3	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 12	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Office Equipment** **Risk:** Electric shock or burns arising from faulty or improperly used office equipment Fire or explosion resulting from electrical faults, overheating, or misuse of equipment Burns or injury from contact with hot surfaces or moving parts Inhalation of fumes or particulates from equipment malfunction or consumables Injury arising from improper handling, movement, or servicing of office equipment	Employees	3	3	9	➢ Manufacturers' instructions shall be followed when handling toner cartridges; gloves shall be worn where required. ➢ Office equipment shall be switched off and unplugged before servicing or maintenance is carried out. ➢ Equipment operating manuals or instructions shall be readily available near the equipment. ➢ Trailing leads shall be avoided and cables suitably managed. ➢ Electrical sockets shall not be overloaded. ➢ The area surrounding office equipment shall be kept clear and unobstructed. ➢ Employees shall be made aware that some parts of office equipment may operate at elevated temperatures and appropriate care shall be taken when handling such equipment. ➢ Assistance shall be sought when moving or repositioning office equipment. ➢ Office equipment shall be serviced and maintained by competent persons where required. ➢ Training and instruction shall be provided in the safe use of office equipment. ➢ Switch off equipment and unplug equipment when not in use (i.e. overnight). ➢ Defective or damaged equipment shall be removed from service and reported to Management.	1	3	3	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 13	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Material Storage / Storerooms** **Risk**: Slips, trips, and falls arising from poor housekeeping or obstructed access routes Injury caused by falling objects due to unstable or overloaded shelving Falls from height while accessing stored materials Fire risk arising from poor storage of combustible materials	Employees	3	4	12	➢ Materials shall be stored in suitable designated storage areas. ➢ Heavier items shall be stored at lower levels where reasonably practicable. ➢ Shelving and racking shall not be overloaded and shall be suitable for the loads imposed. ➢ Suitable access equipment shall be provided for accessing items stored at height. ➢ Floor areas shall be kept clear to prevent slips, trips or falls. ➢ Overreaching shall be avoided where possible. ➢ Defective shelving, racking or access equipment shall be reported and addressed promptly.	1	4	4	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 14	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Filing Cabinets & Storage Cabinets** **Risk:** Cuts, bruises, or pinch injuries resulting from contact with cabinet doors, drawers, or sharp edges Injury caused by instability or toppling of overloaded or poorly positioned cabinets	Employees	3	3	9	➢ Drawers and doors of filing and storage cabinets shall be kept closed when not in use. ➢ Top drawers shall not be overloaded to prevent cabinet instability or toppling. ➢ Heavier items shall be stored in the lower drawers of cabinets. ➢ Items shall not be stored on top of cabinets. ➢ Only one drawer shall be opened at a time to reduce the risk of cabinets tipping.	1	3	3	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 15	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Cutting Plastic Banding** **Risk:** Cuts or lacerations to hands or body due to recoil or misuse of cutting tools Eye or facial injury caused by banding snapping back during cutting Slips, trips, and falls arising from discarded banding materials on floors	Employees	3	2	6	➢ Suitable safety cutters shall be used when cutting plastic banding. Cutters shall clamp the banding during cutting to prevent it springing back and causing injury. ➢ Plastic banding shall be cut away from the body and face where possible. ➢ Cut banding shall be disposed of immediately in a suitable bin to prevent slips, trips or entanglement hazards.	2	2	4	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 16	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Lighting & Heating (General Area)** **Risk:** Slips, trips, and falls resulting from inadequate lighting or lighting failure Eye discomfort, eye strain, or headaches due to poor lighting levels or glare Reduced work performance or increased error due to unsuitable lighting or thermal conditions Ill-health arising from excessive cold or overheating within the workplace	Employees	3	3	9	➢ Employees shall report any defective lighting (e.g. failed bulbs or fittings) to Management as soon as practicable. ➢ Routine inspections of lighting installations shall be carried out to ensure adequate illumination is maintained. ➢ Lighting systems shall not be adjusted or altered without authorisation. ➢ Central heating boilers shall be serviced and inspected at appropriate intervals by competent persons. ➢ Air-conditioning and cooling systems shall be cleaned, disinfected and serviced at appropriate intervals. ➢ Air-conditioning systems shall be operated in accordance with the manufacturer's instructions and maintained in good working order. ➢ Maintenance contracts for heating and air-conditioning systems shall be kept up to date.	1	3	3	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 17	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Slips, Trips & Falls (General Area)** **Risk:** Slips, trips, and falls resulting in injury due to spillages, obstructions or poor housekeeping Long term injury arising from falls on hard surfaces Injury to employees or members of the public resulting in claims against the organisation	Employees Customers	3	3	9	➢ Employees shall promptly remove any items or obstructions that could present a slip or trip hazard to staff or customers. ➢ Wet floor warning signage shall be readily available behind the service desk and used whenever floors are wet or being cleaned. ➢ Suitable floor matting shall be provided and maintained at entrance doors to reduce the risk of slips during wet weather. ➢ Umbrella stands shall be provided to prevent water from accumulating on floor surfaces. ➢ Spillages shall be dealt with immediately. ➢ Poor or inadequate lighting that may contribute to slip or trip hazards shall be reported and addressed without delay.	1	3	3	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 18	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Attic Space for storing boxes** **Risk:** Injury arising from slips, trips, and falls within the attic space Injury caused by overloading of attic structures or unstable storage Long-term injury resulting from falls or manual handling activities in confined attic areas	Employees	3	3	9	➢ Only light, non-hazardous items shall be stored in the attic space. ➢ Loads shall be kept light and evenly distributed to avoid overloading any part of the attic structure. ➢ Storage boxes shall be placed on suitable boarded areas designed to take load and not directly on ceiling joists. ➢ Access routes within the attic space shall be kept clear at all times. ➢ Boxes shall not be left on walkways or access routes. ➢ The attic space shall be kept tidy and free from unnecessary materials.	1	3	3	Management Employees

Risk Assessment for Area: Welfare

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 19	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **First Aid** **Risk**: Worsening of injury or medical condition due to delayed or inadequate first aid response Onset of infection due to untreated wounds or poor hygiene following injury Adverse outcomes due to inappropriate or incorrect first aid treatment	Employees	3	4	12	➢ Adequate first-aid kits shall be provided in accordance with HSA guidance and appropriate to the workplace. ➢ First-aid kits shall be regularly inspected and replenished by a designated person. ➢ Trained first aiders shall be available where reasonably practicable and training shall be maintained in accordance with current requirements. ➢ Arrangements shall be in place to summon appropriate medical assistance in the event of an emergency. ➢ All employees shall be made aware of emergency and first-aid procedures. ➢ First-aid equipment and the names of trained first aiders shall be clearly identified and accessible.	1	4	4	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 20	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Lone Working** **Risk**: Serious injury arising from incidents occurring without immediate assistance Delayed response to medical emergencies or accidents due to lone working conditions Exposure to violence, aggression or threatening behaviour without support Increased severity of injury due to delayed communication or rescue	Employees	4	4	16	➢ Lone working occurs where an employee is required to work without the immediate presence of other personnel. ➢ Lone working shall be avoided or minimised where reasonably practicable. ➢ Where lone working is required, appropriate arrangements shall be put in place to ensure employee safety. ➢ Employees who identify that a location or situation is unsafe for lone working shall notify Management and request alternative arrangements or additional support. ➢ Employees undertaking lone working shall have access to a charged mobile phone with emergency contact numbers pre-programmed. ➢ Employees shall check in with their supervisor or designated contact when leaving the premises or completing lone working duties. ➢ Employees who feel unwell prior to or during lone working shall notify their supervisor as soon as practicable. ➢ Employees may voluntarily disclose relevant medical conditions or concerns in confidence to Management where this may affect their safety while lone working, so that appropriate support or adjustments can be considered.	2	4	8	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 21	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Welfare Facilities** **Risk:** Ill health arising from inadequate welfare facilities Increased risk of infection or illness due to lack of suitable sanitation, handwashing, or drinking water facilities	Employees	3	2	6	➢ Adequate toilet facilities shall be provided and regularly cleaned and maintained. ➢ Hot and cold running water, soap and suitable means of hand drying shall be provided. ➢ Wholesome drinking water shall be provided and maintained. ➢ Welfare facilities shall be adequately lit and ventilated. ➢ Welfare facilities shall be inspected periodically to ensure cleanliness and good condition.	2	2	4	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 22	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Biological Hazards** **Risk:** Exposure to biological agents resulting in infection or illness (e.g. bacteria, moulds or spores) Skin, respiratory, or allergic reactions arising from contact with contaminated materials or environments	Employees	3	4	12	➢ Adequate PPE, including gloves, shall be provided and used where there is a risk of exposure to biological hazards. ➢ Any cuts or abrasions shall be cleaned, disinfected and covered with waterproof dressings. ➢ Good hygiene practices shall be maintained at all times, including handwashing after cleaning or waste-handling activities. ➢ Employees shall be made aware of the procedures to follow in the event of accidental exposure or injury. ➢ Areas affected by mould or biological contamination shall be cleaned using appropriate methods and materials.	1	4	4	Management Employees

<table>
<tr><th>Hazard/Risk</th><th>Persons at Risk</th><th colspan="3">Risk Rating Pre-Controls</th><th>RA – 23</th><th colspan="3">Residual Risk Rating Post Controls</th><th></th></tr>
<tr><td></td><td></td><td>L</td><td>S</td><td>Risk</td><td>ACTIONS TO CONTROL RISK</td><td>L</td><td>S</td><td>Risk</td><td>Responsibility</td></tr>
<tr><td>Task/Hazard:
Stress

Risk:
Work-related stress arising from workload, role demands, or organisational factors

Adverse effects on mental or physical health due to prolonged exposure to stressors

Reduced concentration or work performance increasing the likelihood of errors or incidents

Increased absenteeism or reduced wellbeing associated with unmanaged work-related stress</td><td>Employees</td><td>3</td><td>4</td><td>12</td><td>➢ Appropriate training and information shall be provided to employees to help identify and manage work-related stress.
➢ Effective consultation and communication mechanisms shall be maintained.
➢ Clear roles, responsibilities and lines of reporting shall be defined.
➢ Interchangeability of work tasks and job rotation shall be considered where reasonably practicable.
➢ Workstations and work practices shall be reviewed periodically.
➢ Management shall be aware of early warning signs of work-related stress and take appropriate supportive action where concerns arise.
➢ Where work-related stress risks are identified, appropriate measures shall be implemented and reviewed to reduce those risks.
➢ Employees shall be encouraged to raise concerns regarding workload or stress with Management at an early stage.</td><td>1</td><td>4</td><td>4</td><td>Management
Employees</td></tr>
</table>

Risk Assessment for Area: Public Counter/Main Office

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 24	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Customers** **Risk:** Slips, trips, and falls involving customers due to floor condition, obstructions, or spillages Injury, theft, or loss arising from uncontrolled access to restricted areas	Customers	3	3	9	➢ Customer walkways and public areas shall be kept free from obstruction at all times. ➢ Clear signage shall be displayed to identify restricted or staff-only areas. ➢ All access points to restricted areas shall be secured to prevent unauthorised entry and supervised by staff where required. ➢ The service desk shall be staffed during public opening hours to provide assistance and supervision. ➢ Spillages or hazards identified in customer areas shall be dealt with promptly.	1	3	3	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 25	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Front Steps** **Risk:** Slips, trips, and falls due to uneven surfaces, weather conditions, or inadequate lighting Injury to customers arising from defective steps, handrails, or access routes Increased risk of falls during wet or icy conditions	Customers Employees	3	2	6	➢ Steps and walkways shall be kept free from obstruction and maintained in good condition. ➢ Steps, handrails and walking surfaces shall be inspected periodically, and any defects reported and repaired as soon as is practicable. ➢ During adverse weather conditions, snow and ice shall be cleared and treated as soon as reasonably practicable. ➢ Handrails shall be provided and maintained to assist safe access and egress. ➢ Avoid talking with other people or congregating on stairs. ➢ Ensure to be aware of where you are going, even when the stairway is familiar to you and take one step at a time. ➢ Running up or down steps is prohibited. ➢ Wheelchair ramp in place and to be maintained to ensure safe access for all customers.	2	2	4	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 26	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Public Queuing** **Risk:** Slips, trips, and falls arising from overcrowding, poor queue layout, or spillages Obstruction of public footpaths or access routes creating risk to customers and passers-by Increased risk of injury due to unmanaged crowding during peak periods	Customers	3	4	12	➢ Queues shall be managed by staff to ensure they remain orderly and safe at all times. ➢ Clear signage shall be displayed in appropriate locations, including at the end of the queue, to provide guidance to customers. ➢ Clear lines of communication are crucial to ensure staff and customers are provided with accurate and timely information. ➢ Queues shall be monitored to ensure they do not exceed safe capacity or obstruct public footpaths or thoroughfares. ➢ Where necessary, physical barriers or floor markings shall be used to manage queuing arrangements safely.	1	4	4	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 27	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Aggressive Public** **Risk:** Violence, threats, or abusive behaviour directed towards staff Physical injury or psychological trauma arising from aggressive or confrontational incidents	Employees	3	4	12	➢ Appropriate training shall be provided to staff to help recognise warning signs of aggressive behaviour, manage confrontational situations and de-escalate conflict. ➢ Inexperienced or newly appointed staff shall not be required to deal with aggressive or abusive situations alone. ➢ Service counters and layouts shall be designed and maintained to provide a physical barrier between customers and staff where appropriate. ➢ Notices shall be displayed to inform customers that CCTV and other security measures are in operation.	1	4	4	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 28	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Money Handling** **Risk:** Violence or threats of violence towards staff during cash handling activities Serious injury or psychological trauma arising from robbery or attempted theft Theft or loss of cash due to inadequate security or handling procedures	Employees	4	4	16	➢ Lone working during money handling activities shall be avoided where reasonably practicable. ➢ Appropriate training shall be provided to staff to help recognise warning signs of aggression and to manage and de-escalate confrontational situations and de-escalate conflict. ➢ Inexperienced or newly appointed staff shall not be required to handle cash alone. ➢ Secure means of storing money shall be provided and maintained. ➢ Safe cash banking arrangements shall be implemented, with routines varied where practicable to avoid predictable patterns. ➢ Cash handling shall take place in restricted or controlled areas where possible. ➢ Tills shall be kept closed and secure when not in use. ➢ High standards of hygiene shall be maintained when handling coins and cash.	2	4	8	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 29	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Deliveries/Removal of monies- G4S/Pivotal** **Risk:** Violence or threats of violence to staff during cash-in transit collection or delivery Serious injury or trauma arising from robbery, attempted theft or confrontation Theft or loss of cash due to inadequate coordination or access control during transfers	Employees Contractors	4	4	16	➢ Company procedures and the procedures of contracted cash-in-transit providers (e.g. G4S, Pivotal FX) shall be followed during all cash delivery and collection activities. ➢ Cash collection and delivery activities shall be planned and managed to minimise risk to staff and customers. ➢ Access to cash handling areas shall be restricted during cash collection and removal, and non-essential staff and customers kept clear. ➢ Employees involved in cash handling shall receive appropriate manual handling training, particularly in relation to lifting and moving coin bags or cash containers. ➢ Coin bags and cash containers shall be handled and stored in a manner that prevents slips, trips and manual handling injuries.	1	4	4	Management Employees Contractors

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 30	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Strong Room/Cash Office** **Risk:** Slips, trips, and falls due to poor housekeeping, congestion, or storage practices Violence or threats of violence towards staff in cash handling areas Serious injury or trauma arising from robbery or unauthorised access Theft or loss of cash due to inadequate access control or procedural failure	Employees	4	4	16	➢ Access to the strong room and cash office shall be restricted to authorised personnel only. ➢ Boxes, coin bags, note bags and paperwork shall not be left on floors and shall be stored on suitable shelving or in designated storage areas. ➢ The cash office and strong room shall be kept tidy and free from obstruction at all times to prevent slips, trips and falls. ➢ Cash handling activities shall be planned and organised to minimise congestion and manual handling risks. ➢ All cash office and strong room activities shall be carried out in accordance with company policies and procedures. ➢ Lone working in the cash office or strong room shall be avoided where reasonably practicable.	1	4	4	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 31	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Elevator & Data Lift** **Risk:** Slips, trips, and falls when entering or exiting lift areas Crushing or trapping injuries due to lift malfunction or misuse Injury arising from lift failure or entrapment within lift cars Injury resulting from inappropriate use of data lift for non-intended purposes	Employees	3	4	12	➢ Passenger lifts shall be used in accordance with the manufacturer's instructions and displayed operating guidelines. ➢ Lift capacity limits for persons and loads shall be clearly displayed and not exceeded. ➢ Keep hands and legs in when doors are closing. ➢ When using the Data lift, make sure to keep hands out of lift before closing doors. ➢ A maintenance contract shall be in place with a competent lift service company. ➢ Lifts shall be subject to statutory inspection and examination, with reports of thorough examination retained and available. ➢ Do not use lift in the event of a fire occurring. ➢ Lift shaft inaccessible except for maintenance. ➢ Means of raising alarm available and working in lift car. ➢ Clear procedures shall be in place relating to lift use in the event of fire, and lifts shall not be used during fire emergencies.	1	4	4	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 32	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Stairs in Building** **Risk:** Slips, trips, and falls on stairs resulting in serious injury Injury due to poor stair condition, inadequate lighting, or obstructed access	Employees	4	4	16	➢ Stairways shall be provided with suitable handrails, which shall be maintained in good condition. ➢ Spillages on stairs shall be dealt with promptly and appropriate warning signage used where required. ➢ Stair surfaces and floor coverings shall be maintained in good condition, and any defects reported and repaired without delay. ➢ Ensure to maintain three points of contact on stairs. ➢ Stairs and landings shall be kept clear of obstructions at all times, including boxes, files or other materials.	1	4	4	Management Employees

Risk Assessment for Area: Canteen

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 33	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Canteen** **Risk**: Injury to employees arising from slips, trips, and falls within the canteen Burns or scalds due to contact with hot liquids, surfaces, or appliances Fire arising from electrical appliances, cooking equipment, or poor housekeeping	Employees	3	3	9	➢ Appropriate first aid equipment shall be provided in or near the canteen area, including supplies to treat burns, scalds and cuts. ➢ Suitable firefighting equipment shall be provided, maintained and kept accessible. ➢ A housekeeping programme shall be in place to ensure the canteen area is kept clean, tidy and free from hazards. ➢ Good housekeeping standards shall be maintained in the canteen area at all times by all users. ➢ Canteen appliances shall be maintained in good working order and used in accordance with the manufacturer's instructions. ➢ Defects with appliances are to be reported to Management.	1	3	3	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 34	Residual Risk Rating Post Controls			
		L	S	Risk	**ACTIONS TO CONTROL RISK**	L	S	Risk	Responsibility
Task/Hazard: **Microwave** **Risk:** Electric shock or burns resulting from faulty, damaged, or improperly used microwave equipment Fire arising from overheating, misuse, or unsuitable containers Burns or injury caused by hot food, liquids, or containers Injury or fire resulting from explosion of unsuitable containers or contents	Employees	3	3	9	➢ Microwave ovens shall be installed, maintained and used in accordance with the manufacturer's instructions. ➢ Appliances shall be properly installed, electrically earthed and positioned on a stable, level surface with ventilation openings kept clear. ➢ Microwave ovens shall be fitted with appropriate safety features, including overheat cut-outs. ➢ Power leads, plugs, door seals and casing shall be visually checked periodically for signs of damage, wear or contamination; if an issue is identified, a qualified service person must undertake any repairs. ➢ Only suitable containers and utensils designed for microwave use shall be used. ➢ Defective or damaged appliances shall be switched off, unplugged, reported to Management and removed from use until repaired or replaced by a competent person. ➢ Microwave ovens shall not be used where there are signs of malfunction, sparking or damage. ➢ Ensure to adhere to recommended cooking / heating times to avoid the risk of fire. ➢ Door seals should be checked and cleaned on a weekly basis, when in regular use.	1	3	3	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 35	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Food and Environmental Waste** **Risk**: Exposure to biological contamination resulting in illness or infection Injury or ill health arising from contact with contaminated food waste or environmental waste Increased risk of pests or vermin leading to secondary hygiene or health issues	Employees	3	2	6	➢ Waste shall be collected, handled and disposed of in a safe and hygienic manner. ➢ Where appropriate, waste shall be segregated and sent for recycling. ➢ Waste collection shall be carried out by authorised and licensed waste contractors. ➢ Food waste containers shall be suitable, covered and sealed to prevent contamination by rodents or birds. ➢ Information and instruction shall be provided to staff on safe waste handling practices and the prevention of biological contamination. ➢ Suitable PPE shall be provided and used where there is a risk of contact with waste materials. ➢ Good hygiene practices, including handwashing, shall be maintained following waste handling activities.	1	2	2	Management Employees

Hazard/Risk	**Persons at Risk**	**Risk Rating Pre-Controls**			**RA – 36**	**Residual Risk Rating Post Controls**			
		L	S	Risk	**ACTIONS TO CONTROL RISK**	L	S	Risk	Responsibility
Task/Hazard: **Utilities- Gas, Electrical, Air Conditioning** **Risk**: Burns or serious injury arising from gas leaks, electrical faults, or equipment failure Carbon monoxide exposure due to faulty or poorly ventilated gas appliances Injury arising from failure or malfunction of heating, ventilation, or air-conditioning systems	Employees	3	4	12	➢ Utility systems, including gas, electrical and air-conditioning installations, shall be installed, inspected and maintained by competent persons. ➢ Water leak detection systems shall be maintained in accordance with the service provider's recommendations. ➢ Non-essential electrical equipment shall be switched off at the end of the working day where reasonably practicable. ➢ Air-conditioning systems shall be operated and maintained in accordance with the manufacturer's instructions and serviced at appropriate intervals. ➢ Carbon monoxide alarms shall be provided, regularly tested and maintained in good working order. ➢ Gas heating systems and boilers shall be inspected, serviced and certified at appropriate intervals, with records retained. ➢ Ignition sources shall be controlled and kept away from gas boilers and associated plant. ➢ Access to plant rooms and utility areas shall be restricted to authorised personnel only.	1	4	4	Management Employees

Risk Assessment for Area: Housekeeping

Hazard/Risk	**Persons at Risk**	**Risk Rating Pre-Controls**			**RA – 37**	**Residual Risk Rating Post Controls**			
		L	S	Risk	**ACTIONS TO CONTROL RISK**	L	S	Risk	Responsibility
Task/Hazard: **Housekeeping** **Risk:** Slips, trips, and falls arising from poor housekeeping Delay in evacuation of the premises during an emergency due to blocked exits or escape routes	Employees	3	3	9	➢ Doorways, corridors, emergency exits and access/egress routes shall be kept clear and unobstructed at all times. ➢ A housekeeping programme shall be implemented and maintained to ensure work areas are kept clean, tidy and free from hazards. ➢ Materials and equipment shall be stored in designated storage areas and in an orderly manner. ➢ Waste shall be removed regularly to prevent accumulation. ➢ Waste shall be segregated and disposed of in accordance with designated waste arrangements.	1	3	3	Management

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 38	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Cleaning Agents** **Risk:** Skin irritation or dermatitis arising from contact with cleaning agents Respiratory irritation or breathing difficulties due to inhalation of cleaning product vapours or aerosols Adverse health effects arising from incorrect use, mixing, or inadequate ventilation when using cleaning products	Employees	3	4	12	➢ Cleaning agents and detergents shall be used in accordance with the manufacturer's instructions and container labelling. ➢ Suitable PPE, including gloves, shall be provided and used where there is a risk of skin contact or exposure. ➢ Good hand hygiene practices shall be maintained before and after handling cleaning agents. ➢ Suitable hand drying facilities shall be provided, and skin shall be dried thoroughly after washing. ➢ Barrier creams or moisturising creams shall be made available where required to help prevent dermatitis. ➢ Employees shall be provided with information on the signs and symptoms of dermatitis and other adverse reactions. ➢ Cleaning agents shall not be mixed unless specifically permitted by the manufacturer's instructions. ➢ Adequate ventilation shall be provided when using cleaning products.	1	4	4	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 39	Residual Risk Rating Post Controls			
		L	S	Risk	**ACTIONS TO CONTROL RISK**	L	S	Risk	Responsibility
Task/Hazard: **Uneven/Slippery Floors** **Risk**: Slips, trips, and falls arising from uneven, wet, or contaminated floor surfaces Cuts, bruises, or other injuries resulting from falls on hard or uneven surfaces Increased risk of injury to employees or members of the public due to inadequate floor maintenance	Customers Employees	3	4	12	➢ Floor surfaces shall be maintained in a sound condition, free from unevenness, holes or slopes, and shall be stable and, so far as is reasonably practicable, non-slip. ➢ Floor coverings shall be properly maintained and repaired where damaged. ➢ Spillages and breakages shall be dealt with promptly and appropriate warning signage used where required. ➢ Access to areas affected by spillages or hazards shall be restricted until the hazard has been removed or made safe. ➢ Aisles, walkways and stairs shall be kept clear of obstructions at all times. ➢ Cables and leads shall be suitably managed to prevent trip hazards. ➢ Suitable non-slip footwear shall be provided and worn where required for specific tasks (e.g. cleaning activities). ➢ Floor areas shall be kept clean as part of routine housekeeping arrangements. ➢ Hazards such as damaged flooring, spillages or obstructions shall be reported and addressed without delay.	1	4	4	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 40	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Maintenance Activities** **Risk:** Injury to employees, contractors, or members of the public arising from maintenance activities Injury arising from inadequate segregation of work areas or uncontrolled access during maintenance Increased risk of injury due to interaction between maintenance activities and normal workplace operations	Customers Employees	4	4	16	➢ Maintenance activities shall be planned, coordinated and recorded, with records retained for inspection where required. This includes but is not limited to: fire extinguishers, mag doors, smoke heads, heat detectors, electrics, fire panels, computers, strong room, photocopiers, and printers. ➢ Preventive and statutory maintenance shall be carried out on building services, safety systems and equipment by competent and authorised service providers. ➢ Any defects or issues identified by staff shall be reported promptly and addressed by an approved service provider. ➢ Maintenance work shall be carried out in a manner that minimises risk to employees and customers. ➢ Work areas shall be suitably segregated using barriers, signage or other controls, and non-essential staff and customers kept clear. ➢ Equipment shall be isolated where necessary prior to maintenance activities.	2	4	8	Management Employees Contractors

Risk Assessment for Area: Car park

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 41	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Injury to Pedestrians** **Risk**: Slips, trips, and falls involving pedestrians due to surface condition, weather conditions, poor lighting or obstructions Injury to pedestrians resulting from interaction with moving vehicles within the car park	Customers Employees	3	4	12	➢ Car park surfaces shall be maintained in good condition and kept free from obstructions, potholes or protrusions. ➢ Parking bays and traffic routes shall be clearly marked. ➢ Adequate lighting shall be provided and maintained within the car park, with arrangements in place to address lighting failures. ➢ Warning signage shall be displayed during adverse weather conditions, including icy or slippery surfaces. ➢ Signage shall be provided at exit door of main building for staff to be careful when crossing road for oncoming traffic. ➢ Signage shall be provided to instruct drivers to reverse park where possible. ➢ The car park shall be inspected periodically to identify surface defects, subsidence or other hazards, which shall be addressed promptly.	1	4	4	Management Employees

Hazard/Risk	Persons at Risk	Risk Rating Pre-Controls			RA – 42	Residual Risk Rating Post Controls			
		L	S	Risk	ACTIONS TO CONTROL RISK	L	S	Risk	Responsibility
Task/Hazard: **Generator** **Risk**: Slips, trips, and falls arising from trailing cables, fuel containers, or uneven ground around generator equipment Carbon monoxide exposure resulting from operation of generators in poorly ventilated or enclosed areas Electric shock or burns arising from faulty equipment, damaged cables, or improper connections Fire or explosion resulting from fuel handling, fuel spills, or ignition sources near the generator	Employees	4	4	12	➢ Only authorised and competent personnel shall operate generators. ➢ Generators shall be installed, grounded and operated in accordance with the manufacturer's instructions. ➢ Generators shall be located in well-ventilated outdoor areas and shall not be operated indoors or near doors, windows or air intakes. ➢ Exhaust emissions shall be directed away from occupied areas to minimise the risk of carbon monoxide exposure. ➢ Suitable fire extinguishing equipment shall be provided and located close to the generator when in use. ➢ No smoking or ignition sources shall be permitted near generators or fuel storage areas. ➢ Generators shall be switched off and allowed to cool before refuelling, and fuel shall be handled using suitable containers and funnels. ➢ Electrical leads and connections shall be suitable for outdoor use and subject to weekly visual inspection; damaged leads shall be removed from use immediately. ➢ Generators and fuel containers shall be positioned in drip trays to contain spills or leaks. ➢ Generators shall be maintained and serviced in accordance with supplier or manufacturer recommendations.	2	4	8	Management Employees

SAFETY STATEMENT & RISK ASSESSMENT DECLARATION OF SIGHT

I certify that I have had the attached Clonmel Credit Union and ancillary branches (Mullinahone & Fethard) (Rev. 6.0, January 2026) Company Safety Statement & Risk Assessment communicated to me, I acknowledge the existence of such a document and its ready availability to me, I understand my Health and Safety responsibilities as outlined, I undertake to comply with all requirements of the Company Safety Statement, and I acknowledge that I have been afforded the opportunity of asking questions on any point of which I am unsure.

NAME (BLOCK LETTERS)	SIGNATURE	DATE

CCU Safety Statement

Final Audit Report 2026-02-24

Created:	2026-02-21
By:	Conor Horgan (chorgan@clonmelcu.com)
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