



FIGHTING WORDS

The write to right.

Safety Statement 2023

**This policy covers the Fighting Words premises at:
Unit 3, Behan Square, 12-16 Russell Street, Dublin 1 D01
DX51**

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Section 1

1.1 Health and Safety Policy

We at Fighting Words are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 (as amended), Safety, Health and Welfare at Work (General Application) Regulations 2007-2020 and other associated legislation. We consider providing a safe and healthy working environment for all staff, contractors, interns, volunteers and students as a core value and are fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and, as far as is reasonably practicable, commit ourselves to ensuring that:

- Work activities are managed to ensure the safety, health and welfare of our employees.
- Our Safety Statement is being maintained and updated, and written risk assessments are being carried out and reviewed as required and brought to the attention of all employees at least annually.
- Identified protective and preventive measures are implemented and maintained.
- Improper conduct likely to put an employee's safety and health at risk is prevented.
- A safe place of work is provided that is adequately designed and maintained.
- A safe means of access and egress is provided.
- Safe plant and equipment are provided.
- Safe systems of work are provided.
- Risks to health from any article or substance are prevented.
- Appropriate information, instruction, training and supervision are provided.
- Where hazards cannot be eliminated suitable protective clothing and equipment are provided.
- Emergency plans are prepared and revised.
- Welfare facilities are provided and adequately maintained.
- Competent personnel who can advise and assist in securing the safety, health and welfare of our employees are employed when required.

The Board of Directors of Fighting Words is responsible for health and safety issues. Its obligations are coordinated through the Executive Director of the organisation and the Health and Safety Officer. The Health and Safety Officer is responsible for the effective maintenance of the organisation's Health and Safety Statement.

Signed:	_____	Signed:	_____
Date:	29 September 2023	Date:	29 September 2023
Position:	Operations Manager	Position:	Executive Director

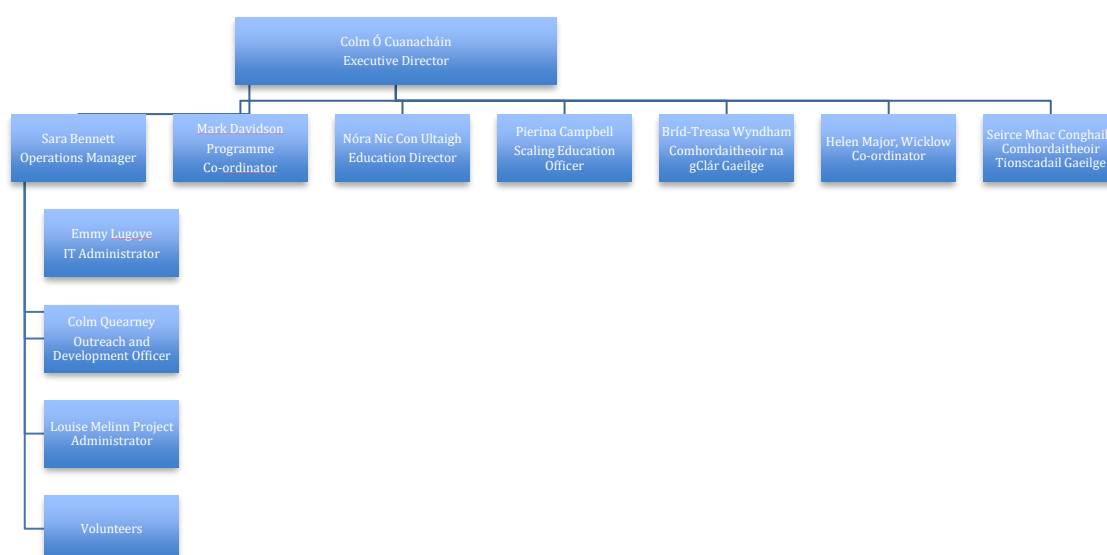
1.2 Introduction

Fighting Words helps students of all ages to develop their writing skills and to explore their love of writing. We provide creative writing workshops for primary and secondary school classes, as well as youth and community groups (including adults), and summer camps for children and teens. All programming is provided free of charge.

The Fighting Words centre at Unit 3, Behan Square, 12-16 Russell Street, Dublin 1 provides workshop space for small groups and office space for staff and interns. Office space is provided on a flexible basis, with desks available for staff as required. Workshop groups are generally small groups of young people and adults from all over Ireland but principally from the greater Dublin area. In practice, the centre is open six days per week, depending on the timetable, from 8am to 5pm, year-round. The aim of Fighting Words is to provide a time and space to explore creative writing and develop it as a skill: no previous experience is required or expected.

1.3 Organisational Structure

The organisational structure is set out below. The volunteers in the organisation report to either Sara Bennett, Louise Melinn or Colm Quearney, depending on the day and/or the project.



Organisational Structure

Responsible Persons / Roles and Responsibilities	
Colm Ó Cuanacháin	Executive Director
Sara Bennett	Operations Manager/Health and Safety Officer/First Aid Responder/Designated Liaison Person/Fire Manager
Mark Davidson	Programmes Co-ordinator/First Aid Responder/Deputy Designated Liaison Person
Emmy Lugoye	IT Administrator/First Aid Responder/Fire Marshal
Colm Quearney	Development and Outreach Officer/First Aid Responder/ Deputy Designated Liaison Person

1.4 Roles and Responsibilities

Employer's responsibilities include:

- Managing and conducting work activities in ways that ensure the safety, health and welfare of staff, volunteers, programme participants and others who may be affected.
- Providing a safe place of work that is adequately designed and maintained.
- Providing safe means of access and egress for the place of work.
- Providing safe plant, equipment and machinery.
- Providing safe systems of work (e.g., operating procedures).
- Preventing improper conduct, which is likely to put an employee's safety and health at risk.
- Preventing risk to health from any article or substance (including plant, tools, machinery, chemical substances and equipment) as applicable to the place of work.
- Providing appropriate information, instruction, training and supervision, taking account of the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced.
- Providing suitable protective clothing and equipment where hazards cannot be eliminated.
- Preparing and revising emergency plans.
- Designating staff to take on emergency duties as necessary.
- Providing and maintaining welfare facilities (e.g., toilets, changing rooms, canteen area, etc.).
- Providing, where necessary, a competent person to advise and assist us in securing the safety, health and welfare of all of our employees.

Employees responsibilities are to:

- Comply with relevant health and safety legislation.
- Ensure that you are not under the influence of an intoxicant while at work as this could endanger your safety, health and welfare or that of others.
- Do not engage in improper conduct or other behaviour that is likely to endanger your safety, health and welfare or that of others.

- Co-operate with your employer and any other person to help them comply with their legal duties.
- Use in the manner prescribed to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means provided (whether for your use alone or for use in common with others) for securing your safety, health and welfare while at work.
- Report to your employer or immediate supervisor, without unreasonable delay, any defects of which you become aware in plant, equipment, place of work or system of work that might endanger the safety, health or welfare at work of any employee or that of any other person.
- Not to intentionally or recklessly, interfere with or misuse any appliance, protective clothing, convenience, or equipment provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.
- Attend any training as may be required of or as may be prescribed to you involving safety, health and welfare at work or relating to work carried out by you.

1.5 Reviews and Amendment Policy

As this Safety Statement is a 'Live' document it is intended that an annual review of risk assessment and control be conducted. However, review will be conducted alongside any substantial changes e.g. implementation of new work practice, systems of work, alterations to organizational structure, introduction of new equipment, new risk assessment and controls, etc.

Amendments to the Safety Statement can be initiated by submitting 'SSAF1' form (Appendix 1). Amendments and input to the Safety Statement from stakeholders is to be encouraged and its value not underestimated.

1.6 Consultation, Participation and Circulation

There is a general duty on employers to consult with their employees on matters relating to health and safety matters made by their employees. The Safety Health and Welfare at Work Act 2005 (as amended) also empowers employees to appoint Safety Representatives to make representations on their behalf to the employer. We will consult with all relevant employees:

- When there is a change, update or modification to a particular work process.
- When new machines or processes are introduced.
- When new substances or materials are introduced.

Such communication is encouraged; we will consider such matters and will endeavour to take any action that we consider necessary or appropriate to deal with the matters raised. Methods of communication and circulation will include paper copy (signed by all members of staff), email and our website.

1.7 Contractor Responsibilities

All contractors involved in a work activity on the premises will receive an induction meeting and comply with all the provisions of the Safety, Health and Welfare at Work Act 2005 (as amended), Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2020 and other associated legislation. Alongside this the contractor will comply with all provisions of the Fighting Words Safety Statement. Contractors must be:

- Be competent to carry out the work.
- Have adequate resources to carry out the work.
- Provide their own: Safety Statement and Insurance.
- Ensure that work activities do not affect the well-being of our employees, visitors or programme participants.
- Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
- Report to the designated person on arrival at our workplace.

1.8 Visitors and Programme Participants

We at Fighting Words define a visitor as a person other than a contractor or employee. In this regard, such persons may not be aware of potential hazards associated with this workplace/location. To mitigate and minimise such risk we will:

- Practice good housekeeping including:
 - Keeping walkways clear.
 - Cleaning up spills immediately.
- Restrict access to hazardous areas.
- Prevent visitors and programme participants from using equipment or machinery.
- Ensure appropriate safety signs and notices are displayed.
- Ensure safe walkways and access routes are maintained.
- Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.

Visitor/Programme Participant responsibilities:

- Conducting themselves in a safe manner at all times.
- Observing the fire policy and, in the event of an emergency, to identify themselves to an employee and be escorted to the designated assembly point.

1.9 Persons Responsible for Performing Tasks

The Safety, Health and Welfare at Work Act 2005(as amended) obliges the employer to ensure that persons are nominated and made responsible for tasks assigned to them, also to regularly review and follow up to ensure the effective execution of the task. This is achieved by:

- Identifying responsible persons in the workplace (where required) who will take responsibility for various tasks.
- Briefing them on these tasks.
- Entering their name against this task and getting the responsible person to countersign.

1.10 Safety Representatives

The employees of **Fighting Words** shall be facilitated if they wish to select and appoint a Safety Representative. The appointed Safety Representative can consult and make representations to management on health and safety matters relating to the workplace. The purpose of these representations and consultations is to:

- Prevent accidents and ill health
- Help highlight problems
- Help identify solutions

The functions of our Safety Representative include:

- Having given reasonable notice to the employer, regular inspection of the workplace according to a schedule agreed between him/her and the employer that is based on the nature and extent of the hazards in the place of work.
- Being given access to information that relates to the safety, health and welfare of employees.
- Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation.
- Being given the opportunity to receive appropriate health and safety training to help him/her perform the function of a Safety Representative.
- Accompanying an inspector from the Health and Safety Authority during an inspection of the workplace.

The Safety Representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a Safety Representative.

Safety Representative:	Louise Melinn
Date Appointed:	2 November 2022
Signature:	_____
Safety Representative:	Emmy Lugoye
Date Appointed:	1 September 2023
Signature:	_____

1.11 Accident Reporting and Investigation

We of Fighting Words define an accident as an unplanned, unexpected event which may result in personal injury, loss or damage to property or equipment.

All accidents and incidents (including near misses and close calls) must be reported, even if there is no injury, loss or damage to property or equipment. Accident reporting must follow the following course:

- Ensure details of the accident are recorded.
- Promptly investigate the accident so as to determine the root cause and on completion of the investigation, implement remedial measures to prevent a re-occurrence.
- It is the employer's responsibility to ensure that accidents are reported to the Health and Safety Authority on Form IR1 where:
 - Employees are out of work for more than three consecutive days (including the weekend) and where they cannot continue with their normal duties.
 - Members of the public are injured by a workplace activity and are treated by a registered medical practitioner.
 - A fatal accident has occurred.

We of Fighting Words require all staff, contractors, volunteers and students to report all breaches of safety practice, faulty machinery and tools (including all I.T. equipment), defects in property structure and other to management to ensure preventative measures can be taken and repair works done in a safe manner. These measures contribute to the prevention of accidents.

1.12 Dangerous Occurrence Reporting

In the event of a dangerous occurrence Fighting Words will investigate to ensure:

- Identification of the root cause of the occurrence.
- Ensure remedial measures are put in place to prevent a re-occurrence.

- Retrain staff and modify control measures or work practices as necessary to prevent a re-occurrence.

In the event of a dangerous occurrence being specified by the Health and Safety Authority (HSA), an IR3 form (Appendix 2) will be completed and submitted.

Section 2

2.0 Welfare Facilities and Workplace Requirements

Where required we will provide in the workplace adequate welfare facilities and a suitable and safe workplace environment for use by our employees and visitors, including but not limited to:

- Toilet facilities.
- Canteen and food preparation areas.
- Changing areas.
- Adequate ventilation, temperature and lighting.
- Interior walls, floors and traffic routes that are maintained in good condition and kept clean.
- Fire detection and fire-fighting equipment.
- Emergency routes and exits.
- Pedestrian and traffic management systems.

Welfare Facilities	Details
Toilet - 1	
Kitchen	

2.1 Personal Protective Equipment (PPE)

We will ensure that all our employees are adequately protected and where it is not reasonably practicable to reduce or eliminate the risk, then as a last resort will provide PPE appropriate to the task/work environment.

As required, we will ensure:

- The provision of adequate and suitable PPE.
- That PPE is used, maintained and replaced in accordance with the manufacturer's instructions.
- That we record information to include supply of and training in the use of PPE as appropriate.
- PPE is provided free of charge to employees.
- Ensure PPE is suitable for the task/environment.
- Always read the manufacturer's instructions.
- Replace damaged PPE.
- Monitor and supervise employees to ensure correct use and application.

On receipt of appropriate PPE, we expect our employees to:

- Use PPE correctly and whenever it is required.
- Report any defects in or damage to their PPE immediately.
- Participate in any training or instruction we provide on the fitting, use and inspection of PPE.
- Inform us of any medical conditions they have that may affect the correct use of the PPE provided for them.
- Look after any PPE provided to them.

2.2 Emergency Procedures

Emergency planning will take into account the following:

- Acute illness (Employees, volunteers, programme participants or members of public)
- Injury or accident (Slip, trip or fall – Building collapse)
- Assault
- Fire, gas leak and explosion
- Vehicle collision/accident (RTA – Road traffic accident)

Appropriate response may include:

- First Aid for the injured
- Access to emergency phone contacts
- Evacuation of staff, contractors, interns, volunteers, programme participants and others
- Provision of and training in the use of fire-fighting equipment

Liaison has been made with local rescue and medical services; planned evacuation drills twice yearly and daily housekeeping/health and safety walks conducted. For further information refer to the fire safety register and manager with responsibility for emergency planning.

Emergency Contact Numbers	
Fire and Ambulance Service	999 / 112
Garda	999 / 112
Fitzgibbon Street Garda Station	01 666 8400
Local GP - Mountjoy Family Practice	01 856 0400/50
Mater Hospital	01 803 2000
Health and Safety Authority	1890 289 389

2.2.1 Fire

The person who becomes or is made aware of a potential emergency should first sound the alarm. On hearing the alarm, all employees and visitors must:

- **GO IMMEDIATELY** to the nearest emergency exits, closing all doors as they leave
- **NOT** wait to find out what is happening
- **NOT** stop to collect personal items
- **GO** at once in a quiet and orderly manner to their assembly point and wait for further instruction
- **NOT** re-enter the building until authorised to do so by the emergency services

In regard to the Fire Detection and Warning Systems, Fighting Words will ensure:

- The carrying out periodic fire drills and check your fire detection and warning systems on a regular basis to ensure they are working correctly.
- The fire safety detection/warning systems and fire-fighting equipment is serviced and maintained by a competent person.

By working safely and by common sense, the risk posed by fire can be greatly reduced (see Fire Safety Register). If fire does start in your area, as well as your local fire and emergency evacuation plan there are key points (listed below) that must be put into practice:

- Sound the alarm
- Call the fire service
- Evacuate the workplace
- Never use lifts or escalators
- Go directly to assembly point
- Do not attempt to fight the fire unless you are trained to do so - **do not endanger yourself!**
- Do not re-enter the workplace until you are authorised to do so

Location of Assembly Point
Russell Street - walk out of courtyard and turn left in front of Russell Street Bakery Note Assembly Point Sign

Fire Warden/marshals shall be nominated from the staff and trained to conduct a safe evacuation of the premises. Sufficient members of staff shall be trained to provide adequate cover at all times.

The Fire Warden's will among their duties prepare and carry out 'Personal Emergency Evacuation/Egress Plans' (PEEP) for individuals with such requirements, in the event of emergency always obey the directions from Fire Wardens.

Fire Wardens	
Sara Bennett	Emmy Lugoye

Please refer to the Fire Safety Register for all information relating to fire safety

2.2.2 First Aid

We at Fighting Words shall ensure adequate provision of first-aid equipment and facilities. Furthermore, we will appoint an Occupational First Aider should risk assessments identify specific hazards in our workplace that require a trained/equipped Occupational First Aider.

- Where our first-aid risk assessment indicates that a First Aider is not required, the minimum requirement is to appoint a person to take charge of first-aid equipment. The role of this appointed person should include looking after the first-aid equipment and facilities.
- Ensure first-aid equipment is prominently placed, that employees are aware of its location and is accessible to all employees

Location of First Aid Kit
Kitchen

First Aid Responders	
Sara Bennett	Emmy Lugoye
Mark Davidson	Pierina Campbell
Colm Quearney	Bríd-Treasa Wyndham

2.3 Welfare Policies

We at Fighting Words at all time being aware of the Safety, Health and Welfare at Work (General Application) Regulations 2007-2020 list of sensitive risk groups have compiled policy documents to be circulated and read by all employees. However, as no night shift or lone working is conducted on this premises this will be omitted at this time but will be re-risk assessed at a future date.

2.3.1 General Welfare

Welfare facilities are provided in so far as is reasonably practicable. Drinking water, hand washing and sanitary facilities have also been provided on the premises for both employees and programme participants.

2.3.2 Disciplinary Policy

Please refer to Disciplinary Policy (for employees) and Complaints Procedure (for volunteers) as agreed to and signed in contract at beginning of employment or volunteer registration. In regard to health and safety in this organisation, a zero-tolerance rule applies to breaches of standards.

2.3.3 Young Workers and Child Protection

We will comply with the regulations dealing with young people at work and in the event of employing an individual less than 18 years of age we will ensure:

- If the young person is under 16 years of age, we will obtain written permission from a parent or guardian.
- We will not exceed the recommended working hours for young persons.
- We will put in place all control measures required by risk assessment of the risk to the safety and health of the young person arising from:
 1. Their lack of experience, maturity or awareness of risk.
 2. Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents.
 3. The physical and psychological capacity of the young person.

Also

- Carry out a risk assessment before employing a child (under 16) or young person (over 16 but less than 18) taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity.

Fighting Words' child and vulnerable adult protection policy stems from the following principles:

- The welfare of the child should not be compromised. Per the Child Care Act 1991, a child is defined as a person under the age of 18 years. This definition includes the term young people.
- All children and young people, regardless of age, any disability they may have, gender, race, family status, marital status, religious belief, sexual orientation, membership of the Traveller community, geographical location or socio-economic status have a right to protection from abuse.
- The need to comply with current statutory requirements and guidance on the protection of children.

Refer to 'Child and Vulnerable Adult Protection Policy (Appendix 10)' for more information.

2.3.4 Pregnant Employees

We will apply the specific regulations as mentioned above when any of our employees declares that they are pregnant, have recently given birth or is breastfeeding and who provide an appropriate medical certificate.

On becoming aware that an employee is pregnant, we will assess the specific risks from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child.

We will carry out a specific risk assessment for that employee, taking particular account of any medical advice that the employee has received. If a risk cannot be eliminated or reduced to an acceptable level we will:

- Adjust the working conditions or hours of work or both; or
- If this is not possible, provide alternative work or if this is not possible, grant the employee health and safety leave.

Also we shall:

- Identify hazards in the workplace that could pose a health and safety risk to new and expectant mothers and take appropriate action to remove or reduce the risk.
- The earliest stages of pregnancy are the most critical ones for the developing child; it is in an employee's best interest to notify you when she is pregnant.
- Pregnant, postnatal or breastfeeding employees must have suitable facilities to rest or feed.

For further information see 'Protection of Pregnant, Post Natal and Breastfeeding Employees' - HSA.ie

2.3.5 Work Related Stress and Dignity at Work

All individuals, whether directly employed, volunteers, contractors or clients have a duty to uphold the principles of the dignity at work policy - wellbeing, dignity and fairness within the organisation. Harassment, sexual harassment, bullying, aggression, or violence will not be tolerated.

As an employer, we will as far as reasonably practicable ensure that:

- No employee's workload is so great that he or she will have to consistently work overtime.
- No employee will be subjected to harassment from or degrading behaviour by colleagues or managers, and everyone in the workplace treats others with respect and courtesy, even if they do not 'get along'.
- No employee has to work in an environment which is unsafe and in which there are worries about accidents.
- Employees are trained so they can do their jobs effectively and safely.
- Everyone knows what his or her core job is.
- We have a Dignity at Work Policy in place outlining our procedures with regard to addressing bullying and harassment at work – see the Staff Terms and Conditions.

For further information see 'Work-Related Stress A Guide for Employers,' at www.HSA.ie

2.3.6 Alcohol, Drugs and Smoking

It is illegal for any employee to attend work while under the influence of alcohol, drugs or a mixture of both. All suspected incidents of alcohol or illegal drug use while on duty must be reported to management to ensure the safety of the employee concerned, fellow colleagues, clients and the general public. Please refer to Human Resources (HR) – i.e., the Operations Manager - in regard to testing requirements and disciplinary actions.

As some legally prescribed drugs can render a person unfit to carry out certain tasks in a safe manner, consult with your GP regarding any possible side effects the medication may have.

In the event of our abilities being impaired, inform management immediately so appropriate action can be taken.

Employees are reminded that smoking is illegal in any enclosed place of work, including offices, canteens and work vehicles.

2.3.7 Personal Hygiene

In order to ensure that harmful germs, viruses and bacteria are not spread from one person to another in the workplace, Fighting Words requests that all employees have regard to their personal cleanliness while attending work.

Hand Hygiene:

- Always wash hands prior to before eating or smoking, and after any contact with other people or coughing, sneezing or blowing nose.
- Wash thoroughly with warm water and soap.
- Spend at least 20 seconds washing and pay attention to fingers, nails, wrists and palms. Dry thoroughly afterwards.
- Keep your hands away from your face as much as possible.

Coughing and sneezing etiquette:

- If you need to cough or sneeze, cover your mouth and nose.
- Use disposable tissues and discard immediately after use into a closed bin.
- Wash your hands afterwards.

3.3.8 Training and Competence

As determined by legislation, we are committed to providing appropriate training and supervision in so far as is reasonably practicable to all staff members.

Every employee is obliged to attend health and safety training arranged for them and will be provided at induction, new work or systems of work, new technology or when highlighted in training needs analysis. As a Standard Operating Procedure (SOP) all members of staff will on employment be qualified in or undergo the following training:

- Induction training
- Manual/Minimal Handling Training
- Fire Safety Training
- First Aid Training
- VDU Assessment (Where applicable)
- PPE Training Orientation (Where applicable)

Competence

Competence is a combination of training, experience and knowledge, which is required to carry out the desired duty. We are required to ensure employee competence; this will be done through resume, interview, questionnaires, on-site assessment and other means as they may arise. If you do not feel competent to carry out a task or feel a colleague is not competent you are to report to supervisor immediately.

2.3.9 Health Surveillance

Fighting Words has adopted the policies as determined by the Safety Health and Welfare at Work Act 2005 (as amended), this involves the systematic looking out for the early signs of work-related ill health in employees who are exposed to certain risks. A risk assessment in the workplace will identify health hazards and determine those at risk and set out control measures necessary to reduce the likelihood of work-related ill health. Health surveillance includes monitoring and reviewing particular risks and putting in place controls to prevent the risk of injury such as:

- The spread of disease
- Long term VDU use
- Exposure to harmful agents, e.g., chemicals, lead etc.
- Exposure to carcinogens, e.g., asbestos
- Exposure to noise and vibration

It is the responsibility of the employee to inform your employer in the event of work-related ill health or injury.

2.3.10 Safety Signage

At all times where a hazard cannot be avoided mitigated a sign informing of information and instruction must be installed and monitored until the hazard can be mitigated completely. This is a temporary measure and never a permanent fixture. This is a collective measure to protect everybody from a hazard.

2.3.11 Working Time

As per legislation the maximum working week is 48 hours, each member of staff is required to record their own weekly working time and alert management if the 48-hour limit is being breached.

2.3.12 Equal Opportunities Policy

Fighting Words is committed to equality of opportunity and positive action to promote equality of opportunity; equal opportunity is promoted as a means of developing the full potential of everyone involved in the organisation. The organisation believes that an Equal Opportunities Policy helps to ensure that there is no unjustified discrimination in the recruitment, retention, training and development of staff and volunteers.

Fighting Words does not discriminate against any employee or volunteer, or any applicant for employment or volunteering, because of gender, marital status, family status, sexual orientation, religion, age, disability, race, or membership of the traveller community.

Fighting Words is committed to best practice in providing equal opportunities for all job applicants and staff. The organisation believes that all people should be treated with respect and values diversity.

Fighting Words adheres to the Employment Equality Acts, 1998 – 2011 and the Equal Status Act, 2000 - 2011. To ensure that the policy is effective, and no applicant or employee receives less favourable treatment, the organisation will promote equality of opportunity and prohibit discrimination across nine grounds:

- Gender
- Civil status
- Family status
- Sexual orientation
- Religion
- Age
- Disability
- Race
- Membership of the Traveller Community

2.3.13 Volunteering Policy

We have our volunteering policy first to differentiate between the role of paid staff and volunteers and secondly to outline the supports provided for volunteers in Fighting Words. The policy is designed to include:

- Any person who works in the organisation on a regular basis and is not a paid member of staff.
- Any person working in the organisation as part of an educational course or as work experience.

‘Fighting Words Volunteering Policy’ (Appendix 9)

Section 3

3.0 Forms and Registers

Forms and registers provide the backbone of any good safety management system. They allow us to record specific items such as training, issue of PPE and statutory inspections.

List of Forms and Registers:

Form 1.1	Responsibilities and Other Arrangements
Form 1.2	List of Persons Identified as Being responsible for Health and Safety Tasks
Form 1.3	Personal Protective Equipment Register
Form 1.4	Training Register
Form 1.5	Emergency Information
Form 1.6	Accident Investigation Form

(Appendices 3 to 7)

3.1 Hazards

3.1.1 Hazards in the Office

Office environments are by their nature considered to be safe work environments, however numerous incidents leading to injuries ranging from serious back injuries, torn ligaments, cuts and burns have occurred to name but a few. The main hazards in an office consist of:

1. Manual handling injuries from lifting PCs, TVs, video equipment, printers, fire extinguishers, paper and other equipment.
2. Slips, trips and falls due to electric cabling, obstacles, damaged floor covering, spillages, incorrect storage of equipment/files etc. at heights.
3. Electrocution due to faulty equipment, cabling, unauthorised electrical equipment such as photocopier, printer, shredder, etc.
4. Poor workstation layout including Visual Display Unit (VDU) equipment.
5. Office filing and storage systems need special attention. New filing cabinets purchased should be such that only one drawer can be opened at a time. Older filing cabinets that are not designed in this way should be secured having them fixed to the floor or the wall. Employees using filing cabinets should observe the following safe practices:
 - Store heavier items in bottom drawer.
 - Start with bottom drawer when setting up files or after moving cabinet
 - Use drawer handles when opening and closing the cabinet. Always close file drawers after use.

- Only open one drawer at a time.

Tea and coffee Making facilities require special attention. The risk here is obvious, scalds from boiling water, tea, coffee or electrocution. The floor areas must be kept clean and free from obstruction.

- Hot containers or equipment should not be placed on the floor.
- Electrical equipment must never be used with wet hands.
- Broken glass or crockery should be cleared immediately and disposed of in a puncture proof container.
- Care must be taken when dispensing or carrying boiling water, or hot tea/coffee.

6. Chemicals from printers and photocopiers.

7. General bad housekeeping habits

Remember: Let the experts do their jobs! Report all electrical and other faults/defects to the appropriate person. Do not attempt to carry out repairs unless you are qualified to do so.

Remember: The key points on manual handling. Where possible, use a trolley to minimise the risk posed by manual handling.

If in doubt, don't lift it!

3.1.2 Slips, Trips and Falls

One of the most common causes of accidents in the workplace, one that a few simple precautions can significantly reduce:

- All floors in all area kept clear of slippages, slippery conditions, trailing cables, leads, hoses, clutter and litter, and all have effective drainage.
- Floor covering securely fixed and free from curling and wear.
- Floor surfaces properly maintained.
- Correct footwear.
- Always report defective lighting immediately.
- Never obstruct vision panels on doors.
- The correct use of signage and taking heed of signage.
- Report hazards immediately or rectify if possible.
- Be aware when carrying objects.
- Use correct equipment for gaining access to height.
- Store equipment correctly, e.g., closed filing cabinets and drawers; tool storage and heavy objects stored low.
- Always walk... never run!

Following these rules alongside good health and safety housekeeping will help to reduce accidents.

2.1.3 Manual Handling

Fighting Words is committed to training staff members regularly in manual/minimal Handling, providing equipment and safe systems of work to remove or reduce the requirement to move loads. Where it is necessary for an individual to move a load, the following key points must be performed:

- Avoid manual handling or use a mechanical aid if available.
- Share the load between two or more individuals.
- Break the load into smaller, safer loads.
- The method of handling must take account of the size, shape, weight, contents, temperature, and position of the load.
- Store heavy and awkward loads down low and when accessing loads (never heavy) at height use appropriate/approved ladder or lifts.

When it is necessary to lift a load, you must:

1. Access the task, the area and the load.
2. Ensure area is clear of obstacles (the entire planned route).
3. Get a broad stable base, feet flat on the floor.
4. Bend your knees.
5. Keep the back straight.
6. Take a firm grip (palmer).
7. Keep the load in line with your trunk.
8. Hold the load close to your centre of gravity, i.e., stomach level.
9. Turn your feet in the direction of travel (not your back - never twist).
10. Wear the appropriate PPE.

3.1.4 Visual Display Units (VDUs)

Fighting Words will provide risk assessments for the use of VDUs per the Safety, Health and Welfare at Work (General Application) Regulations 2007-2020. Employees who use visual display units (VDUs), including laptops, for more than one hour continuously during the working day have the right to opt for an eyesight test annually, for which Fighting Words will reimburse them. If the optician certifies that the staff member needs glasses to operate a VDU, and for no other reason, a contribution towards prescriptive lenses will be given to the staff member. Please consult the Health and Safety Officer before making arrangements for eye test.

There are also guidelines for the use of computers, mouse and laptops in this policy (see page 24). If you feel pain in your shoulders, neck, arms, back or hands you should report this in the Accident Book, inform your manager and see your GP for medical advice. A badly arranged workstation can contribute to bad working posture, attention should be paid to the:

- Seat adjusted correctly.
- Feet flat on floor or footrest.
- Screen eye level and operation settings.
- Mouse and keyboard position, also the ergonomic position.
- Office temperature, draughts and lighting.
- Noise.
- Existing conditions that may be exacerbated by VDU usage, e.g., eyesight.

Pregnancy and VDU Work:

Information available on radiation emissions from VDUs is not conclusive in terms of whether or not it is a health hazard, particularly to the foetus. As all computer monitors in the organisation exceed the most stringent guidelines on radiation emissions there should be no danger. However, will provide a risk assessment for all pregnant employees and VDU work will be included in this assessment.

Guidelines for safe mouse use:

Don't grip tightly: users especially can tend to grip the mouse tightly. This is totally unnecessary and can quickly lead to tension in the hand, arm and upper body. Experiment with holding the mouse as lightly as possible or with simply resting your hand on top of the mouse with your fingers above the click buttons.

- ***Don't stretch or cramp:*** stretching or cramping your arm to reach the mouse adds tension. Allow your arm to rest in a relaxed position with your hand over the mouse.
- ***Use both hands:*** if you are working intensively with the mouse try alternating between hands. Experiment with using the mouse in your other hand - becoming an ambidextrous mouse user relieves the pressure on your most-used hand.
- ***Use more than one finger:*** the click button does not have to be operated with one finger alone. Experiment with using different fingers or a combination of fingers on the click button, thus relieving the pressure on your most-used finger.
- ***Use a mat:*** always use a mouse mat when working with a mouse. Attempting to manoeuvre your mouse on a shiny desk surface can be frustrating and lead to tension. Make sure the roller ball is clean - a dusty roller ball can also hinder mouse movement.
- ***Space:*** make sure you have enough space on your desk to operate the mouse easily - a cluttered desk can hinder mouse use and lead to tension.
- ***Other options:*** if you really find that the use of a mouse is a problem for you then there are other options. Contact the Manager, for more information.
- ***Seek advice:*** if you are experiencing any discomfort which isn't remedied by any of the above then make an appointment to see your GP.

3.1.5 Electrical Safety

Electricity is used throughout the Fighting Words workplace and misuse or carelessness can burn injure or kill. Please use the following list to avoid such circumstances:

- Assume all electrical devices are live and dangerous, until proven otherwise. No voltage is safe!
- Report all defects, e.g., damaged cables, overheating equipment etc. Never attempt to carry out makeshift repairs, all repairs to be carried out by competent electrician.
- Never overload plug sockets or adaptors.
- Sensible routing of cables to avoid personnel.
- Never touch electrical items with wet hands.
- Always switch off and unplug before moving or cleaning.
- If using equipment outdoors, check to ensure it's appropriate for use outdoors.
- Make regular inspection, maintenance and testing of portable electrical equipment.
- Never approach overhead power lines.
- Use correct fuses and circuit breakers. If in doubt, consult a competent person.
- If you need to use extension lead, check it's suitable for the application and fully unwound.
- Never use electrical cables to lift, lower or pull electrical appliances.

3.1.6 Working from a Height (including use of ladders)

The Safety, Health and Welfare at Work (General Applications) Regulations 2007 - 2020 require Fighting Words as an employer to conduct risk assessments of all activities above or below ground and that all equipment provided for those activities is suitable for purpose.

- The Regulations set out a simple hierarchy for managing work at a height:
 - Avoid work at height where this is reasonably practicable.
 - Use work equipment or other measures to prevent falls where you cannot avoid working at height.
 - Where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall.
- The Regulations also require the following:
 - All work at height is properly planned and organised, e.g., when hanging banners, adjusting the projector to the window screen, etc.
 - A risk assessment is carried out for all work conducted at height.
 - Appropriate work equipment is selected and used.

- People working at a height are competent.
- Equipment used for work at height is properly inspected and maintained.
- Risks from fragile surfaces are properly controlled.
- Injury from falling objects is prevented.

The risk assessment should include a careful examination of what harm could be caused from working at height with a view to taking the effective steps to reduce the likelihood of this harm occurring, either through avoiding the activity or, where this is not reasonably practicable, by carrying it out in a safe manner using work equipment that is appropriate to the task and the level of risk.

➤ Ladder and Stepladder Use - as a guide, only use a ladder or stepladder:

- Where the work is of short duration – ladders are not suitable where they are in one position for 30 minutes or more.
- For 'light work' - ladders are not suitable for strenuous or heavy work.
- For work that does not involve carrying heavy or awkward tools or equipment.
- Where a handhold is available both for climbing the ladder and in the working position.

Where you can maintain three points of contact (hands and feet) at the working position. On a ladder where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On stepladders where a handhold is not practicable a risk assessment will have to justify whether it is safe or not.

➤ On a ladder or stepladder **do not**:

- Overload it - the person and anything they are taking up should not exceed the highest load stated on the ladder.
- Overreach - keep your belt buckle (navel) inside the stiles and both feet on the same rung throughout the task.
- You should avoid holding items when climbing (for example by using tool belts).
- On a ladder where you must carry something you must have one free hand to grip the ladder.

➤ On a stepladder where you cannot maintain a handhold (e.g., putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:

- The height of the task.
- A safe handhold still being available on the stepladder.
- Whether it is light work.
- Whether it avoids side loading.
- Whether it avoids overreaching.

- Whether the user's feet are fully supported.
 - Whether you can tie the stepladder if it is likely to move.
- If ladders are to be used to work from, not just for access or egress, make sure that:
- A secure handhold and secure support are available at all times.
 - The ladder can be secured to prevent slipping.

<u>Ladders</u>	
<u>DO</u>	<u>DO NOT</u>
Check daily and for defects before use	Use a defective ladder
Locate on firm ground	Use close to overhead power lines
Set at safe angle (Never >75degrees)	Carry heavy/awkward loads
Have co-worker foot ladder	Overreach. Keep both feet on same rung
Tie at top and bottom if possible	Create a sideways load
Extend above the landing platform	Work on the top 3 rungs
Grip the stiles when climbing	Straddle an 'A' frame ladder
Maintain 3 points of contact	Slide down stiles
	Move or extend while standing on rung
	Move ladder unless instructed

**Avoid work at height so far as reasonably practicable.
If it is not necessary to work at height, don't.**

3.1.7 Dangerous Substances and Safety Data Sheets (SDS)

All workplaces have and use a variety of hazardous substances. These include materials, chemical and compounds, detergents, printer inks and toners, adhesives, gases, fuels, paints etc. Some are more dangerous than others if mishandled, e.g., consumed, absorbed, injected or inhaled.

The packaging of a substance will carry a warning sign and information on the product inside, it is important to always keep hazardous substances in their original container.

Safety Data Sheets (SDS): The manufacturer/supplier is legally bound to accompany a hazardous material with a SDS. This relates to all relevant information relating to a chemical product in an internationally recognized and uniform layout.

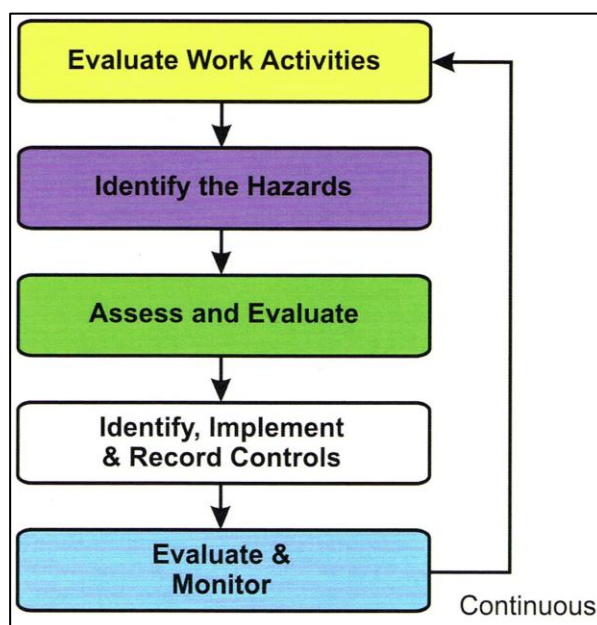
<u>Safety Data Sheet (SDS)</u>	
1. Chemical product + Company	2. Physical and Chemical Properties
3. Composition/Ingredients	4. Stability and Reactivity
5. Hazard Information	6. Toxicology Information
7. 1 st Aid Measures	8. Ecological Information
9. Fire Fighting Measures	10. Disposal Considerations
11. Accident release Measures	12. Transport Considerations
13. Handling and Storage	14. Regulatory information
15. Exposure controls and PPE	16. Other Information

3.2 Risk Assessment

Section 19 of the Safety, Health and Welfare at Work Act, 2005 (as amended) requires all employers to carry out a risk assessment of their risks. The Safety Statement is based on the principles of hazard identification and Risk Assessment. This involves the identification of all hazards in the particular workplace; the subsequent assessment of the risk involved (low, medium or high risk) and the controls necessary to either eliminate the risk or reduce it as far as is reasonably practicable.

The simplest definition of risk assessment is “a careful examination to find out what could go wrong!”

- A hazard is anything that has the potential to cause harm.
- You must remember that a hazard may cause more than one type of harm.
- Risk is the likelihood or probability of a specified undesired event happening.
- You must consider all persons at risk of exposure to a hazard, i.e., not just you or your colleagues.



Example of the Risk Assessment Process

A risk assessment is carried through conducting some or all of the following exercises depending on the circumstances:

- A visual inspection of the works.
- A consultation with employees normally engaged in the activity being assessed.
- A review of reports and investigations of accidents and dangerous occurrences.
- An examination of injury, illness and insurance records.
- A review of HSA reports on inspections of similar activities.
- An assessment of previous experience.

How do you know if the hazard is serious?

Each hazard should be studied to determine its' level of risk:

- Product information / manufacturer documentation
- Past experience (workers, etc.)
- Legislated requirements and/or applicable standards
- Industry codes of practice / best practices
- Health and safety material about the hazard such as safety data sheets (SDSs), or other manufacturer information
- Information from reputable organizations
- Results of testing (atmospheric, air sampling of workplace, biological, etc.)
- The expertise of an occupational health and safety professional
- Information about previous injuries, illnesses, "near misses", accident reports, etc. work environment (layout, condition, etc.)
- Capability, skill, experience of workers who do the work
- Systems of work being used
- Range of foreseeable conditions

CALCULATING THE RISK RATING

Risk Matrix Chart

When you have evaluated the risk you plot it on the matrix and identify the category the risk lies in i.e. High, Medium or Low.

LIKELIHOOD

- 4. Very Likely
- 3. Likely
- 2. Unlikely
- 1. Very Unlikely

4	8	12	16
3	6	9	12
2	4	6	8
1	2	3	4

SEVERITY

- 1. Minor
- 2. Significant
- 3. Serious
- 4. Major

Low risk	Medium risk	High risk
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Risk Rating	Description	Action
12 – 16	High	Immediate action required
6 – 9	Medium	Activity can proceed but with caution and temporary control measures must be applied.
Risk Rating		
0 – 4	Low	Activity can proceed. Control measures must be reviewed. Risk should be eliminated if possible.

Risk Matrix Chart

Colour-codes on the table offer an immediate prompt to action if required accept (no action), control (reduction of risk), eliminate (replace with safer process or system of work) or avoid the risk (discontinuation).

Risk

The risk is the likelihood or probability of a specified undesired event occurring. In assessing the risk, you must consider:

- The likelihood that someone will be harmed by the hazard.
- The severity of the harm that is likely to be suffered.

<u>Risk = Likelihood x Severity</u>	
1 - Very Unlikely	1 - Very Minor Injuries
2 - Unlikely	2 - 1 st Aid Minor Injury or Illness
3 - Likely	3 - "3 Day" Injury or Illness
4 - Very Likely	4 - Major Injury or Illness/Fatality

Control Measures

- Where we have identified an unacceptable risk, controls measures must be introduced.
- Control measures must be proportional to the Risk Rating.
- Some control measures will be more effect than others.
- The Hierarchy of controls must always be used when selecting control measures.
- Identify a person responsible for implementing control measures.

Hierarchy Of Controls
Elimination
Substitution
Isolation
Engineering Controls
Procedural Controls
Personal protective Equipment (PPE)

Definitions for Likelihood of Harm

- **Very Likely** - Typically experienced at least once every six months by an individual.
- **Likely** - Typically experienced once every five years by an individual.
- **Unlikely** - Typically experienced once during the working lifetime of an individual.
- **Very unlikely** - Less than 1% chance of being experienced by an individual during their working lifetime.

Definitions for Severity of Harm

When establishing potential severity of harm, information about the relevant work activity should be considered, together with:

- A. Part(s) of the body likely to be affected
- B. Nature of the harm, ranging from slight to extremely harmful:
 1. **Slightly harmful** (e.g., superficial injuries; minor cuts and bruises; eye irritation from dust; nuisance and irritation; ill-health leading to temporary discomfort)
 2. **Harmful** (e.g., lacerations; burns; concussion; serious sprains; minor fractures; deafness; dermatitis; asthma; work-related upper limb disorders; ill-health)
 3. **Extremely harmful** (e.g., amputations; major fractures; poisonings; multiple injuries; fatal injuries; occupational cancer; other severely life shortening diseases; acute fatal diseases)

Appendix 1

<u>Safety Statement Amendment</u>	Form No: SSAF1
Date:	Date received:
Page:	Rev. No.

???????

?

?

Reviewed By	Date	Comments	Signature
?	?	?	?
?	?	?	?

?

Please explain the amendments recommended to the Safety Statement below:?

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Name: _____?

Thank you for your input.?

?

Appendix 2

FORM OF NOTIFICATION OF A DANGEROUS OCCURRENCE

Approved under the Safety, Health and Welfare at Work (General Application) Regulations, 1993

Form No. IR3 (Before completing this form, please see instruction below)

S.I. 44 of 1993

EMPLOYER / SELF-EMPLOYED INFORMATION

Name of business or company name:	Phone Number:	
Address of head office	Date of incident:	
Address of establishment where incident took place if different from above:	Approximate number employed at establishment:	Approximate total number employed by business:

TYPE OF WORK BEING UNDERTAKEN AND LOCATION OF DANGEROUS OCCURRENCE

What activity was being undertaken at the time of the incident (e.g. construction, road transport, chemical processing etc):
Where did the incident take place (e.g. inside buildings, underground, field, public road, shop etc.):

CIRCUMSTANCES OF THE INCIDENT

Description and cause:

DETAILS OF NOTIFIER

Notifier: ☐ Employer / Self-Employed ☐ Person in control of workplace	Date:
☐ Person providing training ☐ Other	
Address and phone number for acknowledgement / clarification if different from above:	Signature: Position

Return to The Health and Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1
Inquiries concerning this form can be made to our Workplace Contact Unit
Tel: 1890 289 389 Email: wcu@hsa.ie

Appendix 3

Form 1.1 –Responsibilities & Other Arrangements

List any other arrangements or responsibilities that are specific to your workplace here.

Area of Responsibility	Additional Responsibility or Arrangements if not Already Included
Employers	
Employees	
Contractors	
Visitors	
Consultation and Participation	
Pregnant Employees	
Work Related Stress and Dignity at Work	
Young Persons	

Appendix 4

All Health and Safety tasks are managed by Sara Bennett, Operations Manager

No.	Tasks (Non-Exhaustive)	Responsible Person (Where Required)	Signature
1.	Ensuring our Safety Statement is accessible and available to all.		
2.	Person responsible for managing and co-ordinating work activities.		
3.	Ensuring records are maintained such as training and provision of PPE.		
4.	Ensuring forms and registers are collected and filled out as required.		
5.	Ensuring Safety Data Sheets are available and appropriate control measures implemented as required.		
6.	Ensuring accidents are investigated and reported, and remedial measures implemented to prevent re-occurrence.		
7.	Ensuring risk assessments are carried out and updated as necessary.		
8.	Ensuring the upkeep and maintenance of welfare facilities.		
9.	Ensuring the upkeep of First Aid Box and ordering of first aid supplies.		
10.	Co-ordinating and managing training requirements.		
11.	Ensuring the upkeep and maintenance of the premises. Co-ordinating contractors' activities.		
12.	Managing provision of emergency equipment and co-ordinating procedures including provision of fire extinguishers, fire drill, evacuation planning, etc.		

Form 1.3 – Personal Protective Equipment Register

[illegible]

Appendix 5

SEE FIRE REGISTER FOR FULL DETAILS

Form 1.4 – Training Register

No.	Name	Type of Training	Training Provider	Expiry Date

First Aid Kit - Contents

Materials	First Aid Travel Kit Contents	First Aid Box Contents		
		1-10 persons	11-25 persons	26-50 persons* ¹
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cms)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Examination Gloves Pairs	3	5	10	10
Sterile water where there is no clear running water* ²	2x20mls	1x500mls	2x500mls	2x500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10x10cms)* ³	1	1	1	1
Water Based Burns Dressing Large* ³	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

Notes

*1: Where more than 50 persons are employed, pro rata provision should be made.

*2: 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 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to risk of cross infection. The container should be CE marked.

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

Appendix 6

Form 1.5 - Emergency Information

Assembly Point	Russell Street - walk out of courtyard and turn left in front of Russell Street Bakery Note Assembly Point sign
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Occupational First Aiders	Sara Bennett Mark Davidson Emmy Lugoye
Fire Wardens	Sara Bennett Mark Davidson Emmy Lugoye Colm Quearney
Location of 1 st Aid Box / AED	Kitchen
Nearest Available Hospital A&E	Adults: Mater Hospital – 01 803 2000 Children: University Children’s Hospital, Temple Street - 01 878 4200
Local Doctor	Mountjoy Family Practice – 01 856 0400/50
Emergency Services	112
• Ambulance • Fire Brigade	
Gardaí/Police	Fitzgibbon Street Garda Station 01 866 8600
ESB Networks	1850 372 999
Bord Gas	1850 205 850
Eir	1901
Health and Safety Authority (HSA)	1890 289 389

Appendix 7 - Accident Investigation Form

Form 1.6 – Accident Investigation Form

Type of Incident : Investigation :			
Injury Property/Equipment Damage Near Miss Other.....		Yes No Details:	
		Further Action Required	
		Report to Health & Safety Authority	
Details of Incident			
Date of Incident		Time of Incident	
		am pm	
Witness Name		Witness Contact Details	
Nature of Incident			
Location of Incident			
Description of Incident			
Details of Damage to Equipment/Property?			
Details of Injured Person(s) (if applicable)			
Name			
Address			
Date of Birth			
Occupation		Employer	
Recommended Preventive Action			
Details			
Report Completed By:			
Name		Position	
Signature		Date	
Record of Additional Information			
Witness Statements		Pictures	
CCTV/Video		Sketches/Drawing	

Appendix 8

Circulation List

<u>Print Name</u>	<u>Signature</u>	<u>Date</u>
Sara Bennett	Received electronically	06/10/2023
Pierina Campbell	Received electronically	06/10/2023
Emmy Lugoye	Received electronically	06/10/2023
Mark Davidson	Received electronically	06/10/2023
Colm Quearney	Received electronically	06/10/2023
Colm Ó Cuanacháin	Received electronically	06/10/2023
Nóra Nic Con Ultaigh	Received electronically	06/10/2023
Seirce Mhac Conghail	Received electronically	06/10/2023
Helen Major	Received electronically	06/10/2023
Bríd-Treasa Wyndham	Received electronically	06/10/2023
Louise Melinn	Received electronically	06/10/2023
Seán Farrelly	Received electronically	06/10/2023

Appendix 9 - Volunteering Policy

Most up-to-date policy is found here:

<https://www.fightingwords.ie/volunteer-hub/volunteer-resources>

Appendix 10 – Child Safeguarding Statement

What is safeguarding? Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. While protecting children from abuse is one part of safeguarding, children and young people also need safeguarding in order for them to grow, develop and achieve their full potential.

Name of service being provided: Fighting Words CLG - head office is based at Behan Square, 12-16 Russell Street, Dublin 1 D01 WD53. Locations in Clare, Cork, Donegal, Dublin, Galway, Kerry, Kildare, Laois, Longford, Louth, Mayo, Monaghan, Offaly, Tipperary, Waterford, Wexford and Wicklow.

Nature of service and guiding principles to safeguard children from harm: We at Fighting Words are committed to safeguarding the well being of children and vulnerable adults who are participating at creative writing workshops and other programmes run both at our centres and at off-site locations. Our aim is to create a safe, creative and enjoyable environment where children of all abilities can engage in storytelling and creative writing programmes and where their protection and welfare is paramount.

1. Our priority is to ensure the welfare and safety of every child and young person who attends our service.
2. Our guiding principles and procedures to safeguard children and young people reflect national policy and legislation and we will review our guiding principles and child safeguarding procedures annually or with any change to national policy and legislation.
3. All children and young people have an equal right to attend a service that respects them as individuals and encourages them to reach their potential, regardless of their background.
4. We are committed to upholding the rights of every child and young person who attends our service, including the rights to be kept safe and protected from harm, taken seriously, listened to and heard.
5. Fighting Words fully subscribes to the UN Convention on the Rights of the Child. Every child who attends our service should be treated with respect and dignity.
5. Our guiding principles apply to everyone in our organisation. The safety and welfare of children is everyone's responsibility.
6. Staff and volunteers must conduct themselves and work together in a way that reflects the principles of our organisation.

Risk assessment

We have carried out an assessment of any potential for harm to a child while availing of our services, including the area of online safety when accessing the internet. Below is a list of the areas of risk identified and the list of procedures for managing these risks.

	Risk Identified	Procedure in place to manage risk identified
1	Access to Children	All Fighting Words staff and volunteers are subject to a comprehensive screening process, which includes an application form, interview, reference check and Garda vetting.
2	Risk of Harm, including Risk of Bullying	Per the Children First Act 2015, "harm" means, in relation to a child— (a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or (b) sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise. All Fighting Words staff and volunteers are trained in child protection and aware of their obligations in reporting a child protection and/or bullying complaint or concern.
3	Use of Images of Children	Written permission sought in advance from parents and/or schools for use of children's images in publications and online.
4	Offsite Programmes	Fighting Words participates in programmes and events at external locations with partner organisations with due regard to child safeguarding with appropriate policies in place.
5	Recording and Sharing Information	All records pertaining to child safeguarding complaints or concerns are held securely and shared only on a "need to know" basis.
6	Ratios	For workshops with children, the ratio of adults to children should be not more than 6:1.
7	One-to-One Working	Fighting Words programmes always involve more than one adult being present or at least in sight or hearing of others. A minimum of two adults should be present at all times.
8	Appropriate Physical	Physical touch should only occur when it is appropriate to the age/development of the

	Contact	child and in response to particular needs of the child and in line with Children First legislation and public health guidelines. There will be instances when physical contact is unavoidable and in fact necessary, e.g. preventing injury.
9	Safe Use of Internet/Social Media	There is no unsupervised access to wireless internet (Wi-Fi) connection and/or computer network by children at FW centres. Mobile phones are not to be used during workshops unless absolutely necessary. The content of the Fighting Words website and social media accounts is appropriate for children.
10	Online Workshops	Staff and volunteers are trained in the appropriate use of technology for the delivery of online workshops and the standards of behaviour required. School staff and parents/guardians are also briefed in advance about safety measures in place for online workshop delivery.
11	Contacting, Meeting & Transporting Children	Staff and volunteers will not arrange external meetings or contact children or vulnerable adults outside the group or project or offer lifts to children or vulnerable adults in personal vehicles.
12	Responding to Challenging Behaviour	Staff and volunteers should not under any circumstances attempt to deal with any problems or challenging behaviour alone. If an activity – the event itself or peer activities between children – is getting out of hand or becomes unsafe, the group leader or a member of staff must be notified immediately. Our Positive Behaviour Policy should be adhered to at all times by children and young people.
13	Communicating with parents/guardians (primary carers)	Fighting Words is committed to being open with all primary carers, i.e. parents and guardians. As a child-centred and person-centred organisation, Fighting Words is committed to putting the interest of the child and vulnerable adult first. We encourage primary carers to work in partnership with us under the guidelines set out by our organisation to ensure the safety of children and vulnerable adults.

Procedures

Our Child and Vulnerable Adult Safeguarding Statement has been developed in line with the requirements under the Children First Act 2015, the *Children First: National Guidance* and Tusla's *Child Safeguarding: A Guide for Policy, Procedure and Practice*. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our services:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service
- Procedure for the safe recruitment and selection of workers and volunteers to work with children
- Procedure for the provision of and access to child safeguarding training and information, including the identification of the occurrence of harm
- Procedure for the reporting of child protection or welfare concerns to Tusla
- Procedure for maintaining a list of the persons at Fighting Words who are mandated persons
- Procedure for appointing a relevant person

All procedures listed are available upon request.

Implementation

We recognise that implementation is an on-going process. Fighting Words is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service. This Child Safeguarding Statement will be reviewed on **30 September 2024** or as soon as practicable after there has been a material change in any matter to which the statement refers.

Local Tusla Office Contact Information

Contact details for all local Tusla Area Offices available here: <https://www.tusla.ie/get-in-touch/local-area-offices/>
Further information for reporting concerns available here: <https://www.tusla.ie/children-first/report-a-concern/>

In case of emergency, contact An Garda Síochána – 112/999

Signed:



Colm Ó Cuanacháin, Executive Director

Relevant Person under the Children First Act 2015

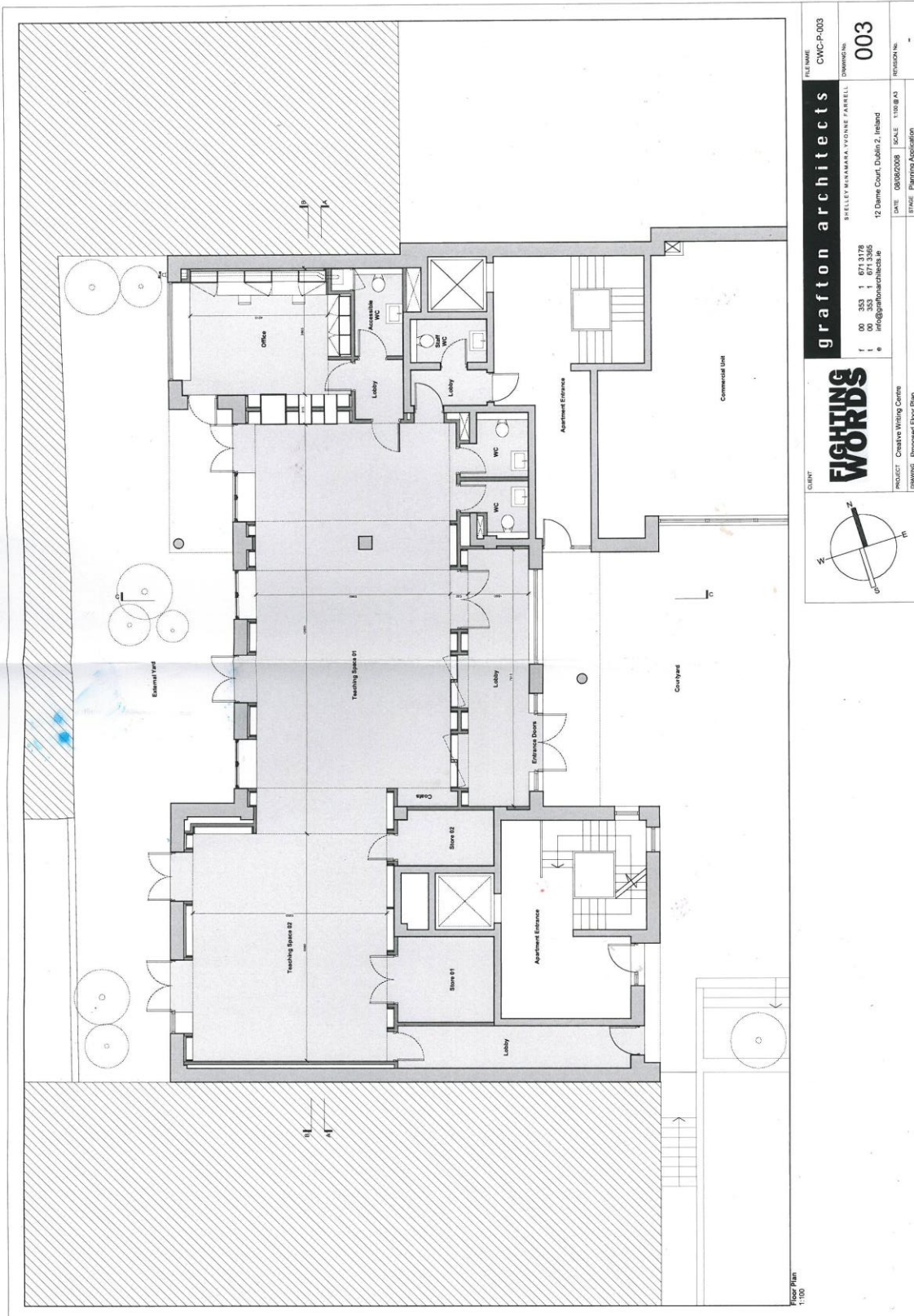
Sara Bennett

Contact Details:

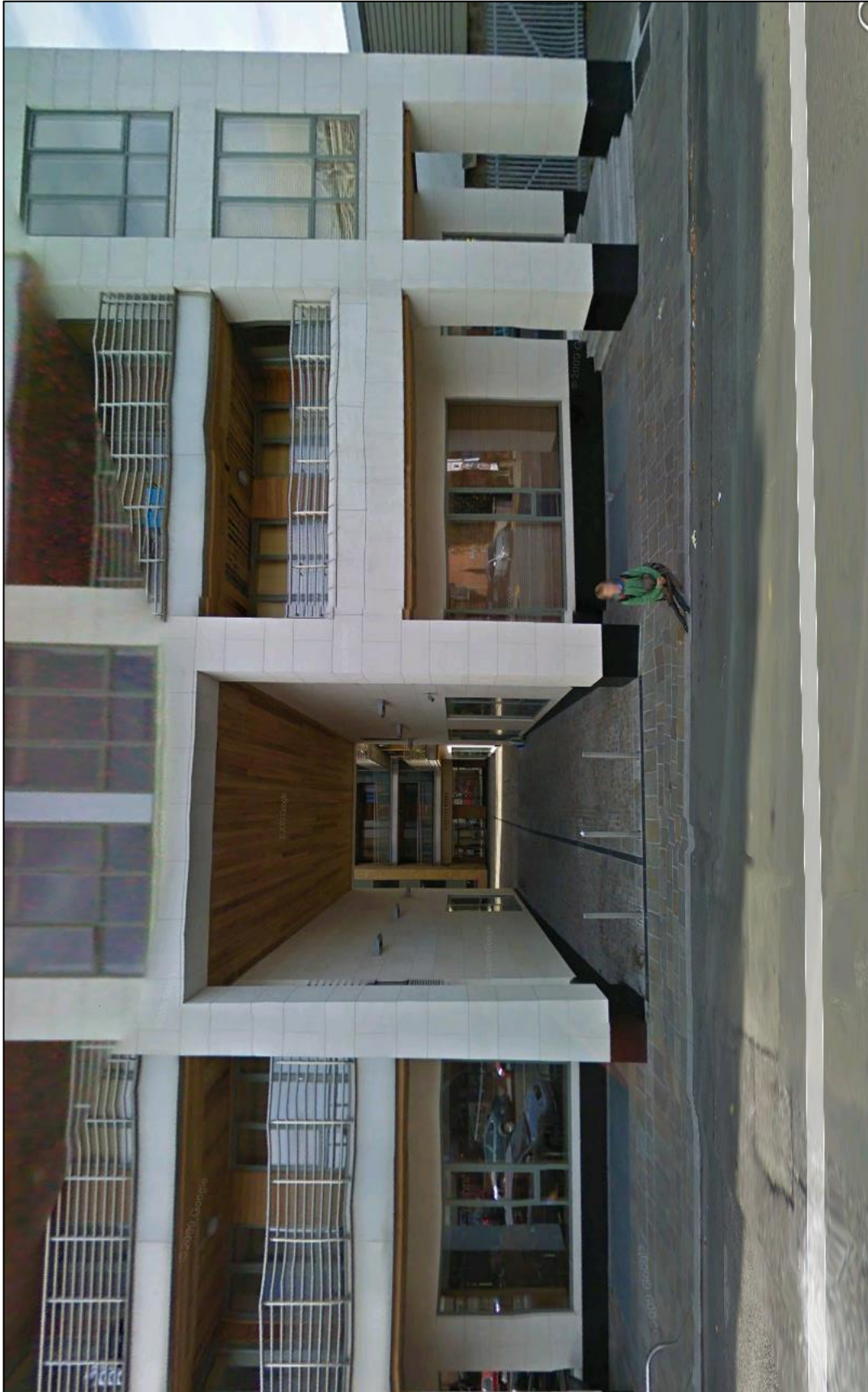
087 274 6621 – sara@fightingwords.ie

Appendix 11

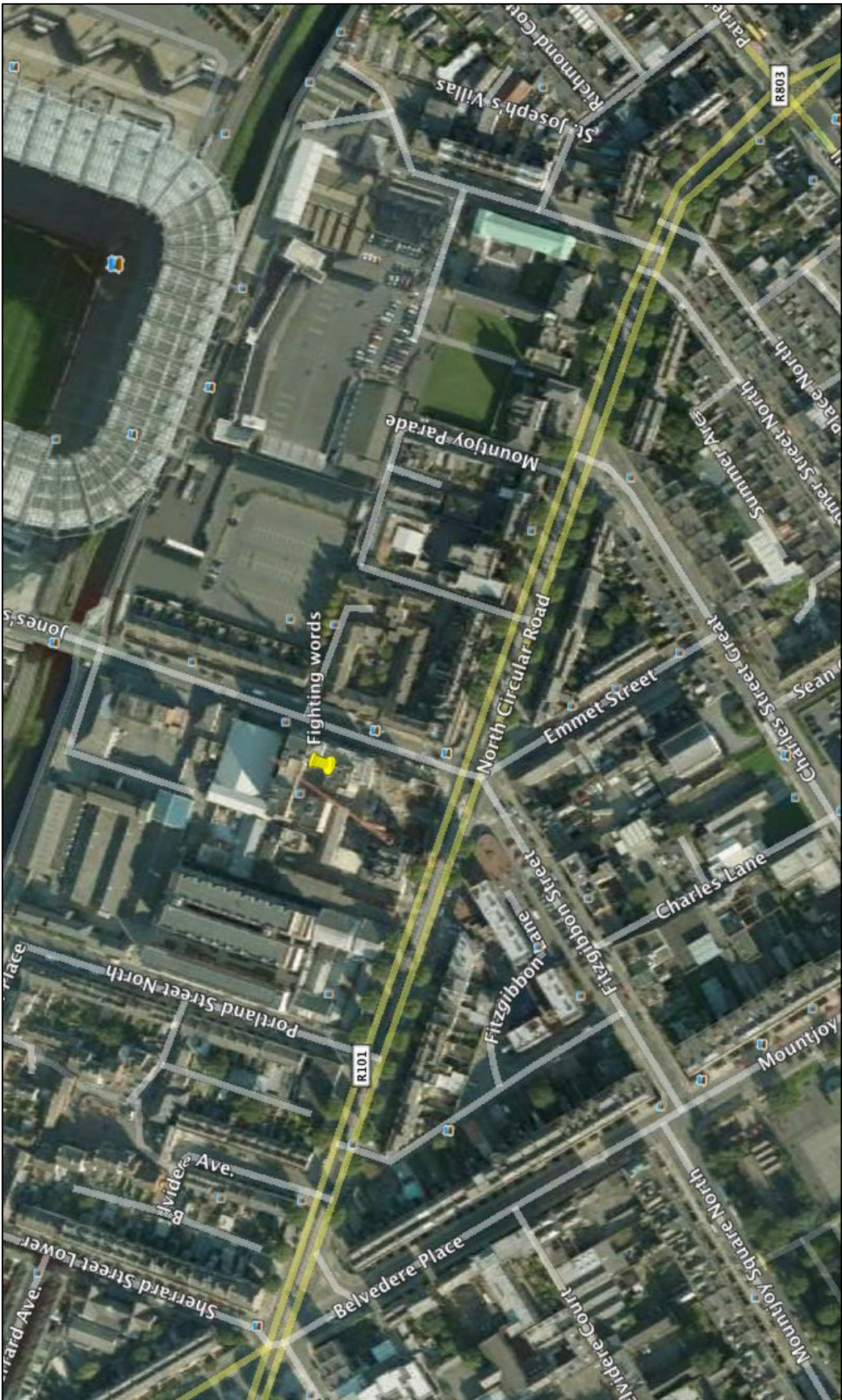
Floor Plan



Appendix 12 - Street View (Front)



Appendix 13 - Aerial View



Appendix 14 – Covid-19 Response Plan and Induction

Foreword

Strong communication and a shared collaborative approach between Fighting Words management and staff/volunteers is key to protecting against the spread of Covid-19 in the workplace, per Government guidelines. It is important that staff and volunteers have the required skills and training to perform their tasks competently in a healthy, safe manner.

The Covid-19 Response Plan and Induction is an effective way of:

- Increasing the knowledge of staff and volunteers about Covid-19 while at work to mitigate the risk of spread of Covid-19
- Identifying the health and safety hazards that staff and volunteers may face from Covid-19
- Identifying precautions and control measures required when carrying out work activities.
- Addressing issues that arise so that staff, volunteers, programme participants and visitors are kept safe at all times.

This short guide and presentation for Fighting Words Covid-19 Response Plan and Induction endeavours to reflect these aspects and issues of Covid-19 so that these aspects can be discussed at induction talks by staff and volunteer teams.

Induction about Covid-19 will encourage and reinforce the critical need for safe and healthy behaviours. This presentation and guide will assist in discussing the aspects and issues of Covid-19 per the Government protocol and addressing the critical need for all concerned to follow public health measures while at work.

The guidance is based on current Government and HSE public health advice and should be drawn on by all staff and facilitators of Fighting Words programmes in carrying out risk assessments to suit particular activities, tasks and programme environments.

The immediate objectives of staff and supervisors of Fighting Words teams and programmes should be to brief all involved on:

- The specific work to be done by the team and individual staff members/volunteers within the team.
- The hazards and risks associated with that work, particularly in the context of Covid- 19, above and beyond those set out before the Covid-19 pandemic.
- Precautions and control measures needed to work safely, especially ensuring that those work activities identified with a high level of inherent Covid-19 risk are always in place
- Ensure maintenance of an accurate record of staff and volunteers attending induction. Please note that all attendees must sign the attendance record with their own pen, per current guidelines.

Should any member of staff/volunteer have an issue or concern, they should consult their manager and/or or the Health and Safety Officer.

We ask that everyone take care when coming back to Fighting Words and take special heed of the advice in the induction. This document will be updated as necessary in order to comply with Government guidelines and best practice.

Sara Bennett

General Manager and Health and Safety Officer

February 2022

Covid-19 Policy Statement

This Covid-19 Policy outlines our commitment as an employer to implement the Covid-19 Response Plan and help prevent the spread of the virus. The policy will be signed and dated by the Executive Director and brought to the attention of our staff, programme participants, contractors and volunteers.

Fighting Words is committed to providing a safe and healthy workplace for all staff, volunteers and programme participants. We have developed the following Covid-19 Response Plan and have reviewed it in line with the updated [Work Safely Protocol](#). All staff are responsible for the implementation of this Plan and a combined effort will help contain the spread of the virus. We will:

- Continue to monitor our Covid-19 response and update this Plan in consultation with our staff and programme coordinators.
- Provide up to date information to our workers on the public health advice issued by [HSE.ie](#) and [Gov.ie](#)
- Ensure all staff and volunteers receive an induction/familiarisation briefing on Covid-19 infection prevention and control (IPC) measures.
- Display information on the signs and symptoms of Covid-19, and other IPC measures.
- Facilitate the appointment of at least one Lead Worker Representative, in consultation with our staff.
- Communicate the identity of the appointed Lead Worker Representative(s) and their role.
- Keep staff and volunteers informed about the importance of adhering to hand hygiene, respiratory etiquette and physical distancing requirements.
- Adapt or continue to adapt the workplace to facilitate physical distancing and other Covid-19 IPC measures. In

doing so, Fighting Words will ensure that workers are not inadvertently exposed to additional occupational health and safety hazards and risks.

- Where a Rapid Antigen Diagnostic Testing (RADT) regime is being proposed, discuss and agree in advance the implementation and administration of any regime with our staff, including our Lead Worker Representative(s) and the Safety Representative(s).
- Adapt or continue to adapt the workplace to protect workers from Covid-19 exposure to/from others (public, programme participants, co-workers).
- Take into account workers' individual risk factors per [HSE guidelines](#).
- Take into account workers' fitness for work following Covid-19 (or a suspected Covid-19 case) absence in line with Health and Safety Authority [advice](#).
- Keep a contact log to help with contact tracing. The purpose of the log is to be used by public health in the case of an outbreak.
- Follow procedures in place in the event of someone displaying signs or symptoms of Covid-19 while at work or in the workplace.
- Provide clear instructions for staff and volunteers to follow if they develop signs and symptoms of Covid-19 during working hours/scheduled programmes.
- Inform staff and volunteers that they must stay and home from work and contact their GP if they develop signs or symptoms of Covid-19, or feel unwell, even if they receive a negative RADT result.
- Identify a lead person (s) to communicate specific measures to workers whose first language is not English as required.
- Ensure contingency measures are in place to address the effects of Covid-19 in the workplace.
- Continue with the cleaning measures in place and

disinfection measures, where necessary, in line with government advice.

All staff and volunteers will be consulted on an ongoing basis and feedback is encouraged regarding any concerns, issues or suggestions.

This can be done through the Worker Representative(s):

- Emmy Lugoye
- Mark Davidson

Signed: _____ Executive Director

Date: _____

Responsible Persons for Performing Tasks

Fighting Words has identified suitably trained person(s) to help with ensuring that the Fighting Words Covid Response Plan is implemented and checklists are completed.

Persons have been identified who have agreed to take responsibility for carrying out tasks such as:

- Role of Lead Worker Representative(s)
- Use of checklists to identify any areas for improvement
- Regular checks to ensure the Plan is implemented
- Review of risk assessments and the safety statement
- Renewal of statutory certification, where needed
- Training
- Reviewing emergency procedures and first aid

We have consulted with the persons responsible for these tasks and have:

- Briefed them on the tasks and their responsibilities
- Entered their name against the relevant task(s) in the Responsible Persons table (see below) and asked each responsible person to sign to indicate their agreement with carrying out the task.

Responsible Persons Task Register (Non-Exhaustive)			
No.	Tasks (non-exhaustive list)	Responsible Person(s)	Signature
1	Person responsible for overall implementation of the Plan	Sara Bennett	
2	Identification and training of Lead Worker Representative (LWR)	Sara Bennett	
3	Planning and Preparing to Return to Work (Opening or re-opening the workplace	Sara Bennett	

	after closure)		
4	Infection Prevention and Control (IPC) Measures (Checklist No.2)	Sara Bennett	
5	Covid-19 Induction (Checklist No.3)	Sara Bennett	
6	Dealing with a Suspected Case of Covid-19 (Checklist No.4)	Sara Bennett	
7	Cleaning and Disinfection (Checklist No.5)	Sara Bennett	
8	Worker Information (Checklist No.6)	Sara Bennett	
9	Lead Worker Representative (LWR) (Checklist No.7)	Emmy Lugoye Mark Davidson	
10	Pre-Return to Work forms:	Sara Bennett	
11	Induction of Volunteer Teams in Covid Response Plans and Guidelines	All location coordinators	

Employer Information

Employer Name:	Fighting Words CLG
Workplace Address:	Behan Square, 12-16 Russell Street, Dublin 1 D01 WD53
Executive Director in the Workplace:	Seán Love
Lead Worker Representative(s) (LWR):	Emmy Lugoye and Mark Davidson
Type of Business:	Registered charity providing free programming in creative writing for children, young people and adults with additional needs
Number of Workers (including full-time, part-time, contract)	5 plus 400+ registered volunteers

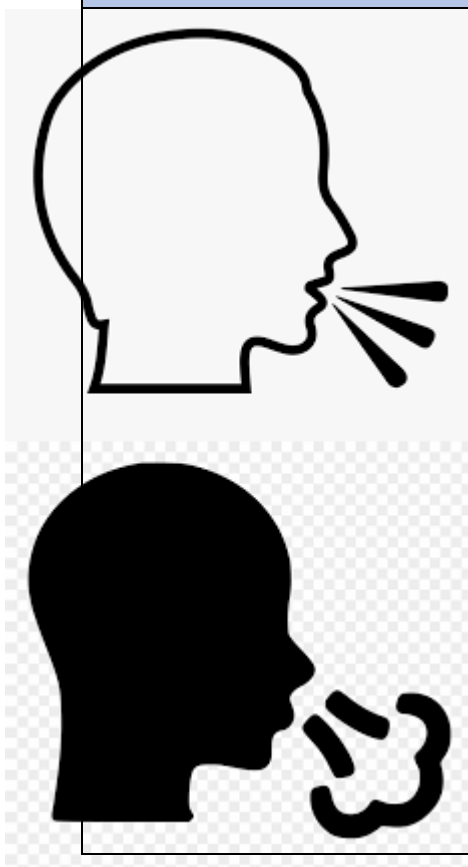
and agency):	
Up-to-date Information on all Workers(including full-time, part-time, contractand agency):	Yes
Phone:	01 894 4576
Email:	info@fightingwords.ie

CORONAVIRUS (Covid-19) –How is it spread?

Infection with the virus that causes Covid-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take up to 14 days for symptoms to show.

They can be similar to symptoms of cold and flu.

**Covid-19 is spread from an infected person’s mouth or nose in small liquid particles, from larger respiratory droplets to smaller aerosols.
You could get the virus if you:**



- Come into close contact with an infected person when they **cough, sneeze, speak, sing or breathe** within a 1-metre range.
- Are in **poorly ventilated and/or crowded indoor settings.**
- **Touch surfaces** that someone who has the virus has coughed and sneezed on and **bring your unwashed hands to your face** (eyes, nose or mouth).

This is why it is important to ensure that:

- Staff and volunteers who have symptoms or are feeling unwell must remain out of work
- Occupancy remains low
- Indoor spaces are kept well-ventilated

Covid-19 Symptoms

It can take up to 14 days for symptoms of Covid-19 to appear. They can be similar to cold and flu.

Common symptoms include – but are not limited to:

- **Fever** - high temperature - 38 degrees Celsius or above
- **Cough** - this can be any kind of cough, not just dry
- **Shortness of breath or breathing difficulties**
- **Runny or blocked nose**
- **Loss or change to your sense of smell or taste** – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal
- **Nausea, vomiting or diarrhoea**
- **Aches, pains or tiredness**
- **Sore throat**
- **Headache**

You may not have all of these symptoms or your symptoms may be mild. Symptoms may vary for different age groups and variants of the virus. If in doubt, contact your GP.

To protect you, the volunteer team, staff and programme participants and your family, if you have symptoms, it is essential that you:

- **Self-isolate (stay in your room) and follow advice received from the [HSE](#) about testing and mask wearing.**
- **Immediately make phone contact with your Fighting Words manager/supervisor**

COVID-19 SYMPTOMS:

CLOSE CONTACT

What close contact means:

When you have been in close contact with someone who tested positive for COVID-19, you will get a text from the HSE to let you know that you are a close contact.

You could have been in contact with a positive case:

- in your home (sometimes called a 'household close contact')
- outside your home (sometimes called a 'non-household close contact' or 'community close contact')

If you are a close contact, what should you do?

The advice from the HSE varies, depending on your age, your vaccination status, if you have symptoms (or not) and/or if your child is a close contact and/or if you have a positive test result.

[Please check here for the most complete and up to date information.](#)

MANAGING A SUSPECTED CASE OF COVID-19 AT FIGHTING WORDS

If you develop symptoms at Fighting Words:

Tell your manager/supervisor immediately. Fighting Words has a process in place. Follow the guidelines and advice.

You will need to:

- Isolate immediately from other staff – in Dublin the Isolation Room is the office of the main centre
- Wear a [medical grade or respiratory](#) face covering correctly
 - Click [here](#) for guidance
- Keep a distance of least **2 metres** from others
- Go home or to a medical facility as soon as it is safe to do so.
- [Self-isolate](#) at home
- Do not use public transport of any kind to

go home

If you cannot go home immediately:

- Remain self-isolating in the building and phone your GP
- Avoid touching people, surfaces and objects
- Cover your mouth and nose with tissues when you cough or sneeze. Bin these tissues in a waste bag.

Follow all guidelines and advice provided by Fighting Words staff

PREVENTING THE SPREAD OF COVID-19:

INFECTION PREVENTION AND CONTROL (IPC) MEASURES

As the roll-out of the National Vaccination Programme continues, everyone is encouraged to maintain their adherence to all the public health advice and recommendations.

The best ways to prevent the spread of Covid-19 in any setting, including the workplace, is still to practice physical distancing, adopt proper hand hygiene, follow respiratory etiquette and increase ventilation.

Follow this advice as strictly as possible and encourage others to follow it too.

Hand Hygiene

Everyone at Fighting Words must be familiar with and follow hand hygiene guidance and advice.

- Remember to wash your hands with soap and water or with hand sanitiser for **at least 20 seconds** and in particular:
 - After coughing and sneezing
 - Before and after eating
 - Before and after preparing food
 - Before and after removing your face covering
 - If in contact with someone who is displaying any Covid-19 symptoms
 - Before and after being on public transport
 - Before and after being in a crowd
 - When arriving and leaving the workplace/other sites
 - When entering and exiting vehicles
 - Before having a cigarette or vaping

- When hands are dirty. If visibly dirty, wash hands with soap and water
- After toilet use
- Avoid touching your eyes, mouth and nose
- Have access to facilities to support hand hygiene (own hand sanitiser/wipes)
- Do not share objects that touch your mouth, like bottles or cups
- Use your own pen for signing in and out.

Fighting Words will:

- Ensure that appropriate hygiene facilities are and materials are in place to accommodate everyone adhering to hand hygiene measures
- Make available advice on training on [performing effective hand hygiene](#).
- Display posters showing how to washing hands at appropriate locations
- Provide hand sanitisers where washing facilities cannot be accessed.

Respiratory Hygiene

In addition to good hand hygiene, good respiratory hygiene and etiquette is also necessary.

Everyone must:

- Adopt good respiratory hygiene and cough etiquette.
- Follow respiratory hygiene and guidance.
- Follow good practice on the [safe use, storage, disposal and cleaning of face masks and coverings](#).

Fighting Words will:

- Provide tissues as well as bins/bags for their disposal.

- Empty bins at regular intervals.
- Provide advice on the [safe use, storage and disposal of face masks/coverings as well as the safe cleaning of face coverings](#).

Physical Distancing

Physical distancing is one of the most important measures in reducing the spread of Covid-19. The current recommended distance to be maintained between people to minimise the risk of transmission is **2 metres**.

General Principles – Until Further Notice

- All Fighting Words staff and volunteer mentors/illustrators are **required** to complete the [Pre-Return to Work Form](#) before arriving for a workshop or other event.
- **The wearing of a face covering is mandatory during workshops and events.** Fighting Words will provide face coverings if required so don't worry if you forget!
- For work in office areas, wear a face mask or covering in specific areas of the office, where physical distancing is difficult
- Fighting Words operates a **no hand shaking policy**. This includes high fives and fist bumps.
- There will be **no access to tea and coffee making facilities in the offices** for the volunteer team.
- **Proper ventilation**, e.g. open windows, will be in place.
- Use the **one-way system for entering and exiting the centre**.
- In the offices, **free office capacity must be used as much as reasonably practicable**. Multiple occupancy is to be avoided and physical distances must be maintained.
- Staggered start and finish times and flexible working hours are in place for Fighting Words staff

- **Organising space** in such a way that physical distances are maintained.
 - All areas of the Fighting Words centre should be used for workshops and/or administrative work.
 - Weather permitting, the outdoor patio space can be used for activities.
 - There should be no more than two staff members working in the office of the main centre at any one time. Face coverings will be required if there are more than two people in the office in the main centre.
- **Organising teams and groups of participants into pods** to work together consistently. Teams should be as small as is reasonably practicable in the context of the work to be done/programme to be delivered.
- **Organising breaks (as applicable)** to facilitate maintenance of physical distancing.
- **Conducting meetings and programmes using online remote means.** Where in-person meetings and programmes are necessary, the length of the meeting or programme and the numbers attending should be kept to a minimum at all times. Participants must maintain physical distancing at all times.
- Implementing physical distancing during any **outdoor work activity**.

During Workshops

In settings where 2-metre staff/volunteer separation cannot be ensured by organisational means, such as during workshops, all staff and volunteers must:

- As stated above, **the wearing of a face covering is mandatory during workshops and other programmes.**
- **Maintain a distance of at least 1 metre**, or as much distance as reasonably practicable.
- **Use hand washing facilities and other hand hygiene aids available**, e.g. hand sanitiser, so that you can wash your hands as soon as tasks are complete.

Cleaning

Fighting Words is committed to the thorough and regular cleaning of frequently touched areas our centres. If disinfection of contaminated surfaces is needed, this will be done in addition to cleaning.

To this end, we will:

- Ensure contact/touch surfaces such as tabletops, work equipment, door handles and light switches are visibly clean at all times and are cleaned at least twice daily.
- Toilet facilities will be cleaned twice per day and whenever facilities are visibly dirty.
- Essential cleaning materials are available to keep workspaces clean: disinfection products, wipes and waste bins and bags).
- Waste bins will be emptied at least twice daily – or when three quarters full – and waste will be put out for collection.
- Waste such as used tissues, wipes and cleaning materials should be disposed of in the regular waste stream and hands washed immediately after disposal.

Staff will be provided with cleaning materials to keep their own workspace hygienically clean and advised to regularly clean any personal items brought in from home.

Alcohol-based (or non-alcohol based) hand sanitisers may be used. When choosing a hand sanitiser, we ensure it is effective against COVID-19 (coronavirus) and check the Biocidal Product Registers at the Department of Agriculture and the Marine (DAFM) to make sure the product is registered, and can be used. Where an alcohol-based hand sanitiser is provided, it contains a minimum of 60% alcohol.

Cleaning staff will be given information and instruction in relation to the new procedures.

Visitors and Contractors

Please note that the required infection prevention and control (IPC) measures apply to visitors and contractors to Fighting Words.

HEALTH AND SAFETY DOCUMENTATION

- Relevant health and safety documentation will be reviewed to take account of any changes to the work activity that may arise following implementation of the public health recommendations.
- Relevant changes to documentation will be communicated to staff and volunteers.
- It is important to note that all existing health and safety and child/vulnerable adult provisions continue to apply

Managing Fighting Words Activities Until Further Notice

Managing Programmes at Centres

As restrictions ease following the lockdowns of 2020 and 2021, it is important to recognise that students, teachers and volunteers will remain cautious about interacting with others.

Online vs In-Person – Clear Communication with Volunteer Team

Schools may opt to retain online workshops in the coming months, so it is important to communicate with the volunteer team when scheduling events if they will be in person or online. ***It should be clear on the website calendars whether events will take place online or in person.***

IMPORTANT: Vaccination Status and Workshops

Regardless of the vaccination status of staff, volunteers, interns and programme participants, public health infection prevention and control (e.g., physical distancing, hand hygiene, face coverings, adequate ventilation) will remain in place until further notice.

Fighting Words can reopen for programmes in line with the advice for organised indoor group activities in the arts from Monday, 24 January 2022.

Because we work with children under age 12, groups at Fighting Words will be of **mixed patrons**, in other words, people who are both vaccinated/recently recovered and unvaccinated. As a result, events can be run bearing in mind the following:

- **Participants will be in pods of up to six**
- **The number of pods will have regard to the size of the venue.**
- **Adults are required to wear masks**
- **There will be substantial social distance between pods OR 2-metre distance between individuals**

- All centres must be well ventilated, with windows and doors open
- Regular cleaning is paramount. Chair and cushions should be wiped, as well as door handles and light switches.
- Hand hygiene and respiratory etiquette must be maintained
- Participants should bring their own pens or pencils

Please note that the pods EXCLUDES adult leaders and teachers, so we can host one mentor (volunteer/intern/member of staff) per pod and the accompanying teachers or members of staff.

In Dublin, the number of pods will be limited to four to allow for all participants to see the screen.

In addition:

- Participants should be socially distanced at reception, with the outdoor courtyard used as well
- Do not use the magic door
- The volunteer team should not be in the office/kitchen areas for tea and coffee
- No handshaking, fist pumps or hugs among the volunteer team

From Spring 2022 – Further Easing of Restrictions

At the time of writing (January 2022), Irish Government expects the current restrictions to remain in place until 28 February 2022.

What follows are guidelines for when restrictions will ease.

- The formal requirements/mandates for mask wearing and physical distancing during workshops will be removed.
- The volunteer team may once again enter the office/kitchen areas for tea and coffee.
- Fighting Words will, however, remain committed to regular cleaning of all areas, and ventilation of workshop areas as well as any further Government

guidance.

For example, the Government has advised that it may be the case that in specific sectors, distancing and mask wearing may be re-introduced. Fighting Words will pay close attention in this area.

The following measures will **remain in place**:

- All volunteers and staff will be advised of the Fighting Words Covid-19 policy and procedures prior to workshops and/or as part of the volunteer training programme
- Appropriate self-isolation of anyone with Covid-19 symptoms and anyone with a positive test result
- Ongoing review of guidance regarding close contacts
- Masks will still be required on public transport, healthcare settings and indoor retail

COMPLIANCE AND MONITORING

- Everyone at Fighting Words must adhere to the requirements of this response plan and we will ensure that the plan and associated risk assessments are kept up to date.
- Monitoring compliance will require ensuring that physical distancing, hygiene rules and Covid-19 control measures are being adhered to and maintained to reduce the risk of the spread of Covid-19.
- It is important to note that compliance with Covid-19 control measures is the responsibility of everyone and must be supported by all to protect health and reduce the spread of Covid-19.
- Compliance checks with Covid-19 may include checking the following measures are in place and being adhered to:

• Adequate Signage • Physical Distancing • Hand Washing • Respiratory Etiquette • Safety Documentation	• Risk Assessment • Increased cleaning regimes where required • Staggering breaks, lunchtimes, etc • Record keeping, e.g. signing in to assist in contact tracing
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We are here to help and advise about Covid-19. Contact any of the following for advice and guidance or if you have a concern:

- Your Fighting Words location co-ordinator
- Health and Safety Officer – Sara Bennett
 - sara@fightingwords.ie
- Lead Worker Representatives – Emmy Lugoye and Mark Davidson
 - emmy@fightingwords.ie
 - mark@fightingwords.ie

WELL-BEING

The Covid-19 pandemic and related issues can be worrying and affect your mental health.

There are many online resources available, and you can contact your GP as well.

Health Service Executive

- [Minding Your Mental Health During The Coronavirus](#)

- [Connecting For](#)

Government of

- [Healthy](#)

A Final Note...

Thank you to the entire Fighting Words team for maintaining an outstanding array of online programming since March 2020.

As we return to our centres, it is essential that we follow the Government and HSE guidelines at home, at work and while volunteering.

- Take ownership of your safety and the safety of others
- Wash your hands and practice good respiratory etiquette
- If in doubt, stop and ask a supervisor or local co-ordinator

Section 4

Risk Assessment 1 – Initial Assessment

<u>R/A Number</u>	<u>Activity</u>	<u>Date</u>
FW RA 1	Electrical	30 Sept 2022
FW RA 2	Fire	30 Sept 2022
FW RA 3	Maintenance	30 Sept 2022
FW RA 4	Manual Handling	30 Sept 2022
FW RA 5	Slips, Trips and Falls + Access and Egress	30 Sept 2022
FW RA 6	Standing for Long Periods	30 Sept 2022
FW RA 7	Working at Height	30 Sept 2022
FW RA 8	Chemicals	30 Sept 2022
FW RA 9	Visual Display Equipment (VDU)	30 Sept 2022
FW RA 10	Light, Temperature and Noise	30 Sept 2022
FW RA 11	Office Equipment	30 Sept 2022
FW RA 12	Storage	30 Sept 2022
FW RA 13	Microwave	30 Sept 2022
FW RA 14	Lone Working	30 Sept 2022
FW RA 15	Violence / Aggression / Theft	30 Sept 2022
FW RA 16	Coffee Machine / Café Boiler/Kettle	30 Sept 2022
FW RA 18	Broken Glass / Crockery etc.	30 Sept 2022
FW RA 19	Hot Objects	30 Sept 2022
FW RA 20	Sharp Objects	30 Sept 2022
FW RA 21	Wet Hand Work	30 Sept 2022
FW RA 22	Heating Ventilation and Air Conditioning Systems	30 Sept 2022
FW RA 23	Legionnaire's Disease	30 Sept 2022
FW RA 24	Radon	30 Sept 2022
FW RA 24	Cleaning and Waste Disposal	30 Sept 2022
FW RA 25	Covid-19 Policy and Procedures	6 September 2020

Risk Assessment 2



Reviewed By	Date	Comments	Signature

Assessment Information: This risk assessment requires immediate change/review on any variance of task / machinery and equipment / area / system of work or conditions. This assessment is an observation of the systems of work and work environment on the day of assessment.

Assessor's Name: Sara Bennett Reviewed by: Sara Bennett

Date of Assessment: 27 September 2023 Area of Assessment: Fighting Words

Further Relevant Notes

[illegible]

Risk Assessment 3

Fighting Words Risk Assessment					
Hazards	Existing Control s	Risk Ratin g Likeli hood x Sever ity	Action	Further Control	Proposed Completion Date + Person Responsible

FW RA 1 Electrical Computer cables (Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries to employees and/or visitors.)	House-keeping and Fire Safety Register checklist being followed .	1 x 2 = 2	Control w/on-going supervision	Documentation to be filed on new electrical on new installations and all extensions are tested and certified as safe, by a competent qualified electrician. A competent qualified electrician checks electrical installations regularly. Testing, certifying and repairs are carried out in accordance with appropriate E.T.C.I. standards. Operation of the RCD is tested regularly in accordance with the manufacturers instructions. Where electrical portable appliances are subject to on-going wear and tear, they are inspected and tested.	Ongoing Sara Bennett See Fire Register as applicable
FW RA 2 Fire (Fire can cause smoke inhalation, burns and other serious injuries to employees and/or visitors.)	Training Fire Safety Register checklist being followed .	2 x 3 = 6	Control w/on-going supervision	Documentation of Fire Evacuation Procedures. On-going scheduled Fire Safety Register Checks. Weekly fire alarm sounding/test + documented. Any alterations to structure will be fire risk assessed by competent person.	All on-going Sara Bennett See Fire Register as applicable

FW RA 3 Maintenance (Unsafe maintenance activities can cause cuts, lacerations, eye injuries, amputations and other serious injuries to employees and/or visitors.)	Conducted by Management company	2 x 2 = 4	Accept	Continue with policy immediate reporting of faults to management company and documentation. Only trained and authorised employees carry out maintenance work. External maintenance workers report to a designated person. Hazardous areas are locked when not in use e.g., high voltage switch room. On maintenance being carried out, safe separation of staff, visitors, volunteers and clients will ensure at all times until the area is made safe. Complete report of maintenance to be filed and stored. (Expected New Risk Rating = 4)	All on-going Sara Bennett
FW RA 4 Manual Handling (Manual Handling means the lifting, putting down, pushing, pulling, carrying or moving of a load which involves risk of injury due to risk	Training Policy in place	2 x 3 = 6	Control w/on-going supervision	Training commitment and reduction of load size agreed. Task is organised to allow the use of mechanical aids to avoid/reduce the need for manual handling. Task is organised to ensure handling is carried out between waist and shoulder height.	Training of staff completed 2021/2022 Sara Bennett Mark Davidson Emmy Lugoye Colm Quearney Pierina Campbell Seirce Mac Conghail Louise Melinn

factors such as: Load is too heavy, large, awkward or is carried away from the body. Load is lifted too high or carried too far/too often or involves bending and/or twisting. Inadequate space, uneven floor or steps/ramps.)				Heavy or large/unwieldy loads are broken down into more manageable weights or are lifted by 2 people. Work is planned to prevent handling over long distances or frequent repetitions. Workplace is organised to ensure adequate room to prevent bending, twisting, and/or unstable posture. Each manual-handling task has been assessed using the risk factors and where necessary, control(s) put in place. Shelves/Racks loaded within safe limits.	Further staff trained in 2023-2024
FW RA 5 Slips Trips and Falls. + Access and Egress (Slips, Trips and Falls due to spills, inadequate materials storage, inadequate lighting can cause injuries to you, your employees and/or visitors.)	House Keeping and Fire Safety Register checklist being followed . Access and Egress to street, premises main entrance , between compartments and to fire exits all clear	2 x 2 = 4	Control w/on-going supervision	Absorbent materials and warning signage are available for dealing with spills. Good housekeeping practices are in place and are maintained. Kitchen rota implemented Adequate lighting is provided and is appropriate for the work being carried out. Spills are cleaned up immediately. Mats are properly located, fitted, and secured. Trailing cables and leads are rerouted, removed or secured. Changes in levels are avoided if possible or are adequately highlighted where necessary	All on-going Sara Bennett

	and available for immediate use to full effective width at all material times.			Slip resistant footwear is provided and worn where necessary.	
Standing for Long Periods FW RA 6 (Standing for long periods can cause muscle fatigue that could result in employees suffering from back, neck or shoulder pain.)	None	2 x 2 = 4		Suitable seating is provided where appropriate. Rotation/break periods are provided. Suitable footwear is worn.	
FW RA 7 Working at Height (Work at height and falling objects can cause fractures, head injuries, death and other serious injuries to employees and/or visitors.)	None Policy in place	2 x 2 = 4	Control w/on-going supervision	Safe system of work employed. Training is provided for employees who work at height before a task is undertaken and PPE used at all times. Competent individuals following HSA guidance materials will only carry out work. Work at height is avoided where possible and safe access to work at height area is provided. Work areas at height are stable, strong and have a 1m high parapet or double handrails. Work at height activities are planned and supervised. The use of ladders is avoided or they are used only for light work	All on-going Sara Bennett

				of short duration. Appropriate work equipment e.g. scaffolding, mobile working platforms, scissors lifts, are used to prevent falls where work at height cannot be avoided. Heavy objects are to be stored on lower shelves. Materials stored at height are secured. Racks/shelves/ladders and any other equipment are inspected regularly and any defects are dealt with promptly. Racks/shelves are not overloaded with maximum safe working load displayed and supports are protected from impact. Material fall protection to be put in place. (Expected New Risk Rating = 4)	
FW RA 8 Chemicals (Exposure to chemicals can cause fires, explosions, skin and eye irritation, cancer, ill health and other serious injuries to employees and/or visitors.)	Chemicals onsite limited to printer inks, toner and detergents. Safe storage reducing exposure to staff and eliminating exposure to	2 x2 = 4	Control w/on-going supervision	Employees trained in the safe use of onsite chemicals. The number of employees and the exposure to chemicals is assessed and minimised. Less hazardous chemicals are used where possible. Adequate ventilation is maintained. A list (inventory) of all chemicals used in the workplace will be prepared and available immediately to appropriate personnel, e.g. Occupational 1st Aiders. SDS directions communicated to	All on-going Sara Bennett All on-going Sara Bennett

	clients. SDS Available			staff and adhered to. Entry to the storage area controlled.	
FW RA 9 Visual Display Equipment (VDU) (Poor workstation set up, prolonged Display Screen Equipment (DSE) use and prolonged poor seating posture at DSE workstation can cause neck, back, shoulder or arm strain, eye strain or fatigue to your employees.)	Policy in place An assessment of individual workstation is carried out on request. HSA guidelines reported to be adhered to.	2 x 2 = 4		Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards. Employees who use computers are made aware of their right to eye tests.	All on-going Sara Bennett
FW RA 10 Light, Temperature and Noise (Working in a low light and uncomfortably temperature environments can cause slips, trips and falls and other serious injuries to employees and/or visitors. Noise can cause damage employees hearing resulting in temporary hearing loss, tinnitus or permanent hearing damage to employees and/or visitors.)	Regular inspection and housekeeping. All lights and radiators function on inspection. Ambient noise was low	2 x 2 = 4	Control w/on-going supervision	As much lighting as possible is used at all times. Contact between individuals and hot surfaces are eliminated. A light, temperature and noise assessment conducted where required. Excessive noise levels from sound systems are avoided. Loudspeaker positions or the source of noises are arranged to avoid excessive sound levels for employees and loudspeakers that are close to employees are	All on-going Sara Bennett

	and comfortable. Ambient temperature comfortable.			individually controllable. Employees are rotated between noisy and quieter duties/locations where possible. Employees are advised of the risks from exposure to noise. Personal hearing protection is provided and worn when necessary.	
FW RA 11 Office Equipment (Working with office equipment/furniture e.g. photocopiers, shredders, guillotines, filing cabinets may cause cuts, burns and other serious injuries to employees and/or visitors.)	Office equipment is used in accordance with the manufacturer's manual and within training guidelines.	2 x 2 = 4	Control w/on-going supervision	Regular documented check that: • Power sockets are not overloaded. • Cabinet drawers and doors are kept closed when not in use. Also, only one filing cabinet drawer can be opened at a time to prevent tipping • Shelves not overloaded. • Adequate light, heat and ventilation.	On-going Sara Bennett
FW RA 12 Storage (Collapse of racking or shelving, or falling objects or falling from racking/shelving can cause head injuries, crush injuries and other serious injuries to employees and/or visitors.)	None	2 x 2 = 4	Control	Racking/shelving is inspected regularly and any defects found are repaired. Goods are stacked securely on the racks/shelves with the heaviest on the bottom. To prevent goods falling from height, edges of racks or shelves have lips or netting and/or goods are shrink-wrapped. Employees are trained in safe methods of stacking and retrieval, e.g. Manual Handling – renewal due April 2024	On-going Sara Bennett On-going Sara Bennett December 2023 Sara Bennett Sara Bennett/John Fitzgerald

				Climbing racking is prohibited. Platforms for accessing high shelves have lockable wheels and handrails. Ladders are not used. Platforms are not moved while employees are standing on them. Employees are trained in safe manual handling (see Manual handling assessment above).	
FW RA 13 Microwaves (Working with microwaves can cause burns, scalds and other serious injuries to employees and/or visitors.)	None	$2 \times 2 = 4$	Accept	Microwave is used and maintained in accordance with the manufacturers manual. Reported defects are dealt with promptly and documented. Food is not cooked in a sealed container unless it has been specially manufactured for use in a microwave oven. Non-metallic items only.	All on-going Sara Bennett
Lone Working FW RA 14 (Lone workers may be more vulnerable to certain hazards that can cause ill health and other serious injuries to employees.)	None	$2 \times 2 = 4$	Control	A communication device e.g. phones or two-way radios are provided. Contact numbers and alarm are provided for use in an emergency. Employees are trained on lone working procedures. Procedures are in place should a lone worker fail to return or make contact at agreed time. Physical barriers are provided where practical where there is an increased threat of violence. Where relevant, lone workers are provided with a client history	All on-going Sara Bennett

				including any relevant background information.	
FW RA 15 Violence/ Aggression/ Theft (Exposure to aggressive or violent behaviour or theft can cause personal injury, ill health and other serious injuries to employees and/or visitors.)	Magnetic lock on entrance door Policy in Place	3 x 2 = 6	Control	Lone working avoided. Secure cash handling system in place. Security arrangements in place and documented. All incidents reported, recorded and reviewed. Support facilities made available to staff in the event of an incident. Workplace is laid out to minimise vulnerable areas. Physical barriers are provided where there is an increased threat of violence. Waiting visitors are kept informed where relevant.	All ongoing Sara Bennett
FW RA 16 Coffee Machine / Café Boiler/ Kettle (Contact with a water boilers can cause burns, scalds and other serious injuries to employees and/or visitors)	None	1 x 2 = 2	Accept	Machines are used and maintained in accordance with the manufacturers manual. Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use. A competent person inspects equipment periodically and results of inspection are kept. Steam safety valves, where fitted, vent away from employees in a	All on-going Sara Bennett

				safe direction. Boiler/kettle is filled before turning on power. Boiler is not tilted to draw off hot liquid. Boiler/kettle is not allowed to boil dry or boil over. Other liquids e.g., cooking oil are not heated in a hot water boiler/kettle. Pour distance is kept as short as possible. Drip tray is kept in position and emptied as required. Employees are trained in the use of machines and operator's manual is available. Power to machines is switched off before any maintenance work.	
Broken Glass / Crockery FW RA 18 (Contact with broken glass and crockery can cause cuts, lacerations and other serious injuries to employees and/or visitors.)		$1 \times 2 = 2$	Accept	A bin is designated and labelled for broken glass and crockery. Broken crockery is disposed of immediately.	Ongoing Sara Bennett
Hot Objects FW RA 19 (Contact with hot objects, surfaces and products can cause burns and scalds to you, your employees and/or visitors.)		$2 \times 2 = 4$	Accept with supervision	Ovens, radiators and piping are insulated, guards are provided or temperature is controlled. Warning signs are in place. Care is taken when moving hot objects or liquids around the	All on-going Sara Bennett

				workplace. Heat resistant gloves are provided and worn where relevant.	
Sharp Objects FW RA 20 (Contact with sharp objects can cause cuts, lacerations and amputations to employees and/or visitors.)		$1 \times 2 = 2$		Use of sharp objects is minimised and they are stored safely after use Safe procedures for the use and cleaning of sharp objects are in place and employees are trained in these procedures.	All on-going Sara Bennett
Wet Hand Work FW RA 21 (Wet hand-work may cause skin irritation, dermatitis or other serious injuries to employees and/or visitors.)		$2 \times 2 = 4$	Control	Employees are trained to protect their skin by drying their hands fully and where practical applying hand cream between tasks. Gloves and hand cream is provided. Employees are made aware of the signs of early skin conditions and to notify their employer if they develop a skin condition.	All on-going Sara Bennett
FW RA 22 Heating Ventilation and Air Conditioning Systems (Poorly maintained systems can result in serious illness for employees and/or visitors.)	Maintained by Management company	$2 \times 2 = 4$	Accept with Supervision	Only trained employees operate heating, ventilation and air conditioning systems and operator's manuals are available. Frequent documented checks that all vents are clear and functioning. Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use.	All on-going Sara Bennett

FW RA 23 Legionnaire's Disease (Inhaling droplets of Legionella bacteria may result in pneumonia causing serious ill health to you, your employees and/or visitors.)	Maintained by Management company	2 x 2 = 4	Control	Where water stagnation occurs or water use is low, flushing procedures are used at water outlets. Documentation on testing from Management company ensuring that Water temperatures in the water system are maintained outside of the 20°C-50°C range.	All on-going Sara Bennett
Radon FW RA 24 (Long-term exposure to high levels of radon may cause lung cancer to you, your employees and/or clients.)		2 x 2 = 4	Control	Indoor workplaces at ground floor or basement level have had radon measurements carried out where required. Where reference levels are exceeded, measures are taken to reduce the radon level and the areas are then retested. Measures taken to reduce the radon level are maintained to ensure they remain effective.	All on-going Sara Bennett
FW RA 25 Cleaning and Waste Disposal (Cleaning activities can cause back injury, skin conditions, cuts and other serious injuries employees and/or visitors.)	House Keeping Frequent waste disposal and emptying bins	2 x 2 = 4	Control	Employees are trained in safe cleaning, PPE and good hygiene procedures. Employees are trained in safe manual handling (see manual handling assessment above). Trolleys are provided and used where needed and are maintained in good condition. Furniture is fitted with casters or ease of movement where possible.	All on-going Sara Bennett