
NATIONAL SCULPTURE FACTORY LTD.

ALBERT ROAD

SAFETY STATEMENT

Revision 0 December 2014

Prepared in Compliance with Section 19 & 20 Safety Health & Welfare at Work Act 2005

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PART 1 - HEALTH & SAFETY POLICY

1.01.1 STATEMENT OF INTENT

The purpose of the Safety, Health & Welfare at Work Act, 2005 is to ensure the safety, health and welfare of all employees / Members in the workplace. The Act applies to employers and employees in all types of work and embraces all the activities of the National Sculpture Factory Ltd hereinafter referred to as "The Company", and The National Sculpture Factory premises, hereinafter referred to as 'The Centre'.

The National Sculpture Factory has employees working for the company, and also facilitates work spaces for self employed artists to carry out work.

Artists become members of the National Sculpture Factory, and will be referred to as 'Employees' hereinafter.

The Act requires the employer to prepare a written Safety Statement describing the employer's arrangements and the employee's co-operation necessary to achieve this purpose.

Therefore, this document sets out the Safety Policy of the Company and specifies the means provided to achieve that policy. The objective of this safety statement is to endeavour to provide a safe and healthy work environment for all of our employees, members, contractor employees and potential members of the public who may be affected by our operations.

1.02 POLICY STATEMENT

NATIONAL SCULPTURE FACTORY LTD.

HEALTH & SAFETY POLICY

It is the policy of the Company to fully comply with the requirements of the Safety, Health and Welfare at Work Act, 2005 and to ensure so far as is reasonably practicable the safety, health and welfare of all employees and residents at our place of work.

In pursuance of the general statement of the safety policy, the Company shall:

- Manage and conduct all work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all who may be affected by our operations.
- provide and maintain a safe place of work and safe systems of work,
- provide safe means of access and egress,
- provide & maintain safe work equipment,
- ensure the safety and prevention of risk to health at work of all employees relating to the use of any article or substance or the exposure to noise, vibration or any other physical agent,
- provide systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health,
- carry out risk assessments and implement control measures as required,
- protect, so far as is reasonably practicable, persons not employed by this company who may be affected by our activities (members of the public, clients, visitors etc)
- consult employees on matters of health and safety,
- provide such information, training and supervision as may be required to work safely,
- prepare & periodically review emergency plans,
- designate staff with emergency duties,
- provide and maintain adequate welfare facilities,
- provide a competent person to assist in securing the health & safety of employees,
- provide sufficient resources to achieve the Company's safety objectives.

Employees also have clearly defined responsibilities under the Act to co-operate with management to achieve a safe place of work and to take reasonable care of themselves and others.

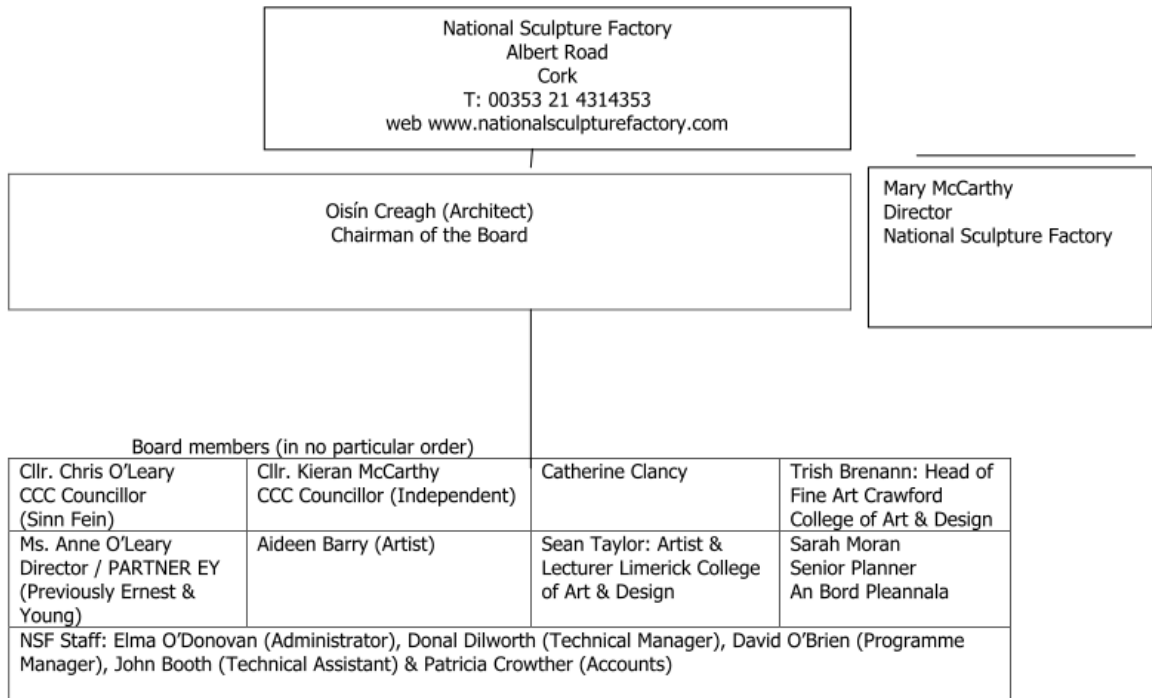
The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy shall be reviewed annually.

Signed.....

Date.....

Mary McCarthy

Title



1.03.1 Board of Directors

The board of directors will have overall responsibility to ensure that the control of all safety matters are appropriately assigned within the organisation. In order to fulfill their duties she shall:

- Understand the main requirements of the Safety, Health and Welfare at Work Act, 2005 and the Safety, Health & Welfare at Work (General Application) Regulations 2007
- Ensure that the same management standards are applied to health and safety as to other management functions.
- Take active interest in the safety management system and in the company's health and safety policy.
- Periodically audit and assess the policy and its effectiveness and review the performance of employees (with regard to health & safety).
- Ensure that systems (and available resources) are in place to fulfill the obligations set out in the company health and safety policy statement.

1.03.2 Director in Charge of Safety - Responsibility for Health and Safety – Oisín Creagh

- Understand the main requirements of the Safety, Health and Welfare at Work Act, 2005 and the Safety, Health & Welfare at Work (General Application) Regulations 2007.
- Ensure that health and safety related issues are brought to the attention of members of the board so the matter can be discussed at the relevant meetings.
- Ensure that the procedures set out in this document are adhered to.
- Ensure that all employees under their control receive adequate and appropriate safety training & instruction appropriate to the tasks they perform.
- Ensure that all employees have adequate supervision appropriate to the tasks they perform.
- Ensure that periodic safety inspections as outlined within the Safety Statement are carried out.
- Ensure that all accident, incidents and near misses are reported.
- Ensure that all employees and contractor employees are competent for the tasks assigned them.
- Attend safety management meetings arranged by the Quality & Risk Manager with responsibility for safety.
- Set a good personal example.
- Ensure that this document is brought to the attention of all staff and that all staff have the opportunity to question if necessary the contents of the document.
- Arrange for an asbestos survey for all properties.
- Arrange for 'Licence for Artists renting Studio Space' to be completed by all Artists working at the centre.
- Ensure all emergency procedures are tested and reviewed when required.
- Facilitate the election of a safety representative within the company.
- Ensure that all relevant personnel are trained when and where required, this will include, fire wardens, fire extinguisher use, manual handling and first aid.
- Ensure that employees have all relevant safety information made available to them.
- Ensure each premises has a fire register and that the document is up to date.

1.03.3 Safety Officer – Donal Dilworth

- Maintain all safety records for the organisation i.e. training, accident book, etc.
- Make available adequate welfare facilities, in particular first aid personnel, materials and emergency procedures.
- Display relevant safety publications or make available for reference.
- Report with out delay any accident, incidents or near misses to board of management and to the Health and Safety Authority if applicable.
- Assist in the investigation of all accidents with a view to preventing re-occurrence.
- Facilitate the election of a safety representative within the centre.
- Review Accident Investigation Reports, satisfy yourself that they come to the correct conclusion and where appropriate, take corrective action.

- Make safety, health and welfare high on the agenda at all organisation meetings.
- Give good example in all matters of safety.
- Initiate Company Disciplinary Procedure where it is deemed that the actions of an individual or contractor are considered a danger to themselves or others.
- Acknowledge the role of the site safety representation.
- Ensure to close out any issues raised by the organisational safety representative, or external auditor in a timely manner
- Ensure the fire register is kept up to date.
- Make all necessary Personal Protective Equipment available, issued, records kept of its issue and used in compliance with statutory regulations and company rules.
- Ensure all places of work outside of the centre are assessed for safety. Safe place, safe access and safe systems of work being of particular importance. This may apply to landscaping works / upkeep of the building etc.
- Make arrangements to maintain work areas in a tidy state and free of accumulated refuse/debris.
- Request that sub-contractors issue a copy of their Safety Statement & method statements where necessary and are aware of the Company Safety Statement and responsibilities to be complied with including Safe Pass.
- Co-ordinate the delivery, stacking and safe storage of materials and ensure that material data hazard sheets are available for hazardous substances to minimise material handling risks to personnel.
- Make adequate firefighting equipment available and replace used or defective equipment.
- Check that First Aid boxes are maintained properly.

1.03.5 Legal Responsibilities of Employees / Members

The provisions of the Safety, Health and Welfare at Work Act, 2005 (Chapter 2 Section 13 – Duties of Employees) applies to the Company. This section outlines the general duties of employees in matters related to safety, health and welfare issues at work. Employees / Members of the Company shall:

- Comply with all relevant statutory provisions and take reasonable care of their own safety and that of others affected by their actions or omissions while at work.
- Ensure that he/she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any the person.
- If reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed.
- Co-operate with the Company or any other person(s) to enable the Company to comply with safety, health and welfare related legislation.
- Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person.
- Attend training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health & welfare at work or relating to the work carried out by an employee.
- Having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee to work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment.
- Use any Personal Protective Equipment (PPE) provided for their safety. The requirements for use of PPE are indicated in operating manuals and work procedures. This will be particularly important depending on the works being carried out in particular studio spaces.
- Report any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person, or any defect in the place or work, the system of work, any article or substance which might endanger the safety, health or welfare at work of the

employee or that of any other person, or any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.

- Not misuse any appliance, equipment, PPE or other means provided for securing safety.
- An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be required under their occupation
- Medical Fitness to Work as per section 21 of the 2005 Act. Every employer may require an employee to undergo an assessment by a registered medical practitioner, nominated by the employer, of his or her fitness to perform work activities and the employee shall comply with such an assessment.

PART 2 - MANNER FOR SECURING SAFETY

2.01 IDENTIFICATION OF HAZARDS AND ASSESSMENT OF RISK

The identification of hazards and assessment of risk in the workplace is a requirement of the Safety, Health & Welfare at Work Act, 2005 (Part 3, Section 19). In addition to this, the Safety, Health & Welfare at Work (General Application) Regulations 2007

The company is committed, as far as is reasonably practicable, to identify all hazards in the workplace (using risk assessments) and that our employees shall be informed of the dangers and the appropriate controls.

2.01.1 Risk Assessments

Risk assessments can be defined as *the overall process of estimating the magnitude of risk and deciding whether or not the risk is tolerable*¹. Risk assessments shall be carried out at least annually, or when changes in work systems or equipment occur. Records of risk assessments shall be located in Part 5 (Appendix 1) of this document.

2.02 PROTECTIVE & PREVENTATIVE MEASURES

The company will appoint one competent person (or more if necessary) to perform such duties for the purpose of complying with the relevant statutory provisions and compliance with this document.

The nominated person is Donal Dilworth, his position in this company is Safety Officer.

2.02.1 'Duty of Employers to Cooperate'. When employers share a place of work, 'they shall in relation to safety, health and welfare at work, cooperate in complying with and implementing the relevant statutory provisions. The company recognises its responsibility under the aforementioned

2.02.2 Health Surveillance. Every employer shall ensure that health surveillance appropriate to the risks to safety, health and welfare that they may be incurred at the place of work identified by the risk assessment in this statement. Such health surveillance once deemed necessary, shall be made available to the staff of this company.

2.02.3 Medical Fitness to Work. Every employer may require an employee to undergo an assessment by a registered medical practitioner, nominated by the employer, of his or her fitness to perform work activities and the employee shall comply with such an assessment.

¹ - as defined in OHSAS 18002 (Section 3 - Terms and Definitions)

2.03 CONTROL OF HAZARDS

As part of the safety management system, the Company uses the following to control hazards:

2.03.1 - Safety Training and Instruction

2.03.2 - Safe Systems of Work

2.03.3 - Maintenance of Work and Safety Equipment

2.03.4 - Noise Management Programme

2.03.5 - Control of Contractors (including Minimum Requirements and Policy)

2.03.6 - Safety Data Sheets (SDS)

2.03.7 - Personal Protective Equipment (PPE)

2.03.8 - Control of Working Time

2.03.9 - Display Screen Equipment

2.03.1 Safety Training & Instruction

Training and instruction are vital to reduce the risk of accidents and as a tool to bring information into the workplace. Training is always ongoing and shall be reviewed periodically within the Company. Training includes:

Company Safety Induction

1. Set up a company wide induction course for all new employees.

For an induction course, health and safety information should be provided to reflect the considerations at the facility (i.e. emergency procedures, assembly areas, location of fire extinguishers and fire alarm 'break glass' units etc). Induction also needs to address company-wide requirements for compliance with current legislation, for example, in relation to notification of pregnancy by female employees, employee responsibility, company health and safety policy, employment of young persons etc

A companywide health and safety induction for all new employees / members is available.

First Aid Training

It is recommended to have at least one occupational first-aider available in the organisation and an appointed person in the workplace in the event of the occupational first aider absence. This does not involve any emergency training but is concerned with a basic first aid approach. The Company should consider:

1. Provide an occupational first aider

An appointed person is someone who can:

- *take charge when someone is injured or falls ill, including calling an ambulance if required;*
- *look after the first-aid equipment, e.g. restocking the first-aid box*

First-aid training has been provided for a number of staff in the at the centre.

Employees / members should provide their own first aid cover.

Manual Handling

Manual handling training required for all personnel required to carry computers, packages, boxes, supplies etc around the premises. Ensure any course meets the course content requirements of the HSA Guide to the Safety, Health and Welfare at Work Act 2005 & the Safety, Health and Welfare at Work (General Application) Regulations 2007. Courses, which do not meet these criteria, should be avoided. The Company needs to:

1. Conduct a manual handling assessment of the work place and of work activities
2. Organise manual handling refresher training for employees

Manual handling training has been provided to staff and this is reviewed periodically.

Basic Fire Safety Training

Recommended for all employees, the Company needs to:

Organise basic fire safety training for all employees (i.e. fire theory, types and use of fire extinguishers etc).

Fire training has been provided for staff and this is reviewed periodically.

Records of all training shall be located in the Company office

2.03.2 Safe Systems of Work

The Company recognises that safe systems of work must be in place. These shall include (but are not restricted to):

1. Isolation of electrical equipment for servicing, maintenance and cleaning.
2. Working at heights
3. Use of substances hazardous to health (e.g. cleaning agents, solvents etc.)
4. Cleaning, maintenance and servicing of work equipment
5. Lone workers (please refer to Co. Lone Working Policy)
6. Working with plant and equipment

2.03.3 Maintenance of Work and Safety Equipment

A documented system for the maintenance of plant and workplace equipment shall be conducted to statutory requirements under Irish and European safety legislation or to the manufacturer's requirements. Such work and safety equipment shall include, as a minimum:

1. Fire detection and prevention equipment¹
2. Audio - visual equipment
3. All fixed electrical installations and equipment
4. All portable electrical equipment²
 - Office equipment
 - Display screen equipment

Records of inspection and maintenance for the above equipment shall be located in Records of Inspections & Maintenance in the Company office.

¹ - All fire detection and alarm systems will be maintained to Irish Standard IS-3218 Code of Practice for Fire Detection and Alarm Systems for Buildings – System Design, Installation & Servicing. Fire extinguishers shall be maintained to IS 291 – Use, Siting, Inspection and Maintenance of Portable Fire Extinguishers

² – Portable electrical equipment is equipment, which generally has a lead and plug and can be, or is normally moved around a work environment

2.03.4 Noise Management Programme

The Company recognises a noise management programme is necessary in order to meet the requirements of the Safety, Health & Welfare at Work (General Applications) Regulations 2007 Part 5 Physical Agents Chapter 1 Control of Noise at Work. The programme is designed to make the best use of available resources and specialist knowledge in order to comply with the current regulations and with current best practice. Noise will only be a consideration when construction work is being conducted on the premises. The following criteria shall be used to manage the programme:

Company Criteria	<ul style="list-style-type: none">• Compliance with current regulations (80 dB (A) first action level, 85 dB (A) second action level) as far as reasonably practicable.• The use of engineering controls to limit occupational noise exposure.• The use of administrative controls to limit occupational noise exposure.
Training	<ul style="list-style-type: none">• To provide education and training to inform employees of the risk of exposure to noise and of the company policy.
Surveys	<ul style="list-style-type: none">• Carry out detailed noise assessments periodically to comply with current legislation.
Hearing Protection	<ul style="list-style-type: none">• Development and implementation of an effective hearing conservation programme in areas identified as noise hazard areas.
Noise Control	<ul style="list-style-type: none">• Define criteria to reduce noise in the workplace, such as reducing noise at source by the use of noise limiters, etc
Audit and Review	<ul style="list-style-type: none">• Review the effectiveness of the programme on a periodic basis.

2.03.5 Control of Contractors

Minimum Requirements for Contractors (building contractors who have been employed by The National Sculpture Factory to carry out works on the premises)

The Company shall seek to employ only competent contractors to carry out work on our behalf. To achieve this, we will only use contractors who have demonstrated an understanding of health & safety and an ability to manage their work safely. The following information (as a minimum) shall be provided by contractors before agreement on a contract of work:

1. A copy of an up to date Safety Statement¹
2. A copy of any sub-contractor Safety Statements.
3. Safety Data Sheets (SDS) for all hazardous chemicals proposed to be used on site (where appropriate)
4. A copy of training certificates for proposed personnel on site.
5. A copy of both principal and sub contractors Employer & Public Liability Insurance.

¹ - Statutory requirement of the Safety, Health and Welfare at Work Act, 2005

Minimum Requirements for Contractors

The following is a summary of the minimum requirements for contractors to work at the Company premises:

Work	<ul style="list-style-type: none">• Hazardous work (hot work, confined spaces, work on electrical systems etc) shall be carried out under a permit to work system and shall be risk assessed.• Standards of work are to be best current practice as stipulated by Approved Codes of Practice or by appropriate Trade Association guidelines (such as the Electro-Technical Council of Ireland).
Personnel	<ul style="list-style-type: none">• All contractor personnel shall be trained, competent and medically fit to perform the duties assigned to them.• All contractors will ensure that no persons under 16 years of age will be employed to work on the Company's site.
Work Equipment	<ul style="list-style-type: none">• All work equipment used by contractors must satisfy the requirements of the Safety, Health and Welfare at Work (General Application) Regulations 2007 (Chapter 2 - Use of Work Equipment, including the requirements of the 1st Schedule) as amended.• All construction work (where applicable) carried out at the Company premises must

	satisfy the requirements of the Safety, Health and Welfare at Work (Construction) Regulations 2013
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2.03.6 Safety Data Sheets

A master file of Safety Data Sheets (SDS) shall be kept in the office to cover the range of substances hazardous to health that are used in the business of the Company. Copies of individual SDS sheets shall be available at work locations. Each artist / member should have a file with all their relevant SDS at their studio area. They must also provide a copy of their SDS to the company.

2.03.7 Personal Protective Equipment (PPE)

The company will provide PPE to employees where a requirement has been identified, and Managers shall ensure that employees use the appropriate PPE where required. PPE will be appropriate to the task and shall be of an approved standard in accordance with Regulation 62 of the Safety, Health & Welfare at Work (General Application) Regulations 2007. Employees shall be given information and instruction in the correct use, maintenance and storage of PPE, provided with a suitable choice of PPE and adequate hygienic provision will be made to safely and hygienically store non-disposable PPE.

Artists will be required to provide their own standard PPE, and wear it as required.

2.03.8 Control of Working Time

The Company is committed to the principles of the Organisation of Working Time Act, 1997. No member of staff is expected to work more than 48 hours per week (including overtime) calculated over a 6-month reference period as per the regulations. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

2.03.9 Display Screen Equipment

The company, when providing display screen equipment for use by an employee at a workstation, shall

1. Ensure that the general use of the equipment is not a source of risk for the employee.
2. Perform an analysis of the work station in order to evaluate the safety and health conditions to which it gives rise for the employee, particularly as regards possible risks to eyesight, physical problems and problems of mental stress.
3. Plan the activities of the employee in such a way that daily work on display screen equipment is periodically interrupted by breaks or changes of activity which reduce workload at the display screen.
4. Employees will receive an awareness / training course on use of work stations.
5. If employees experience visual difficulties which may be due to display screen work the company will provide for an eye test. Employees wishing to take eye tests will be accommodated.

2.04 MINIMISING LOSS

The Company recognises that action is required to minimise the immediate and consequential loss resulting from accident situations. To this end the Company shall provide for:

2.04.1 - First Aid and Trained Personnel Policy

2.04.2 - First Aid Kits

2.04.3 - Emergency Contacts

2.04.4 - Emergency Duties

2.04.5 - Accident Reporting

2.04.6 - Fire Protection Policy

2.04.7 - Fire, Emergency and Evacuation Procedure

2.04.1 First Aid and Trained Personnel Policy

The Company is committed to providing suitable and sufficient first-aid facilities. This obligation extends to the provision of first-aid facilities and trained occupational first-aiders as defined in the Safety, Health and Welfare (General Application) Regulations 2007 (Part 7 Chapter 2). The Company has established a policy on first aid and trained personnel to show how the organisation manages this issue:

1. All staff should be aware that in the event of a medical emergency, even though first-aid facilities are available on the premises, every effort should be made to seek professional medical assistance. This should be done by contacting the emergency services (via 999 /112).
2. In the absence of having adequate numbers of first aiders within the office we shall seek to encourage a suitable member of staff to become trained in occupational first-aid and will make appropriate arrangements for training and information to be provided.
3. First-aid facilities will be periodically checked against a set inventory and documented inspections will be recorded.
4. For occupational-first aiders, refresher training will be provided to a minimum of once every 3 years.
5. First-aiders are required to provide first aid within the limits of that which they are comfortable to do.

2.04.2 First-Aid Kits

First Aid kits shall be available at the following locations:

- Within the Office.
- On the Studio Floor

Contents of First-Aid kit¹ shall be (as a minimum):

<u>Materials</u>	<u>Quantity</u>
Adhesive Plasters	12
Wrapped Triangular Bandage	3
Safety Pins	2
Wrapped Sterile Wound Dressing (approx 13 x 9 cm)	1
Wrapped Sterile Wipes	8
Paramedic Shears	1
Latex Gloves (pairs)	1

1 - Contents for first-aid kits are as specified in Table 1 (Recommended Contents of First Aid Boxes and Kits), HSA Guide to the Safety, Health and Welfare at Work Act 2005 & the Safety, Health and Welfare at Work (General Application) Regulations 2007.

2.04.3 Emergency Contacts

Emergency contacts cover for the contact of the emergency services in the event of a fire. Emergency contact information is:

Emergency Contact	Contact Information
Company Address	National Sculpture Factory Albert Road, Cork Tel: +353 21 Fax: +353 21 Mail:
Medical Emergency	Hospital: Mercy Hospital Cork
NSF Emergency Contacts	Name: Donal Dilworth Mobile: Name: Oisin Creagh Mobile: 086 275 4929 Name: Mary McCarthy Mobile:
Occupational First Aiders	Donal Dilworth Elma O'Donavan
Fire Wardens	
Emergency Liaison Officer	

2.04.4 Emergency Duties Fire Wardens

It will be the duty of the designated person to:

- Maintain an accurate roll call list of all employees' within the premises.
- Maintain an up to date list of all visitors and contractors in the workplace.
- Have available an employee roll call list in the event of an evacuation to the designated assembly point.
- Liaise with the second fire warden.
- Make any concerns pertaining to fire safety know to the Manager
- Contact the emergency services (999 / 112), if required.

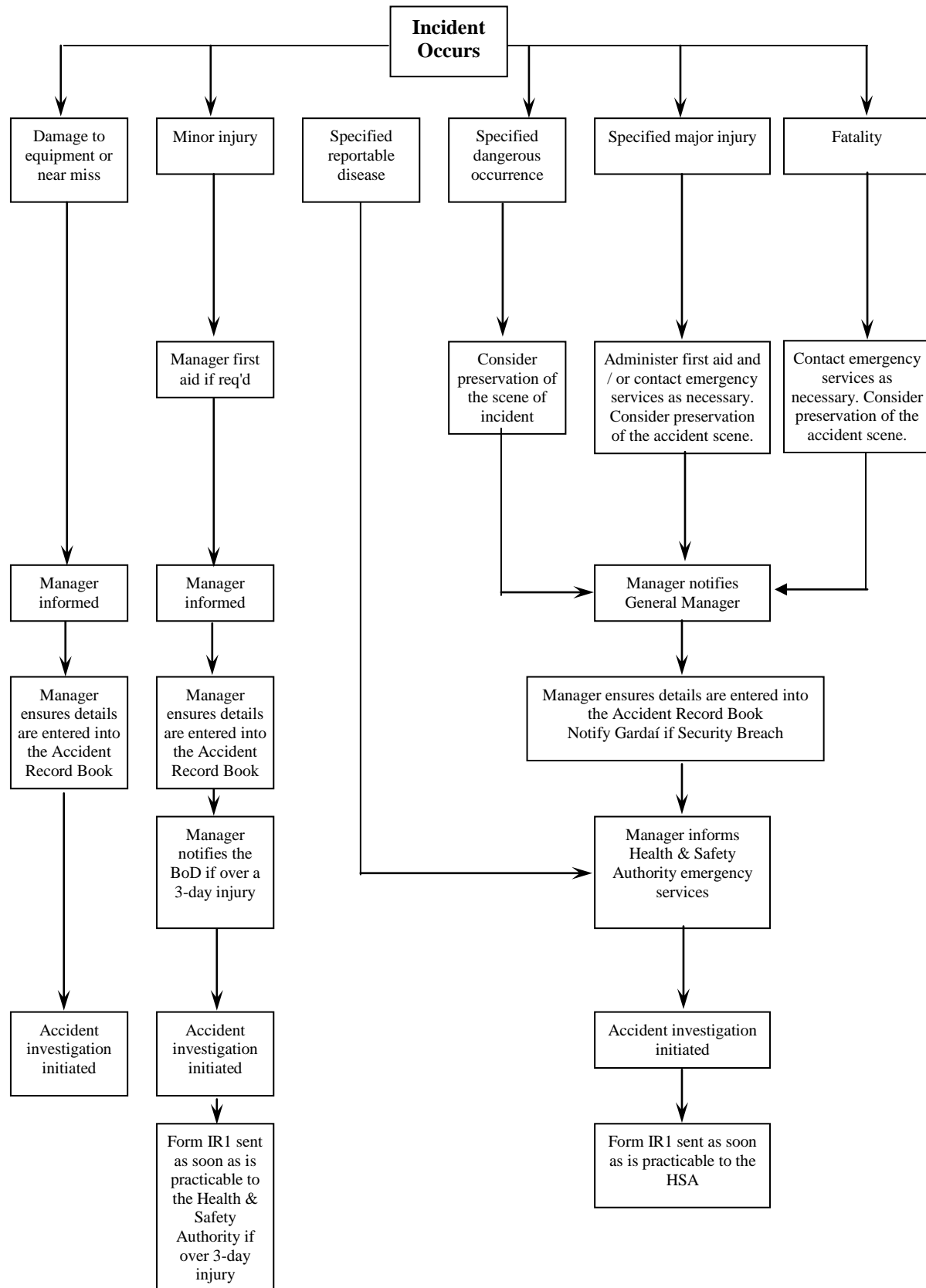
2.04.5 Accident Reporting

The Company has established an Accident Reporting procedure so that:

- Investigations can take place to prevent a recurrence.
- Statutory duties for reporting are complied with.
- Management commitment to providing a safe working environment can be demonstrated.

Employees are required to co-operate with management to enable the Company to comply with health and safety legislation, this includes informing management of accidents and incidents which may occur in the workplace. The Company uses an accident reporting flow chart to document the correct action to be taken in the event of an incident or accident.

Accident Report Flowchart



Definitions

An accident can be defined as any unplanned event, which can result in:

- Injury
- Ill-health, or
- Damage to or loss of equipment etc.

A specified dangerous occurrence is defined within the Safety, Health and Welfare at Work (General Application) Regulations, 1993 (Part X - Notification of Accidents and Dangerous Occurrences, including the 12th Schedule). As specified in the General Application Regulations of 2007

A specified reportable disease is defined within the Factories (Notification of Industrial Diseases) Regulations, 1956.

A specified major injury can be regarded as any of the following:

- Fracture of any bone, other than those in the fingers, thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (even if only temporary).
- A penetrating injury to an eye, or a chemical or hot metal burn to an eye.
- Injury resulting from an electric shock or electric burn leading to unconsciousness or requiring resuscitation or admittance to hospital.
- Any other injury that leads to hypothermia, heat-induced illness or unconsciousness, requires resuscitation or requires admittance to hospital for more than 24 hours.
- Loss of consciousness due to lack of oxygen or by exposure to a harmful substance or biological agent.
- Acute illness requiring medical treatment or loss of consciousness, which result from the absorption of any substance into the body.
- Acute illness requiring medical treatment, which is believed to be the result of exposure to a biological agent or its toxins or infected material.

Statutory Notification

The National Sculpture Factory Ltd. is required by law to report the following on the approved IR1 forms:

1. An accident causing loss of life to any employee if such a fatality occurred during the course of their employment.
2. An accident, which prevents a person from working for 3 consecutive days (excluding the day of the accident but including any days which would not have been working days).
3. Any person who is not at work, but suffers an injury as a result of an accident at a place of work or work activity, dies or suffers an injury requiring treatment from a registered medical practitioner or hospital (either as an in-patient or an out-patient).

Records of all accidents, incidents and dangerous occurrences shall be located in Company Accident Record Book.

2.04.6 Fire Protection Policy

The Company is committed to the provision of a safe workplace. In conjunction with maintaining all work equipment to required standards, this also includes appropriate fire precautions, detect fires if they arise and ensure the safe and swift evacuation of everyone from the Company premises.

1. The Safety Officer is responsible for ensuring the general requirements for good fire protection, including:
 - maintenance of a valid fire safety certificate (and compliance with any conditions specified on the certificate),
 - the maintenance and testing of fire detection and fire fighting equipment,
 - the maintenance of suitable fire exit routes and emergency lighting,
2. The Safety Officer shall act as the senior person responsible for ensuring that both a co-ordinated staff training programme and that evacuation exercises (drills) are held regularly and the outcomes evaluated with a view to maintaining emergency readiness.
3. The Safety Officer shall ensure that the Company No-Smoking policy is enforced.
4. Persons who manage visitors to the facilities are required to ensure that all persons assemble to the required assembly point when required.

Every staff member is responsible for maintaining fire safety by avoiding creating fire hazards with flammable materials and sources of ignition.

2.04.7 Fire, Emergency & Evacuation Procedure

All Staff (on discovering a fire)

- Alert all other adjacent personnel, contact the Fire Warden on duty
- Leave the fire area and close (do not lock) the doors and windows, where it is safe to do so,
- Activate the nearest wall mounted fire alarm (break-glass unit),
- Do not attempt to extinguish the fire if you cannot do it safely,
- Check to ensure that the area has been evacuated
- Do not re-enter the building until authorised to do so by the Fire Department.

Fire Wardens

It will be the duty of the designated person to:

- Identify the location of the fire (if the location of the fire is not immediately obvious)
- Based on the location / reason for alarm / information from third parties contact the fire brigade 999
- Conduct a roll call of the employees / residents / visitors
- Liaise with the second fire warden.

Employees (on hearing the a fire alarm raised)

Immediately evacuate the building using the nearest exit:

- Always consider an alternative route in case the primary exit is blocked,
- Proceed immediately to the designated assembly area,
- Be available to the fire warden to pass on any information,

Assembly point for the building:	Outside Front Door
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PART 3 - ORGANISATION

3.01 ORGANISATION

3.01.1 Resources

The Company is committed to providing such resources as are necessary to ensure that neither its own employees, the employees of any other company, visitors to its places of business or members are placed at risk by any act or omission by any of its employees. This shall be done by providing the necessary training, instruction, supervision and information to its employees. When required, the expertise of a specialist Safety Consultancy (or Safety Advisor) will be sourced.

3.02 CONSULTATION & REPRESENTATION

3.02.1 Consultation

The Safety, Health & Welfare at Work Act, 2005 (Section 25 & 26 - Consultation at Place of Work and Safety Representatives) provides for employees to make representations to the Company on health and safety issues. In addition, employees may appoint a person from amongst the workforce to represent them in consultation with management on safety related issues.

(Due to the nature of the work carried out, and the relatively short duration of operation of some Artists, it may not be feasible to always have a representative from the Artists. Consultation shall be carried out with all Artists present at any given time)

The Company shall provide for:

- Periodic meetings between employees / resident artists and management where health and safety related issues may be discussed. Minutes of meetings shall be recorded and attendance sheets shall be filled out.
- Periodic management meetings where health and safety related issues may be discussed. Minutes of meetings shall be recorded and attendance sheets shall be filled out.
- The company operates an 'open door' policy on safety consultation

Records of safety meetings shall be located in the main office under Safety Meeting Records.

3.03 FACILITIES

3.03.1 Welfare Facilities

In accordance with the Safety, Health and Welfare at Work Act, 2005 the Company commits itself to providing welfare facilities for its employees. These consist of:

Food and Hot Drink Preparation

A kitchen (canteen) is provided where staff can make hot drinks and heat food.

The equipment provided is as follows:

- Electric kettles
- Toaster
- Refrigerator

Kitchen and dining room facilities are also provided where staff / artists may take their meals. (Borad Room)

Drinking Water

Drinking water is provided. Review quality / taste of drinking water with staff. Carry out water testing if required.

Toilet and Washroom Facilities

Male and female toilets with washroom facilities are provided. Anti-slip flooring is provided in toilet / washroom areas.

First Aid

First Aid boxes are provided and located in the office area and on the studio floor. List of certified first aiders to be provided at reception.

Rooms are available for providing First Aid to staff, artists or visitors and contractors

3.04 MATERNITY EMPLOYEES POLICY STATEMENT

The National Sculpture Factory Ltd. is conscious of its obligations under the Safety, Health and Welfare at Work Act 2005 and the General Applications 2007, Chapter 2 (Protection of Pregnant, Post Natal and Breastfeeding Employees), which relate to women who are pregnant, have recently given birth or are breast-feeding.

Some hazards in the workplace may increase the risk to the health of the woman or her developing child for any of the above categories. The Pregnancy Regulations provide specific protection during this period. In order to comply with the Regulations, NSF management must carry out a risk assessment of the areas in which the employee works. In order to do this, NSF management must be notified of the condition.

As with other aspects of health and safety, NSF is obliged to ensure there is no damage to the health and safety of either the mother or the developing child. Specific agents / working conditions at the National Sculpture Factory, which potentially may increase the risk are as follows:

- Excessive mental pressure (e.g., from the demands of the job) may cause stress and give rise to anxiety and raised blood pressure.
- Manual handling tasks, e.g., lifting or moving furniture and equipment.
- Working in the vicinity of work being carried out with chemicals etc.

A maternity employee who feels she may be at risk should ensure that The National Sculpture Factory management is immediately informed so that the appropriate precautions can be taken.

(Recommended) Provision is made for pregnant employees and nursing mothers to lie down to rest in appropriate conditions.

Maternity Employee:

An employee who has informed her employer of her condition – that she is pregnant or that she has given birth within the previous 14 weeks or that she is breast-feeding and has given birth within the previous 26 weeks.

3.05 ANTI-BULLYING POLICY

Definition

Workplace Bullying is defined as “repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, *at the place of work and / or in the course of employment*, which could be reasonably regarded as undermining the individual’s right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to a person’s dignity at work, but as a once off incident, is not considered to be bullying”

Policy

Fundamental to the concept of equality and respect for individuals in the workplace is that the work environment should be free from activities that are likely to adversely affect the dignity of the individual.

National Sculpture Factory Ltd. is committed to ensuring that all employees are free from bullying, intimidation and sexual harassment in the workplace. The organisation will not tolerate bullying and to this end a detailed Anti-Bullying Policy and Procedure is in place and all employees are provided with training in respect and dignity at work.

National Sculpture Factory Ltd. management will ensure that they remain alert to any incidents of bullying or sexual harassment of employees and counselling and support will be made available to victims of bullying, as necessary.

The Anti-Bullying Policy and Procedure is available to all employees of National Sculpture Factory Ltd. in the main office.

3.06 POLICY ON WORKPLACE STRESS

Definition of Stress

Stress is defined as an organism's total response to environmental demands or pressures
Workplace stress arises when the demands on employees exceed their capacity to meet them.

Symptoms of Stress

The symptoms of stress can be recognised by changes in a person's normal level of performance, general manner and behaviour at work. Some specific symptoms of stress include headaches, migraines, overeating / drinking, being irritable with colleagues.

Causes of Stress

Stress can be caused by any of the following:

Poor work organisation, changes in work practices, poor working relationships, poor communications, poorly defined work roles, highly demanding tasks etc. The inability of an employee to take adequate work breaks away from their work activity may also cause stress.

Policy Statement

The National Sculpture Factory Ltd. accepts that work activities may have the potential to cause stress from time-to-time. Employees, who feel they are at risk from stress at work, should inform the management without delay.

A number of control measures for dealing with stress have been implemented as follows:

Control Measures

In controlling workplace stress the following steps are taken:

- Provision of training for employees in stress management as appropriate.
- Ensuring managers are aware of the potential causes of stress and early warning signs.
- Ensuring that all complaints, which may be related to stress, are listened to and appropriate measures taken.
- Individual counselling for employees who may need it.
- Organisational reviews to include assessment of any changes in work activities, working conditions, procedures or organisational arrangements, which may affect stress generators.
- Appropriate records will be maintained of all stress-related complaints, incidents and follow-up action taken.

The Workplace Stress Policy is available to all employees of The National Sculpture Factory Ltd. in the main office.

3.07 SAFETY FOR VISITORS

In order to meet our obligations for the safety and health of our employees and of visitors to our premises, the following arrangements are in place:

- Visitors are not permitted to smoke anywhere inside the buildings. Their liaison person will advise visitors of the organisation's smoking policy.
- Visitor must remain with their liaison person, or keep him / her informed of their whereabouts.
- Visitors must not do anything likely to put themselves or others at risk.
- Visitors must comply with all safety measures in operation on the premises.
- In the event of the alarm being raised, visitors must follow the instructions of The National Sculpture Factory personnel and leave the building at once by the nearest Emergency Exit and report to the Assembly Point in at the front of the building or the car park area at the rear of the building as directed. Visitors must remain at the Assembly Point until instructed otherwise
- When large numbers of visitors are at the centre during show pieces etc. The National Sculpture Factory and all Artists / Members will ensure that the workplace is prepared in a manner to ensure the safety of the numbers expected.

3.08 GENERAL HEALTH & SAFETY RULES

- All accidents and dangerous occurrences must be reported to the immediate manager or to the Safety Officer or a designated deputy without delay.
- No running on stairs or through the building is permitted for obvious safety reasons.
- No unauthorised person may attempt to carry out any electrical or mechanical repair work.
- In the event that Personal Protective Equipment (PPE) is prescribed for any task, it must be worn as instructed.
- Employees and artists must report (to management) any defects in equipment or in systems of doing work, which they feel gives rise to danger to the safety or health of themselves or others.
- Employees must maintain a high standard of housekeeping in their work areas.
- All employees are obliged to co-operate with the safety training / instruction programmes.
- No one may work whilst under the influence of alcohol or drugs to an extent to which it could impair their judgement or affect their safety or that of others.
- Smoking is only permitted in external areas and in the external covered area during inclement weather. Smoking is prohibited adjacent to the gas cylinders stored externally.
- Employees must use the systems of work provided and designed to ensure safe and healthy working conditions, e.g., safe manual handling techniques, good ergonomic workstation set-up etc.

3.09 DISCIPLINARY ACTION

Where advice and persuasion fails to achieve compliance with safety rules and systems of work, it is the policy of The National Sculpture Factory Ltd. to pursue the matter through disciplinary procedures. The full policy is available in The National Sculpture Factory Policy Manual, in the main office.

3.10 LONE WORKING

Lone working may be allowed under specific circumstances. Persons working alone must check in at set intervals, intervals will be determined by a risk assessment based on works being carried out.

PART 4 - REVIEW

4.01 REVIEW PROCESS

4.01.1 Review

The Board of Directors shall review the safety management programme annually:

- Board of Directors' report updating the Company's safety performance shall be located with the Director with responsibility for safety.
- Performance and direct action, where required, shall be reviewed.
- Resource and training needs shall be reviewed.
- This statement shall be reviewed and re-written to reflect these needs.

PART 5 - APPENDICES

APPENDIX 1 - SITE SPECIFIC RISK ASSESSMENTS

Based on this analysis of the main office, premises and personnel the following initial list of potential hazards have been identified as being applicable to the operations of The National Sculpture Factory

A risk assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. The risk of a hazard is a measure of the likelihood or probability of an accident, coupled with the severity of the injury or loss.