



SAFETY STATEMENT

FOR

LAW SOCIETY OF IRELAND

Revision D November 2022



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1 SECTION: CIRCULATION

1.1. RECORD OF CIRCULATION

Law Society staff members will receive a training session on the safety statement, purpose of the document, key aspects of the document, how to read the document etc. The latest revision of the safety statement will be available on the Society intranet. The document will only be made available here when it has been approved by the Director General and safety management team. A hard copy of the document will be available at the following locations:

- Main Reception
- Education Centre Reception
- George's Court Reception
- Four Courts Reception



2 SECTION: FOREWORD, REVIEW & AMENDMENT PROCEDURES

2.1. FOREWORD

The Law Society is committed to developing and maintaining an authentic and proactive safety management system as part of the Law Society overall safety management system. This document represents the Law Society overall safety statement and covers all our areas of activity i.e.

- Buildings; Grounds Maintenance; Minor Works; Building Fabric Maintenance, Engineering Services Maintenance, Utilities (individual department operational equipment does not fall under the management of the Law Society Office)
- Capital Projects
- Security (cleaning, facility of events, security services)
- Facility Management
- Heritage

A full list of buildings is detailed in Appendix C, which details the buildings under the responsibility of the Law Society. This Safety Statement deals with the work activities of the staff of the Law Society.

This Safety Statement is intended to be a live document, which will be reviewed regularly to ensure it reflects current legislation and the Law Society safety management system.

A Safety Action Team will be established to oversee the on-going development of the Safety Statement.

The Law Society is committed to providing a safe workplace for all of its employees in line with our safety policy in Section 3.2

2.2. REVIEW OF LAW SOCIETY SAFETY STATEMENTS & SAFETY PERFORMANCE

To give effect to the objective set out in the foreword above, this safety statement will be reviewed as required and at a minimum on an annual basis.

In addition, other events that may trigger an amendment of the Law Society Safety Statement may include:

- a) Accidents, Dangerous Occurrences.
- b) Advice from the Health and Safety Authority and Law Society Safety Consultants.
- c) Representations made by Safety Representatives, employees and students.
- d) Safety performance and training will be considered at Law Society safety meetings and at the annual review of the Law Society Facilities Safety Statement.

Note: Any remedial action initiated may necessitate an amendment of the Law Society Safety Statement, either at the time or at the next formal review.

Notes:

- 1) The Law Society Facilities may also require to be amended or extended when alterations are made to any premises occupied by the department, if new premises are acquired, if new activities are embarked upon, if new equipment is purchased, or if staff leave or join the department.

2.3. AMENDMENT AND REVISION PROCEDURES

Documents adopted by Law Society personnel will require continual revision, review, additions and amendments to take account of changing circumstances and work methods.

The following amendments and procedures are outlined below:

- All recommendations that are made and approved, arising either from the annual review of the Law Society Safety Statement or at Department Safety Meeting and which necessitate the revision or amendment of any document must be recorded in a master document.
- Once the master document has been updated the hard copies will be replaced with the new version.



- The version on Law Society intranet will also be replaced with the new version; all superseded versions will be archived.

2.4. LAW SOCIETY SAFETY STATEMENT REVISIONS RECORD

Revision	Reason for Revision	Date of Revision	Revision By
Safety Statement Rev B	New Version created November 2021	Sept 21	ASM
Safety Statement Rev C	Version amended April 2022	April 22	PJ
Safety Statement Rev D	SMT Review and approval	November 22	ASM



3 SECTION: LAW SOCIETY SAFETY POLICY

3.1. INTRODUCTION

Law Society overall safety policy is detailed in the memo issued by the Law Society Director General Mark Garrett, a copy of which is included in section 3.2 below.

3.2. LAW SOCIETY OF IRELAND SAFETY POLICY

The Safety, Health and Welfare at Work Act 2005, imposes statutory duties on employers and employees, and to enable these statutory duties to be carried out, it is the policy of the Law Society, so far as is reasonably practicable, to ensure that the responsibilities for health and safety are properly assigned and fulfilled at all levels of the Law Society

The following policy statement sets out the Law Societies general policy for protecting the health and safety of employees and the arrangements that are in place to implement the Policy.

- Implement all relevant legislation (some of the main Acts and Regulations which apply to the Law Society are listed in Section 3.5 below).
- Comply with the statutory requirements attaching to both general and specific work activities e.g. use of VDU's, manual handling, use of work equipment, use of chemical and biological agents, maintenance and construction work etc.
- Integrate safety responsibilities at all levels within the Law Society.
- Ensure, in so far as it is reasonably practicable, that all work is undertaken safely and does not give rise to unacceptable levels of risk to health or expose any individual or other person to unacceptable levels of risk.
- Integrate measures to protect the health and safety of its employees into all work activities under the control of the Law Society
- Provide each and every employee, whether in full-time or part-time employment, with such training as is necessary, to enable them to discharge their work safely.
- Provide all employees with information about hazards/ risks in their workplace and consult with employees regarding measures being taken to eliminate/ control same.
- Ensure that all new work equipment & workplaces, or adaptations of existing work equipment or workplaces, comply with relevant statutory requirements from the outset.
- Produce / maintain written risk assessments for all of activities and work locations under the management of the Law Society.
- Ensure that appropriate risk controls are implemented.
- Provide adequate financial resources to implement legislative requirements. This will be subject to the overall resources available to the Law Society and the budgetary position of the Law Society with respect to the monies made available to the Law Society.

Signed _____

Date November 2022

Law Society Director General Mark Garrett



3.3. STATUTORY RESPONSIBILITIES

3.3.1. RESPONSIBILITIES OF THE LAW SOCIETY AS AN EMPLOYER

In the context of the Law Society the principal responsibility for discharging the responsibilities of the Law Society as an employer (as set out below) and ensuring compliance with the legislation rests with the Director General and Senior Management Team (SMT).

In this regard and subject to the overall resources available to the Law Society and the budgetary position, of the Director General and SMT.

1. Ensuring compliance with the Law Society Safety Policy.
2. Ensuring that due cognisance is given to safety in all operational decisions, all academic and administrative activities, student intake policies, property acquisitions, adaptations of buildings, utilisation of space, maintenance and upkeep of premises and staff recruitment/ deployment.
3. Ensuring that each \ School \ Department \ Centre \ Unit and all members of management implement and maintain compliance with all legislation relating to their area of responsibility, and
4. Providing the necessary financial and operational resources at both \ School \ Department \ Centre \ Unit level to implement all legislation and give effect to any improvements necessary in a progressive and phased manner.

3.3.2.EMPLOYEE RESPONSIBILITIES

Each employee is required, under the provisions of *Section 13 of the Safety, Health and Welfare at Work Act 2005*, to comply with specific statutory measures.

Employees of the Law Society are required to:

- report all accidents and dangerous occurrences.
- take reasonable care for his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions, while at work.
- co-operate with the Law Society or any other person(s) to such an extent as will enable the Law Society or any other person to comply with their statutory duties.
- use in such a manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience equipment or other means or thing provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- report to his/her immediate supervisor, without unreasonable delay any defects in plant, equipment, place of work or system of work which might endanger safety health or welfare of which he/she becomes aware.
- not intentionally misuse or interfere with any appliance, personal protective equipment or any other means provided for securing safety.

Each employee is also required, under *the Safety, Health and Welfare at Work (General Applications) Regulations Current Addition*, to take account of all training and instructions given by the Law Society to:

- a) make correct use of machinery, apparatus, tools, dangerous substances, transport equipment and other means of production, and
- b) in cases where an employee is provided with personal protective equipment to:
 - make full and proper use of such equipment in accordance with the instructions provided and any training provided
 - take all reasonable steps to ensure that such equipment is returned to storage after use in good condition.

On noticing a defect / Unsafe Situation / Condition when working on a work order the following are the steps to be taken to ensure that the situation is reported and made safe.

- If you can fix the issue, without putting yourself at risk - then you should do so.
- If you cannot make the situation safe yourself, then contact your immediate supervisor to assist you and bring safety signage etc. to place at the location.
- If there is no immediate risk, then placing signage at the location may suffice as a temporary measure until a permanent solution has been implemented.



On Noticing a defect / Unsafe Situation / Condition which is not related to a Work Order you are working on the following steps should be followed.

- If it is safe to do so, remain at the location to ensure that no-one inadvertently enters the danger zone. Ensure you are not at risk yourself. Contact security if you feel you need additional personnel to ensure the area is safe.
- Contact facilities to notify of the situation.
- Contact the departmental manager that you feel would be responsible to rectify the situation.
- Contact your line manager if the area manager is not obvious to you.
- Remain at the location until you are relieved by the person who is dealing with the situation, or a supervisor advises you to do so.

Notes:

- This responsibility remains with staff irrespective of their function, whether they are in a lecture theatre, , office, workshop, restaurant, circulation area, library, recreation area, shop etc. or on campus grounds.
- This responsibility also remains with staff whilst engaged in field trips or other off campus work activities, whilst involved in organising on campus seminars, meetings or social events, whilst conducting written or oral examinations or whilst using the Law Society facilities during off-peak hours.
- Safety is now a shared responsibility. The prevention of accidents and the preservation of the safety, health & welfare of the individual, fellow staff, students, visitors and members of the public, is a prime responsibility of all members of the Law Society community whilst at Law Society

3.4. RESPONSIBILITY FOR SAFETY AT THE LAW SOCIETY MANAGEMENT LEVEL

In accordance with the Law Society Safety Policy, the Safety Health and Welfare at Work Act 2005 and Safety, Health and Welfare At Work General Application Regulations, it is the responsibility of the Director General of the Law Society, *in so far as is reasonably practicable*, to ensure the health, safety and welfare of all its employees

It is the responsibility of the SMT within the Law Society therein to:

- Keep abreast of developments in safety legislation and good practice
- Implement and comply with all relevant statutory legislation and
- Comply with the Law Society Safety Policy, (as set out in section 3.2)
- Discharge the Law Society statutory safety responsibilities (as set out in section 3.3 previously), within the confines of workplaces under the management of the Law Society and in relation to the staff and contractors employed therein. This being subject to the constraints of the total physical, human and financial resources available to the Law Society and acknowledging that:

The financing of safety compliance/ improvements is a shared responsibility the Director General and SMT.

3.5. PRINCIPAL LEGISLATION APPLYING TO THE LAW SOCIETY

Copies of all legislation are available at the following link <http://www.irishstatutebook.ie/>

Principal Acts

- ◆ *Fire Services Act, 198/ 2003 or current edition*
- ◆ *Factories Act 1955 & Safety in Industry Act 1980 (as reduced by repeals and revocations orders within SHWW legislation)* +*
- ◆ *Safety, Health and Welfare at Work Act, 2005 or current edition*
- ◆ *Organisation of Working Time Act, 1997- or current edition*

Regulations

- ◆ *Fire Safety in places of Assembly (Ease of Escape) Regulations SI 249 of 1985*
- ◆ *Tobacco (Health Promotion and Protection) Regulations, Current Edition*
- ◆ *Safety, Health and Welfare at Work (General Application) Regulations, Current Edition*
[contains specific regulations dealing with: General Management Responsibilities , Use of VDU's , Manual Handling, Use of Work Equipment, Use of Personal Protective Equipment, Work at Height, Noise, Vibration, Tools With Abrasive Wheels, Wood Working Equipment, Existing and New Workplaces, First Aid, Electricity, Reporting of Accidents and Dangerous Occurrences]



- ◆ *Safety, Health and Welfare at Work (Carcinogens) Regulations, Current Edition**
- ◆ *Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations, Current Edition*
- ◆ *Safety, Health and Welfare (Biological Agents) (Amendment) Regulations, Current Edition*
- ◆ *Safety, Health and Welfare (Confined Spaces) Regulations Current Edition*
- ◆ *Safety, Health and Welfare (Asbestos) Regulations Current Edition*
- ◆ *Safety, Health and Welfare at Work (Chemical Agents) Regulations, Current Edition [read in conjunction with the Revised Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations, current edition]**
- ◆ *Safety, Health and Welfare at Work (Signs) Regulations, Current Edition*
- ◆ *Safety, Health and Welfare at Work (Construction Regulations) Current Edition*
- ◆ *Safety, Health and Welfare (Work Equipment) Regulations Current Edition*
- ◆ *Safety, Health and Welfare at Work (Miscellaneous Welfare Provisions) Regulations, Current Edition*
- ◆ *Factories/ Safety in Industry Regulations (Regulations as may yet be un-repealed by SHWW legislation- Woodworking Machinery, Abrasive Wheels, Air Receivers, Steam Receivers, Steam Boilers, Hoists, etc.)* +*
- ◆ *EC Protection of Workers (Exposure to Lead) Regulations SI 219 of 1989 **
- ◆ *Building Regulations Current Edition (As supported by Building Regulations Technical Guidance Documents on : Fire , Stairways and Ramps, Access for the disabled, ventilation, sanitary facilities)+*
- ◆ *Local Government (Multi Storey Buildings) Regulations SI 286: 1988 and SI 95:1990+*
- ◆ *Safety, Health and Welfare at Work (Night Work and Shift Work) Regulations, Current Edition*
- ◆ *Safety, Health and Welfare at Work (Children and Young Persons) Regulations, Current Edition*
- ◆ *Safety, Health and Welfare at Work (Maternity) Regulations Current Edition*



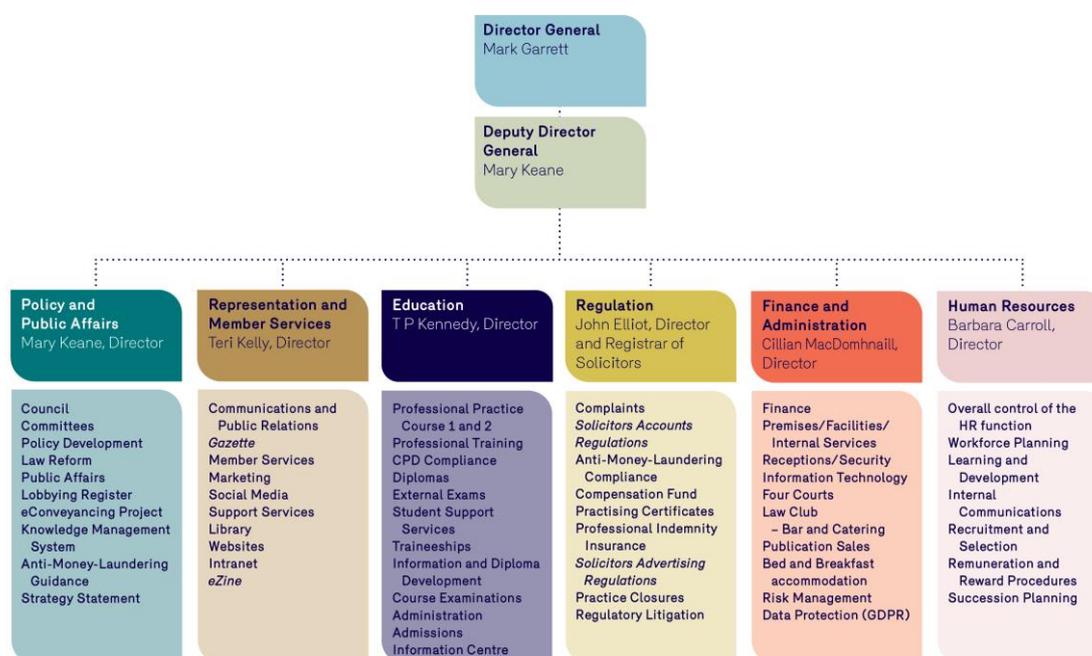
4 SECTION: LAW SOCIETY SAFETY ORGANISATION & RESPONSIBILITIES

4.1. INTRODUCTION

The Law Society Management Team is made up of the Director General and Department Directors.

The Department Director reports to the Director General of the Law Society, are a members of the SMT and have overall responsibility for the Law Society including strategic estates planning, property management, space management, resource management etc.

This following section details the health & safety responsibilities of key staff members within the Law Society management team.



4.2. Director General of the Law Society: MR. Mark Garrett

The Director General of the Law Society has overall responsibility for making adequate provision for Health and Safety compliance in budgets under his control and b) the resourcing and supporting the activities of persons assigned protective and preventative roles in relation to Health and Safety and Fire Safety Legislation.

The Director General, in addition to the general responsibilities outlined in Sections 3.4 is responsible for ensuring that:

- The provisions of the Safety, Health and Welfare at Work Act 2005 and subordinate Regulations are complied with for all work executed under his control.
- The provisions of the Safety, Health & Welfare at Work (Construction Regulations) current edition are complied with for all maintenance work, infrastructure work and construction/ refurbishment work undertaken or on his behalf
- All buildings (as defined in the foreword) constructed for the Law Society / acquired for the Law Society, or any part of a building owned by the Law Society, which is refurbished, modified or adapted for any new purpose or use, provides adequate space for the purposes envisaged (to include space for storage, cleaners' materials and ancillary services) and complies with the following prior to first use:



- Building Regulations Current Edition - particularly Technical Guidance Documents: B 'Fire': K 'Stairs and Ramps' and P 'Access for the Disabled'
- The provisions of any Fire Certificate granted by the Local Authority.
- The provisions of the Fire Services Act 1981/2003
- The *Electricity Regulations, Safety, Health & Welfare (General Applications) - current Edition*
- The *Workplace Regulations, Safety, Health & Welfare (General Applications) Regulations –current Edition*
- *The Safety Health & Welfare at Work (Safety Signs) – current Edition*
- *The Safety Health and Welfare at Work Equipment Regulations – current Edition*
- *The Safety Health & Welfare at Work (Misc. Welfare) Regulations – current Edition*
- *The Safety Health and Welfare at Work, Chemical Agents, Carcinogens, Biological Agents Regulations with particular reference to ventilation, special storage facilities, containment/ extraction facilities, washing/ changing facilities, security measures, waste storage facilities etc.*

In line with Law Society Policy the Director General is also responsible for the following:

- Integrating responsibility for safety at all levels of responsibility within the Law Society.
- Ensuring that measures to protect the health and safety of students, Law Society employees and members of the public are *integrated into all work activities under the control of the Law Society and its staff.*
- *Making adequate financial provision for the implementation and compliance with safety legislation, in the areas occupied by the Law Society and its various activities, having regard to the total physical, human and financial resources available to the the Law Society*
- Compiling and implementing an annual Safety Programme for the prioritised and phased reduction of identified risks, having regard to the total finances available to the department.
- Positively supporting all persons assigned protective and preventative duties in accordance with the *Safety, Health and Welfare at Work Act, 2005*
- Ensuring that the Law Society personnel *implement and maintain compliance with* all relevant fire, health and safety legislation which apply to the activities and the premises occupied by the department.
- Ensuring that all new or adaptations of existing work equipment *or* workplaces under the management of the the Law Society, *comply with relevant statutory requirements.*
- Ensuring that individual sub-office managers of George's Court, Four Courts review this document to confirm that all hazards associated within the use of any area / premises occupied by the Law Society and arising from all activities undertaken by the Office (both on/ off campus) are adequately covered.
- Ensuring that sub-office management compile and maintain written risk assessments for all applicable activities pertaining to their operations.
- Ensuring that individual sub-office managers provide all employees working for /in the office with information about hazards/ risks in the work area / associated activities. (This to include the provision of adequate information and such instruction/ training in safety matters and general supervision as is necessary for said persons to work safely).
- Ensuring individual sub-office managers provide that all employees, whether in full-time or part-time employment, undergoes such training as is necessary, to enable them to discharge their work without risk to health and safety. Review training as part of regular safety action team meetings.
- Review the effectiveness of emergency procedures identified in this document and ensure that a suitable person is delegated the duty of conducting an investigation following a fire, accident, incident or near miss where such an investigation will identify the root cause of the event and measures to prevent reoccurrence.
- Ensuring that personnel accident reports and dangerous occurrence reports are monitored to eliminate shortcomings in the Law Society safety programme.
- Appointing the Law Society Safety Action Team from amongst the staff to assist with the implementation of general supervision of day-to-day safety matters within the office or to undertake specific protective and preventative duties as required by legislation.
- Ensuring that emergency procedures identified in this document are communicated to members of staff.
- Ensure that fire drills are held for work areas under the management of the Law Society, at least on an annual basis.
- Arrange for audits within Law Society to confirm that regular inspections are being carried out for all escape routes and emergency exits, and that all exit routes, final exit doors/ routes *are in a usable condition and free from obstruction*, during all periods of occupation. (*Inspections should be undertaken daily and records of such*



- inspections maintained in a Dept. logbook)*
- Ensuring that all equipment in the ownership of the Law Society is adequately maintained/kept in a safe condition and that proper steps are taken to repair faults in equipment and to remedy, any defects which occur in the services and fabric of Law Society occupied properties. To this end, faulty equipment or rooms where defective services/ fabric exist may have to be taken out of operation and alternative arrangements made, until a proper repair is executed, or the item/ area is made safe).
 - Setting a personal example when working in the department by wearing appropriate protective clothing and using appropriate safety equipment when necessary.
 - Arranging for copies of the safety statement to be accessible to all members of staff at a suitable central location in the Law Society e.g. Intranet
 - Ensuring that adequate provision is made for the provision of first aid treatment by way of competent first aiders and first aid equipment.
 - Ensuring that sub-office managers have procedures are in place for late/ off peak working arrangements and that persons do not work alone in moderate to high risk areas or whilst undertaking high risk activities.

NOTE: Where the Director General is mentioned in the following since he/she has overall responsibility for all activities, it is to be understood that his management/ technical support staff also carry individual responsibilities albeit of a more limited scope. Accordingly, all of the Law Society management have subsidiary responsibilities for many elements set out below, subject to the overall financial, resource and management control exercised by the Director General, their own job specifications and projects delegated to them from time to time.

4.2.1. Law Society Department Directors: Senior Management Team

In addition to the statutory safety responsibilities of all employees (as prescribed in safety legislation and as broadly referred to in Section 3.3.2 previously) the Law Society Department Directors are responsible:

- Understand the main requirements of the Safety, Health and Welfare at Work Act, 2005 and the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2021
- Ensure that the same management standards are applied to health and safety as to other management functions.
- Acknowledge the Law Society SOPs that are relevant to the operations of the Department Directors office
- Ensure that health and safety related issues are brought to the attention of the DG of the Law Society.
- Review the high-level risk assessment produced for the Office of the Law Society to confirm adequacy.
- Conduct regular inspections of the places of work under the control of the Department Directors e.g. stores, offices and display areas. Report any shortcomings to the DG of Law Society.
- Assist in the development of risk assessments for the office of the Department Directors and review regularly for adequacy.
- Assist in development of a SOP for the office of the Department Directors and review regularly for adequacy.
- Periodically appraise the effectiveness of the Safety Statement as it pertains to the office of the Department Directors
- Ensure that personnel / companies employed for professional services are competent and that their activities are risk assessed. When necessary seek assistance from the Law Society to make such assessments
- Ensure all emergency procedures pertaining to the areas under the control of the Department Directors Office are prepared, are tested and reviewed when required.
- Assess the work by 'Contractors' for the purpose of compliance with the Safety, Health & Welfare at Work (Construction) Regulations 2013 to 2021 – Curator to Liaise with Law Society.
- Ensure that all accidents, incidents and near misses are reported to the DG of Law Society
- Set a good personal example.
- Ensure that this document is brought to the attention of all staff of the office of the curator and that all staff have the opportunity to question if necessary the contents of the document.

4.2.2. Finance & Administration Director Ms Gillian Cregan

The Finance & Administration Director has overall responsibility for the management of Capital projects (new buildings, adaptation of existing buildings) and commuter planning on and across Law Society owned/managed lands. The Finance & Administration Director reports to the Director General of Law Society and has a team reporting to him comprising of Facilities Manager and Facilities Management Supervisors. The Finance & Administration Director is responsible making adequate provision for Health and Safety compliance in budgets under his control and b) the resourcing and supporting the activities of persons assigned protective and preventative roles in relation to Health and Safety and Fire Safety Legislation.



In addition to the statutory safety responsibilities of all employees (as prescribed in safety legislation and as broadly referred to in Section 3.3.2 previously) the The Finance & Administration Director is responsible for:

- Discharging any safety functions delegated to him by Law Society Director (as outlined in Section 4.2 above), in relation to the areas/ activities under their control.
- Ensuring that all work under his control is undertaken safely and without risk to health and complies with the provision of all relevant statutory legislation. *(This to include responsibility for the identification of hazards, undertaking risk assessments, implementing risk minimisation measures and reviewing the appropriate sections of the Law Society safety statement which relates to the activities under his control).*
- Ensuring, *in so far as it is reasonably practicable*, that all work is undertaken safely and does not expose any individual or other person to unacceptable levels of risk to health.
- Acquire an understanding of Health & Safety Legislation specifically, The Safety, Health & Welfare at Work Act, The Safety, Health & Welfare at Work (Construction) Regulations, The Safety, Health & Welfare at Work (General Applications) Regulations.
- Ensuring that all contractors appointed in the role of PSDP & PSCS are competent and that the F&A Director conducts a general review of their performance following commencement of their roles.
- Ensuring that all contractors and staff employed by the F&A Director are competent to undertake the role for which they are appointed.
- Ensuring that all construction work undertaken by contractors is executed under Law Society Permit to Work system.
- Communicating in advance to the relevant \ School \ Department \ Centre \ Unit and the Security Officer of the intention to undertake project work in a College \ School \ Department \ Centre \ Unit or Building which may have safety, health or welfare implication for staff/ students or which result in interruption of services to the College \ School \ Department \ Centre \ Unit or Building or which may have an implication for security or which may necessitate the authorisation of contractors to have access to College \ School \ Department \ Centre \ Unit areas or Law Society buildings.
- Ensure communication with contractors (permit to work/meetings) regarding escape routes, access routes and any work areas which are in common occupation are maintained in a tidy condition at all times and that contractors make provision for the fire prevention and the usability of fire doors, escape routes, fire detection and alarm system, emergency lighting systems and fire-fighting equipment during said work (to include making provision for impaired persons to access \ egress buildings safely).
- Ensuring that all contractors, engaged by the F&A Director report all accidents / incidents to the office as soon as possible. F&A Director, in consultation with Facilities Manager, to report all such accidents / incidents to the senior management team and Law Society Safety Officer.
- Ensuring that any / all contractor accidents, where the F&A Director has engaged the contractor, are investigated and that any necessary remedial action under the control of the F&A Director is undertaken.
- Ensuring the provision of an emergency lighting system to escape routes and an appropriate fire detection and alarm system (comprising of smoke/heat detection, break glass units and alarm bells) in each \ School \ Department \ Centre \ Unit where project work is proposed is maintained during proposed construction work
- Ensuring that PICW undertake Project Safety Reviews with the Law Society Facilities Manager of all significant projects at the planning phases of the project.

NOTE: *Where the F&A Director is mentioned above, since he has overall responsibility, it is to be understood that his Management Team (Managers) also carry individual responsibility, for many of the elements set out above, subject to the overall financial resource and management control exercised by the F&A Director, his own job specifications and projects delegated to him from time to time.*

4.2.3. Facilities Manager: Mr. Ray Boyne

The Law Society has overall responsibility for the maintenance and upkeep of the main campus buildings and estates (including the grounds & infrastructure, the fabric of the buildings and all building services). The Law Society is also responsible for a) making adequate provision for Health and Safety compliance in budgets under his control and b) the resourcing and supporting the activities of persons assigned protective and preventative roles in relation to Health and Safety and Fire Safety Legislation within his office. The Law Society reports to the Finance & Administration Director and has a Facilities Management Team reporting to him.

In addition to the statutory safety responsibilities of all employees (as prescribed in safety legislation and as broadly



referred to in Section 3.3.2 previously) the Law Society is responsible for:

- Discharging any safety functions delegated to him by Law Society Director (as outlined in Section 4.2 above), in relation to the areas/ activities under their control.
- Ensuring that all work under his control is undertaken safely and without risk to health and complies with the provision of all relevant statutory legislation. *(This to include responsibility for the identification of hazards, undertaking risk assessments, implementing risk minimisation measures and reviewing the appropriate sections of the Buildings & Estates safety statement which relates to the activities under their control).*
- Ensuring, *in so far as it is reasonably practicable*, that all work is undertaken safely and does not expose any individual or other person to unacceptable levels of risk to health.
- Acquire an understating of Health & Safety Legislation as it pertains to the operations of the Law society. Specifically, The Safety, Health & Welfare at Work Act, The Safety, Health & Welfare at Work (Construction) Regulations, The Safety, Health & Welfare at Work (General Applications) Regulations.
- Ensuring that all work undertaken *under his control* complies with the provision of all relevant statutory legislation. *(This to include responsibility for the identification of hazards, undertaking risk assessments, implementing risk minimisation measures and reviewing the appropriate sections of the department safety statement which relates to the activities under their control).*
- Ensuring that all maintenance and construction work are executed in accordance with the provisions & requirements of the Safety, Health & Welfare at Work (Construction) Regulations, Current Edition
- Ensure that Statutory/Insurers Inspections are undertaken on Boilers, Lifts, Lifting Equipment, Pressure Vessels, Compressors, Air Receivers, etc. under our control. For Department equipment we will facilitate these inspections.
- Ensuring that all maintenance/ inspections/ building work undertaken by contractors and any non-routine high risk work undertaken by Law society staff and the movement of MEWPS, use of Mobile Scaffolding Towers, Hot Work, Work in Confined Space, Use of Harnesses, etc
- Ensuring that all contractors and staff employed by the Law society are competent to undertake the role for which they are appointed.
- Ensuring that all contractors appointed in the role of PSDP & PSCS are competent and that the Law society conducts a general review of their performance following commencement of their roles.
- Ensuring that any defects reported to the Law society are rectified as soon as is reasonably practicable having regard to risk levels, overall maintenance priorities and the budgetary position.
- Ensuring that all contractors and staff employed by the Law society work in a safe manner and that appropriate precautions are taken from the outset, to ensure the safety, health and welfare of all members of the Law Society community or the general public who may be affected by the works.
- Communicating in advance to the relevant Heads of Department and the Security Officer of the intention to undertake repairs and or construction work in any are or buildings under their control.
- Ensure communication with contractors (meetings) regarding escape routes, access routes and any work areas which are in common occupation are maintained in a tidy condition at all times and that contractors make provision for the fire prevention and the usability of fire doors, escape routes, fire detection and alarm system, emergency lighting systems and fire-fighting equipment during said work (to include making provision for impaired persons to access \ egress buildings safely).
- Ensuring that all contractors, engaged by the Law society report all accidents / incidents to the office as soon as possible. All accidents must be reported to the Law Society
- Ensuring that any / all contractor accidents, where the Law society has engaged the contractor, are investigated and that any necessary remedial action under the control of the Law society is undertaken.
- Ensuring the provision of an emergency lighting system to escape routes and an appropriate fire detection and alarm system (comprising of smoke/heat detection, break glass units and alarm bells) in areas under the management of the Law Society.
- Ensuring the maintenance of all emergency lighting and fire detection and alarm systems by a competent contractor
- Making provision for fire prevention, usability and maintenance of fire doors / escape routes / fire detection and alarm systems, emergency lighting systems and fire-fighting equipment within areas under the control of the Law society
- Ensuring that PICW for minor capital projects undertake Project Safety Reviews with the Law Society Safety Officer for all significant projects at the planning phases of the project.
- Ensure that inspections are carried out to ensure that materials, equipment, or furniture, belonging to Law society activities or its contractors are not stored or deposited in escape routes / exits.



NOTE: Where the Law Society is mentioned above, since he has overall responsibility, it is to be understood that his Maintenance Management Group also carry individual responsibility, for many of the elements set out above, subject to the overall financial resource and management control exercised by the Law Society, his own job specifications and projects delegated to him from time to time.

4.2.4. Law Society Facilities Supervisors

The Law Society Supervisors have specific responsibility for the maintenance and upkeep of the Law Society buildings and estates within their respective areas of work. Supervisors report to their respective managers and discharge and supervise work in consultation with their Manager. Supervisors have a team of foremen reporting to them and assisting them with compliance with the duties identified in this section.

In addition to the statutory safety responsibilities of all employees (as prescribed in safety legislation and as broadly referred to in Section 3.3.2 previously) each such member of staff is responsible for:

- Discharging any safety functions delegated to them by Buildings & Estates Management Team (as outlined in Section 4.2 – 4.4 above), in relation to the areas/ activities under their control.
- Ensuring that all work under their control is undertaken safely and without risk to health and complies with the provision of all relevant statutory legislation. *(This to include responsibility for the identification of hazards, undertaking risk assessments, implementing risk minimisation measures and reviewing the appropriate sections of the Law Society safety statement which relates to the activities under their control).*
- Ensuring that *each and every direct employee report, whether in full-time or part-time employment*, under-goes such training as is necessary, to enable them to discharge their work safely and without risk to health.
- Ensuring that all equipment purchases and adaptations to work equipment or their workspace, *which they control*, fully take account of fire, health, safety and environmental consequences and comply with current safety legislation from the outset.
- Taking all reasonably practicable steps to ensure their own safety and the health and safety of visitors, students and colleagues under their control.
- Overseeing in the event of the outbreak of fire or the activation of a fire alarm, the Law Society successful evacuation of any employees / contractors under their control and subsequently assisting Security staff in the control of evacuees at the designated assembly point.
- Ensuring that safety rules and procedures detailed in this safety statement and applicable SOPs are understood and implemented where appropriate by staff, contract staff and where appropriate contractors under their control.
- Communicating in advance to the relevant Heads of College \ School \ Department \ Centre \ Unit and the Security Officer of the intention to undertake repairs and or construction work in a College \ School \ Department \ Centre \ Unit or Building which may have safety, health or welfare implication for staff/ students or which result in interruption of services to the College \ School \ Department \ Centre \ Unit or Building or which may have an implication for security or which may necessitate the authorisation of contractors to have access to College \ School \ Department \ Centre \ Unit areas or Law Society Buildings.
- Ensuring that all maintenance/ inspections/ building work undertaken by contractors and any non-routine high risk work undertaken by Buildings and Estates Office staff or staff in any Functional area and the movement of MEWPS, use of Mobile Scaffolding Towers, Hot Work, Work in Confined Space, Use of Harnesses and categories of construction vehicles as stipulated in Law Society SOP 18, is executed under the LAW SOCIETY permit to work system.
- Bring to the attention of the Law Society Maintenance management group any unsafe conditions, unsafe work practices or hazards/ risks, which are not adequately covered by this Department Safety Statement or approved SOPs.
- Ensuring that all equipment under their control is adequately maintained/ kept in a safe condition and that proper steps are taken to repair faults in equipment and to remedy any defects, which occur in the services and fabric of the rooms, which they occupy from time to time. (To this end, faulty equipment or rooms where defective services/ fabric exist may have to be taken out of operation and alternative arrangements made, until a proper repair is executed, or the item/ area is made safe).
- Ensuring that all operational equipment (vehicles, fall prevention equipment (harnesses, anchors, scaffolds, MEWPs ladders etc.), power tools, hand tools, detection equipment) is designed to be safe to use, is certified, where required, and is inspected and maintained on a regular basis.
- Ensure communication with contractors (permit to work/meetings) regarding escape routes, access routes and any work areas which are in common occupation are maintained in a tidy condition at all times and that contractors make provision for the fire prevention and the usability of fire doors, escape routes, fire



detection and alarm system, emergency lighting systems and fire-fighting equipment during said work (to include making provision for disabled persons to access \ egress buildings safely).

- Ensuring that all contractors and staff employed by their department work in a safe manner at all times and that appropriate precautions are taken from the outset, to ensure the safety, health and welfare of all members of the Law Society community or the general public who may be affected by the works.
- Setting a personal example when working by wearing appropriate protective clothing and using appropriate safety equipment when necessary. See risk assessments for required PPE
- Ensuring that appropriate protective clothing and safety equipment is made available to staff under their control.
- Promptly reporting all fires, accidents, and dangerous occurrences, which occur in areas under their control (or which involve third parties under their control) and for implementing any necessary remedial action in the activities/areas for which they control.

Name	Title	Areas of Responsibility
Wilhelmina Ryan	Facilities Coordinator	Buildings Maintenance

NOTE: Where Law Society Supervisors are mentioned above, since they have overall responsibility for the functional activities within their office, it is to be understood that Foreman, Craft Workers and General Operatives assigned to their office will also carry individual responsibility, for many of the elements set out above, subject to the overall financial resource and management control exercised by the Supervisors, his own job specifications and projects delegated to him from time to time.

4.2.5. Law Society: Head Of Security – Mr Paul Kiberd

The Security Office has overall responsibility for building and campus security. The Security Office is also responsible for a) making adequate provision for Health and Safety compliance in budgets under his control and b) the resourcing and supporting the activities of persons assigned protective and preventative roles in relation to Health and Safety and Fire Safety Legislation within his office.

The Head of Security reports to the Facilities Manager and has a team of Security duty officers reporting to him. In addition to the statutory safety responsibilities of all employees (as prescribed in safety legislation and as broadly referred to in Section 3.3.2 previously) each such member of staff is responsible for:

- Discharging any safety functions delegated to them by Law Society Director (as outlined in Section 4.2 above), in relation to the areas/ activities under their control.
- Ensuring that all work under their control is undertaken safely and without risk to health and complies with the provision of all relevant statutory legislation. *(This to include responsibility for the identification of hazards, undertaking risk assessments, implementing risk minimisation measures, and reviewing the appropriate sections of the Law Society Safety statement which relates to the activities under their control).*
- Ensuring, *in so far as it is reasonably practicable*, that all work is undertaken safely and does not expose any individual or other person to unacceptable levels of risk to health.
- Is responsible for security, parking/ access controls, etc.
- Ensuring that all contractors, engaged by Security report all accidents / incidents to the office as soon as possible. Security Officer, in consultation with Buildings & Estates Director, to report all such accidents / incidents to the Law Society Safety Officer.
- Make provision for Security Staff to respond to all fires/ emergencies with particular emphasis on overseeing the safety of building evacuees, evacuation of disabled persons, crowd control, traffic control, support of the emergency services, co-ordination of emergency response activities and resumption of normal activities.
- Ensuring that all services staff are fully instructed in all safety rules on a regular basis and that the appropriate personal protective equipment is worn when accessing laboratories and workshops.
- Managing in the context of Law Society access policies, the utilisation of the car/vehicle parking spaces provided on campus with particular reference to maintaining access for emergency service vehicles.
- Coordinate the development and implementation of the Campus Traffic Management Plan and ensure the contents of the plan are communicated to staff.
- Ensuring that lecture theatres, seminar rooms etc. under the control of Security are allocated with due



regard for anticipated student occupancy, people with special needs/ impairments and that overcrowding is avoided at all times. Ensuring that appropriate arrangements are made for crowd control and safety at the start of term, open days, conferring's, public meetings, conferences, major indoor/outdoor events that may attract large numbers of people.

- Ensuring that all buildings and opened and closed in line with Law Society Policy and were requested by individual department heads facilitate the out of hours work security policy for exceptional work activities.
- Ensuring that security services staff under their control is trained in fire evacuation procedures in the event of fire with particular attention to procedures relating to the evacuation of disabled persons on the premises.
- Ensuring that security staff regularly monitor the usability of escape routes / exits in buildings and promptly arrange for the removal of obstructions and any / all illicit items stored or deposited therein.

NOTE: *Where the Security Officer is mentioned in the above, since he\she has overall responsibility, it is to be understood that her\his Supervisors also carry individual responsibility, albeit of a more limited scope, for many of the element set out above, subject to the overall financial resource and management control exercised by the Security Officer, their own job specifications and projects delegated to them from time to time.*

4.2.6. LAW SOCIETY SECURITY OFFICERS

In addition to the statutory safety responsibilities of all employees (as prescribed in safety legislation and as broadly referred to in Section 3.3.2 previously) each such member of staff is responsible for:

- Discharging any safety functions delegated to them by Law Society Head of Security & Facility Manager (as outlined in Section 4.5 above), in relation to the areas/ activities under their control.
- Ensuring that all work under their control is undertaken safely and without risk to health and complies with the provision of all relevant statutory legislation. *(This to include responsibility for the identification of hazards, undertaking risk assessments, implementing risk minimisation measures and reviewing the appropriate sections of the Law Society Safety statement which relates to the activities under their control).*
- Ensuring that *each and every direct employee report, whether in full-time or part-time employment*, under-goes such training as is necessary, to enable them to discharge their work safely and without risk to health.
- Taking all reasonably practicable steps to ensure their own safety and the health and safety of visitors, students and colleagues under their control.
- Overseeing in the event of the outbreak of fire or the activation of a fire alarm, the Law Society successful evacuation of any employees / contractors under their control and subsequently assisting Security staff in the control of evacuees at the designated assembly point.
- Ensuring that safety rules and procedures detailed in this safety statement are understood and implemented where appropriate by staff, contract staff and where appropriate contractors under their control.
- Prohibit access, where appropriate, to contractors who are in unauthorised areas.
- Bring to the attention of the Head of Security any unsafe conditions, unsafe work practices or hazards/ risks, which are not adequately covered by this Law Society Safety Statement.
- Ensuring that all equipment under their control is adequately maintained/ kept in a safe condition and that proper steps are taken to repair faults in equipment and to remedy any defects, which occur in the services and fabric of the rooms, which they occupy from time to time.
- Ensuring that all operational equipment (vehicles, detection equipment) is designed to be safe to use, is certified, where required, and is inspected and maintained on a regular basis.
- Communicate with Law Society PICWs regarding the activities of contractors which compromise escape routes, access routes and any work areas which are in common occupation.
- Ensuring that all contractors and staff employed by their department work in a safe manner at all times and that appropriate precautions are taken from the outset, to ensure the safety, health and welfare of all members of the Law Society community or the general public who may be affected by the works.
- Setting a personal example when working by wearing appropriate protective clothing and using appropriate safety equipment when necessary. See risk assessments for required PPE
- Ensuring that appropriate protective clothing and safety equipment is made available to staff under their control.
- Promptly reporting all fires, accidents and dangerous occurrences, which occur in areas under their control (or which involve third parties under their control) and for implementing any necessary remedial action in the activities/areas for which they control.
- Ensure the Fire Register is completed for areas under their control.



- Be familiar with Fire Safety Regulations and monitor compliance in buildings under their control.
- Be familiar with Safety Strategy Statements for events in the Law Society as they relate to the duties and role of Security.

Name	Title	Areas of Responsibility
Mr Paul Kiberd TBC	Security Manager	All Areas

4.3. MANAGEMENT OF CONSTRUCTION WORK

4.3.1. PROJECTS WHICH DO NOT REQUIRE THE APPOINTMENT OF A PROJECT SUPERVISOR FOR THE DESIGN PROCESS (PSDP) AND PROJECT SUPERVISOR FOR THE CONSTRUCTION STAGE (PSCS)

Projects, which do not involve a particular risk (schedule 1 of the construction regulations), only involve a single contractor (note. contractor includes Law Society staff when carrying out construction work) and when the work is estimated to be less than 30 working days, then the appointment of a PSDP & PSCS is not required. In these cases, the relevant Person in Charge of the Work (PICW) has the following responsibility:

- Ensure a competent person designs the various elements of the proposed works. It is the duty of the designer to confirm that a particular risk does not exist.
- Ensure the appointed contractor is competent and adequately resourced to complete the work safely.
- Ensure that Law Society personnel are competent (trained & experienced).
- Ensure that a written risk assessment is prepared for the work.
- Ensure all Contractors receive authorisation to proceed before the works commence.
- Ensure compliance with Law Society suite of SOPs

4.3.2. PROJECTS WHICH REQUIRE THE APPOINTMENT OF A PSDP & PSCS, DESIGNER AND CONTRACTOR

Projects, which will involve a particular risk (schedule 1 of the construction regulations) or will have more than one contractor (includes Law Society staff assisting a contractor when executing work), or when the work is estimated to take longer than 30 working days a PSDP & PSCS must be appointed. For these projects the relevant PICW has the following responsibility:

- Law Society nominated PICW may engage with in-house designers or appoint external designers. PICW must clearly identify who those project designers are.
- All externally appointed designers must be assessed for competence.
- PICW to ensure a suitable company or individual is appointed as PSDP.
- PICW to ensure a suitable company or individual is appointed as PSCS.
- PICW to ensure that relevant Law Society SOPs are copied to Designers, PSDP & PSCS
- Arrange for AF1 to be submitted to the H.S.A, if applicable.
- Liaise with Department Head, Department Safety Representatives and End User Groups during the detailed design process. Assist the appointed designers and PSDP in establishing the Client specific rules and restrictions, the risks associated with Law Society facility to contractors and risks associated with contractor activities to Law Society operations.
- Communicating in advance to the relevant Heads of College \ School \ Department \ Centre \ Unit and the Security Officer of the intention to undertake construction work in a College \ School \ Department \ Centre \ Unit or Building which may have safety, health or welfare implication for staff/ students or which could result in interruption of services to the College \ School \ Department \ Centre \ Unit or Building or which may have an implication for security or may necessitate the authorisation of contractors to have access to College \ School \ Department \ Centre \ Unit areas or Law Society buildings.
- The PICW will be the first point of contact in relation to health & safety matters between contractors, users, consultants and other stakeholders.



- PICW to arrange for a Design Safety Review to be carried out.
- PICW to ensure the preliminary plan is included in any tendering process.
- PICW to ensure the construction stage plan is prepared by the PSCS.
- PICW to ensure that design coordination is an integral part of the project.
- PICW to ensure all contractor activity associated with any Law Society 'Live' equipment or any activity outside the 'construction site' is subject to a Law Society permit to work.
- Liaise with H.S.A. when required on behalf of Law Society
- PICW to ensure a Safety File is prepared in accordance with the requirements of the Law Society

4.3.3. PROJECTS WHERE LAW SOCIETY ACT AS PSDP & PSCS

For certain projects Law Society will act as PSDP & PSCS in these cases the following items, in addition to 4.8.2, will be managed by the relevant PICW.

- Carry out the duties of PSDP & PSCS on behalf of Law Society
- Submit an AF1 / AF2 to the Health & Safety Authority, if applicable.
- PICW to ensure all designers prepare a design risk assessment.
- Prepare a Preliminary & Construction Stage Plan for the project if required under the Construction Regs.
- Construction stage plan to set out the approach for the management of the project, contractor induction, contractor coordination, emergency procedures, permits to work, method statements and risk assessments etc.
- If necessary, a Project Traffic & Pedestrian Management plan should be prepared in accordance with the requirements of any relevant SOP.
- PICW to review contractor documentation, safety statement, insurance, project method statements, certificates for lifting equipment, training records etc.
- PICW to ensure all contractors & others are inducted before accessing the site.
- PICW to ensure that measures are in place to prevent unauthorised access into the site.
- PICW {or his authorised delegate as per Section 16} to issue work permits to all contractors.
- PICW to ensure that Law Society personnel are competent (trained & experienced).
- PICW to chair coordination meetings between contractors.
- PICW to exercise a general observance of the performance of contractors.
- PICW to ensure all incidents / accidents are reported in line with the requirements of this safety statement.
- Ensure compliance with Law Society suite of SOPs.

Authorised PICW

Name	Title	Areas of Responsibility
1. TBC ...		

4.3.4. IMPLEMENTATION OF THE DESIGN AND MANAGEMENT DUTIES AS PER PART 2 OF THE CONSTRUCTION REGULATIONS WITH REGARD TO PSDP & PSCS

The 2013 to 2020 Construction Regulations sets out various levels of Appointments, preparation of Safety & Health plans and reporting of Roles to the HSA.

Reg 6, para (1) of Part 2 states that a client {i.e. Law Society in our case} shall appoint a project supervisor -
(a) for the design process at or before the start of the design process, and
(b) for the construction stage before commencement of the construction work.

In All cases, as per the 2005 SHAWAW Act, para 19, Employers must have “a written risk assessment of the risks to the safety, health and welfare at work of his or her employees”

There are however certain exemptions which are set out below:

Exemption No. 1 - Short Duration, Low risk, Single Contractor



- Written risk Assessment is required.
- PSDP & PSCS NOT required.
- Safety & Health Plan NOT Required
- Notification to the Health & Safety Authority NOT Required

This exemption falls under Reg 6, para (5) of Part 2 which states that a PSDP & PSCS is not required unless:

- (a) the work involves a particular risk including but not limited to a risk referred to in Schedule 1 (schedule 1 of the 2013 to 2020 Regulations),
- (b) more than one contractor is involved, or
- (c) Regulation 10 applies.

Regulation 10 means - If construction work is planned to last longer than 30 working days or the volume of work is scheduled to exceed 500 person days.

In this case, the requirement is to

- prepare written risk assessment.

There is NO requirement to

- Appoint PSDP or PSCS
- Prepare Preliminary or Developed Health & Safety plans.
- Notify the HSA

Exemption No.2 - Short Duration, Low risk, More than 1 Contractor

- Written risk Assessment IS required.
- PSDP & PSCS IS required
- Safety & Health Plan NOT Required
- Notification to the Health & Safety Authority NOT Required

This is a similar situation to Exception No. 1; in that it is

- a short duration job {< 30 working days or 500 person days}
- with no particular risks
- BUT there is more than 1 contractor involved.

This triggers the requirement for PSDP/PSCS under Reg 6, para (5) of Part 2

The client Requirement in this case is to:

- prepare written risk assessment
- appoint competent PSDP, PSCS.

There is NO requirement to

- notify the HSA
- prepare a Safety & Health Plan.

Exemption No. 3 - Short Duration, Particular Risk, More than 1 Contractor

- Written risk Assessment IS required.
- PSDP & PSCS **is** required
- Safety & Health Plan **is** Required ONLY if there is a particular risk
- Notification to the Health & Safety Authority NOT Required

This exemption falls under Para 10 and para 12(2).

Where the proposed work is scheduled to last for LESS than 30 working days or the volume of work is scheduled to be LESS than 500 person days, notification to the HSA is not required. Para 12(2) goes on to say "Where notification is not required under Regulation 10, a safety and health plan is required only for sites where the work concerned involves a particular risk, including but not limited to any of those referred to in Schedule 1"

The client Requirement in this case is to

- prepare a written risk assessment



- appoint competent PSDP, PSCS
- prepare a Safety & Health Plan **if** there is a particular risk.

There is NO requirement to

- notify the HSA

In all other cases – i.e. Work > 30 Days or 500 man days

- Written risk Assessment **is** required.
- PSDP & PSCS **is** required
- Safety & Health Plan **is** Required
- Notification to the Health & Safety Authority **is** Required

The situation for all works is that Law Society appoints itself as PSDP & PSCS and that these duties are carried out on behalf of Law Society by the PICW who is managing the works unless he appoints competent consultant/contractor to carry out one or both roles.

4.4. LAW SOCIETY SAFETY CONSULTANCY – ASM GROUP

ASM Group, in accordance with Regulation 17 of the Safety, Health & Welfare at Work Act and Regulation 26 of the Safety, Health & Welfare at Work Construction Regulations, have been appointed as Law Society Competent Person / Safety Officer, the company had presented a team with Eamonn Horgan as Lead, Eamonn will appoint ASM consultants as necessary to assist with the roles. ASM have the following specific duties:

(a) to advise the Law Society and appointed contractors as to the observance of the requirements of the relevant statutory provisions.

- ASM to be available to Law Society staff to advise on the preparation of documentation (Safety Statement, SOP, Safety & Health Plans, Risk Assessments etc.).
- ASM to advise Law Society staff on the requirements of H&S legislation including any changes to the legislation.”
- ASM to assist Law Society in their capacity as a Designer, PSDP, PSCS and Contractor for specific projects including where requested to take on the role of PSDP & PSCS.

(b) to exercise a general supervision of the observance of the requirements of the relevant statutory provisions and the promotion of the safe conduct of work generally.

- ASM to conduct regular inspections of the workplace to review works underway by Law Society staff and contractors. During this period ASM will complete the following tasks:
- Coordinate the Inspect all work at height equipment.
- Liaise with Law Society Staff to establish what works are underway, review risk assessments for routine tasks by staff members, confirm provision of permits for contractor work, confirm provision of contractor documentation (method statement, risk assessment, training certificates etc.), conduct an inspection of work underway and report failings/improvements to Law Society
- ASM to assist in the preparation a safety induction for Law Society staff and contractor staff, update induction as required.
- ASM to complete a audits of contractor activities when on site, this will include a review of their works, safety management systems, information on any incidents/accidents they may have had including non- Law Society events.
- Assist Law Society in the competency assessment process for contractors.
- Conduct safety talks for Law Society staff and contractor staff when requested.
- Coordinate with Law Society in the management of training for direct staff, assist in the sourcing of training and deliver training where required.
- Assist Law Society staff in the preparation of permits when requested.

4.5. LAW SOCIETY SAFETY ACTION TEAM:

The Law Society has established, a Safety Action Team {SAT}. The team includes key management and staff representatives. The team meet approx. every three months.

- Review the adequacy of the Law Society Safety Statement & risk assessments
- Promote safety consciousness in staff and help generate a positive safety culture.



- Confirm audits and inspections are being carried out in accordance with Law Society requirements.
- Review results of completed audits and possible corrective actions.
- Participate, as necessary, in the delivery of any Law Society safety programmes.
- Review accidents reports, near misses and dangerous occurrences; review reports and corrective actions taken, if any.
- Review effectiveness of Buildings & Estates emergency plan for measures to be taken in the case of an emergency or serious and imminent danger.
- Review training matrix for office.
- Review feedback from staff representatives relating to H&S within the Law Society.
- Review Annual Safety Action Plan.



5 SECTION: RESOURCES

5.1. LAW SOCIETY RESPONSIBILITY

Law Society is committed, within the parameters of the Law Society financial subvention for safety improvements and the competing demands on overall Law Society Finances, to providing the necessary resources to:

- Implement current Health & Safety Legislation and Fire Safety Legislation and
- Ensure *in so far as is reasonably practicable*, the Safety, Health and Welfare of all students, employees and other persons who frequent the Law Society precincts.

This includes:

1. Providing financial resources to incrementally implement all current legislation by way of a legislative compliance programme
2. Rectifying any safety shortcomings that exist in the Law Society by way of a prioritised maintenance programme and a phased safety improvement programme - commensurate with the level of risk and the resources available.
3. Ensuring all physical developments and building/ department adaptations and expansions comply with the relevant fire, health and safety requirements from the outset and that the costs of same are contained in any budgets established for this purpose.
4. Matching student intake policies with safe occupant capacities so that lectures, tutorials, laboratory sessions and other student activities can be conducted in a safe manner and without risk to health.
5. Ensuring that any contracts executed in/on the Law Society precincts, by third parties, are conducted in a safe manner and without risk to health.
6. Allocating appropriate financial resources to the various Colleges \ Schools \ Departments \ Centres \ Units, (taking into account the total financial resources/ research & other incomes available to each), to enable Colleges \ Schools \ Departments \ Centres \ Units to undertake their primary functions and establish legislative compliance / prioritised phased improvement programmes.



6 SECTION: TRAINING

6.1. LAW SOCIETY RESPONSIBILITY - LEGAL REQUIREMENTS

The Law Society, as an employer, has a *statutory duty*, under Irish and European safety legislation, *to provide each and every employee, whether in full-time or part-time employment, with such training as is necessary, to enable each employee to discharge all aspects of their work in a manner which, in so far as it is reasonably practicable, is safe and does not expose the individual or other persons to unacceptable levels of risk to health.*

In this regard it must be recognised from the outset that any/all workplace focused training, be it safety specific or not, must encompass the legal requirement of:

- Minimising the risks that may exist for the safety, health and welfare of all persons employed by the Law Society or by third parties
- Complying with all relevant statutory safety requirements regulating the work activities executed from time to time and
- Providing information on hazards, risks, controls/ arrangements and emergency procedures.

6.2. SPECIFIC TRAINING

Most of the general or discipline specific training needs of staff is identified below. However, supplementary or specific training may be required at section levels of the Law Society, particularly with regard to individual processes, the use of specific machinery, equipment, substances or biological agents.

Law Society is planning on preparing a SOP for training within the Law Society, the SOP will detail our approach to training and the requirements for our training matrix for all staff within the Law Society Office. The Matrix details the specific training that is required for each discipline. This matrix is tracked by the individual subdivisions of the Law Society. The following minimum training will be provided to staff:

- All management staff will be provided with specific safety management training through the Law Society
- All office based staff will be provided with the following training:
 - E-VDSE Training – online
 - Manual Handling
 - E-Fire Safety Awareness – online
 - Fire Extinguisher use –
 - Emergency Evacuation Drills – conducted on an annual basis to ensure staff are familiar with the required procedures. Held for each building under the management of the Law Society Facilities Department.
- Specialist training will be provided for staff involved directly with construction / maintenance activities. The will included the following non-exhaustive list:
 - Safe Pass
 - Training on SOPs
 - Abrasive Wheels
 - Mobile Tower
 - Working At Heights
 - MEWP
 - Vehicle Signaller
 - Chemical Awareness
 - Conflict Resolution

6.3. COMPLETION OF TRAINING RECORDS

Training records must be maintained for all training undertaken by employees. All training carried out, either within the Law Society (local training) or availed of via the 3rd part training organisations. It is the responsibility of local management to ensure that such training records are retained and maintained in the department.

For internal training that is given to all employees, a brief description of the nature and duration of the training provided, together with the date when the training took place, details of those trained (or an original copy of the



attendance sheet) and countersigned with the name and position of the training provider will suffice as a training record.

6.4. RESPONSIBILITY FOR TRAINING

The following members of staff are responsible for arranging the induction training and in-service training within the following areas of the Law Society

<u>Persons Responsible for Training:</u>	<u>Section/ Room/Area/ Bldg:</u>
<u>TBC - as a default line managers will be responsible for coordinating training for staff under their control.</u>	



7 SECTION: SAFETY CONSULTATION AND SAFETY REPRESENTATIVE

7.1. LEGAL REQUIREMENTS

The Law Society therein is required under Section 13 of the *Safety, Health & Welfare at Work Act 2005* to:

- (a) consult with employees for the purpose of the making and maintenance of arrangements which will enable the office and the staff to co-operate effectively in promoting and developing measures to ensure their safety, health and welfare at work and in ascertaining the effectiveness of such measures.
- (b) in so far as is reasonably practicable, take account of any safety representations made by employees.

7.2. SAFETY REPRESENTATIVES

Employees have the right to make representations to and consult with the Law Society as their employer on matters of safety, health and welfare in their place of work. **In this regard, the main representation and consultation mechanisms within the Law Society for each employee is via their respective supervisor, section officer / manager. Thereafter staff may refer un-resolved issues to their elected Safety Representative who in turn may make representation through the same channels (in line with the responsibilities of said Duty holders under Law Society Safety Policy).**

Employees have the legal right to select and appoint from amongst their number at their place of work, a representative (referred to as a "*Safety Representative*"). The *Safety Representative* may act for them in consultations with their head of College \ School \ Department \ Centre \ Unit and with the Law Society, once normal channels have been exhausted.

To this end the employees and the Law Society have elected a number of Safety Representatives to serve the constituencies: e.g. the Law Society and the names of the elected Safety Representative in each constituency may be obtained from the Law Society. Note:

Safety Representatives available to Law Society Staff

NAME	CONTACT DETAILS
TBC	

Each Safety Representative has the statutory right to such information from a head of College \ School \ Department \ Centre \ Unit and the Law Society as is necessary to ensure, *in so far as is reasonably practicable*, the safety and health of employees at the place of work. To this end, each Safety Representative has entitlements to have their views considered and to have easy access to the local management within Departments, Schools and Functional Areas. Safety Representative may suggest actions to be considered by management & staff but may not direct management or staff actions. It is the duty of each Head of College \ School \ Department \ Centre \ Unit and the Law Society to co-operate with Safety Representative in the discharge of their role and inform an appropriate Safety Representative when a Health and Safety Authority (HSA) inspector enters a place of work, under the control of the Law Society, for the purpose of making a tour of inspection.

It is the duty of the Law Society to inform a Safety Representative when a Health and Safety Authority (HSA) inspector enters a place of work, under the control of the Law Society, for the purpose of making a tour of inspection.

A Safety Representative is legally entitled to:

- a) make representations to the Law Society on any aspects of safety, health and welfare at the place of work.



- b) have access to information on accidents and dangerous occurrences which are required to be notified to the Health and Safety Authority (HSA)
- c) investigate accidents and dangerous occurrences, provided that he/she does not interfere with or obstruct the performance of any person acting on behalf of the Law Society or a Regulatory body such as the HSA.
- d) make oral or written representations to HSA inspectors on any matter of safety, health and welfare at work.
- e) receive advice and information from HSA inspectors on matters of safety, health and welfare at work.
- f) carry out safety inspections, *subject to prior notice to Law Society and to agreement between the Safety Representative and the Law Society Section as to frequency.* (However, in reaching such agreement, which the Law Society or department heads may not unreasonably withhold, the Law Society and the Safety Representatives must consider the nature and extent of the hazards in the place of work when determining the frequency of inspections to be carried out by the Safety Representative). A broad frequency and local notification arrangements and recording arrangements for same will be as agreed by the Law Society.
- g) subject to prior notice to the Law Society, in circumstances in which it is reasonable to assume that risk of personal injury exists, each Safety Representative may investigate potential hazards and complaints made by any employee whom he/she represents relating to that employee's safety, health and welfare at the place of work; and
- h) on a request being made in relation to (f) above by a Safety Representative, the Safety Representative may accompany a HSA inspector on any tour of inspection (other than a tour of inspection made by the inspector for the purpose of investigating an accident).

The Law Society is legally required to consider and, if necessary, act upon any representations made by a Safety Representative on any matter affecting the safety, health and welfare at work of any employee whom he/she represents.

The Law Society is legally required to afford a Safety Representative such time off from his/her duties as may be reasonable having regard to all the circumstances without loss of remuneration, to enable him/ her to:

- (i) *acquire the knowledge necessary to discharge his/her functions as a Safety Representative, and*
- (ii) *discharge his/her functions as a Safety Representative.*

Arising from the discharge of his statutory functions, a Safety Representative cannot be placed at any disadvantage in relation to his/her employment.

7.3. SAFETY CONSULTATION – LAW SOCIETY

7.3.1. GENERAL

The safety consultative process for the Law Society, concerning health and safety and other related issues, must be capable of being effectively used by the staff/ management within the Law Society, to disseminate information and resolve all issues arising within the Law Society.

7.3.2. LAW SOCIETY SAFETY CONSULTANT AND DEPARTMENT SAFETY ACTION TEAM

To facilitate effective consultation and partnership at local level the Law Society has retained the services of a Safety Consultant and appointed a Department Safety Action Team (SAT), representing a cross section of experiences and staff grades within the department. The Department Safety Consultant and SAT shall play an active role in assisting the management of the Law Society to comply with legislation, prevent accidents and monitoring the department's safety action programme. Furthermore, persons involved shall be afforded time off, to carry out their functions and to undertake relevant training.

Law Society has retained the services of a Safety Consultancy Company (ASM) to assist the Law Society in the day-to-day running of construction related work activities. The agreement allows for consultation between staff and assigned safety professionals.



7.3.3. SAFETY QUERIES AND CONCERNS

Since safety within the Law Society is primarily a shared responsibility between management and employees every endeavour must be made to discuss and resolve any/ all queries and concerns at local level. Any member of staff with a safety concern \ problem should firstly endeavour to resolve the issue with their immediate supervisor. If there is a failure to resolve the issue, it should be referred to the Law Society. Having made every effort to resolve issues at local level, any outstanding or unresolved issues may be reported to the *relevant Safety Representative*.

The Law Society may also take independent professional advice from the Law Society Safety Consultants as necessary.



8 SECTION: FIRST AID, HEALTH AND WELFARE

8.1. GENERAL

The *Safety, Health and Welfare at Work (General Applications) Regulations, 2007 to 2021* 7 Reg. 165 places a duty on the Law Society to make adequate provision for first aid equipment and trained first aiders. Competence in first aid is a valuable skill, which may enable the life of a colleague, student, member of the public or family member to be saved. The Law Society has several qualified occupational first aiders to allow for work absence/illness/leave periods. Additional first aiders may also be required to service work areas located off the main campus.

PROVISION OF FIRST AID BOXES/KITS FOR THE LAW SOCIETY

First-aid boxes should be designed for use by any employee who might suffer injury and not only by trained first aiders. They should contain only material which may be used by unqualified persons without further risk of injury. If extra equipment such as resuscitation apparatus or special antidotes are required to deal with special hazards, it should be kept near to point of potential use and should be used only by trained personnel. Each department shall ensure the adequate provision of first aid boxes in accordance with the above Regulations.

FIRST AID BOX (The following contents are required as per reg. 165 of the 2007 to 2021 General Application Regulations)

MATERIALS	FIRST-AID TRAVEL KIT CONTENTS	FIRST-AID BOX CONTENTS		
		1-5 Persons	6-25 Persons	26-50 Persons
Adhesive Plasters	12	12	20	40
Sterile Eye Pads (Bandage attached)	-	-	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	2	2	6	6
Medium Individually Wrapped Sterile Unmedicated Wound Dressings (approx.10x8cms)	-	-	6	8
Large Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 13x9cms)	1	1	2	4
Extra Large Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 28x17.5 cms)	-	-	3	4
Individually Wrapped Antiseptic Wipes	8	8	8	10
If there is no clear running water, Sterile Eye Wash	1	1	2	2
Paramedic Shears	1	1	1	1
Pairs of Latex Gloves	1	1	2	2

Notes: Where more than 50 persons are employed pro rata provision should be made.

Where mains tap water is not readily available for eye irritation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. Eye bath/eye cups/refillable containers should not be used for eye irrigation.

8.2. LOCATION & NUMBER OF FIRST AID BOXES WITHIN THE LAW SOCIETY

LOCATION OF FIRST AID BOX	NO.	LOCATION OF FIRST AID BOX	NO.



8.3. NAMES AND LOCATION OF DEPT. FIRST AIDERS.

See below

8.4. NAMES AND TELEPHONE NUMBERS OF EMERGENCY SERVICES

(Posted at Department Telephones):

SERVICE	TELEPHONE NO.
Ambulance	999/112
Fire Brigade	999/112
Doctor for Medical Emergencies during working hours = 1. Dr. TBC 2. Otherwise attend the Accident & Emergency Dept.	999/112
Hospitals - Saint James - Saint Vincent's	01-4103000 01-8842400
Gardai, Bridewell Garda Station	01-666 8200
Security / Reception Areas	
FIRST AIDERS	Location
Dana Humphrey	
Luiz Batista	
Boris Selak	
Barbora Carroll	
Graham Helps	
Amy McDonnell	
Marie Henry	
David Irwin	
Amanda Duffy	
Alan Greene	
Mary McNeice	
Jessica Smith	
Nadia Quinn Sciacia	
Aedin Twamley	
Emergency Procedure	
<p>If you require emergency first aid, telephone one of the trained Occupational First Aiders at the extension number given and request him/her to attend immediately.</p> <p>If the nature of the injury is suspected to be serious, call the relevant emergency service(s) required and advise the following. (Numbers Posted at Office telephones):</p> <ul style="list-style-type: none"> Nature of the injury Location of injury. <p>In the event of an injury requiring occupational first aid and/or necessitating further treatment in hospital, it is the responsibility of each Department Head, or his designate, to ensure the availability of transportation to the Law Society doctor's surgery or to the Accident and Emergency Department of the nearest hospital.</p>	

8.5. EMERGENCY FIRST AID PROCEDURE

The following emergency procedure should be followed in all emergencies by students and staff.



If you require emergency first aid, telephone one of the trained AED first responders or Occupational First Aiders within your department or in an adjacent department at the extension number given and request him/her to attend immediately. Alternatively, phone security at the emergency number given in 8.5 previously

If the nature of the injury is suspected to be serious, call the relevant emergency service(s) required and notify security as in 8.5 previously and advise the following.

- Nature of the injury,
- Location of injury.

In the event of an injury requiring occupational first aid and/or necessitating further treatment in hospital, it is the responsibility of respective management team member, or his designate, to ensure the availability of transportation to the Accident and Emergency Department of the nearest acute hospital or a private minor accident injury health clinic. If it is a serious injury call the Ambulance Service using the numbers given in 8.5 previously. An injured person should be accompanied if being sent by hospital or to a private minor accident health clinic.

A network of Defibrillators (AEDS) are also located in major buildings across Law Society. If an AED is required send a runner to obtain it if the nearest location is known to the person being asked to retrieve. Otherwise contact Security as at 8.5 and ask for an AED to be brought to the scene of the incident and remain with the person until a first aider or AED responder takes over.

8.6. TRAINING

Occupational First Aid Courses and First Aide Refresher Courses are provided regularly for staff. A regular programme of such training is provided by specialist providers engaged by the Law Society.

8.7. MEDICATIONS

First Aiders (or any other staff) are not empowered to dispense analgesics, pills or medication. Supplies of such items should not be kept in First Aid Boxes. Individual employees who have a need for such items are responsible for their own supply.

8.8. SUPERVISION

The responsibility to ensure that all First Aid facilities are provided and maintained is delegated to:

NAME	AREA(S) OF RESPONSIBILITY
Department Managers	

8.9. WELFARE FACILITIES

In accordance with the Safety, Health and Welfare at Work (General Application) Regulations the Law Society commits itself to providing welfare facilities for its employees. These following minimum requirements will be provided for:

- An adequate supply of wholesome drinking water at locations within the workplace that are accessible to employees.
- Where drinking fountains are used, they should be of such design that the nozzle is shielded to protect it from contamination by the mouths of users.
- Suitable and adequate facilities for boiling water and taking meals are provided and maintained for the use of employees, or that employees have reasonable access to other suitable and adequate facilities for the taking of meals, and
- Provide suitable and adequate facilities to allow employees to eat and drink any meals or beverages, or to have arrangements in place to allow employees access to other suitable and adequate facilities (such as where there is a common facility shared by employees of a number of employers in or at the same location).



- Table surfaces should be easy to clean. Sitting facilities should have back supports. The area should have adequate lighting and heating.
- Damaged tables or chairs should be replaced without delay.
- The taking of meals by employees is prohibited at any location in the place of work where there is likely to be a risk to safety, health or welfare.
- Meals must not be taken in areas where there is a risk of contamination from substances used at work, vehicle fumes or other risks from hazards such as physical impact or explosion.
- Adequate and suitable sanitary and washing facilities for the use of employees,
- Adequate number of lavatories and washbasins, with hot and cold running water, in the vicinity of workstations, rest rooms and changing rooms
- Separate use of lavatories or washbasins for men and women, when so required for reasons of propriety,
- Adequate and suitable showers for employees if required by the nature of the work or for health reasons related thereto, and in such case
 - (i) Separate shower rooms or separate use of shower rooms for men and women,
 - (ii) Shower rooms which are sufficiently large to permit each employee to wash without hindrance in satisfactory conditions of hygiene, and
 - (iii) Showers which are equipped with hot and cold running water, and easy access between the rooms housing showers or washbasins where they are separate from the changing rooms.

8.9.1. WELFARE - DRINKING WATER

The Safety, Health and Welfare at Work (Miscellaneous Welfare Regulations) current edition requires the Law Society to ensure that an adequate supply of wholesome drinking water is provided and maintained at suitable points, conveniently accessible to all employed persons. In this regard the Law Society has labelled drinking fonts and water taps, which are connected direct to the rising mains as potable water.

8.10. LOCATIONS OF AEDS IN THE LAW SOCIETY

8.10.1. MAIN CAMPUS AED LOCATIONS

AREA	LOCATION
Main Reception	Blackhall Place – Main Building

8.10.2. OTHER LOCATIONS WITH AED

AREA	LOCATION
Main Reception	George’s Court

8.11. FIRE MARSHALS

NAME	LOCATION
TBC	

8.11.1. DUTIES OF FIRE MARSHALS

- On hearing evacuation alarm, alert people in immediate area, evacuate building and go to designated assembly point.



- In the unlikely event of observing a fire or explosion and the alarms do not automatically activate, activate break glass units and inform Security or Reception Centre providing details of the type, location and scale of the occurrence.
- Ensure work area is evacuated of all personnel, swipe the area and escort visitors & those who require assistance.
- If within a building, close all doors on leaving workplace (if safe to do so).
- Liaise with local manager / Security to identify missing and/or stranded persons and advise Incident Scene Control Manager when all personnel are accounted for at Assembly Point.
- Report missing persons if any.
- If person(s) missing and if requested by Incident Scene Control Manager form search party, (only if safe to do so and you are happy to do so).

Make yourself available to those attending to the emergency (Security Supervisors, Incident Scene Control Manager, Emergency Services etc.) to provide local information and assistance as required.

8.12. EMERGENCY PLAN

Emergency evacuations for buildings under the control of the Law Society is managed by the provision of fire detection systems, provision of emergency lighting, provision of suitable signage (incl. running men) and a robust inspection regime of our areas. In addition to this we have assembly points for each building (see Appendix D) where evacuates assemble and where our area fire marshals coordinate with Security and the Emergency Services. We perform test evacuations on an annual basis.

8.12.1. LAW SOCIETY EMERGENCY PLAN

ON HEARING THE ALARM:

On hearing the fire alarm, stop work and move immediately towards the nearest emergency exit and leave the building in an orderly fashion.

Visitors should leave by the nearest exit and go to the Assembly Point also.

Please Note

- Do not run or push.
- Do not delay for any reason or to collect any personnel belongings.
- All internal fire doors will close but will not lock.

Once outside go immediately to the assembly point. Do not delay and report to your assigned Fire Marshall and report any relevant information to your Fire Marshall concerning the nature of the incident. The Fire Marshals will take a role call including any visitors. It is vital that this role call is done in a fast and efficient manner. Listen for your name being called and answer clearly and loudly to identify your presence. If an individual is missing it should be reported to the Marshall for your floor/building.

All personnel must remain at the assembly points in an orderly fashion until the Fire Marshals/ Emergency Services give all clear to re-enter the building. You must not move from your assembly point unless instructed to do so by the Fire Marshall / Incident Scene Control Manager.

9 SECTION: ACCIDENT & DANGEROUS OCCURRENCE REPORTING

9.1. GENERAL

An Accident is an unplanned and undesired incident, which results in injury or ill health to a person/ persons e.g. event such as severe sprain, laceration, broken bone, concussion, unconsciousness or ill-health or immediate sickness due to exposure to dangerous substances, fumes or gases.

A Dangerous Occurrence is an unplanned and undesired occurrence which has the potential to cause injury, and which may or may not cause damage to property, equipment or the environment. Dangerous Occurrences which



must be notified to the Health and Safety Authority (HSA) are set out in the *Safety, Health and Welfare At Work (General Application) Regulation 2016* and in the *SHWW Biological Agents Regulations (current edition)*.

Accidents and Dangerous Occurrences may result from a sequence of events and circumstances involving a combination of unsafe acts, unsafe conditions, system failures, human factors and/or omissions.

Sometimes it is hard to distinguish between a dangerous occurrence and an injury accident until further information comes available e.g. a simple activity that causes an inert dust to enter the eye, e.g. when cleaning equipment, may cause discomfort until the material is washed out / finally clears out of the eye but no actual injury or infection may result. The dislodgment and swallowing of a dental filling or burr by a patient during a dental procedure, whilst undesirable, may not result in an injury once an examination/x-ray confirms that it has been swallowed and has not been inhaled.

The Law Society is required under law, to report promptly, any occupational accident which results in any worker being injured and being unable to perform his/her normal duties, for more than 3 consecutive days to the Health and Safety Authority (HSA). Any fatal accidents must be reported straight away by phone, fax or e-mail to the HSA. Certain prescribed dangerous occurrences must also be reported to the HSA. Similarly, the Law Society is required, under the terms of our insurance policies, to report all accidents, fires and other occurrences to the Law Society insurers, to facilitate prompt and efficient claims handling.

In addition to the above, the staff elected Safety Representatives have a statutory right to investigate accidents and dangerous occurrences. Accordingly, the Safety Representatives and the Law Society Health and Safety Office need to be advised of such incidents as soon as *they occur*.

An even more important dimension to the collection of information on accidents and dangerous occurrences, is the requirement of facilitating departments and the Law Society to collectively learn from each accident/incident so as to prevent re-occurrence.

9.2. LAW SOCIETY INTERNAL REPORTING SYSTEM

An internal reporting and investigation system exists to expedite the aforementioned requirements, together with establishing the necessary documentation of an accident for the Law Society, an employee or student.

Serious accidents or serious dangerous occurrences should be immediately reported to your Supervisor who will in turn report to the Law Society. The Law Society, or designee, will report to the Insurance & Claims Officer and the Risk Management Officer.

10 SECTION: SAFETY AUDITING OCCUPATIONAL HEALTH & HYGIENE

10.1. AUDITS AND INSPECTIONS

The Law Society, in addition to its scheduled inspection programme (see 19.1.2), has arranged for a series of audits on its Safety Management System {SMS}.

These audits take the form of an external annual review of the safety management system, regular audits by ASM in their capacity of H&S Consultant.

The results of audits and inspections will form part of the Law Society 'H&S Action Plan', this list is a live document and records all findings / actions required to allow for continuous improvement of the safety management system.

10.2. OCCUPATIONAL HEALTH AND HEALTH SURVEILLANCE

10.2.1. LEGAL REQUIREMENTS

"Health surveillance" means the periodic review (for the purpose of protecting health and preventing occupationally related diseases) of the health of employees, so that any adverse variations in their health, which may be related to



working conditions, are identified as early as possible. Health surveillance is typically required where staff members are:

- Involved in regular lifting activities and have existing conditions
- Working with known occupational health risks e.g. high noise levels, carcinogens, asbestos, lead, respiratory sensitising agents, work in animal houses, work with ionising radiation, uncontrolled exposure to prescribed biological agents (*) or
- Where staff have pre-existing back injuries or conditions that may affect them working with the above or
- Where pregnant employees are working with substantial physical, chemical or biological agents (*)
- Where staff have been exposed accidentally to asbestos dust, a Category 1 carcinogen or a substantial short duration dose of a highly toxic chemical (*) or a high risk biological agent.
- Night workers or shift workers.

NOTE: Items marked with an asterisk (*) primarily apply to the Applied Scientific departments.

The Law Society are required under *the Safety, Health and Welfare at Work (General Applications) Regulations current edition*:

1. To ensure that health surveillance is made available for every employee appropriate to the health and safety risks that may be incurred at the place of work and taking into account any entitlement to health surveillance provided by the State.
2. To ensure that any such health surveillance that is made available, is available at regular intervals, and
3. When carrying out health surveillance in relation to the manual handling of loads by employees to take account of the following factors:
 - if the employee is physically unsuited to carry out the task.
 - if the employee is wearing unsuitable clothing, footwear or personal effects.
 - training and knowledge.

The Law Society retains a firm of Occupational Health Physicians through our consultants ASM.

10.2.2. LAW SOCIETY HEALTH SURVEILLANCE POLICY

Health Surveillance, depending on the nature and extent of the risk, may consist of a range of procedures, including:

- Keeping basic records of employee exposure to possible health risks.
- Monitoring sick leave/ absences for trends.
- Self-inspection of employees for the likely effects of exposure (e.g. Skin rash or dermatitis) (*).
- Inspection by supervisors with the assistance of an occupational physician.
- Health questionnaire designed and examined by an occupational hygienist/an occupational physician.
- Screening tests administered by a nurse, doctor or other persons under their supervision (e.g. Vision, hearing or lung function tests).
- Bloods/ biological monitoring carried out by a nurse/a physician.
- Chest x-rays (*)

The areas where health surveillance is required will be identified in the hazard identification and risk assessment section of this Safety Statement.

Special precautions and procedures should be in place, where staff have been or will be exposed to substantial occupational health risks (e.g. Category 1 or 2 Carcinogens or asbestos fibres, highly toxic substances/ gases, lead, mercury, known respiratory sensitisers, rat's urine, TB infected human organs, sources of Hepatitis B etc.) or other hazardous substances.

10.2.3. PRE-EMPLOYMENT HEALTH SCREENING

HR Department conducts pre-employment health screening for all persons proposed as employees of the Law Society.

10.2.4. OCCUPATIONAL HYGIENE (AIR ANALYSIS MONITORING AND PERSONAL DOSIMETRY) – / Chemical Management

The Safety Health and Welfare at Work (Chemical Agents) Regulations, Current Edition requires that the Law Society undertake risk assessments where staff may be exposed to hazardous chemicals. To this end a supporting Code of



Practice specifies maximum 8 hr and also 15 minute exposure limits for a wide range of chemicals which shall not be exceeded. This Code of Practice together with supplier Safety Data Sheets, staff scientific knowledge/ experience, occupational medical knowledge, staff ill health records and hazard identification undertaken by Law Society personnel should indicate substances whose use (or circumstances of use) pose a risk to personnel.

The Law Society engages an independent, qualified occupational hygienist to undertake air analysis and personal dosimetry monitoring at regular intervals and at least annually in the case of high risk substances or high exposure levels to moderate risk substances.

It should be noted that the properties of a substance, together with the quantities involved, frequency and circumstances of use together with the availability and utilisation of fume cupboards, local exhaust ventilation and other containment methods [allied to the efficiency of extraction and containment levels - in the case of fume cupboards] will influence the necessity and indeed value of undertaking personal dosimetry and to a lesser extent air analysis at static or fixed points.

10.3. ALCOHOL & MISUSE OF DRUGS

10.3.1. POLICY

Law Society is committed to protecting the health, safety and well-being of employees. The Law Society recognises that employee and others, who are under the influence of an intoxicant, pose an unacceptable risk to their and others health and safety. This section sets minimum standards for managing risks associated with alcohol and drugs at work.

This procedure applies to all employees, contractors, suppliers and all others who may have reason to enter any site or premises. Intoxicant is defined in the Safety, Health and Welfare 2005 Act as including alcohol and drugs and any combination of drugs and/or alcohol. It encompasses both legal and illegal substances. Therefore, prescribed drugs and over the counter medications are included.

10.3.2. RESPONSIBILITIES

Law Society Management Team identified above in section 4 are all responsible for ensuring that their area of the Law Society complies with this procedure. Law Society accepts their duties as prescribed under the Safety, Health & Welfare at Work Act 2005.

10.3.3. MANAGERS, SUPERVISORS, AND PICW

Shall ensure that all incidents at work are reported and investigated.

10.3.4. EMPLOYEES

- Must report to their line manager any medical conditions or medical advice that would impact on the tasks they are required to undertake in the workplace.
- Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,
- If reasonably required by his or her employer, must submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed.
- If you think that the employee in the organisation may endanger the safety of himself / herself or others, you should report it immediately to a manager or other person in charge.

In the event of any person is observed to be under the influence of an intoxicant they may face disciplinary action in line with the Law Society Disciplinary Policy.

10.3.5. SIGNS OF ALCOHOL/ DRUG MISUSE

Signs of alcohol / drug misuse which might be observed include:

- Sudden mood changes.
- Unusual irritability or aggression.
- A tendency to become confused.



- Abnormal fluctuations in concentration and energy.
- Impaired job performance; poor timekeeping.
- Increased short-term sickness absence.
- A deterioration in relationships with colleagues, customers or management.
- Dishonesty and theft (arising from the need to maintain an expensive habit).

Remember: all the signs shown above may be caused by other factors, such as stress, and should be regarded only as indications that an employee may be misusing drugs.

10.3.6. FITNESS TO DRIVE

- Fitness to drive can be affected by a number of issues such as illness, drug use (prescription or otherwise) or alcohol consumption.
- Employees who drive for work, must report to their supervisor, if they are prohibited or restricted from driving at work because of any illness or medical condition.
- Employees must remain aware of their obligations to manage this area of risk.
- Take advice if in doubt and avoid driving if contra indicated.

10.3.7. INTERNAL SUPPORT

Where it is necessary, support and guidance will be provided to employees.



11 SECTION: PERSON WITH SPECIAL NEEDS

11.1. GENERAL

Persons with special needs may include the following groups:

11.1.1 Pregnant employees, employees who have recently given birth or who are breast-feeding.

11.1.2 Individuals who suffer from medical conditions.

11.1.3 Individuals who are visually, aurally or mobility impaired.

11.1.4 Young Persons/Persons of an advanced age / Older Adults

Persons in the above categories require special consideration when involved in certain tasks, activities or potentially hazardous work/workplace environments that would put their safety, health & welfare at risk. Persons with special needs are considered by legislation to be a vulnerable group, which by virtue of the nature of certain types of work and their special needs, may expose said persons to risks in the workplace, which ordinarily may not impact on the general work population.

The Law Society have a legal *duty of care* to all categories of employees, but this becomes more salient for persons with special needs in any of the above groups. To discharge the requirements of legislation, the Law Society must assess the risks to all Law Society employees, including any young workers and do what is reasonably practicable to control those risks.

This responsibility for Law Society staff rests with the Management Team within the Law Society. Obviously the circumstances in each case will determine the necessary action and special provisions must be made within the Law Society for staff members with special needs. This may necessitate special modifications to buildings or washrooms. Facilities for accessing different work locations, accessing information, receiving training etc.

In the particular case of emergency situations e.g. requiring the evacuation from a Law Society building in the event of fire, the Law Society will make specific arrangements, in advance for such person, with the relevant Security Supervisor and the Law Society Fire Consultant (through ASM).

The procedures made and any arrangements made involving designated dept. staff and location of specialist equipment such as evacuation chairs will be detailed in the Law Society Fire Evacuation Plan. A personal evacuation plan (PEEP), if deemed necessary, shall also be developed in conjunction with the person concerned. Primary emphasis in PEEP is locating persons/services in buildings at entry level, sheltering in place in designated fire refuge areas in upper floors, and buddy arrangements. It must also be recognised that Lifts may not be used in fire emergencies.

Particular attention should be given to access \ egress arrangements for persons with visual, aural or mobility impairments – especially where their work activity deviates from the norm e.g. a new location, a one of activity, work scheduled to take place during a special event on campus etc. These matters should be considered in detail by the relevant member of the Law Society Management Team in consultation with others such as Law Society security.

11.1.1. PREGNANT EMPLOYEES, EMPLOYEES WHO HAVE RECENTLY GIVEN BIRTH OR WHO ARE BREAST FEEDING (*)

The Safety, Health & Welfare at Work (Pregnant Employees) Regulations Current Edition lay down specific requirements in addition to the Safety, Health & Welfare at Work Act and the Safety, Health & Welfare at Work (General Applications) Regulations, Current Edition.

These Regulations provide protection to female employees during pregnancy, after recently giving birth or during periods of breast-feeding, by outlining the health and safety management procedures to be in place. The general hazards that persons in this condition must not be exposed to and for which risk assessments (*) must be carried out are:



1. Physical hazards – including shocks, vibration, handling loads, noise, movement and postures, which give rise to excessive fatigue etc.
2. Ionising and non-ionising radiation.
3. Chemicals – including cancer causing agents, anti-cancer drugs and carbon monoxide.
4. Biological agents – including bacteria, viruses etc.

Hazards specific to pregnancy and breast-feeding include:

1. Pressurisation chambers.
2. Rubella unless adequate immunised.
3. Toxoplasma.
4. Lead and lead substances.
5. Underground mine work.

N.B. The regulations only apply when the employee notifies her employer that she is pregnant, after recently given birth or is breast-feeding and provides the appropriate medical certificate. Other Regulations that also are relevant are the Maternity Protection Act, Current Edition; European Communities (Social Welfare) Regulations, the Maternity Protection (Health and Safety Leave certification) Regulations Current Edition.

In the case of **Pregnant employees, employees who have recently given birth or who are breast feeding**, special precautions are needed for her to that of the developing child. Guidance for this is given in the Health & Safety Authority booklet – *A Guide to the Safety, Health & Welfare at Work (Pregnant Employees etc.) Regulations Current Edition*.

Note (*) The relevant assessment forms contained in the appendices of this document should be utilised by senior staff members for assessing the risks to pregnant employees etc., with respect to exposure to Chemicals or Biological Agents and arising from manual lifting or VDU workstations.

When a staff member notifies HR of their pregnancy, prerequisite to claim benefits, HR will issue the employee with a Pregnancy Job risk assessment form which they should complete in conjunction with their line manager and return to the Law Society. It will then be reviewed by the Law Society and ASM.

Note: The above applies for staff and not to students. To discharge common law obligations to students with regard to their course work and areas of activity, pregnancies involving students either undergraduate or postgraduate should be referred to the Student Health representative.

11.1.2. INDIVIDUALS WHO SUFFER FROM MEDICAL CONDITIONS

Persons who are known to suffer from any medical condition should not be exposed to situations or carry out certain tasks, which may increase the risk to health and safety. In particular, conditions like allergies, asthma or hypersensitivity's haemophilia and epilepsy, which may present serious risks in chemical or biological laboratories and also where work with animals or plants is carried out.

Allergies, Asthma and Hypersensitivity (*)

An individual may be hypersensitive to certain substances, either in the vapour, liquid or solid state. Health care/Lab workers may also develop allergies to powdered Latex gloves. A number of compounds may cause irritant or allergic dermatitis if brought into contact with the skin (often after repeated contact). Compounds which are frequently responsible for dermatitis include hydrocarbons (including chlorinated and nitro-chlorinated compounds), and phenolic groups of compounds. Special precautions are required: substitute e.g. avoid skin contact, wear powder free surgical gloves, use barrier cream, and local exhaust ventilation, carry out work in good fume cupboards, keep skin clean, wash and dry skin properly, avoid using heavy duty or aggressive cleaning agents for cleaning hands, replace skins natural oil with a good hand cream.

People who suffer from asthma, severe hay-fever or rhinitis may be put at risk or may put themselves at risk by working in dusty environments e.g. concrete labs, demolition work or working in areas with known respiratory sensitisers (chemicals with an R42 risk phrase under the old CLP regulations or H334 Hazard label code under new CPL regulations or occupational asthma agents e.g. rosin in soldering flux, proteolytic enzymes, platinum salts, isocyanates, dust from flour \ grain, animal houses, aviaries \ bird lofts, green houses (pollens) or sawing red cedar wood dust in wood-working shops. Those who work with animals, especially rodents, may become sensitive to airborne particles in animal houses and micro-organisms and fungal spores in animal excreta and on their skin.



Any staff member who has a pre-existing condition or impairments or acquired impairments/illnesses which may be aggravated by their work / work area or for which special adaptations or work equipment is sought should contact their department management. In this context the Human Resources may be contacted with a view to seeking a referral to the Law Society nominated Occupational Health Physician as HR related work accommodation and general welfare related.

Otherwise, should a staff member consider they are developing an allergy to a chemical, animal, plant or other agent should bring this to the attention of department management and seek medical advice at the earliest opportunity. (In this context the Law Society may be contacted with a view to seeking a referral to the Law Society Occupational Health Physician).

Epilepsy (*)

Persons who suffer from epilepsy are not restricted from carrying out any activities, but it is essential that the supervisor and those with whom they work should be aware of their disability and know how to deal with an incident and to make the person comfortable and safe during same.

Haemophilia (*)

Any person who suffers from haemophilia should inform their superior or demonstrator of the fact at the earliest opportunity.

Other conditions:

There may be other medical conditions e.g. back problems, heart or chest problems or persons with high-risk immuno-deficiencies, which may need special consideration in relation to work assignments or in relation to first aid response, so that the correct measures/precautions are put in place. In all cases, where persons are aware or discover that they are suffering from any such medical condition, they have a duty to inform their superiors of the situation. This confidential knowledge cannot be used to diminish the person's self-esteem or affect their position in the workplace.

11.1.3. INDIVIDUALS WHO HAVE VISUAL, AURAL OR MOBILITY IMPAIRMENTS.

Every department should be made available to assist such persons and eliminate exposure to hazardous situations that might endanger their health and safety. See section 19, Part 2 General Risk Assessments (Fire & Other Emergencies). Equally it is incumbent that personnel with any of the above impairments, should not be assigned tasks that present significant risks to them due to their impairment and that supervisors are aware of their responsibilities.

Colour Blindness (*)

Everyone needs to be aware of any abnormality in their colour vision. This condition could have significance where a person is involved with for example, electrical wiring or working in a boiler house or control room, where the identification of colours may be important for personal safety. Any abnormality should be reported to the supervisor or demonstrator so that steps may be taken to overcome any resultant difficulties.

11.1.4. YOUNG PERSONS/PERSONS OF AN ADVANCED AGE (*)

It is axiomatic that persons in this category are not exposed to hazardous situations or required to perform tasks that would put them at risk. For older personnel the hazards may be physical i.e. too strenuous, heights, confined places or extremes of temperature. In addition, they may suffer from a medical condition outlined previously.

Young persons are seen as being particularly at risk because of their possible lack awareness of existing or potential hazards, immaturity and inexperience. The *Safety, Health & Welfare at Work (Children & Young Persons) Regulations, 1998*, has the effect of designating young persons, **on work experience**, as employees for the purposes of health & safety legislation.

N.B. (*) Under the Regulations, a young person is defined as having reached 16 years or the school leaving age (whichever is the higher) but is less than 18 years.

11.2. ARRANGEMENTS FOR PERSONS WITH SPECIAL NEEDS

The responsibilities of the Law Society Personnel have been covered in *Sections 3.0, 4.0 & 5.0*. The Director General must ensure that arrangements are in place to assess the specific risk to these individuals' health and safety.



In the case of young persons, the risk assessment must be carried out **before** they start work. In addition, the Regulations specifically exclude certain types of hazardous work for young persons. Accordingly, special modifications or additional precautions may have to be taken in the workplace or certain categories of work may have to be avoided by these categories of persons.

NOTE: Items marked with an asterisk (*) primarily apply to Applied Scientific or Service Departments.



12 SECTION: MEMBERS OF THE PUBLIC, VISITORS, CONTRACTORS, SHARED WORKPLACES

12.1. MEMBERS OF THE PUBLIC AND VISITORS

Visitors to work areas under the control of the Law Society should only be allowed enter its precincts with the permission of a member of the Law Society. It is the responsibility of the staff member accompanying any visitor to bring the relevant safety procedures in this document, to the attention of his/her visitors. Staff members should accompany visitors at all times within the precincts of the office (including sites/work areas under the management of the Law Society).

All visitors will be by appointment or will be calling to see a particular staff member. In both of these cases the Law Society staff member will be responsible for the person while they are on the premises, they will advise the on the necessary safety rules where required and accompanied them to the assembly point in the event of an emergency evacuation. In these cases, the visitors do not need to sign in

12.2. EMPLOYERS SHARING THE SAME WORKPLACE

Under the *Safety, Health and Welfare at Work Act 2005*, there are specific requirements for the above.

Under Regulation 21 of the ACT, employers sharing the same site, workplace, catering facilities etc. have a duty to cooperate with each other in implementing any safety, health, welfare and occupational hygiene provisions considered necessary. These duties must take account of the nature of the activities involved and to co-ordinate the necessary protective and preventative actions required.

This situation arises in the context of the Law Society contract cleaning companies, catering companies, contractor security services companies, long term & short term contractors, capital projects etc.

Employers in this category must also inform each other and their respective employees and safety representatives of any occupational risks they may be exposed to due to these adjacent work activities. This may include the sharing of relevant extracts of their safety statement.

Note: Contractors shall ensure the compliance of all/any sub-contractors with the following as a contractual condition.

All contractors and their sub-contractors, as a condition of engagement with the Law Society, shall:

Obtain and work in accordance with the Permit to Work provided by their Law Society PICW.

Provide Law Society with proof of adequate assurance cover/ arrangements before commencing work at Law Society. This to also apply for any sub-contractors subsequently engaged by the contractor.

Comply with the requirements of the *Safety, Health and Welfare at Work Act 2005* and all relevant subordinate Regulations. [In particular contractors/ sub-contractors shall:

(a) Comply with Regulation 21 of the *Safety, Health and Welfare at Work Act*, with regard to the duties of employers on shared sites and the sharing of information on relevant occupational risks and co-ordination of protective and preventative actions required.

(b) Participate in LAW SOCIETY Buildings & Estates suitability assessment.

This assessment looks at the suitability of the companies from two perspectives 1) competence and 2) resources. The company is examined against the proposed work to be undertaken and the proposed role e.g. designer, PSDP, PSCS or Contractor.

The Law Society has prepared forms for this assessment:

18.1.2.8 LAW SOCIETY B&EO PSCS Contractor Assessment Form

18.1.2.9 LAW SOCIETY B&EO PSDP Designer Assessment Form

18.1.2.10 LAW SOCIETY B&EO Contractor (Short Term) Assessment Form

Each contractor (Designer, PSDP, PSCS & Contractor) is required to complete the attached. Exceptions are made for companies prequalified under a government form of tender competition for particular projects. The assessment is



undertaken on an annual basis. The assessments are reviewed by the Law Society Safety Consultants. The minimum requirements for acceptance of Law Society are the following:

1. Complete of assessment form
2. Up to date insurance
3. Company Safety Statement – updated within the calendar year.
4. Confirmation, in the form of written confirmation, that all staff are in possession of a valid safety awareness card and skills card.
5. Completion of Law Society Safety Induction

Individual PICW are responsible for confirming compliance with the aforementioned.

Before work commences PICW will request a method statement from the contractor, the method statement will include the following.

- Details on the work to be undertaken
- Details of responsible person and proposed contractors
- Start/finish date including proposed working hours.
- A traffic management plan, where applicable, to manage the use of vehicles on site e.g. deliveries, plant movements, etc.
- Hazard identification, hazard elimination, risk assessment, controls and arrangements.
- A commitment to ensure compliance with all relevant safety legislation, safe working practices (required by their Safety Statement, Legislation HSE/HSA guidance and / or relevant Codes of Practice).
- A system for monitoring the observance of their staff and sub-contractors with same and instituting disciplinary action for non-compliance.

1. General Duties of Contractors

Ensure that all their staff and any sub-contractors employed, work in a safe manner *at all times* and that appropriate precautions are *taken from the outset*, to ensure the safety, health and welfare of all members of the Law Society community or the general public who may be affected by their activities. This to include:

- Anticipating the impact of the contractor's work on others and identifying hazards/ risks posed to all users of Law Society arising from same. (This to be undertaken as a matter of course, in advance of executing work).
- Making adequate provision for the safety of all categories of person that may be effected, *prior to the commencement of work* and organising the work or the timeframe within which work is executed, so that the contractor's activities do not prevent/impair persons in the access or egress of Law Society buildings/estates or adversely impact upon the health or safety of any visitor or members of the Law Society Community. [This to include notifying the Law Society / Security of the requirement of any necessary work permits, completing safety induction courses, making said sub-contractors aware of all H & S requirements and Law Society insurance requirements (to which the contractor has been made aware as per his/her contract with Law Society).
- Physically sectioning off of any work at height/ open services/ equipment under repair or areas under repair and any temporary work areas utilised in circulation areas using high visibility, temporary barriers or screens of adequate strength, height and stability that will ensure that all categories of persons (a) will not be effected by the work being executed or (b) will be able to safely access buildings/ rooms at any time during and after the working day, and for as long as said activity is being executed).

In addition, all contractors/sub-contractors shall:

1. Control the work of their staff and any visitors or sub-contractors working who attend upon them at Law Society and advise them of the location of assembly points and action to be taken in the event of a fire/ activation of a fire alarm.
2. Adhere to the Law Society accident and dangerous occurrence reporting system and shall require the compliance of any /all sub-contractors with same, *as a condition of engagement*. (Note: This shall include for the contractor promptly reporting accidents, near misses and dangerous occurrences which occur on Law Society property, conducting investigations of same and making reports to their Law Society contact. In addition, the contractor shall initiate such actions as necessary to prevent a recurrence of a similar incident.



3. Ensure that their staff and any sub-contractors undertake relevant safety induction course prior to commencing work at the Law Society (this to be organised by the contractor and undertaken at the contractor's expense). In addition, contractors/ sub-contractors shall undertake /participate, at the contractor's expense, in any additional relevant safety training deemed appropriate by the Law Society.
4. Ensure that all their staff, visitors and sub-contractors wear appropriate clothing and use personal protective equipment and safety equipment appropriate to the work being executed or the work environs and the risks involved. [*Note*: Ensure that their staff/ sub-contractors regularly stationed at Law Society, willingly assist with and participate in any Law Society procedures that facilitate crowd control and the evacuation of persons from buildings, in the event of fire or other emergency (to include mobility/ visually impaired members of the Law Society community). This should be done in conjunction with the Law Society Fire Consultant.
5. Draw up their own emergency response plan for all foreseeable emergencies, associated with their own activities on site.
6. Ensure that all their staff, sub-contractors and visitors adhere to the Law Society Smoking Policy, which prohibits smoking in all Law Society Buildings.
7. Ensure that the maximum permitted occupant capacities (*) are not exceeded in any assembly hall, banking hall, shop, bar, restaurant, dining area, canteen or coffee room operated by contractors from time to time, whether occasional, temporary, in-frequent or long term use. Note (*) available from the Law Society Fire Consultant
8. Promote safety consciousness in their staff /sub-contractors and generate a pro-active safety attitude.
9. Undertake weekly inspections of their employees work activities to ensure compliance with safe working requirements
10. Ensure that the requirements for late and off-peak working in Law Society are adhered to.
11. Ensure the availability of trained and competent occupational first aiders within their staff deployed at Law Society and the provision of their own First Aid Kits as per *(General Application) Regulations, 2007 to 2021*
12. Ensure that all physical work undertaken by their staff or their subcontractors (outside of designated permanent areas) and any access to manholes, roofs, plant rooms, service ducts or service utilities is executed under control of the Law Society permit to work system (to be raised with the Law Society).
13. Ensure that any hazards/defects reported that are under the contractor's control are rectified as soon as is reasonably practicable.
14. Communicate in advance to their designated Law Society contract representative and the Security Officer/Duty Officers of any intention to undertake work in the Estates/ Building which may have safety, health or welfare implication for staff/ students, or which result in interruption of services to the Department/ Building, or which may have an implication for security, or which may necessitate the authorisation of contractors to have access to departmental areas/Law Society buildings.
15. Ensure that their staff and sub-contractors maintain/leave all escape routes, access routes and any work areas which are in common occupation in a tidy condition at all times. (Note: This to include the interior/ exterior of buildings and building exits).
16. Ensure that their staff do not interfere with the operation of fire doors or interfere with fire equipment provided in buildings
17. Ensure that their staff, sub-contractors or suppliers do not place rubbish bags/combustible materials or equipment or goods in corridors, stairways or adjacent to exits in/from buildings. (Note: Rubbish must be removed from the buildings as it accrues and deposited in wheelie bins.
18. Ensure that any/all window cleaning undertaken by their staff, which necessitates work at height, is executed under the control of the Law Society permit to work system (via the Law Society), that the areas beneath said work areas are cordoned off for the duration using physical barriers of adequate height and that extension ladders (restrained in all directions, fall arrest systems and mobile elevating work platforms are utilised as the safe systems of work (in increasing order of preference). **Note**: work which may impact on fire exits or work which requires to be undertaken in circulation routes or high use pedestrian areas will require additional precautions and should be arranged for out of hours.
19. Ensure that "Cleaning in Progress /Wet Floor' hazard signs and temporary high visibility barriers are used by their staff when internal floors are being washed or polished and when external paved areas/building exteriors are being washed and cleaned while people (students, visitors, contractors and staff) are on site. Appropriate signs should also be used where there are leaks or where internal surfaces at main building entrances become wet/ slippery due to unfavourable weather conditions. (Note: Temporary warning signs should be deployed in all directions and the contractor should ensure an adequate availability of signs for each building/ building group.
20. Comply, in the context of Law Society access policies, with the utilisation (where allowed) of the designated car/vehicle parking spaces provided within the Law Society precincts, not parking on corners, footpaths or in front of building exits or gates and maintaining access at all times, for emergency service vehicles and pedestrian



access/egress to/from buildings.

21. Ensure that deliveries are scheduled in conjunction with the Security Officers for off-peak times.
22. Comply with arrangements that exist to facilitate and regulate late/ off-peak hours working in Law Society (i.e. weekends, evenings or early mornings) where contractors are authorised to do so by their Law Society contract. [In such cases, authorised persons must phone in or physically report to Security Reception on entering/ leaving Law Society Buildings and sign any Department Late Working Book on entering / leaving the building.
23. Immediately act on any safety hazards brought to their attention by Law Society representatives – this to include cessation of activities/rescheduling where deemed appropriate by Law Society this to be at the contractor's expense.
24. Good housekeeping measures are instituted at all times, that exit routes or escape routes are not obstructed or used as storage/ delivery areas and that rubbish is not allowed to accumulate or deposited in buildings (after cleaning), pending collection, but is removed directly from the building and placed in a locked wheelie bin in the open air.
25. Any flammable solvents, waxes, toxic chemicals or hazardous chemicals are kept under lock and key in proprietary bunded chemical cabinets. (To be provided at the Contractors expense and in areas authorised by Law Society)
26. Provide such trolleys / wheeled trucks and mobile mechanical lifting devices as are necessary to enable their staff to move /lift heavy objects in/ out of vehicles, in/ out of buildings or up and down steps/ stairs in buildings not fitted with lifts in the various locations where work may be conducted. **Note:** In the specific case of floor polishers, contractors shall provide such equipment and operate safe systems of work for transporting such equipment to/ from floors, (as the work necessitates), where lifts are not provided in buildings. (Alternatively, an adequate number of such equipment should be installed to eliminate the necessity for constant re-location in buildings not fitted with lifts or alternative methods of polishing utilised).
27. Ensure that all equipment under the control of the contractor is adequately maintained/ kept in a safe condition and that proper steps are taken to repair faults in equipment owned by the contractor or used by the contractor (by agreement)..
28. Ensure that their staff who operate machinery/equipment for the purpose of their work are fully trained in respect of all aspects of that equipment's safe operation. (Note: A documented Safe Operating Procedure Sheet and list of Hazards and Risk Assessment is central to this training and should be available on-site as part of the contractor's safety statement Where safety training functions associated with the above are undertaken, such training shall be carried out by 'competent' persons at the contractor's expense and a record of any such training shall be available for inspection on-site as part of the contractor's safety statement).
29. Endeavour to remedy, by promptly reporting to the Law Society, any defects which occur in the services and fabric of any areas, which the contractor's staff occupy or utilise. (Note: To this end, any faulty equipment or rooms where defective services/ fabric temporarily exist may have to be taken out of operation and alternative arrangements made, until a proper repair is executed, or the item/ area is made safe).

Foot note: The Contractor may make recommendations to the Law Society (via their LAW SOCIETY PICW), on relevant health and safety hazards that impact on their staff or as to any facilities/ services (*), that the contractors requires to facilitate him/ her discharge a statutory duty to his/her staff or that is required to facilitate the discharge of the contract in a manner that adequately protects the Law Society community. [(*) *The onus is on the contractor to make all arrangement/ financial provisions in this regard however if facilities/ services require to be made available within Law Society buildings, Law Society may charge the contractor for the provision of same or re-negotiate the service contract.*]



13 SECTION: ORGANISING FOR ATYPICAL WORKING TIMES

13.1. INTRODUCTION

Examples of atypical working times would include:

- **Night Work and Shift Work** and
- **Late and Off Peak Working.**
- **Lone Working General**

The *Safety, Health & Welfare at Work Act* covers the general health and safety provisions for all employees, in both normal working situations and those in the above categories. [NOTE: Pertinent subordinate Regulations such as the *Safety, Health & Welfare at Work (General Applications) Regulations*], the *Safety, Health & Welfare at Work (Pregnant Employees Regulations)*, the *Safety, Health & Welfare at Work (Children and Young Persons) Regulations* etc. also apply].

Specific additional legislative requirements are applicable to employees who are Night workers & Shift workers. These are detailed in the *Organisation of Working Time Act 1997* and the *Safety, Health & Welfare at Work (Night Work & Shift Work) Regulations 2000*.

On occasion Law Society staff are required to work during the night. This is the exception rather than the rule. Examples include:

- Buildings staff working during the night to manage required emergency repairs.
- Building staff conducting lighting surveys.
- Security staff remaining on campus after their scheduled finish time because of events on site e.g. student bar remaining open.
- Security remaining on site to accommodate students accessing the library (normally for a short period before exams).

The above mentioned are not considered 'night works' for the purpose of this section. This activity is covered in the high level risk assessment in section 19.

13.2. NIGHT WORK & SHIFT WORK EMPLOYEES

Specific conditions that may be exacerbated by night work include:

- diabetes, particularly where treatment with insulin injections on a strict timetable is needed
- intestinal disorders, such as ulcers and conditions where the timing of a meal is particularly important
- medical conditions affecting sleep
- some chronic chest conditions where night-time symptoms may be troublesome
- some heart and circulatory disorders, particularly where physical stamina are affected
- other medical conditions requiring regular medication on a strict timetable

Night work and night workers are defined in the *Organisation of Working Time Act*, subject to various exclusions and exemptions. Due to known health problems connected with night work and shift work, Schools \ Departments \ Centres \ Units shall discharge Law Society obligations under the *Safety, Health & Welfare at Work (Night Work & Shift Work) Regulations Current Edition*, and ensure that those workers, under their control:

- Are provided with a free health assessment before their assignment and thereafter at regular intervals and these health assessments will comply with medical confidentiality - [NOTE: Such assessment shall be carried out by a registered medical practitioner or person acting under his or her supervision].
- Who suffer from health problems, recognised as being connected with night work, are transferred whenever possible to day work to which they are suitable.

13.3. LATE AND OFF PEAK WORKING.

Late and off peak working may expose staff to the risk of violence or injury from unforeseen hazards. They may also suffer undue injuries/distress if simple incidents occur, and assistance is not readily available or is delayed due to the presence of persons not being known to security and services staff.



- The Security Officer will be given a list of all authorised persons at the commencement of each term, the list of authorised persons will be prepared by Law Society Management Team members for their respective offices. Where amendments/ additions to the access list is required during Term or access permission is to be granted for a limited duration; the Senior Manager or his/her nominee shall notify the Security Officer of such persons and the duration for which access is allowed - at least three working days in advance of a person's arrival at the Law Society or commencement of the access period.
- In cases where emergency works are required to be performed by staff during out of hours (early morning, evening or weekend) the staff member (who will be on a pre-approved list), they must report to Security before commencing work. They will exchange phone numbers and be in regular contact during the proposed works, failure to maintain contact will result in the Security staff member summoning for emergency help. The staff member performing the work must report back to Security before leaving the site.
- The permission of a Supervisor is required for access to a Department or building outside normal working hours (within the context of Law Society opening/ closing hours)
- Management within the Law Society are required to prohibit any work which entails a risk of serious injury or fire by staff working alone in the evenings or at weekends, irrespective of the status of the worker. Management within the Law Society are required to ensure that well publicised information is available on the procedures to be adopted if any accident or emergency occurs during the evening or weekend and to make provision for the availability of trained first aiders as appropriate
- In Colleges \ Schools \ Departments \ Centres \ Units where lifts are not fitted with an emergency telephone giving direct access to the Law Society Security Services, the lifts must not be used in the evenings or at weekends. Supervised cleaning staff, are however, allowed to use the lifts during their own normal working hours
- Dogs are not allowed in Law Society buildings, with the exception of guide dogs, for visually impaired persons.

13.4. LONE WORKING.

It is the policy of the Law Society that lone working should only take place where the risk associated with the works are low, and a process is in place for ensuring regular contact between the worker and their supervisor where appropriate or the Security onsite security when working at night. Task specific risk assessment to include the required control measures for lone working.



15 SECTION: PERMIT TO WORK SYSTEMS & SAFE OPERATING PROCEDURES (Permit to work system current not in operation)

15.1. PERMIT TO WORK SYSTEMS

Each Department within the Law Society is responsible for issuing permits for contractor activities within their area.

The following is the Law Society procedure for the implementation of the permit to work system.

The Law Society permit to work system is a formal written procedure used to control

- the activities of all building contractors`
- the activities of Law Society staff who may be involved in hazardous work situations (primarily non-routine activities) where special precautions are necessary to control the hazards.
- Certain tasks that are specifically required to be carried out under a PTW – e.g. MEWP activities, Mobile Crane, etc.

It is a means of communication between Law Society Management and Law Society Staff whose work or areas of responsibility is affected by the activity WITH those who plan and carry out the hazardous work. In this context it should describe the work {in non-technical terms} and the effects it will have on staff/students/visitors. This section of the Permit to Work will be of primary interest to those not directly managing the job i.e. security, Commuter plan manager, departmental staff and senior Law Society, H&S staff as it will outline the work involved and its effects on Law Society, in general.

The permit fulfils the requirement for Law Society as an employer to prepare a written Risk Assessment as per Para 19 of the SHWW Act. It is essentially a document, which sets out to identify the hazards and implications for staff/students and Law Society activities of the work to be done and the precautions to be taken. It seeks to promote a proper assessment of the risks and adaptations of appropriate safety procedures. It is a clear record that all foreseeable hazards have been considered in advance and that all appropriate precautions are defined and taken in the correct sequence. It does not, in itself, make the job safe, as it is dependent for its effectiveness on the competence/experience of people concerned to carry out the work as specified/proposed.

Strict control of work carried out by non-Law Society personnel is necessary to avoid accidents. The permit to work form specifically provides, where necessary, for the person in charge of the works to hand over control of the area before work commences and to identify special hazards/precautions required. A protocol for accepting hand back of the area is also included.

Where the PTW is dealing with Works carried out by Law Society staff {Incl. seconded labour working under Law Society direct control} – the person issuing the PTW discharges, on behalf of Law Society the duties of

- Employer – in this case Law Society is the employer of both the persons carrying out the works AND other Law Society Staff – it also has responsibility for Students & Visitors who might be affected by the works,
- Contractor
- PSCS.

Where the PTW is dealing with Works carried out by Law Society staff {Incl. seconded labour working under Law Society direct control} – the person issuing the PTW discharges, on behalf of Law Society the duties of

- Employer – in this case Law Society is the employer of both the persons carrying out the works AND other Law Society Staff – it also has responsibility for Students & Visitors who might be affected by the works,
- Contractor
- PSCS – Safety provisions required by the PSCS {e.g. in the Safety & Health Plan} must be included in the Permit.

Where the PTW is dealing with contractors - the person issuing the PTW discharges on behalf of Law Society, the duties of

- Employer - in this case Law Society is the employer of Law Society Staff, and also has responsibilities for Students and Visitors, who together may be affected by the works. The contractor is the employer of his staff, he also has responsibilities for Students and Visitors, who may be affected by the works.



- PSCS – Safety provisions required by the PSCS {e.g. in the Safety & Health Plan} must be included in the Permit.

The PICW discharges PSDP/PSCS responsibilities on behalf of Law Society unless he/she formally appoints a competent person to discharge these responsibilities. It is acknowledged that the PICW cannot be in a position to deal directly with each task, therefore persons with “management & supervisory” responsibilities have been appointed in some cases to whom the PICW may delegate the responsibility to manage the task and issue the PTW (see section 4.8 – authorised designees). These persons must have completed the “H&S for managers course” & be in a management position. The following named persons (PICW & Designees) are authorised to issue permits.

Summary of Duties involved in Construction Works

The following have specific duties with regard to construction works

- **The Employer** {as per 2005 SHWW Act}. The Employer of the construction staff has responsibilities for his own staff and other employees, passer-by etc. In this regard,
 - Law Society is the employer for works carried out by Law Society staff.
 - For contractor works,
 - the contractor is the Employer for his staff
 - Law Society is the Employer for Other Law Society Staff/Students/Visitors who may be affected by the works.
- **Client/Buildings Owner** – Law Society
- **PSDP** -The PICW for the project carries out role of PSDP, on behalf of Law Society, on all projects unless he formally appoints a competent person to discharge the role on behalf of Law Society
- **PSCS** – The PICW for the project carries out role of PSCS, on behalf of Law Society, on all projects unless he formally appoints a competent person to discharge the role on behalf of Law Society.
- **Contractor** – duties are set out in 2013 to 2020 Construction Regulations. For construction works by Law Society in-house staff, The person issuing the PTW carries out role of Contractor, on behalf of Law Society.
- **Contractor responsible for a construction site** is assigned specific duties under the 2013 Construction Regulations with respect to the overall management of the site. Two situations typically arise in Law Society
 - A single contractor is appointed to site that is handed over to him via the PTW – in which case that contractor automatically has responsibility for the construction site.
 - The workforce on the site comprises more than one contractor, each separately engaged by Law Society In which case the PICW for the project carries out role of “Contractor responsible for a construction site” - typically he will discharge these responsibilities by ensuring specifically that they are carried out by one of the contractors on site.
- **Safety Officer** – ASM Ltd are currently appointed as Safety Officer to the Law Society as per the 2013 to 2020 Construction Regs.

The objectives and functions of a PTW system can be summarised as:

- Ensuring the proper authorisation of designated work.
- Informing all who need to know about the works, of the details of the works and its effect on their roles & responsibilities including
 - The persons with management and supervisory responsibility for the works
 - Those carrying out the works
 - Those whose work may be affected by the works, including Security Staff, , Local area managers etc.
 - Those whose work requires them to be aware of works that are in train including LAW SOCIETY Management, Law Society, Safety Adviser, PSCS etc.
- Carrying out a Risk Assessment for the work, putting in place the appropriate controls and making clear to people carrying out the work the exact identity, nature and extent of the job, the hazards involved together with the required controls, and any limitations on the extent of the work and the time during which the job may be carried out.



15.2. SPECIMEN PERMIT TO WORK FORM – Example Permit (Note Law Society are Reviewing Permitting Requirements)

The Permit to Work form used within the Law Society is shown on the following pages.

LAW SOCIETY PERMIT TO WORK	
The Site Foreperson must be able to produce this Permit to Work on request.	

Title of the Works	
Duration	

Circulation List. Insert X if required. M = Mandatory			

Duty Holders Associated with the Works	
Project Supervisor Construction Stage {PSCS}	
Contractor(s)	
Contractor Responsible for the Construction Site	
Site Foreperson {incl. mobile nr.}	

Detailed Description of works for which this permit covers:

Potential Effects of the works on Law Society Operations:

Non Exhaustive Checklist of Potential Hazards				
(A) Complete the following Non Exhaustive Checklist of Potential Hazards: Mandatory if a Method Statement or Risk Assessment has not been prepared			Yes	No
(‘Y’ if applicable)		(‘Y’ if applicable)		(‘Y’ if applicable)
	Asbestos Materials	Natural Gas		Radiation (ionizing)
	Trip Hazards	LPG		Radiation (non-ionizing)
	Damaged/slippery floor surface	Flammable liquid/Gas		Work in animal holding rooms
	Excavations	Storage/ use of oils/ chemicals		Biological (Class2) Area
	Confined Space Entry	Storage/use of gas Cylinders		Biological (Class3) Area
	Attic space/ceiling void entry	Storage/use of flammables		Toxic Chemical/Gas
	Work in live sewers /ducts	Storage/use of combustible Material		Irritant Chemical/Gas
	Hot Work	External storage		Corrosive Chemical/Gas
	Masking Fire Detectors	High voltage Electricity		Pungent Odors
	Fire detection faults/loss of cover	Electricity use in wet areas		Cryogenic liquid/gas
	Fire exit obstruction	Electrical wiring (3 phase)		Compressed Lab. Gas
	Fire exit restriction	Live electrical test/ repairs		Building Collapse
	Restricted access/egress	Mechanical contact (moving parts)		Demolition
	Emergency lighting faults/loss of cover	Stored hydraulic pressure		Vehicle Movement (Car/Van)
	Loss of lighting	Stored pneumatic pressure (high)		Vehicle Movement (HGV) / Bus
	Power supply shut down	Work on pressure vessels		MEWP & Loadall Movement
	Steam – release/contact	Work on boilers		Forklift in use
	Welding/Cutting	Working alone or in isolated areas		Crane set up/dismantling
	Grinding	Gas supply shut down		Crane Movements/slewing
	Drilling/Boring	Lift shut down		Construction Machinery Movement
	Materials falling from height	Telephone shut down		Road/footpath restriction or obstruction
	Unprotected openings/vertical drops	Water supply shut down		Road Footpath Cutting



Work at height - in protected perimeter	Equipment working unattended	Builders debris/skips
Work at height - unprotected roof edge	Hot surfaces	Tree Felling/branch pruning
Work at Height (<2m)	Dust generated	Riverbank work
Work at Height (>2m)	Blasting	Mobile stage set up
Work in low head height areas	Additional load of combustible materials	Marquee set up / use
Work at height - on scaffold	Noise <60 d B (A)	Market stand set up
Work at height - within MEWP cage	Noise 60-80 d B (A)	Temp. Spectator Viewing Stands set up
Roof Work (External)	Noise >85 d B (A)	Large Scale assembly crowds
Work on fragile roofs	Ventilation shut down - general system	Work adjacent to phone mast
Scaffold erection/removal	Work near chimney / fume cup board exhaust stack discharge (emissions)	High Power lasers (class 3/4)
Window cleaning using poles & hose supply ex hydrants	Shutdown of H&S essential air extraction or fume cupboard	Weed killer spraying
High pressure cleaning - water/air	Hand tools	Manual Handling

When carrying out the Risk Assessments, use the following table to access risks before/after controls are in place
(Key: H = High, M = Medium, L = Low, Y = Yes, N = No)

Likelihood (L) Categories	Severity (S) Categories	Risk (R) Matrix	SEVERITY	Risk Acceptability				
			5	4	3	2	1	
5 Certain or Near Certain	5 Multiple Fatalities	Risk (R) Matrix	High	High	High	Medium	Low	High (H) Unacceptable, must reduce. Communicate Residual Risk if applicable.
4 Very Likely	4 Permanent Total Disability, Single Fatality		High	High	Medium	Medium	Low	
3 Likely	3 Major Injury, Lost Time Injury		High	High	Medium	Low	Low	Medium (M) Tolerable, assuming risk has been reduced as far as "Reasonably Practicable". Communicate Residual Risk
2 Somewhat Likely	2 Minor Injury, Restricted Workday Case		High	Medium	Medium	Low	Low	
1 Unlikely	1 Slight Injury, First Aid		Medium	Low	Low	Low	Low	Low (L) Tolerable. Communicate Residual Risk.

Hazards Identification & Risk Assessment

Hazard/Risk	Risk Rating Before			Existing/Proposed Controls	Risk Rate After		
	L	S	RR		L	S	RR
Hazard							
Risk to:							
Hazard							
Risk to:							
Hazard							
Risk to:							



Refer to external document attached to the Permit e.g. Contractor Safety Plan, Method Statement		Yes	No
Name of Document(s)			
Other Permits required before work starts		Yes	No
Hot Work- required whenever an 'ignition' source is generated			
Electrical (High Voltage) Permit- required for work 'on' or 'close to' electrical parts >1000V.			
Request for masking of Fire Detection Devices			
Confined Space Access Permit- required when it is required to enter a 'confined space'			
Permit Issued by;		Date	
LAW SOCIETY Person with management and supervisory responsibility for the works.			
LAW SOCIETY Person with management and supervisory responsibility for the works area.			
Hand Over Acceptance: I have read and understood this permit and will work in accordance with its conditions.			
Signed by Contractor Lead		Date	
Hand Back Acceptance Contractor {Required only if specified in by Law Society Person responsible for the works}: I have completed my work, I have inspected the works and the work area and can confirm the work area is safe for hand back to Law Society		Yes	No
Signed by Contractor with management and supervisory responsibility for the works.		Date	
Hand Back Acceptance {Required only if specified in the Non Exhaustive Checklist of Potential Hazards / Risk Assessment}: I have inspected the works and now accept the worksite back on behalf of Law Society		Yes	No
Signed by Law Society Person with management and supervisory responsibility for the works.		Date	

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Notes for Completion

Note – these guidance notes are not in order of importance; they are in the order that they occur in the PTW form.

Title of the Works- The name of the project {i.e. Refurbishment of Meeting Room 1}.

Duration – Start time/date & expected duration together with details of any unusual working times

Circulation List – Some persons are already mandatory on the circulation list. In addition, any Law Society sections potentially affected by the works should be copied. Consider also coping to any department affected by the works especially if, during the risk Assessment process, the department has requested any specific considerations to be included in the PTW.

Duty Holders Associated with the works that are named in the PTW
Project Supervisor Construction Stage.

This will be one of the following.

- Law Society - PSCS Duty discharged on behalf of Law Society by the PICW Responsible for the project {as per 4.8 above}. – in which case insert the name of the PICW
- The Contractor or Consultant if appointed as PSCS by Law Society –in which case insert the name /company of the Contractor/Consultant

Contractor

This will be either “Law Society” {for works carried out by Law Society staff} OR the name of the contractor Appointed for the works

“Site Foreperson – incl. mobile nr.”

This is the person directly responsible for managing the work “on site” and for ensuring that the conditions of the PTW are implemented. This person will be the first point of contact should any issues arise re the worksite and the Site Foreperson must be available to respond to and address any such issues while the works are in train.



- Where Law Society staff are carrying out the works, this person will generally be the senior person from the “lead” discipline in the works team. The appropriate person will be selected by the person issuing the permit.
- Where a contractor is carrying out the works, this person is a named person authorised by the contractor to act on his behalf.

Detailed Description of the works, which this permit covers.

This section should describe the works in sufficient, non-technical language, so that persons on the distribution list can understand the type & extent of the works. Describe the work {in non-technical terms} and the effects it will have on the general staff/students/visitors {as opposed to the risk assessment later on which describes the effects on the persons directly involved in the works}. This paragraph will be of primary interest to those not directly managing the.

Potential Effects of the Works on Law Society Operations:

This section should describe the effects works in sufficient, non-technical language, so that persons on the distribution list can understand how day to day operations will be affected. List the effects of work: on staff/students and activities in the immediate vicinity; people, activities and buildings nearby; the environment (air, soil, water).

Typical examples would be.

- Interruption of lectures.
- Interruption of student registration/conferring
- Interruption of seminars/conferences
- Traffic flow restrictions or restricted fire brigade access
- Interruption: Exams/Meeting
- Loss of car parking
- Fire exit restriction/loss of use
- Fire detection & alarm system - reduce/no detection
- Emergency lighting reduced

Where Law Society has specific control measures that need to be implemented to guard against these restrictions, they should be noted on the permit with the responsible person identified.

Non Exhaustive Checklist of Potential Hazards

Tick the Hazards applicable to the work in question. Record each hazard identified as a Hazard/Risk in the following “Hazard Identification & Risk Assessment” & ensure the appropriate controls are identified.

Hazard Identification & Risk Assessment

The legal requirement for this stems from the 2005 Act & is a duty of the employer. There are further conditions in the 2013 Construction regs. imposing duties on contractors to all persons affected by the works {this would include Law Society Staff, students & visitors}. With this in mind the requirement is to ensure that “All hazards associated with the works are be identified, the risks associated with them assessed and appropriate Risk Reduction Safety Controls {where necessary} are put in place”

For Works carried out by Law Society Staff

- The Law Society Staff member issuing the Permit is responsible for assessing all hazards to all persons & for putting the appropriate Risk Reduction Safety Controls {where necessary} in place
- The Hazard ID & the proposed controls together with the Risk Rating before and after the controls are implemented will be documented in the PTW form, in the HAZARD IDENTIFICATION AND RISK ASSESSMENT section by the Law Society person issuing the PTW.
- The Person in charge of the works on Site accepts the responsibility to implement the Risk Reduction Safety Controls



For works carried out by a contractor

- The contractor is responsible for assessing all hazards to his employees & for putting the appropriate Risk Reduction Safety Controls {where necessary} in place.
 - The contractor may submit a task specific method statement in which case the Law Society person issuing the PTW for the works will note this on the PTW, in the Yes Box provided & Attach it to the PTW form {in both hard & soft copy}
 - Any additional requirements that the Law Society person issuing the PTW for the works wishes to add will be added to the HAZARD IDENTIFICATION AND RISK ASSESSMENT section of the PTW form
- The contractor and Law Society both have a responsibility for assessing all hazards to Law Society employees/students/visitors & for putting the appropriate Risk Reduction Safety Controls {where necessary} in place. The Law Society Staff member issuing the Permit will carry out a Hazard ID & Risk Assessment together with the Contractor & will ensure that the appropriate Risk Reduction Safety Controls {where necessary} are in place. The hazards {to Law Society employees/students/visitors} will be listed in the HAZARD IDENTIFICATION AND RISK ASSESSMENT section of the form. The risk rating and Risk Reduction Safety Controls may also be noted in this this section of the form OR listed in the Contractors Method Statement if the Law Society Staff member issuing the Permit is satisfied with the Contractors controls. For most PTWs, the risk assessment can be broken into 3 phases
 - Access to the worksite. The risks here will include passage of construction vehicles through Law Society property to the work site, delivery/removal of materials and waste to/from the worksite etc., effect of the construction activity on normal Law Society operations especially any effects on access/egress routes, means of escape, circulation areas, academic activity etc. The Law Society Staff member issuing the Permit will lead this phase and ensure that the risks to staff/students/visitors are assessed and that the appropriate Risk Reduction Safety Controls are in place – the contractor will likewise deal with risks to his employees in this phase.
 - The interface between the worksite and the rest of Law Society. The risks here will include the potential for staff/students/visitors accessing the worksite and being endangered by the works, the risk of live services to the work site, dust or other discharges from the worksite, effect of the worksite and the construction activity on normal Law Society operations especially any effects on access/egress routes, means of escape, circulation areas, academic activity etc. etc. The Law Society Staff member issuing the Permit will lead this phase and ensure that the risks to staff/students/visitors are assessed and that the appropriate Risk Reduction Safety Controls are in place – the contractor will likewise deal with risks to his employees in this phase.
 - The worksite itself. The main risk at this stage is the potential for the contractor’s employees to be endangered by the works. The contractor will lead this phase and ensure that the risks to his employees are assessed and that the appropriate Risk Reduction Safety Controls are in place – The Law Society Staff member issuing the Permit will likewise deal with any residual risks to staff/students/visitors in this phase.
- The Person in charge of the works on Site accepts the responsibility to implement the Risk Reduction Safety Controls on behalf of the contractor

When seeking to Identify Potential Hazards, please refer to the checklist above page

When carrying out the Risk Assessments, use the following table to access risks before/after controls are in place
(Key: H = High, M = Medium, L = Low, Y = Yes, N = No)



Likelihood (L)	Severity (S) Categories	Risk (R) Matrix	SEVERITY					Risk Acceptability
			5	4	3	2	1	
5 Certain or Near Certain	5 Multiple Fatalities	Risk (R) Matrix	High	High	High	Medium	Low	High (H) Unacceptable, must reduce. Communicate Residual Risk if applicable.
4 Very Likely	4 Permanent Total Disability, Single Fatality		High	High	Medium	Medium	Low	
3 Likely	3 Major Injury, Lost Time Injury		High	High	Medium	Low	Low	Medium (M) Tolerable, assuming risk has been reduced as far as "Reasonably Practicable". Communicate Residual Risk
2 Somewhat Likely	2 Minor Injury, Restricted Workday Case		High	Medium	Medium	Low	Low	
1 Unlikely	1 Slight Injury, First Aid		Medium	Low	Low	Low	Low	Low (L) Tolerable. Communicate Residual Risk.

While all Potential Hazards are required to be identified, the following non-exhaustive list is of particular interest.

- Maintenance of access, fire exits and essential services to and from all buildings.
- Method of physically fencing off the work area (DO NOT USE TAPE):
- Security and environmental protection:
- Fire prevention and evacuation
- Required equipment, plant, process & energy shutdowns (required for safety & execution of works) i.e. alarms, extract, AHU, cooling water, compressed air, natural gas, laboratory gases, vacuum, de-ionised water, mains water, steam electric power, etc. (State and describe)
- Method of isolation and lock off of power supplies, Energy sources, fluid lines, plant or equipment. (Give details and location)
- Method of dissipation of stored pressure and electrical capacitance (where appropriate)
- Type of Personal Protective equipment to be worn and safety signs to be displayed

NB

1. Impact of works on fire exits in buildings should be discussed with Law Society Fire Consultant in advance where stairways, corridors, lecture theatres are involved or building wide.
2. Impact on safety of persons in building should be discussed with Law Society Fire Consultant in advance where stairways, corridors, lecture theatre, fire detection status changes are involved, or the fire detection status change are building wide/extensive (many rooms) or high risk areas.
3. For significant new works/projects/refurbishment, undertake project safety reviews with Law Society Safety Officer in advance.
4. Any alterations/changes or additions to existing Systems, should be discussed and agreed in advance, with Engineering Services Management, at the earliest possible opportunity. This includes all MV and LV Electrical Systems, BMS Systems, Fire & Gas Detection & Alarm Systems, Natural Gas, Steam, Compressed Air, Water Systems etc.

Other Permits required before work starts – Identify any other permits that may be required.

Approved by Law Society Person with management and supervisory responsibility for the works- Once signed, this confirms that the person issuing the permit authorises work to proceed under the conditions of the permit and that if these conditions are followed, Law Society will have discharged its responsibilities for this particular task.

Approved by Law Society Person with management and supervisory responsibility for the works area. Area - Once signed, this confirms that the person responsible for the work area is satisfied that the work may continue and that any hazards associated with the place of work have been removed or the required suitable control measures identified and that the work may proceed subject to the conditions of the permit been followed. Law Society will have discharged its responsibilities for this particular task.

Law Society personnel may, on occasion, be requested to sign off as 'Person with management and supervisory responsibility for the works area' on a permit prepared by another unit within the Law Society, an example of this is where a department has their own equipment located in a plantroom under the control of Law Society. In this case the relevant member of the Law Society is acknowledging the work is underway and will, where necessary, communicate any relevant hazards which exist in the place of work.

Hand Over Acceptance – This should be signed by the Signed by the Site Foreperson in charge of the works on site. This person will be either



1. The senior Law Society staff member actively engaged in carrying out the task. This may be the senior person on site, or it may be the senior person from the “dominant” skill or craft group involved. The person to be identified by the Person issuing the permit
2. The site representative of the contractor appointed for the works.

Hand back Acceptance – Contractor – Should the Person preparing the permit deem it important that the contractor confirms the work is complete and that the area is safe to be re-occupied by Law Society this section will be ticked as being applicable.

Hand back Acceptance – Law Society PICW - Should the Risk assessment determine that Hand-Back Acceptances is required, this will be included as a control and the conditions of the “Hand-Back” – i.e. form of signature, by whom, any associated documentation, certificates etc. will be listed.

15.3. LAW SOCIETY SUITE OF SOPS (Note: Law Society are Currently reviewing their SOP Needs)

The operations of the Law Society are wide and varied with some particular activities relevant to small groups of staff within the offices and some activities being of particular importance or representing a significant risk. In order to focus attention on these particular activities the office has developed a suit of SOPs. The purpose of the SOPs is detailing a particular approach to an activity with Health & Safety at the core of that approach. The following table details the current SOPs and their status:

	SOP in place	0 Nr
	Old Version – Development & Re-issue - adequate for now	0 Nr
	Old Version – Requires Development & Re-issue	0 Nr
	NO SOP in place – SOP development underway	0 Nr
	New SOP under development	0 Nr
	In Development/At Draft	2 Nr

SOP No.	Title	Current Revision	Status	Applicable Area

16 SECTION: STUDENT PLACEMENT IN THE WORKPLACE

16.1. GENERAL

The Law Society hires students in the following ways.

- Student Help – We hire either an Undergraduate or Postgraduate occasionally for the purposes of assisting in administration only.
- Internships – We hire students during the summer whereby the work experience relates to their studies and these students work with staff in the Works Section. Their duties include both administration and on site work.
- Works Programme – This programme is an internship, and we recruit students during the academic year. It requires students to complete a 40-hour placement within the organisation.

We do not have any involvement in sending students on placement.



In all of the above mentioned cases the Law Society treats the students in question as employees and we ensure that all the safety provisions extended to our staff is extended to them.



17 SECTION: OFFICE HAZARD & RISK ASSESSMENTS

17.1. GENERAL

The requirements for the safety, health & welfare of office workers are covered by a range of general and specific safety legislation. These have been set out previously in section 3.3 of this document.

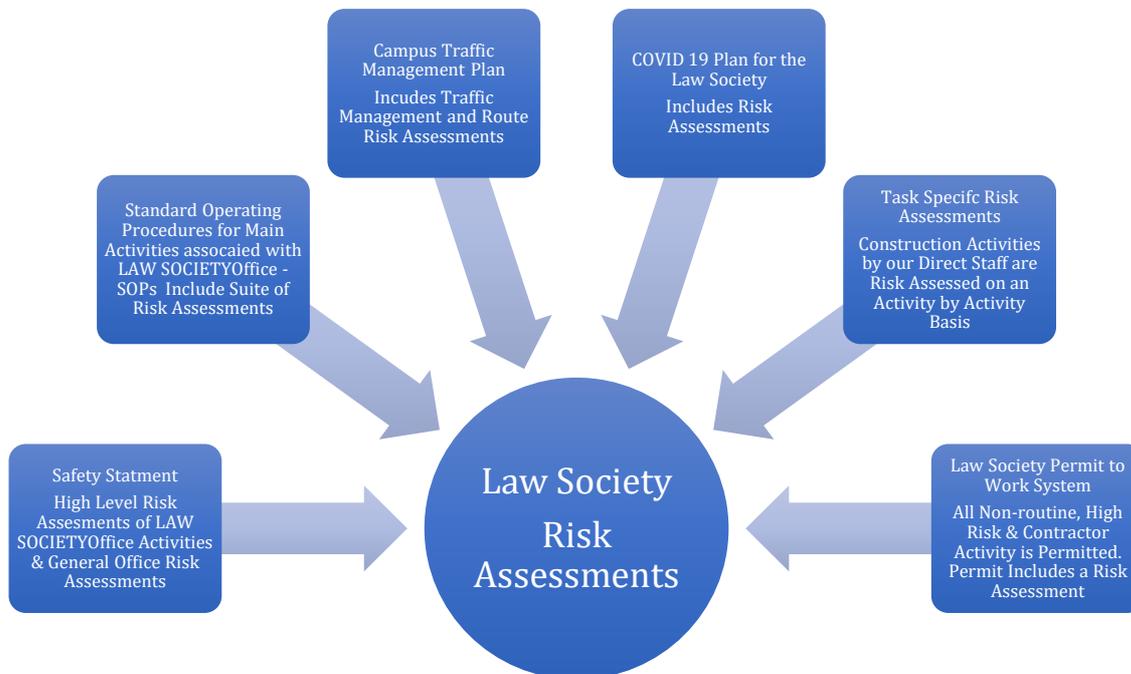
Following a review of the Law Society Safety Statement manual the Law Society has prepared risk assessments in accordance with section 18 and 19 of the manual. The risk assessments for office related operations can be found under section 19.3 of this document.



18 SECTION: HAZARD & RISK ASSESSMENTS

18.1. INTRODUCTION

The Law Society and the Law Society is duty bound under safety legislation to manage and conduct H&S and carry out and maintain written risk assessments for all of its areas of conducts risk assessments in a number of ways:



The Law Society Management Team are delegated the task of managing risk on behalf of the Law Society.

The objective is to identify hazards and to prioritise remedial action, which is based on the prevention. Minimisation of risk of injury or ill health to exposed persons. It is a major part of proactive Safety Management to prevent accidents or injury from occurring.

The assessment, according to the HSA, should include -

- Identify the obvious significant hazards
- Be appropriate, adequate and be recorded
- Take account of the number of persons affected or exposed
- Evaluate and rank the risks in order of priority
- Determine that the precautions in place are adequate or to be implemented are reasonably practicable
- Ensure the remaining risk is low, so far, as is reasonably practicable
- Include procedures to review the assessment if there is reason to suspect it is no longer valid or significant changes have taken place

18.1.1. HAZARD, RISK AND RISK ASSESSMENT TERMINOLOGY

Definitions used in hazard identification & risk assessment include: -

- **HAZARD:** A hazard is "any situation, substance or article that has the *potential* to cause harm or injury to life, or damage to property and the environment"

Note that under existing safety legislation, harm is usually defined to what can only happen to people i.e. injury, physical or mental ill health or death. However, it is recommended that harm to property and equipment is included in the assessment process, as insurers will want to see what management systems are in place before deciding on premiums.



The nature, characteristics and significance of the hazard need to be established and categorised, i.e. Physical, Chemical, Biological or Psychosocial (Human factors). Some examples of these could be categorised as follows: -

PHYSICAL	CHEMICAL	HUMAN FACTORS	BIOLOGICAL
Fire	Explosives	Training	Microbial
Equipment	Flammables	Organisation	Fungal
High/Low temperature	Oxidisers	Communication	Floral
High/Low pressures	Toxics	Hygiene	Bacterial/Viral
High/Low energy	Corrosives	Security	Parasites
Radiation	Sensitisers	Stress	Protozoa
Noise	Allergens	Bullying	Sterilisation
Electrical	Carcinogens	Harassment	Biotechnology
Machinery	Mutagens	Pregnancy	Medical work
Manual handling	Reproductive toxics	Disability	Animal work
Ergonomic	Reactivity	Working time	Hospital work
Workplace	Waste streams	Susceptibility	Biological laboratories
Housekeeping	Storage	Age/Experience	Waste disposal

N.B. Fire is a unique and dangerous phenomenon that may be caused by a variety of the above e.g. chemicals, electricity, friction, storage, wastes, smoking or even human carelessness. Common hazard factors that may occur in the above categories are waste streams, poor housekeeping, poor storage practices and inadequate ventilation.

† **VULNERABILITY:** The *susceptibility* of individuals, property and the environment to harm or damage if a hazard manifests its potential

✂ **RISK:** A risk is "the *probability* that harm or injury to life, or damage to property and the environment will occur." Risk has always two elements (1) the *likelihood* that a hazard may be realised or occur and (2) the *consequences* of the hazardous event.

📖 **RISK ASSESSMENT:** This is a process of evaluating and *ranking* the risks to health & safety arising from hazards at the workplace. It involves estimating the *magnitude* (probability of occurrence coupled with the consequence i.e. severity of harm, injury or damage), e.g. risk of serious injury due to falling off a ladder or risk of severing a finger due to it becoming trapped in a machine. Risks are generally ranked in the order of **LOW, MODERATE, SUBSTANTIAL** or **HIGH**. One then has to assess whether the risk is *acceptable* or whether more precautions need to be taken to prevent harm.

(**Note.** Risk Assessment should not be confused with determining what is safe. **SAFETY** is not measurable and is a highly relative attribute that can change from time to time or be judged differently in various contexts. **SAFETY** is a judgement of the acceptability of risk, which is a distinctly different action, based on political or human opinions at the time.)

18.1.2. HAZARD IDENTIFICATION CHECKLISTS

The Law Society has prepared a number of checklists, based on the Law Society range of specimen hazard identification checklists, for use within the office. These sheets will be used to carry out an inspection of the workplaces and where necessary be used to update our suite of risk assessments.

The following checklist has been identified.



- 18.1.2.1. General Workplace Safety Checklist
- 18.1.2.2. Workshop Safety Checklist
- 18.1.2.3. Plantroom Safety Checklist
- 18.1.2.4. Stores Safety Checklist
- 18.1.2.5. Centrally Booked Rooms
- 18.1.2.6. Grounds
- 18.1.2.7. Safety Action Plan Template
- 18.1.2.8. LAW SOCIETY B&EO PSCS Contractor Assessment Form
- 18.1.2.9. LAW SOCIETY B&EO PSDP Designer Assessment Form
- 18.1.2.10. LAW SOCIETY B&EO Contractor (Short Term) Assessment Form

The following inspection programme will be implemented:

AREA	RESPONSIBILITY (or designee)	FREQUENCY
PLANNED INSPECTIONS		
		19.1.2.1 Annual Inspection
		19.1.2.2
		19.1.2.2 & 19.1.2.3 Annual Inspection
		19.1.2.6 Annual Inspection
		19.1.2.5 Annual Inspection
		19.1.2.6 Annual Inspection
		19.1.2.5 Annual Inspection
		19.1.2.3 Annual Inspection
		19.1.2.1 Annual Inspection
		19.1.2.1 Annual Inspection
		19.1.2.1 Annual Inspection
UNPLANNED INSPECTIONS		
Law society – Maintenance Workshops	ASM – Safety Consultant	Annual Inspection
Law society – Engineering Workshops & Plant Areas	ASM – Safety Consultant	Annual Inspection
Western Campus – Plant Areas	ASM – Safety Consultant	Annual Inspection
Curator Stores	ASM – Safety Consultant	Annual Inspection
Security Stores	ASM – Safety Consultant	Annual Inspection

The questions on the checklist are structured to give either **YES, NO** or **NOT APPLICABLE (N/A)** answers. Negative answers indicate that further investigation is required or that a risk assessment may be required. At this early identification stage, it may be found that some simple corrective action is all that is required or that some hazards could simply be eliminated. In either case, the safety actions or controls taken should be recorded on the Safety Action Plan. The safety action plan will be reviewed by the Safety Action Team and updated accordingly. The report will be reviewed and issued by the Law Society on an annual basis.

Each checklist must be retained within the office when completed. **It should also be noted that the checklists do not purport to be exhaustive and other hazards identified should be included by revising and amending the checklist.** Other sources of information on hazards may be obtained from Accident Reports and First Aid Records in the Department. **Some of the hazards identified using the checklists may be significant or require to be examined in more detail and accordingly may require to be subjected to a detailed Risk Assessment.**



Note. These checklists may be re-designed to cover other Physical, Chemical, Psychosocial and Biological hazard factors

The Director General, his nominee and assisted by Law Society Safety Action Team where appropriate, must decide and recommend what appropriate safety actions or management controls are required to eliminate or reduce the risks that have been identified. The Director will also decide on the minimum length of time required to resolve the issue and where possible to estimate the cost of implementation. The cost of the proposed action and the financial position of the office has to be balanced against the quantum level of the risk i.e. 'in so far as it is reasonably practicable' criteria. As a result of the cumulative demands on resources arising from the overall number of risks identified within the office, it will be necessary to prioritise each control or action proposed.

In this context, it is worth re-stating that the prime objective of the safety statement process is to:

1. *Eliminate hazards/ risks wherever possible,*
2. *Reduce high/substantial risks to medium or low risks as quickly as possible and*
3. *Thereafter to reduce all risks to the lowest practicable level over a period of time.*

The results of audits and inspections will form part of the Law Society 'Safety Action Plan', this list is a live document and records all findings / actions required to allow for continuous improvement of the safety management system.

The safety action plan will be reviewed on a regular basis by the Director and will form an agenda item for the Safety Action Team meetings.



18.2. LAW SOCIETY HIGH LEVEL RISK ASSESSMENTS

18.2.1. ESTATE CONDITION

Hazard/Risk Who's at Risk: Law Society Staff & Students & Visitors to Law Society	Risk Rating Before Controls are Considered			Controls In Place Note: See section 19.3.2 (Fire)	Risk Rating After Controls are Considered			Possible Further Controls
	L	S	RR		L	S	RR	
Hazards: Serious injury due to disrepair of building structures, roofs etc. Fire – inadequate fire detection / maintenance regime / poor electrical services installation. Asbestos – contact with asbestos, which exist in some of our buildings. Injury due to slips, trips and falls due to lack of handrails, disrepair to infrastructure, uneven surfaces, poor lighting, poor cleaning regime, etc. Serious injury due to failure to manage traffic movements on site.	4	5	H	1. Law Society has multiple buildings under its control. The buildings are of varying ages and condition. This risk assessment has been prepared to detail the controls taken by Law Society and Law Society to maintenance of the buildings to an acceptable standard. 2. Provision of a Law Society with competent staff to manage the Law Society building stock. 3. The completion of a 'Condition Survey' of all buildings to identify what steps, if any, need to be taken to improve the condition of the building / space / services within. 4. Incremental improvements to building stock following routine maintenance operations on an annual basis 5. Improvements to building stock following completion of minor projects to and within various buildings. 6. Incremental improvements to building stock by the completion of capital projects within existing building. 7. All Law Society buildings are fitted with suitable fire detection equipment, provision of alarms, provision of emergency lighting, etc. to ensure that occupants can safely exit the building in the event of a fire. All systems are inspected on a regular basis and document in a fire register. 8. The Law Society will develop an SOP for the management of asbestos. The SOP details our approach to the management of Asbestos. This approach, in summary, includes an asbestos management plan and a register with the details of surveys carried out in each building. This SOP allows us to manage asbestos in place and when construction works in particular buildings are required. 9. The Law Society has commissioned a survey and a subsequent traffic management plan for the main campus. This plan details the measures necessary for the safe movement of vehicles on campus. The traffic management plan is managed on a daily basis by Security, (see appendix E) 10. Completion of inspections as per 18.1.2.5 and 18.1.2.6, implementation of findings will be included in the annual conditions survey.	1	5	M	Implementation of a creditable multi annual investment programme to allow our buildings to be maintained to an acceptable standard.



18.2.2. FACILITIES DEPARTMENT – MANAGEMENT OF RISK

The Law Society is responsible for the management and maintenance of numerous buildings. The Law Society is responsible for maintaining and upgrading of the Law Society physical infrastructure of buildings, infrastructure, engineering services, grounds and the voice telephony network within the area under the remit of the Law Society. The following risk assessments identify the different activities of the Law Society and how risk is managed.

Hazard/Risk Law society Activity	Risk Rating Before Controls are Considered			Controls Introduced by Law Society <i>Provision of Competent Supervisory, Trade and General Operative Staff within the Law society. Provision of Law Society Safety Officer. Staff members are copied with this Safety Statement, are briefed on the contents and confirm that they understand and accept the contents of the document.</i>	Risk Rating After Controls are Considered		
	L	S	RR		L	S	RR
Who's at Risk: Law society Staff, Students & Visitors Activity: Routine Maintenance Operations e.g. re-lamping of light fittings, redecoration of workspaces, carrying out repairs to buildings (internal & external works), building upkeep, maintenance of grounds, building improvement works, emergency repairs, plant & equipment inspection etc.	3	5	H	<ol style="list-style-type: none"> 1. All routine maintenance works are managed under the Law Society annual project, this system allows all Law Society to staff to report items requiring maintenance within their own department or beyond when necessary. The work requests are circulated to the maintenance management group within the Law society where the work is prioritised and planned. 2. The Law society considers all of this work 'construction work' in accordance with the definition of construction in the Construction Regulations. The Law society acts as Client for the purpose of the Construction Regulations and has classified all work under the heading of one project 'Routine Maintenance'; the project is managed on a year-by-year basis. 3. The Law Society will appoint itself as PSDP. Law society will act as lead for the project and will discharge the duties of Client/PSDP/PSCS on behalf of Law Society. Certain tasks will be delegated to the relevant PICW. 4. Law Society will act as project designer or appoint an external designer for the work. 5. The Law Society will appoint itself as PSCS. Law Society will act as lead for the project and will discharge the duties of Client/PSDP/PSCS on behalf of Law Society. Certain tasks will be delegated to the relevant PICW. 6. The Law Society shall submit form AF1 and AF2 an annual basis to the HSA. 7. The PICW will arrange for the prepare the Preliminary / Developed plan for the project 8. All works will be compliance with relevant Law Society SOPs 9. The works associated with this section are carried out by Law society Staff and Contractors. 10. All contractors are pre-approved from a health & safety perspective (competence and resources). Contractors work under the management of Law Society Maintenance Management Group. 11. All contractor work is subject to a permit to work; the contractor is required to prepare a method statement with risk assessment for the works or complete a task specific risk assessment before a permit can be issued. 12. All Contractors are inducted by the Law society. 13. Works carried out by Law society Staff will be carried out either under the Task Specific Risk Assessment methodology as detailed in the Law Society Preliminary & Developed Safety & Health Plan for Law society - Routine Response Maintenance Works OR under the Permit to Work system 14. Law Society Safety Officer carries out Safety Audits on appointed Contractors. 15. Emergency works completed at night will only proceed where the works are risk assessed and deemed safe to proceed. The relevant PICW will oversee the completion of the risk assessment. 	1	4	L
Activity: Planned	3	5	H	PPM's are generally multi-annual contracts for the purposes of maintenance and upkeep of a particular aspect of a building or	1	4	L



<p>Preventative Maintenance PPM e.g. Passenger Lift Maintenance Boiler Maintenance Fire Detection Equipment Fall Arrest Equipment Electrical Boards Inspection Landscaping, etc.</p>			<p>building service. The vast majority of the individual jobs carried out as part of these PPMs, would, when taken individually, have no requirement for appointment of Project Supervisors. However, when taken collectively, the work is continuous throughout the year {i.e. >30days & potentially involving more than 1 contractor;} and for the avoidance of doubt, Law Society has decided to treat this works >30 days/500 person-days for which HSA notification and a Developed Health & Safety Plan are required. Responsibilities/actions will be as follows.</p> <ol style="list-style-type: none"> 1. The construction project will be titled “Planned Preventative Maintenance Works” for the relevant works {at the time of writing, PPM’s are in place for fire detection and alarm systems, roof latch way systems, lifts, etc.} 2. Law Society is the client, and the duties of client will be discharged by the PICW on behalf of Law Society. 3. Law Society appoints itself as PSDP and the PICW will discharge the duties of PSDP on behalf of Law Society unless he appoints a competent consultant/contractor to act as PSDP. 4. The PICW will act as designer or appoint a designer(s) (this may be included in the contract which specifies that the Law Society company will be the designer). In all cases the PICW must ensure the designer is competent and adequately resourced. 5. The PICW will prepare a detailed scope of work for each individual PPM. The scope is defined following consultation with manufactures of equipment, manufactures manuals, building safety files, consultation with internal designers, external design consultants where required etc. The scope of work is assessed for compliance with the Construction Regulations – Designer Duties (who is the designer), requirement for Project Supervisor Design Process PSDP and requirement for Project Supervisor Construction Stage PSCS. 6. A selection of contractors for each PPM is sought and a tender process is entered into. The tender process assesses suitability of the contractor (competence and resources) for the required roles. 7. Law Society appoints itself as PSCS and the PICW will discharge the duties of PSCS on behalf of Law Society unless he appoints a competent consultant/contractor to act as PSCS. 8. The PSDP shall prepare the Preliminary Safety and Health Plan 9. The PSCS shall submit form AF2 and prepare the Developed Safety & Health Plan for the works. 10. Contractors receive a permit to work before commencing work. 11. Compliance with relevant Law Society SOPs (16.3) is established at project tender. 12. Law Society Safety Officer carries out safety audits on appointed Contractors 			
<p>Activity: Short Duration Construction Works Redecoration / Reconfiguration, upgrade / upkeep of existing building stock. The works will normally last for less than 30 working days & may on occasion have particular risks and multiple contractors</p>	3	5	<p>L</p> <p>Short Duration Construction Works are works carried out by Law Society PICW, from their own budgets or from other departmental funding sources and which are not simply repairs or maintenance. Their defining feature is that while they may include particular risks and multiple contractors; the work is planned to last less than 30 working days/500 person days. However, when taken collectively, the work is continuous throughout the year {i.e. >30days & potentially involving more than 1 contractor} and for the avoidance of doubt, Law Society has decided to treat this works >30 days/500 person-days for which HSA notification and a Developed Health & Safety Plan are required. Responsibilities/actions will be as follows.</p> <ol style="list-style-type: none"> 1. Law Society is the Client, and the duties of client will be discharged by the Law society on behalf of Law Society. 2. Law Society appoints itself as PSDP and the Law Society will discharge the duties of PSDP 3. The PICW will act as Designer for the works; Unless the PICW appoints a competent consultant/contractor to act as Designer. 4. Law Society appoints itself as PSCS and the Law Society will discharge the duties of PSDP Unless A competent Contractor/consultant is appointed to act as PSCS. 	1	3	L



			<ol style="list-style-type: none"> 5. The companies awarded contracts for the works are Contractors. In the event of multiple contracts being awarded for the same works, the PICW will ensure that the particular duties of “contractor responsible for a construction site” are discharged. 6. For the bulk of these jobs where there is no particular risk {and therefore no Strict requirement for a Developed H&S Plan} the Law Society will prepare a Generic Developed Safety & Health Plan entitled “Short Duration Contractor Construction Works” which will give general guidance on how all such projects should be managed. 7. The PICW will carry out a risk assessment for the works and issue Permits to work to each contractor. 8. For the balance of these jobs where there is a particular risk, there is a requirement for a formal Safety & Health plan. In these cases, The PICW in charge of the works shall prepare the preliminary Safety and Health Plan and also the Developed Safety & Health plan unless a competent consultant has been engaged as PSDP or PSCS. 9. The Law Society shall submit forms AF1 and AF 2 on an annual basis to the HSA, for “Short Duration Construction works” All works will be compliance with relevant Law Society SOPs. 10. The works associated with this section are carried out by Law Society Staff and Contractors. All contractors are pre-approved from a health & safety 1 perspective (competence and resources). 11. All contractor work is subject to a permit to work, the contractor is required to prepare a method statement with risk assessment for the works or complete a task specific risk assessment before a permit can be issued. 12. All Contractors are inducted by the PICW. 13. Law Society Safety Officer carries out Safety Audits on appointed Contractors 			
<p>Activity: Longer Duration Construction Works Redecoration / Reconfiguration, upgrade / upkeep of existing building stock. The works will normally last for more than 30 working days and will on most occasions have particular risks and multiple contractors.</p>	3	5	<p>L Longer Duration Construction Works are works carried out by Law Society PICW, from their own budgets or from other departmental funding sources and which are not simply repairs or maintenance. Their defining feature is that the work is planned to last more than 30 working days, or the volume of work is scheduled to be greater than 500 person days. This means that for each project, PSDP/PSCS appointments, Preparation of Health & Safety plans and HSA notification are all required. Responsibilities/actions will be as follows.</p> <ol style="list-style-type: none"> 1. Law Society is the Client, and the duties of client will be discharged by the PICW on behalf of Law Society 2. Law Society appoints itself as PSDP and the PICW will discharge the duties of PSDP Unless he appoints a competent consultant/contractor to act as PSDP. 3. The PICW will act as project designer or appoint a designer for the work. 4. Law Society appoints itself as PSCS and the PICW will discharge the duties of PSCS Unless he appoints a competent consultant/contractor to act as PSCS. 5. PICW will notify the H.S.A on the AF1 form. 6. The PSCS shall submit form AF2 to the HSA. 7. The PSDP shall prepare the Preliminary Safety and Health Plan 8. The PSCS shall prepare the Developed Safety & Health plan. 9. The companies awarded contracts for the works are Contractors. In the event of multiple contracts being awarded for the same works, the PICW will ensure that the particular duties of “contractor responsible for a construction site” are discharged. 10. All contractors are pre-approved from a health & safety perspective (competence and resources). 	1	3	L



				<p>11. All contractor work is subject to a permit to work, the contractor is required to prepare a method statement with risk assessment for the works or complete a task specific risk assessment before a permit can be issued.</p> <p>12. All Contractors are inducted by the PICW.</p> <p>13. Law Society Safety Officer carries out Safety Audits on appointed Contractor</p>																																												
<p>Activity: Works carried out in Static Work Locations, such as workshops, plant rooms, etc.</p>	3	3	M	<p>1. All static work locations are covered under specific SOPs and have a specific suite of risk assessments developed covering the activities conducted within. Examples of 'static work locations' are: Electrical Store, Painters Store, Carpentry Store / Workshop, Ground Workers Store etc.</p> <p>2. Safety signage and information sheets, including fire evacuation procedures, are in place for all static work locations – <i>Work in Progress</i></p> <p>3. Works conducted in these workplaces will be compliance with all other relevant Law Society SOPs</p> <p>4. Staff members complete daily task specific risk assessments for works out in the field, which capture all environmental hazards and risks, which may not have been included in the 'generic' risk assessments identified in the SOPs.</p> <p>5. Law Society staff and Safety Consultant will conduct regular audits and safety check sheets as per 18.1.2</p>	2	3	L																																									
<p>Likelihood (L) Categories</p> <p>5 Certain or Near Certain</p> <p>4 Very Likely</p> <p>3 Likely</p> <p>2 Somewhat Likely</p> <p>1 Unlikely</p>	<p>Severity (S) Categories</p> <p>5 Multiple Fatalities</p> <p>4 Permanent Total Disability, Single Fatality</p> <p>3 Major Injury, Lost Time Injury</p> <p>2 Minor Injury, Restricted Workday Case</p> <p>1 Slight Injury, First Aid</p>		<p>Risk (R) Matrix</p>	<p>SEVERITY</p> <table border="1"> <tr> <td></td> <td></td> <td>5</td> <td>4</td> <td>3</td> <td>2</td> <td>1</td> </tr> <tr> <td>L</td> <td>5</td> <td>High</td> <td>High</td> <td>High</td> <td>Medium</td> <td>Low</td> </tr> <tr> <td>I</td> <td>4</td> <td>High</td> <td>High</td> <td>Medium</td> <td>Medium</td> <td>Low</td> </tr> <tr> <td>K</td> <td>3</td> <td>High</td> <td>High</td> <td>Medium</td> <td>Low</td> <td>Low</td> </tr> <tr> <td>E</td> <td>2</td> <td>High</td> <td>Medium</td> <td>Medium</td> <td>Low</td> <td>Low</td> </tr> <tr> <td>L</td> <td>1</td> <td>Medium</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Low</td> </tr> </table>			5	4	3	2	1	L	5	High	High	High	Medium	Low	I	4	High	High	Medium	Medium	Low	K	3	High	High	Medium	Low	Low	E	2	High	Medium	Medium	Low	Low	L	1	Medium	Low	Low	Low	Low	<p>Risk Acceptability</p> <p>High (H) Unacceptable, must reduce. Communicate Residual Risk if applicable.</p> <p>Med (M) Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk</p> <p>Low (L) Tolerable. Communicate Residual Risk.</p>	
		5		4	3	2	1																																									
L	5	High	High	High	Medium	Low																																										
I	4	High	High	Medium	Medium	Low																																										
K	3	High	High	Medium	Low	Low																																										
E	2	High	Medium	Medium	Low	Low																																										
L	1	Medium	Low	Low	Low	Low																																										



CAPITAL PROJECT OFFICE – MANAGEMENT OF RISK

The Project Office is responsible for coordinating the design, tender and construction of capital projects for the Law Society. The following risk assessments identify how risk is managed for capital projects.

Hazard/Risk Projects Office Activity	Risk Rating Before Controls are Considered			Controls Introduced by Capital Projects Office	Risk Rating After Controls are Considered		
	L	S	RR		L	S	RR
Who's at Risk: Projects Office & Non Project Office Staff, Students & Visitors				<i>Provision of Competent Capital Projects Officer and Capital PICWs. Staff members are copied with this Safety Statement, are briefed on the contents and confirm that they understand and accept the contents of the document.</i>			
Activity Major Construction Projects <ul style="list-style-type: none"> Major construction works will normally last more than 30 days and will normally have particular risks and multiple contracts. 	3	5	H	1. Capital Project Officer and Capital PICWs ensure the following statutory and Law Society measures are implemented for all Major Capital Projects: <ul style="list-style-type: none"> Appointment of competent staff to coordinate the capital project process. Ensure Law Society SOP's form part of tender packs for all capital projects. Ensure a Safety Review of all projects is undertaken with the Law Society Safety Officer. Compliance with duties of the client as identified in Regulation 6 to 10 of the Safety, Health and Welfare at Work (Construction) Regulations 2013. Appointment of competent designers. Appointment of competent contractors. Appointment of a competent Project Supervisor Design Process (PSDP) and Project Supervisor Construction Stage (PSCS), where required. Note: An assessment of adequate resources (to manage applicable statutory provisions) is also made as part of the assessment of competence process. Notify (AF1) the Health and Safety Authority (HSA), where required. Ensure the safety and health plan prepared by the PSDP forms part of the tender pack, where required. Make available existing information (Safety File) to the PSDP and the PSCS during the tender and construction process, where available. Issue Law Society Permit to Work (PTW) in advance of the commencement of the construction phase of capital projects and for any construction work (related to the project) that will take place outside of the agreed construction footprint (As identified in tender drawings). 2. Major Construction Work will be managed by the assigned CPO PICW. The relevant staff member will implement the duties in accordance with the duties identified in Section 4.8 "PICW". 3. Staff members are trained in their profession and in specific Law Society Systems e.g. SOPs, Completion of Permits to Work, Risk Assessment, Safe Pass, Accident Investigation etc. 4. Compliance with relevant Law Society suite of SOPs – section 16.3 5. The services of competent professionals are to be sought when and if required e.g. health & safety consultants, dangerous goods advisors, fire safety consultants, asbestos consultants etc.	1	4	L

Should expand to include minor works (possibly refer to Law society System)



Hazard/Risk Projects Office Activity		Risk Rating Before Controls are Considered			Controls Introduced by Capital Projects Office <i>Provision of Competent Capital Projects Officer and Capital PICWs. Staff members are copied with this Safety Statement, are briefed on the contents and confirm that they understand and accept the contents of the document.</i>	Risk Rating After Controls are Considered																																												
Who's at Risk: Projects Office & Non Project Office Staff, Students & Visitors		L	S	RR		L	S	RR																																										
Activity Minor Construction Projects <ul style="list-style-type: none"> • Refurbishment • Reconfiguration • Minor Extension • Etc. • Minor construction works will normally last more than 30 days and will normally have particular risks and multiple contracts. 		3	5	H	<ol style="list-style-type: none"> 1. Minor Construction work will be managed by the assigned CPO PICW. The relevant staff member will implement the duties in accordance with the duties identified in Section 4.8 "PICW". 2. The PICW will act as lead for the project. 3. Law Society is the client. 4. In most instances Law Society will appoint an external competent consultant PSDP. 5. Law Society will act as project designer or appoint external designer(s) for the work. The PICW will be the default designed in the absence of an appointed designer(s). 6. PICW will notify the H.S.A. on the AF1 form. 7. In most instances Law Society will appoint an independent competent consultant or contractor as PSCS. 8. Ensure a Safety Review of all projects is undertaken with the Law Society Safety Officer 9. PICW will formally appoint the PSDP & PSCS in writing for the project. 10. PSDP will prepare a preliminary plan. 11. PSCS will prepare a Construction Stage Plan. 12. All works will be carried out in compliance with the relevant Buildings and Estates SOPs (16.3). 13. Minor works will normally be carried out by contractors. 14. All contractors are to be pre-approved from a H&S perspective (competence and resources). 15. All contractor work is subject to a permit to work; the contractor is required to prepare a method statement with risk assessment for the works or complete a task specific risk assessment before a permit can be issued. 16. All contractors are to be inducted. 17. Buildings and Estates Office Safety Officer to carry out Safety Audits on appointed contractors. 	1	4	L																																										
Likelihood (L) Categories		Severity (S) Categories			Risk (R) Matrix	Risk Acceptability																																												
5 Certain or Near Certain 4 Very Likely 3 Likely 2 Somewhat Likely 1 Unlikely	5 Multiple Fatalities 4 Permanent Total Disability, Single Fatality 3 Major Injury, Lost Time Injury 2 Minor Injury, Restricted Workday Case 1 Slight Injury, First Aid	<table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="5">SEVERITY</th> </tr> <tr> <th colspan="2"></th> <th>5</th> <th>4</th> <th>3</th> <th>2</th> <th>1</th> </tr> </thead> <tbody> <tr> <th rowspan="5">LIKELIHOOD</th> <th>5</th> <td>High</td> <td>High</td> <td>High</td> <td>Medium</td> <td>Low</td> </tr> <tr> <th>4</th> <td>High</td> <td>High</td> <td>Medium</td> <td>Medium</td> <td>Low</td> </tr> <tr> <th>3</th> <td>High</td> <td>High</td> <td>Medium</td> <td>Low</td> <td>Low</td> </tr> <tr> <th>2</th> <td>High</td> <td>Medium</td> <td>Medium</td> <td>Low</td> <td>Low</td> </tr> <tr> <th>1</th> <td>Medium</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Low</td> </tr> </tbody> </table>						SEVERITY							5	4	3	2	1	LIKELIHOOD	5	High	High	High	Medium	Low	4	High	High	Medium	Medium	Low	3	High	High	Medium	Low	Low	2	High	Medium	Medium	Low	Low	1	Medium	Low	Low	Low	Low
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18.3. SECURITY – MANAGEMENT OF RISK

Hazard/Risk Law society Activity	Risk Rating Before Controls are Considered			Controls Introduced by Security Office	Risk Rating After Controls are Considered		
	L	S	RR		L	S	RR
Who's at Risk: Law society Security staff, & Non Law society Staff, Students & Visitors				<i>Provision of Competent, Security Officer, Duty, and personnel within the Security Department. Staff members are copied with this Safety Statement, are briefed on the contents and confirm that they understand and accept the contents of the document.</i> <i>Provision of a general SOP with risk assessments for the main activities of the Security Office.</i>			
Activity: Security – General security works include: <ul style="list-style-type: none"> ○ Furniture moving for re-use of areas. ○ Opening and locking of gates and buildings ○ Collection and delivery of post, and transport to and from postal centre, from various buildings. ○ Driving vans ○ Responding to alarms ○ Assist emergency services ○ Complete Fire Register checks ○ Assist with traffic management on campus ○ Regular monitoring of building corridors, common areas etc. ○ General campus patrols 	3	4	H	1. Risk Assessments (generic) available for: <ul style="list-style-type: none"> ○ Movement of furniture ○ Collection and delivery of post ○ Driving Vans ○ Management of traffic on campus 2. Task Specific Risk Assessments are prepared for movement of furniture. 3. Staff members receive the following training: <ul style="list-style-type: none"> ○ All security personnel are trained in manual handling. ○ All security personnel are trained in conflict management. ○ All personnel are trained in a 1 day specialist firefighting training course. ○ All security personnel carry personal walkie-talkies with panic buttons ○ Traffic Management training is in place for all security personnel involved in traffic management. ○ Escalation procedures are in place in the event of encountering unruly behaviour, as follows: <ul style="list-style-type: none"> ▪ Observe from a distance ▪ Attempt to diffuse situation verbally ▪ Call Duty Officer for backup if required. ▪ Call Gardai assistance is required. 4. Security staff review and monitor the condition of corridors and common areas on a regular basis to ensure the safe use of the spaces. 5. Completion of regular audits and safety check sheets in all places of work in accordance with section 18.1.2	2	3	L
Activity: Security Postal Service works. Law Society Central Postal Centre is operating as a sorting office / distribution centre.	2	3	M	1. The Postal Centre is manned by 2-3 personnel. 2. Post is delivered into the building by An Post and is sorted to be directed to the various buildings around campus. 3. Security personnel collect post from the Postal Centre to be delivered to the end users during their daily operations. <ul style="list-style-type: none"> ○ Outgoing post is brought to the centre by security personnel on return trips. ○ Within the Central postal centre, the following additional controls are in place. ○ All Postal Service workers are trained in safe manual handling techniques. ○ Manual handling aids, such as trolleys are used to minimise manual handling ○ Postal Service workers do not 'deliver' post around the campus. 	1	3	L
Activity: Security – Cleaning	3	3	M	1. Security have engaged with a specialist company for cleaning services.	1	3	L



of Building Stock				<ol style="list-style-type: none"> 2. The company is assessed for suitability – Competence and resources 3. In addition to the provision of cleaning staff the company also provides supervisory staff. 4. The company operates in accordance with the safety statement and has developed procedures for the cleaning operations as well as the management of hazardous goods, operation of vehicles on campus etc. 5. Security management review and monitor the work of the appointed company. 6. Cleaning of external façade (windows) or non-routine cleaning operations is managed on an event basis. The company produces a method statement, which is reviewed by Law Society Security. A permit to work is issued following agreement of the safe system of work control measures. 			
Activity: Security – Night-time security works	3	5	H	<ol style="list-style-type: none"> 1. A specialist competent contractor is engaged to carry out security patrols out of hours. 2. Company is assessed for suitability / competence to carry out the works. 3. One member of this company is based at the main security reception. The other carries out vehicle patrols in the main and satellite campus areas. 4. The Company has developed a suite of procedures for the safe execution of their works, procedures include hazard & risk assessments. 5. All staff members are trained in their respective roles. 6. Out of hours' security carry out patrols around campus and respond to call out and alarms. 7. Law Society Security Duty Officer is on call. 8. Escalation procedures are in place if required to arrange back up in the event of an incident. 	1	3	L
Activity: Security – Night-time Works – Remaining on campus past scheduled finish time i.e. 11.30pm. Remaining on campus to accommodate other activities e.g. Emergency Building Works Late night events. Events running over. Special requests e.g. library remaining open. Periods of Lone Working	3	4	H	<ol style="list-style-type: none"> 1. The Duty Officer will liaise with the SSO on the need for remaining on campus beyond normal finish times. 2. The Duty Officer will agree with the SSO on the work to be executed during the time i.e. anticipated numbers, location of works, anticipated finish time etc. 3. The number of SSOs to remain on campus will be determined by the Duty Officer, e.g. multiple works in different locations, significant numbers, new / unusual events may warrant more than one person. 4. A Duty Officer will be on call during the period. 5. The SSO will focus on the particular event / area only, the remainder of the campus will be closed at the normal time. 6. Only access gates into the college deemed necessary for the event in question will remain open. 7. A contract security person is posted at the main gate of the Law Society from 11.30pm. and carries out regular patrols as per the contract arrangements. 8. The SSO(s) remaining on campus should liaise as necessary, in person, by phone or radio with each other and or the contract security person, as appropriate. As the numbers on campus are low and areas of the campus are now more isolated the SSO, and the security guard posted at the main entrance are to keep in regular contact (to reduce risks associated with lone working) – minimum once every 30min. Failure to make contact will trigger the response procedure. 9. In addition to the on campus contract person a second contract security person is available at short notice (remote vehicle monitoring Law Society off campus Buildings) and will respond to requests for support as necessary. 10. The SSO will conduct their normal duties during the period. Standard control / procedure for the execution of their works will be adhered to. Where the Duty Officer considers this risk assessment to be inadequate for the proposed activity a specific risk assessment will be prepared. This may involve the use of body worn cameras, in certain instances. As per the RA above, escalation procedures are in place if required to arrange back up in the event of an incident. 	1	4	L

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Activity: Security – Management of Traffic across campus. Incoming delivery vehicles, vans, forklift trucks Outgoing goods vehicles Contractors’ equipment e.g. cranes, dumpers, staff cars etc.	4	5	H	<ol style="list-style-type: none"> Implementation by Security of Campus Traffic Management Plan and associated risk assessments Assistance and observance of SOP 018 Movement of Vehicles by Security Staff {GSS} Regular reviews of compliance by delivery drivers, staff and contractors. GSS to initiate action against companies / staff where non-compliance is observed. GSS review effectiveness of safety signage, mirrors etc. positioned to assist in the movement of vehicles. Annual review Campus Traffic Management Plan by Security Officer GSS report to Buildings & Estates Director on required remedial action following a review of the above 	1	5	M
Activity: Security – Event Management.	3	4	H	<ol style="list-style-type: none"> Law Society do not manage events within Law Society; we do however facilitate events on site. Our facilitation is limited to the provision of traffic management and crowd management (Security). The Security Office has prepared an Event Management Plan, which is completed by all event organisers. Security will assist event organisers to ensure the safe execution of the event. Event Management plan requires a specific risk assessment. 	1	4	L

Likelihood (L) Categories	Severity (S) Categories	Risk (R) Matrix	SEVERITY	Risk Acceptability						
					5	4	3	2	1	
5 Certain or Near Certain	5 Multiple Fatalities			L	High	High	High	Medium	Low	High (H) Unacceptable, must reduce. Communicate Residual Risk if applicable.
4 Very Likely	4 Permanent Total Disability, Single Fatality			I	High	High	Medium	Medium	Low	Med (M) Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
3 Likely	3 Major Injury, Lost Time Injury			E	High	High	Medium	Low	Low	
2 Somewhat Likely	2 Minor Injury, Restricted Workday Case		L	High	Medium	Medium	Low	Low	Low (L) Tolerable. Communicate Residual Risk.	
1 Unlikely	1 Slight Injury, First Aid		I	Medium	Low	Low	Low	Low		



18.4. OFFICE & GENERAL RISK ASSESSMENTS

18.4.1. OFFICES GENERAL

The current legislations states that the employers have to provide their employees with a sufficient place of work which is adequate enough, safe, and healthy and satisfactory in relation to temperature, ventilation, stability, lighting, and fresh air. It is also their duty as an employer to ensure that hazards and risks are identified and assessed in all places of work.

HAZARDS

Although the office may not be regarded as a high-risk area by many workers, dangerous work systems and inadequate office layout can cause injury. These hazards include the following: Working environment, chemicals, ergonomic issues, first aid and welfare facilities, fire and other emergencies, visual display screen equipment, manual handling, slips, trips, falls, office machinery and equipment, violence at work, electricity, bullying and intimidation in the workplace, occupational stress, and provision of welfare facilities.

Hazard/Risk	Risk Rating Before			Existing Controls	Risk Rating After			Proposed Additional Controls
	L	S	RR		L	S	RR	
Law Society Work General	L	S	RR		L	S	RR	
Hazard: Office work hazards such as working environment, chemicals, ergonomic issues, first aid and welfare facilities, fire, VDU, Manual handling, Slips, trips and falls, office machinery and equipment, violence at work, electricity, bullying and intimidation in the workplace, occupational stress and provision of welfare facilities. Who is at risk: LAW Society Staff	2	3	M	The Law Society controls these hazards by the following processes: <ol style="list-style-type: none"> 1. The implementation of good housekeeping and hygiene practices. 2. The organisation of the work to minimise the frequency and duration of exposure to any hazard. 3. The separation of hazards which impinge on the quality of the work environment (e.g. sources of smells, noise, dust/ fumes in remote area or well ventilated areas or away from the person most affected) 4. Undertaking renovation works, painting and carpet laying during times when the office is not occupied and well ventilating or force ventilating the area during the works. 5. The maintenance of walkways/aisles and exit routes free from obstruction. 6. The use of all equipment for the purpose intended e.g. staplers, staple removers, letter openers, scissors, paper trimmers etc. 7. The repair or covering over of damaged floor covering and the elimination of raised surfaces on floors. 8. The provision of portable safety kick stools or steps for accessing books/goods or windows located at high level. 9. The cordoning off of wet floors during the clean-up of spillages or floor cleaning 10. The provision of suitable seating where a substantial proportion of work, by staff, can properly be done sitting/ supported. 11. The prompt repair of leaks (water or other fluids). 12. The ventilation of offices at lunchtime, through the opening of adjustable windows provided. 13. The provision of ventilation of occupied rooms or offices which are without mechanical or natural ventilation. 14. The provision of local ventilation/temperature controls where necessary and where practicable. 15. The provision of air temperatures of between 19o C. to 23o C. 16. Maintaining a comfortable temperature in each room. (Minimum temperature is 17.50 C after 1 hour's work). 17. The provision of an air environment with a relative humidity range of 40 to 55% 	1	3	Low	



		<ol style="list-style-type: none"> 18. The provision of regular air changes (mechanical air conditioning) or opening windows (natural ventilation) 19. The provision of mechanical systems to improve ventilation and control humidity and temperature where necessary. 20. The location of large groups of heat generating equipment such as photocopiers, printers in well-ventilated areas or in areas separate to the main office areas. 21. The location of noise producing equipment such as photocopiers, shredders and printers in separate areas, where possible, or the provision of noise enclosures (acoustic hoods) to line printers. The provision of background noise levels of less than 60dB(A) 22. The location of medium to large volume photocopiers, shredders and printers in well ventilated rooms and away from the immediate breathing zone of staff. Photocopiers must be located in well ventilated areas and away from the breathing zone of staff. High and low level extract ventilation should be directly provided immediately adjacent to the medium to high volume ventilation 23. The provision of illumination levels of between 300 and 500 lux in office areas 24. The use of fluorescent tubes with the characteristics of daylight, or tubes with a colour temperature of 3500-4000K 25. The provision of lighting diffusers or louvers on all overhead lights and the use of double fluorescent tubes instead of single tubes to minimise the effects of flicker 26. The cleaning of lighting diffusers (when dirt/dust accumulates and when illumination deteriorates). 27. The prompt replacement of flickering fluorescent lights and when illumination deteriorates to unacceptable levels. 28. The turning off of portable electric heaters during any lengthy periods of absence from the office and at the end of the working day. 29. The elimination of draughts where practicable. 30. The provision of long poles or remote mechanical levers for opening/closing high level windows, or windows obstructed by desks/fixtures, as necessary and the maintenance of access to windows for opening/closing where such access is necessary. 31. The location of flammable adhesives away from sources of direct sunlight or heat 32. The use of correction fluids and flammable adhesives in well ventilated areas 33. The purchasing of new photocopiers, that uses a containerised toner filling system and an ozone filter. 34. The use of powder free latex protective gloves when cleaning up spilt fluids or spent toner 35. The availability of safety data sheets (SDS) on any chemicals used in the office 36. The awareness of the meaning of any hazard symbols or health warnings on chemical containers. 37. The regular maintenance of all equipment used in the office area. 38. The storage of heavier items in the bottom drawers of filing cabinets. 39. The provision of proprietary filing cabinets with mechanisms which preclude two drawers being opened simultaneously. Any furniture designed to house filing systems should incorporate this feature and should be bolted to the wall, in the case of large cabinets with a narrow base dimension. 40. Start with the bottom drawer when setting up files or after moving cabinet. (Top drawers should not be laden until bottom drawers have sufficient contents to counter/ balancing the weight of the upper drawer in the 		
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			<p>open position).</p> <p>41. Use drawer handles when opening cabinet. Always close file drawers immediately after selecting the required files. (Do not leave drawers pulled out). Open and close file drawers slowly. Report any sharp edges or damage to cabinets.</p> <p>42. Elimination of high level storage in offices (over 1.8 m), and sensible use of storage facilities- storing heavy items at hip to chest height. Storing and handling photocopying paper in reams.</p> <p>43. Obtaining ergonomic advice before designing/ installing reception/issue/ help desks or purchasing deep bins for book returns</p> <p>44. Using self-issue book machines and automatic sorting machines for post and books.</p> <p>45. Regular safety inspections will be carried out on all offices under the management of the Law Society in accordance with section 18.1.2</p>																																															
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18.5.1. FIRE & OTHER EMERGENCIES

When things go wrong or hazardous situations occur, people may be exposed to serious and immediate danger. Since fire is one of the most common situations that may arise in offices, this section will mainly cover this situation with reference to common procedures for most emergencies. Fire hazards in offices range from the relatively slow burning of paper (files, books, notes, wastepaper, etc.) or the insidious overheating of electrical circuits and equipment; to the fast burning rapidly spreading combustion of flammable solvents or materials. Even if the damage costs are completely covered by insurance and no injuries are incurred, a major fire may destroy valuable records, research work and interrupt work for a long period of time with obvious consequences for teaching and research.

Hazard/Risk	Risk Rating Before			Existing Controls The Following list of Controls form part of the Law Society Emergency Evacuation Plan	Risk Rating After			Proposed Additional Controls
	L	S	RR		L	S	RR	
Law Society Work General								
<p>Hazard: Fire hazards are associated with the following activities.</p> <ul style="list-style-type: none"> • Smoking. • Overloading of electric sockets. • Use of flammable solvents/adhesives (tippex and spray mount adhesives). • Storage of combustible materials on electric storage heaters. • Malfunction of office machinery. • Wall linings and furnishings with high fire propagation characteristics. • Accumulation of waste/rubbish. • Torn office furniture (exposed foam). <p>Who is at risk: LAW SOCIETY Staff, Students, General Public</p>	2	5	H	<p>The hazards and risks associated with fire will be controlled by the following arrangements and controls:</p> <ol style="list-style-type: none"> 1. In all Law Society areas under our control an orderly evacuation from each area will be initiated following an alarm activation. 2. Training (for adequate numbers) in emergency procedures including the needs of people with disabilities. 3. Nominate persons (e.g. Fire Wardens) to take control of an evacuation, call the emergency services and take charge of staff/students at the assembly safe areas. 4. How the alarm will be raised, especially at night or when the premises are closed e.g. weekends or holidays, notifying Security, use of alternative escape routes. 5. Competent first aiders and first aid facilities. 6. Assisting the emergency services, including how to call and relay relevant information. 7. Regular inspection and test of the fire alarm/detection system. 8. The provision of a minimum of L3 standard fire detection and alarm system comprising smoke/heat detection, break glass units and alarm bells. 9. The provision of an emergency lighting system to all escape routes, to facilitate the use of the means of escape in the event of any interruption to the general lighting system. 10. The provision of adequate number of escape routes for the size of the building/no persons therein, of adequate width and the protection of same from the ingress of smoke. 11. The maintenance of escape routes in a useable condition (no key locks on doors, no obstructions or storage therein). 12. Clearly marked and functioning Emergency Exit Signs (illuminated off an emergency lighting system). 13. Provision and maintenance of self-closing fire doors in the closed position to protect escape routes. Self-closing fire doors are required to: <ul style="list-style-type: none"> ➢ corridors from which there is only one means of escape i.e. dead end corridors. ➢ to escape stairways, and ➢ in areas of high fire risk e.g. boiler houses, kitchens, etc. 14. NOTE: The only situation where it is permissible to have fire doors held open, is where electro-magnetic hold open devices linked to an L3/L1 Fire Detection System are used. 15. The training of Law Society staff in the use of fire extinguishers. The induction of new staff within 3 	1	3	Low	



<p>and Visitors:</p> <p>Risk of:</p> <ul style="list-style-type: none"> • Damage or loss of building and contents • Smoke damage • Burns, asphyxiation, or smoke inhalation 			<p>months of commencing employment in the department.</p> <p>16. NOTE: The training of staff in the use of fire extinguishers is to be carried out by Mr. J.V. O'Callaghan, Security, Law Society</p> <p>17. The prohibition of storage beneath staircases (any cupboards should be closed off).</p> <p>18. The prohibition of storage and electrical equipment, (such as photocopiers), in escape corridors and stairways.</p> <p>19. The selection, installation and maintenance of fire-fighting equipment in accordance with I.S. 290: 1986 and I.S. 291: 1986 respectively. [Carbon dioxide and water fire extinguishers are generally required in office areas. These require to be inspected annually].</p> <p>20. The holding of fire and evacuation drills at least twice a year. Evacuation drills should be arranged by the Law Society. (Identification and designation of assembly points shall be undertaken by Fire Consultant and posted by the Law society). New staff shall be inducted in fire evacuation procedures within 3 months of commencing employment in the LAW SOCIETY Office.</p> <p>21. Compliance with the Public Health (TOBACCO) ACT, 2002</p> <p>22. The disposal of combustible rubbish at the end of each day. NOTE: Refuse should be kept in the office area until collected and not placed in the corridor.</p> <p>23. Completion of fire register on a weekly basis by Security.</p>																																														
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18.5.2. MANUAL HANDLING

Current health & safety legislation defines Manual Handling as “any transporting or supporting of a load by one or more employees. It also includes lifting, putting down, pushing, pulling, carrying, or moving any load, which by reason of its characteristics or unfavorable ergonomic conditions, involves risk, particularly back injury to employees”. Manual Handling may also consist of any combination of the above handling events.

HAZARDS

Normal or non-routine manual handling of loads may be hazardous to staff in certain circumstances. Incorrect manual handling activities are associated with abdominal hernia, aggravation of circulatory or respiratory diseases, fatigue leading to accidents, back injuries/strain

Hazard/Risk	Risk Rating Before			Existing Controls	Risk Rating After			Proposed Additional Controls
	L	S	RR		L	S	RR	
Law Society Work General	L	S	RR		L	S	RR	
Hazard: Lifting/moving boxes of paper, boxes of archive materials, stationary, moving office furniture Lifting of materials <5kg Who is at risk: Law Society Staff	2	3	Med	1. All staff will have been trained in safe manual handling techniques, specific to their tasks, using competent trainers. 2. The design of the workplace and work tasks to eliminate the necessity for lifting whenever possible and to minimize significant body motions (e.g. bending, twisting, reaching out) and to reduce object weights/forces (lifting, lowering, pushing, pulling, and carrying forces). 3. When practicable, the lifting and carrying of loads should be reduced by the use of mechanical aids e.g. raised work levels, lift tables etc. or reducing weight. Suitable grips or handles to provide access to load or convert movement to pushing or pulling. 4. Where practicable, pulling and pushing forces should be reduced by the use of mechanical aids e.g. rollers, hand, or powers trolleys and by reducing the distance moved by improving or re-locating storage layouts. 5. Where practicable, carrying forces could be reduced by pushing or pulling by use of conveyors, trolleys, trucks etc. or by reducing load and distance carried. 6. Loads should be assessed for weight, size, shape, condition and stability before transportation or movement. 7. The personal characteristics of the employee, e.g. capability, age, history of previous back injury will be considered. 8. Personal protective clothing shall be provided and used, if required. 9. Supervisors will ensure safe manual handling methods are utilised by staff by ensuring that: <ul style="list-style-type: none"> o Excessive lifting, lowering, or carrying distances are eliminated. o Staff are not involved in over-frequent or prolonged physical effort involving the spine. o There are sufficient bodily rest and recovery periods. o The employee can control the rate of work. 10. The internal work environment must in so far as it is reasonably practicable, be free of the following hazards: <ul style="list-style-type: none"> o Uneven or slippery floors and walking surfaces of in poor condition. 	1	3	Low	



				<ul style="list-style-type: none"> ○ Obstructions and different floor levels. ○ Poor housekeeping practices. ○ Inadequate lighting. ○ Extremes of heat, cold, wind and humidity. ○ Excessive vibration or noise. ○ Tasks that require to be performed in confined space (such as lifting or applying force). <p>11. Inspection of the workplaces and manual handling tasks in accordance with section 18.1.2</p>																																															
<p>Hazard: Lifting/moving boxes of paper, boxes of archive materials, stationary, moving office furniture Lifting of materials >5kg</p> <p>Who is at risk: Law Society Staff</p>	3	3	Med	<p>1. All control measures identified above to be adhered to.</p> <p>2. A task specific risk assessment must be completed for all tasks where the object to be lifted / pulled or pushed is greater than 5kg</p>				Engineering Controls to be considered as part of the risk assessment process.																																											
<p>Likelihood (L) Categories</p> <p>5 Certain or Near Certain</p> <p>4 Very Likely</p> <p>3 Likely</p> <p>2 Somewhat Likely</p> <p>1 Unlikely</p>	<p>Severity (S) Categories</p> <p>5 Multiple Fatalities</p> <p>4 Permanent Total Disability, Single Fatality</p> <p>3 Major Injury, Lost Time Injury</p> <p>2 Minor Injury, Restricted Workday Case</p> <p>1 Slight Injury, First Aid</p>		<p>Risk (R) Matrix</p>	<table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="5">SEVERITY</th> </tr> <tr> <th colspan="2"></th> <th>5</th> <th>4</th> <th>3</th> <th>2</th> <th>1</th> </tr> </thead> <tbody> <tr> <th rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">LIKELIHOOD</th> <th>5</th> <td>High</td> <td>High</td> <td>High</td> <td>Medium</td> <td>Low</td> </tr> <tr> <th>4</th> <td>High</td> <td>High</td> <td>Medium</td> <td>Medium</td> <td>Low</td> </tr> <tr> <th>3</th> <td>High</td> <td>High</td> <td>Medium</td> <td>Low</td> <td>Low</td> </tr> <tr> <th>2</th> <td>High</td> <td>Medium</td> <td>Medium</td> <td>Low</td> <td>Low</td> </tr> <tr> <th>1</th> <td>Medium</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Low</td> </tr> </tbody> </table>			SEVERITY							5	4	3	2	1	LIKELIHOOD	5	High	High	High	Medium	Low	4	High	High	Medium	Medium	Low	3	High	High	Medium	Low	Low	2	High	Medium	Medium	Low	Low	1	Medium	Low	Low	Low	Low	<p>Risk Acceptability</p> <p>High (H) Unacceptable, must reduce. Communicate Residual Risk if applicable.</p> <p>Medium (M) Tolerable, assuming risk has been reduced as far as "Reasonably Practicable". Communicate Residual Risk</p> <p>Low (L) Tolerable. Communicate Residual Risk.</p>	
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18.5.3. VISUAL DISPLAY UNITS' VDU

The rapid and expanding use of computer technology and Visual Display Screen Equipment (VDSE) in all areas of industry, commerce, education and information systems such as the Internet and e-mail, that many employees may be at risk from a number of attributed VDSE health concerns and ergonomic difficulties.

HAZARDS

The most common problems associated from working with computers are, musculoskeletal discomforts and repetitive strain injuries, eye fatigue and discomfort, fatigue, and stress.

Hazard/Risk	Risk Rating Before			Existing Controls	Risk Rating After			Proposed Additional Controls																																												
Law Society Work General	L	S	RR		L	S	RR																																													
Hazard: Working with VDU Who is at risk: Law Society Staff	2	3	M	<ol style="list-style-type: none"> All staff must be fully trained with the use, good practice and precautions to take when using VDSE. The instruction must include how the user may carry out risk assessment of the workstation and handouts showing the minimum legal requirements. Written assessment of the workstations to be carried out, after training, using a checklist covering the main requirements of legislation with deficiencies found correct as soon as reasonably practicable. All VDSE workstations must meet the minimum requirements as set out in the relevant Schedules. These requirements include the various components of the workstation from chairs to display screens etc. to the general environment including lighting, noise levels, heat radiation and humidity. The design of each VDSE workstation to take account of the equipment provided, the nature of the work and the size/physique of the operator. The organisation of jobs so that computer use is interspersed with other tasks such as filing, writing, etc. Failing this, planned five-minute breaks, which rest the eyes, should be introduced every hour. Consultation and discussions with staff in relation to hazards and proposed improvement measures. Inspection of the workplaces and VDU operations in accordance with section 18.1.2 	1	3	Low																																													
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18.6. SLIPS, TRIPS & FALLS

Many accidents in the workplace are caused by workplace untidiness. There is a much higher accident rate in an untidy workplace than in a well-organized and well-kept one. Accidents may be caused by tripping or falling over material or being struck by material falling from unstable locations or unnecessarily high level. It is much easier to spot and avoid potential dangers in areas where the workplace is kept tidy and organized.

HAZARDS

The injuries associated with slips, trips and falls include various strains and sprains, back injuries, broken limbs, abrasions, cuts, and head injuries. Examples of situations leading to slips, trips and falls are trailing electrical cords and extension leads, raised mat edges or liquid spillages.

Hazard/Risk	Risk Rating Before			Existing Controls	Risk Rating After			Proposed Additional Controls																																												
Law Society Work General	L	S	RR		L	S	RR																																													
Hazard: Slips, trips and falls causing injury if they trip over object or slip on spillages Who is at risk: Law Society Staff:	2	3	Med	1. Passageways and fire exits should be kept clear at all times. 2. Good housekeeping practices to be enforced. 3. The repair of covering over of damaged floor coverings and the elimination of raised surfaces on floors. 4. Avoid trailing leads and the installation of additional electrical sockets adjacent to the point of use where necessary. 5. The provision of portable safety kick stools and/or extension poles for accessing books/goods at high level or accessing high level windows. 6. The use of tie wraps to tie back trailing electrical cables associated with office equipment and trailing telephone cables. 7. The prompt repair/replacement of defective office furniture. 8. The proper lighting of aisles, stairways and corridors. 9. Report and promptly clean up any hazards that may cause slips, trips and falls. 10. Inspection of the workplaces in accordance with section 18.1.2	1	3	Low																																													
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18.7. ELECTRICAL SAFETY

The *electrical regulations* pertain wherever electricity is used, to protect persons from injury or death. The risk inherent in electrical installations are potentially fatal. Defective plugs sockets and lead to more electrical accidents than the appliances themselves. A SOP has been prepared detailing the inspection process of our installations and the management of construction works when on or adjacent to electrical installations.

HAZARDS

The main hazards associated with electricity are: electrical shock, the consequences of which are related to magnitude and duration of current passed through the body and the actual physical path taken by the current, burns that can occur externally and internally caused by the passage of current through the skin from short circuit or electric arcing, fire and explosions caused by sparks, arcs, short circuits, overloading and old wiring or working in hazardous atmospheres, radiation exposure due to the production of ionising and non-ionising electromagnetic radiation from particular electrical process.

Hazard/Risk	Risk Rating Before			Existing Controls	Risk Rating After			Proposed Additional Controls
	L	S	RR		L	S	RR	
Law Society Work General	L	S	RR	The Law Society manages the hazards associated with Electrical Safety by utilising the following control measures.	L	S	RR	
Hazard: Electrical shocks from using electrical equipment Who is at risk: Law Society Staff	2	3	Med	1. A competent person will inspect all new equipment, or even locally made apparatus, before being put into service. This would also apply to plugs, cables and fuses etc. 2. The provision of sufficient socket outlets and avoidance/minimisation of the use of adapters. Overloaded sockets can lead to fire hazards 3. The visual inspection by the user of cables and plugs to electrical appliances in the office at regular intervals. 4. The prompt reporting of fault signs such as faulty switching or intermittent stopping. This may indicate an internal fault such as a loose wire and could cause external metal work to become alive. 5. The switching off of equipment before unplugging and at end of working day. 6. The prompt reporting of faults to your supervisor and the prompt repair of such faults. 7. Ensure plugs, adapters; cables and fuses are appropriate to the loads being used. 8. All electrical installations and apparatus should conform to ETCI Electrical Safety Regulations. A trained electrician should carry out the installation, testing, maintenance and repair of all electrical equipment. 9. Ensure personnel are familiar with electrical fire-fighting techniques. Always switch off the power, if possible, and use, if required, a carbon dioxide (<i>BLACK</i>) or dry powder type extinguisher. DO NOT USE WATER OR FOAM. 10. Ensure direct contact is prevented from electrical apparatus by insulation, enclosure or placing the live parts in such a position they cannot be touched. 11. Provision of isolation means to disconnect cables or apparatus from source of supply 12. Ensure portable electrical equipment is used and maintained as per makers instructions 13. Protection from electric shock may be prevented by special safety measures such as: <ul style="list-style-type: none"> ○ Using lower voltage supply ○ Insulate and /or enclose live components 	1	3	Low	



- Ensuring all capacitors are discharged
 - Preventing parts from becoming live by:
 - Grounding and automatic disconnection
 - Double insulation
 - Separating the supply from mains and earth.
 - The use of appropriate PPE
14. Inspection of the workplaces and electrical equipment/installations in accordance with section 18.1.2

Likelihood (L) Categories	Severity (S) Categories	Risk (R) Matrix	SEVERITY					Risk Acceptability																																																																		
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18.9. FALLS FROM HEIGHT

The new Safety, Health, and Welfare at Work (Part 4 Work at Heights) Regulations, 2007 to 2021, were initiated in response to the European Working at Height (WAH) Directive and introduce minimum standards for health and safety for all work that is conducted at height regardless of the amount of time the task takes.

HAZARDS

Many people are hurt by objects falling from height and people themselves falling, while working at height above ground level. People and/or materials (carried or used) falling from height e.g. books, ledgers, containers, tools, paper reams, can also cause injury. Falls can also occur from elevated positions, whilst attempting to access high windows or materials stored at height whilst using seating tables or shelving as a means of access.

Hazard/Risk	Risk Rating Before			Existing Controls SOP Prepared for Law society Task for day-to-day activities.	Risk Rating After			Proposed Additional Controls
	L	S	RR		L	S	RR	
Law Society Work General	L	S	RR		L	S	RR	
Hazard: Falling from a height and objects falling from height. Who is at risk: Law Society Staff	2	3	M	The following are the control measures in place by the Law Society for mitigating the risks associated with said day to day office related work at heights. <ol style="list-style-type: none"> 1. The storage of stationary, books and other office materials at a safe height, unless safety kick stools or stepladders are provided. 2. Where items are stored at height, portable safety kick stools should be provided for accessing books books/goods. 3. The installation and maintenance of shelving with due regard for the nature of materials being stored on them and the securing of them by fixing to the wall or adequate bracing. 4. If shelves which need to be accessed by stepladders a separate risk assessment is required and the Law society / Western Campus Facilities needs to be notified. 5. Never throw books, stationary etc. to anyone else from a height, always pass them hand to hand. 6. Ensure that shoes/footwear are dry and clean before using safety kick stools. 7. The prompt reporting of any defective shelving to the Law society / Western Campus Facilities 8. The prompt reporting of defective seating to Security and removal of it from service 9. The positioning of kick stools etc. should be on a solid level base, prior to use. 10. Do not reach sideways more than you can safely stretch. Avoid overreaching. Dismount and relocate the kick stool. 11. Do not shuffle your feet when on the kick stool, if you need to move you must dismount and reposition the kick stool 12. Establish what safety equipment is required including PPE and that workers are competent to use them. 13. Ensure no materials or equipment are left when work is finished that may subsequently fall from height. 14. Inspection of the workplaces and work practices in accordance with section 18.1.2 	1	3	Low	

**Law Society of Ireland
Safety Statement**



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18.10. OCCUPATIONAL STRESS

Occupational stress can be defined as 'environmental or job related factors, which exert undue strain or pressure on a person. Employers have a particular duty to respond pro-actively to reduce/manage sources of stress particularly in cases where employers have already incurred instance of stress related illnesses. Employers also have a duty not to be a source of stress to their immediate by virtue of unreasonable demands, non-acceptance of operational/resource constraints, lack of co-operation and unpleasant/impolite social interaction.

HAZARDS

Stress can be dangerous, damaging, and costly to both employers and employees, so steps should be taken to understand it and tackle its causes. Stress can have both physical and behavioral effects. Physical effects can be short term and long term. Short term effects include raised heart, increased sweating, headaches, dizziness, blurred vision, aching neck and shoulders, skin rashes, lower resistance to infections. Long term effects are high blood pressure, heart disease, thyroid disorders, ulcers, risk of pregnancy, fertility problems. Behavioral effects include worrying about not coping, irritability, drinking more alcohol, smoking more, sleep difficulties, poor concentration, anxiety, depression, accident proneness, difficulty dealing with everyday tasks and situations.

Hazard/Risk		Risk Rating Before			Existing Controls	Risk Rating After			Proposed Additional Controls			
Law Society Work General		L	S	RR		L	S	RR				
Hazard: Stress leading to physical and behavioural negative effects. Who is at risk: Law Society Staff		3	3	Med	1. The emphasis is placed on reducing source stress levels at work. This means changes in working and management practices and improving the working environment. Before these changes are made the nature of the stress problem needs to be understood. 2. Staff members who are feeling the effects of stress are advised to report to their immediate supervisor where an analysis and assessment will be undertaken. 3. Law Society Management team acknowledges stress as an occupational hazard and commit to ensuring all necessary steps will be taken to improve the situation. 4. Implementation of Law Society Policy on stress.	1	3	Low				
<i>Likelihood (L) Categories</i>	<i>Severity (S) Categories</i>	<i>Risk (R) Matrix</i>			SEVERITY					<i>Risk Acceptability</i>		
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3 <i>Likely</i>	3 <i>Major Injury, Lost Time Injury</i>				I	4	High	High	Medium	Medium	Low	
2 <i>Somewhat Likely</i>	2 <i>Minor Injury, Restricted Workday Case</i>				E	3	High	High	Medium	Low	Low	
1 <i>Unlikely</i>	1 <i>Slight Injury, First Aid</i>	L	2	High	Medium	Medium	Low	Low				
		I	1	Medium	Low	Low	Low	Low				



18.12. BULLYING & INTIMIDATION

The Health and Safety Authority's definition is that it is: "repeated inappropriate behavior, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work."

HAZARDS

Persons subjected to bullying may be affected in some or all of the following ways: Loss of self-confidence and self-esteem, severe anxiety, increased stress related illness, sleeplessness, behavioral effects, and cognitive effects. The most hazardous effects that may continue are depression, fear, and anxiety, which can (and have) led to suicide.

Hazard/Risk	Risk Rating Before			Existing Controls	Risk Rating After			Proposed Additional Controls																																												
Law Society Work General	L	S	RR		L	S	RR																																													
Hazard: Bullying and intimidation in the workplace. Who is at risk: Law Society Staff	3	3	Med	1. Implement the Law Society harassment/bullying policy 2. Implement required sanctions against those who were found to be in breach of the anti-bullying policy. 3. Ensure correct procedures are in place and followed by victims who feel they have been bullied. These should include protection and assistance measures, as well as records being kept of such incidents. 4. Staff members to be advised on the various forms of bullying - e.g. ridicule, harassment, implied threats, sexual concern, repeated verbal criticism, sustained exclusion from social activities, intrusive behaviour, given unreasonable tasks and deadlines etc. 5. Law Society Management team acknowledges bullying and intimidation as an occupational hazard and commit to ensuring all necessary steps will be taken to improve the situation.	1	3	Low																																													
Likelihood (L) Categories	Severity (S) Categories			Risk (R) Matrix <table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="5">SEVERITY</th> </tr> <tr> <th colspan="2"></th> <th>5</th> <th>4</th> <th>3</th> <th>2</th> <th>1</th> </tr> </thead> <tbody> <tr> <th rowspan="5">L I K E L I H O O D</th> <th>5</th> <td>High</td> <td>High</td> <td>High</td> <td>Medium</td> <td>Low</td> </tr> <tr> <th>4</th> <td>High</td> <td>High</td> <td>Medium</td> <td>Medium</td> <td>Low</td> </tr> <tr> <th>3</th> <td>High</td> <td>High</td> <td>Medium</td> <td>Low</td> <td>Low</td> </tr> <tr> <th>2</th> <td>High</td> <td>Medium</td> <td>Medium</td> <td>Low</td> <td>Low</td> </tr> <tr> <th>1</th> <td>Medium</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Low</td> </tr> </tbody> </table>			SEVERITY							5	4	3	2	1	L I K E L I H O O D	5	High	High	High	Medium	Low	4	High	High	Medium	Medium	Low	3	High	High	Medium	Low	Low	2	High	Medium	Medium	Low	Low	1	Medium	Low	Low	Low	Low	Risk Acceptability		
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18.13. CHEMICALS

An extensive variety of hazardous substances are the feedstock of many laboratories. Law Society staff should be aware of the presence of chemicals on visiting educational laboratories and aware of the hazards and health effects of exposure to these substances. Occupational usage, handling and storage are covered under a wide range of legislation. The following Health and Safety legislations apply to where chemicals are used by employees: Chemical Agents Regulations, Carcinogen's regulations, and Pregnant Employee Regulations.

HAZARDS

The handling, storage and disposal of chemicals poses potential health hazards and/or other hazards. The health hazards include acute or chronic ill health, allergies, or sensitisation, burns blindness, irreversible health damage and reproductive damage. Other hazards include fires, explosions, releases of gases, spills, corrosion, and ecological damage.

Hazard/Risk	Risk Rating Before			Existing Controls	Risk Rating After			Proposed Additional Controls																																												
	L	S	RR		L	S	RR																																													
Law Society Work General																																																				
Hazard: Office related chemicals. Printer Ink Correction Fluid Cleaning Products Who is at risk: Law Society Staff	2	4	Med	The following control measures are associated with the handling of chemicals typically encountered within the office environment. 1. Ensure that up to date Safety Data Sheets (SDS) are available for staff for all chemicals used in the office environment and are available for employees to assess risks. This must include all cleaning products, which are stored within the offices. Copies of the SDS must be laminated and posted on the inside of the door storing the products. 2. Work by Law Society Staff in laboratories will be conducted with the aid of a supervisor from that department. The work area will typically be decanted of hazardous products before any Law Society work commences. Required controls will be identified in permit to work or task specific risk assessment. 3. All Law Society staff who work with chemicals will be trained in Chemical Awareness. 4. Risk assessments will be prepared for routine work by Law society staff involving / encountering hazardous products (Chemicals) 5. Inspection of the workplaces and hazardous goods compliance in accordance with section 18.1.2	1	2	Low																																													
Likelihood (L) Categories	Severity (S) Categories			Risk (R) Matrix <table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="5">SEVERITY</th> </tr> <tr> <th colspan="2"></th> <th>5</th> <th>4</th> <th>3</th> <th>2</th> <th>1</th> </tr> </thead> <tbody> <tr> <th rowspan="5">LIKELIHOOD</th> <th>5</th> <td>High</td> <td>High</td> <td>High</td> <td>Medium</td> <td>Low</td> </tr> <tr> <th>4</th> <td>High</td> <td>High</td> <td>Medium</td> <td>Medium</td> <td>Low</td> </tr> <tr> <th>3</th> <td>High</td> <td>High</td> <td>Medium</td> <td>Low</td> <td>Low</td> </tr> <tr> <th>2</th> <td>High</td> <td>Medium</td> <td>Medium</td> <td>Low</td> <td>Low</td> </tr> <tr> <th>1</th> <td>Medium</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Low</td> </tr> </tbody> </table>			SEVERITY							5	4	3	2	1	LIKELIHOOD	5	High	High	High	Medium	Low	4	High	High	Medium	Medium	Low	3	High	High	Medium	Low	Low	2	High	Medium	Medium	Low	Low	1	Medium	Low	Low	Low	Low	Risk Acceptability		
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18.14. TRAVELLING FOR WORK

Travelling for work includes any person who drives on a road as part of their work (not including driving to and from work) either in a company car or their own vehicle, it includes taking public transport during your working day, it includes flying, it includes using public bikes etc. The main piece of Health and Safety legislation that applies to travelling for work is the Safety, Health, and Welfare at Work Act 2005. Under this act, the chosen item for travelling is defined as a place of work. It states that is the employer's duty to ensure that work-related journeys are safe, members of staff can be transported safely, and all transport items are fit for use and in a safe condition. It is also the employer's duty of care to others who may be affected by your employees' work activities with regard to the chosen transport item

HAZARDS

The hazards associated with travelling for work are detailed below, the level of risk associated with each hazard is exacerbated when transporting goods, travelling in adverse weather, traffic conditions, journey time/distance, route planning, tiredness, quality of transportation, time of travel etc. These exacerbating factors can lead to a greater risk of an incident/accident.

Hazard/Risk	Risk Rating Before			Existing Controls	Risk Rating After		
	L	S	RR		L	S	RR
Law Society Work General							
<p>Hazard: The following hazards apply: Use of cars Use of push bikes Use of Powered bikes Use of Public transport – (trains, buses, taxies, planes etc. Travelling in foreign countries</p> <p>Who is at risk: Law Society Staff, Members of the Public</p>	3	5	H	<ol style="list-style-type: none"> All travelling will be carried out in accordance with the relevant statutory provisions. Law Society team will track documentation associated with travelling e.g. licences for driving, evidence of breaches of road traffic act, training for bike use, travel arrangement etc. Company owned vehicles must be roadworthy, compliant and in good condition. All faults must be reported and rectified immediately. Drivers who choose to use their own private vehicle have a responsibility to ensure that the vehicle is in a roadworthy condition and suitably insured for business purpose. 	1	4	Low



18.15. CROSSING PUBLIC ROADS

A pedestrian is a person who travels on foot and in the workplace, pedestrians can consist of employees. By law pedestrians and vehicles must be able to circulate safely in the workplace. For pedestrians to be safe they should be road-wise.

HAZARDS

The hazard associated with pedestrians crossing the road is accidents involving other road users such as cars resulting in casualties or even fatalities.

Hazard/Risk	Risk Rating Before			Existing Controls	Risk Rating After			Proposed Additional Controls																																																																		
Law Society Work General	L	S	RR		L	S	RR																																																																			
<p>Hazard: Pedestrians evolved in accidents with other road users while crossing the road leading to casualties or fatalities.</p> <p>Who is at risk: Law Society Staff</p>	2	4	Med	<p>1. The following steps should be followed by pedestrians to ensure their safety:</p> <ul style="list-style-type: none"> ○ Stop, look and listen. ○ Never try cross the road between parked cars. ○ If present, always use pedestrian crossings or traffic lights. ○ Ensure to never cross the road at a bend. ○ Always use the footpath were possible. ○ If there is no footpath, walk on the right hand side of the road, facing the oncoming traffic and keeping as close as possible to the side of the road. ○ Always wear reflective armbands, high vis jackets or other reflective clothing, which will highlight your presence to drivers from a distance. ○ Never try cross the road when under the influence of alcohol. 	1	4	Low																																																																			
Likelihood (L) Categories	Severity (S) Categories			Risk (R) Matrix	Risk Acceptability																																																																					
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18.16. LONE WORKING

Law Society is committed to best practice in all matters relating to health and safety and recognises that working alone can introduce risks beyond those, which are normally present in the workplace. Lone workers should not be more at risk than other employees. This may require extra risk controls measures. A Lone worker can be defined as employees who work by themselves without close of direct supervision. Law Society's first control is that of our policy that lone working should only take place where the risk associated with the works are low, and a process is in place for ensuring regular contact between the worker and their supervisor (administrative area) where appropriate or the Security onsite security when working at night.

HAZARDS

The most significant hazards associated with lone working is that the risk associated with everyday working hazards is increased and the likelihood that a serious injury could ensue.

Hazard/Risk	Risk Rating Before			Existing Controls Lone working is not accepted as normal. Lone working is only allowed when the risk associated with the activity is considered low.	Risk Rating After			Proposed Additional Controls
	L	S	RR		L	S	RR	
Law Society Work General								
Examples of Lone Working Security on night shift patrol Staff Members driving to off campus locations Staff members travelling for work. Staff members on call for emergency works e.g. night shift. Other: Other similar activities where the employees has no direct or close supervision. Hazard: The hazard associated by lone working is that of the risk being increased on everyday hazards. Who is at risk:	3	5	H	<ol style="list-style-type: none"> All staff members performing tasks in what is considered a lone working scenario must communicate with their Supervisor or administrative area before the works commence. The work to be undertaken, the reason the work has to be undertaken now, the proposed start time, the exact location, anticipated duration and other pertinent information is to be communicated. Agree the check in times for communication e.g. every hour, when back on campus, etc. It is the policy of Law Society that only low risk work may be undertaken when lone working. For tasks undertaken by Law society staff a task specific risk assessment must be completed. Where the risk is not considered low, lone working will not be allowed. Staff working in lone working situations must be competent for the task they are undertaking. Staff working in lone working situations must report through line management any conditions that may prevent them from carrying out their activities in reasonable safety (this would include medical aspects). Staff working in lone working situations must cease the work if they believe the risk profile of the activity has changed. It is imperative that all tools and equipment are inspected before use, deemed to be in good working order and are used in accordance with the manufacturer's instructions. In the absence of a task specific risk assessment or a risk assessment included in this document all lone working must be covered under a risk assessment. The assessment must show there to be minimal risk, or that suitable control measures have been implemented to mitigate them. Control measures may include, Instruction, training, supervision, protective equipment, supervisor's periodically visiting and observing people working alone, regular contact between the lone worker and supervision using either a telephone or radio, Automatic warning devices which operate if specific signals are not received periodically from the lone worker, other devices designed to raise the alarm 	1	4	Low	Lone Working must be avoided where possible



Law Society Staff, Members of the Public				in the event of an emergency and which are operated manually or automatically by the absence of activity, checks that a lone worker has returned to their base or home on completion of a task etc.			
--	--	--	--	---	--	--	--

18.17. USE OF ELECTRICAL VEHICLE PUBLIC CHARGE POINTS

Due to the increase in popularity of electric vehicles there has also been an increase in interest in their safety. There has been a large amount of research done to ensure that these vehicles and their charging points are safe. It is the ESB who are responsible for the various public charge points located around Ireland which enable an electric car owner to charge their car.

HAZARDS

The main hazard associated with public charge points is electrocution.

Hazard/Risk	Risk Rating Before			Existing Controls	Risk Rating After			Proposed Additional Controls
	L	S	RR		L	S	RR	
Law Society Work General								
Hazard: Staff members using Law Society public bikes Who is at risk: Law Society Staff / Students / members of the public	2	3	M	1. Ensure to only charge cars with professionally installed public charge points with its own circuit. 2. Ensure outdoor socket is properly protected against rain. 3. Extension leads should not be used, as even uncoiled they are not intended to carry full rated current for long periods. 4. Ensure that electricity is disconnected prior to removing the lead from the socket. 5. Ensure the e-car charging lead is always plugged into the car prior to connecting the cable to the charging point. 6. Likewise, the cable should be disconnected from the charging point before being disconnected from the car. 7. Ensure there is emergency response procedures in place and all electric car owners are aware of them.	1	3	L	

Likelihood (L) Categories	Severity (S) Categories	Risk (R) Matrix	Risk Acceptability																																														
5 Certain or Near Certain 4 Very Likely 3 Likely 2 Somewhat Likely 1 Unlikely	5 Multiple Fatalities 4 Permanent Total Disability, Single Fatality 3 Major Injury, Lost Time Injury 2 Minor Injury, Restricted Workday Case 1 Slight Injury, First Aid		<table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="5">SEVERITY</th> </tr> <tr> <th colspan="2"></th> <th>5</th> <th>4</th> <th>3</th> <th>2</th> <th>1</th> </tr> </thead> <tbody> <tr> <th rowspan="5">LIKELIHOOD</th> <th>5</th> <td>High</td> <td>High</td> <td>High</td> <td>Medium</td> <td>Low</td> </tr> <tr> <th>4</th> <td>High</td> <td>High</td> <td>Medium</td> <td>Medium</td> <td>Low</td> </tr> <tr> <th>3</th> <td>High</td> <td>High</td> <td>Medium</td> <td>Low</td> <td>Low</td> </tr> <tr> <th>2</th> <td>High</td> <td>Medium</td> <td>Medium</td> <td>Low</td> <td>Low</td> </tr> <tr> <th>1</th> <td>Medium</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Low</td> </tr> </tbody> </table>			SEVERITY							5	4	3	2	1	LIKELIHOOD	5	High	High	High	Medium	Low	4	High	High	Medium	Medium	Low	3	High	High	Medium	Low	Low	2	High	Medium	Medium	Low	Low	1	Medium	Low	Low	Low	Low	<p>High (H) Unacceptable, must reduce. Communicate Residual Risk if applicable.</p> <p>Medium (M) Tolerable, assuming risk has been reduced as far as "Reasonably Practicable". Communicate Residual Risk</p> <p>Low (L) Tolerable. Communicate Residual Risk.</p>
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18.18. LEGIONELLA

Legionella bacteria are found in low numbers in natural aquatic environments and are generally considered harmless. Legionnaires’ disease can be contracted by breathing in aerosols containing legionella bacteria. The likelihood of contracting Legionnaires disease is related to the level of contamination in the water source, the ability of the water source to generate aerosols and the susceptibility of the person exposed to the contaminated water. Legionella multiplies between 20 and 45°C. Does not multiply above 50°C or below 20°C. High Temperatures (> 60°C) kill the bacteria.

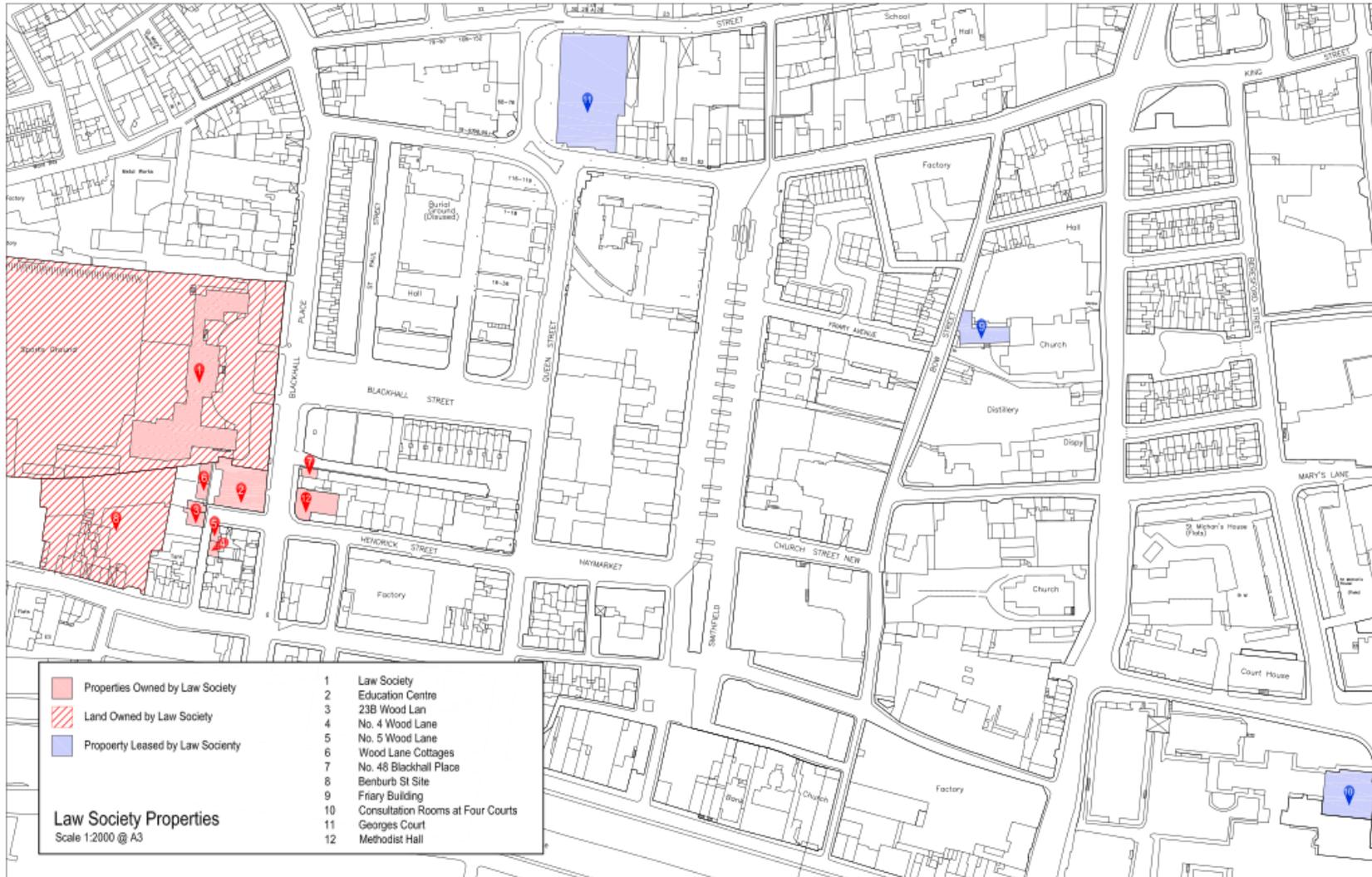
Biofilms (slime), scale and sludge provide a source of nutrients for the bacteria. Low water usage/turnover can lead to stagnation and increased risk.

HAZARDS - Legionnaires Disease (potentially fatal form of pneumonia) and Pontiac Fever. Contracted by breathing in aerosols containing legionella bacteria.

Hazard/Risk	Risk Rating Before			Existing Controls	Risk Rating After			Proposed Additional Controls																														
	L	S	RR		L	S	RR																															
Law Society Work General	L	S	RR		L	S	RR																															
<p>Hazard: Legionnaires Disease & Pontiac Fever.</p> <p>Potential Sources Taps, Showers, Humidifiers, Cooling towers, Spa pools, Water cooled machine tools, Ornamental water fountains Dental chair unit waterlines Vehicle washer, Spray booth water curtains.</p> <p>Who is at risk: Law Society Staff / Students / Contractors / members of the public</p>	2	3	M	<ol style="list-style-type: none"> 1. Appoint a competent service company to carry out risk assessments and measurement/monitoring in accordance with the UK Health & Safety Executive L8 approved code of practice and Guidance documents HSG272 Part 2 & 3. 2. Measure Legionella Bacteria levels in each building and take appropriate action if levels exceed 100 cfu/Lt. (Colony forming units). 3. Physical check of hot & cold-water temperatures monthly 4. General Design Considerations in compliance with best practice. 5. Identify any dead legs in the system and remove or implement a flushing program. 6. Weekly flushing program for all emergency showers not fitted with an automated flushing system. 7. Where possible, - Reduce water storage to a minimum especially out of term (summer). 8. Inspect water storage tanks annually for sludge build up (food for bacteria) and clean tanks as required. Chlorinate entire system to >50 ppm after cleaning if deemed necessary. 9. Maintain hot water outlet temperature above 50 degrees Celsius. (55° C in Heath Care Premises). 10. Quarterly cleaning and disinfection of showerheads. 11. Annual drain down of calorifier to remove sludge. 	1	3	L	Implementation and constant monitoring by Mgmt.																														
Likelihood (L) Categories	Severity (S) Categories			Risk (R)	Risk Acceptability																																	
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	3	High	High	Medium	Low	Low																																



18.20. APPENDIX A LAW SOCIETY OFFICE'S LOCATIONS





18.21. APPENDIX B LAW SOCIETY BUILDING SUMMARY SCHEDULE

Main Building Blackhall Place (3,650 sqm)

This is our Headquarters Building. Built in the late 1700s it was extensively renovated in the 1970s and there has been ongoing development since that time.

The main elements of the building are:

- Offices/Administrative areas
- Multifunctional Hall (200-300 pax)
- Meeting rooms (6-8)
- Reception area
- Bar
- Student/Staff restaurant
- Members' dining room
- Executive dining room and suite
- Members' bar area
- Students' bar area
- Main kitchen and 3 satellite kitchens
- Library/study area
- Bed and breakfast area (6 rooms / 9 beds)
- 70 car parking spaces on site.

Education Centre (also on Blackhall Place Campus) (3,137 sqm)

This accommodates staff, teaching and tutorial spaces as well as student IT facilities. It was built in 2000 and there has been ongoing investment since then.

The main elements of the building are:

- Offices/Administrative areas
- Lecture Theatre (245 pax)
- Smaller lecture spaces (3)
- Seminar/Meeting rooms (9)
- Student IT Room.

Green Hall (also on Blackhall Place Campus) (593 sqm)

This was built in the early 1900s but has been extensively renovated in recent years and it is a two storey building.

The main elements of the building are:

- Glass foyer/loggia with reception
- Offices/Administrative areas
- Mock court room
- Lecture Theatre (120 pax)
- Seminar/Meeting rooms (4).

Methodist Hall (522 sqm)

This is a large multi-purpose space within 100m of Blackhall Place. It consists of two open plan floors and a basement. It is currently being renovated and will be occupied in Q2 2022.



Woodlane Buildings (432 sqm)

This is adjacent to the Blackhall Place campus and is the administrative annex for our Education Department consisting of 16 offices. It was built in the early 1900s and was extensively renovated in the 1990s with relatively little investment in it since. It is adjoined by a “cottage” which is used for file processing and storage.

Regulation Department - George’s Court (1,271 sqm)

This building houses our Regulation Department (60 pax) on the fourth floor of a leased building. It is 1,200sqm. It has a mix of 22 offices and open plan area, along with 8 meeting rooms. There are 10 dedicated car parking spaces in the basement.

Four Courts - Consultation Rooms (371 sqm)

The Society has an operation in the Four Courts consisting of a reception area with services such as photocopying, printing, etc. and 26 consultation rooms that are hired by the hour or day. There is also a small restaurant/café (21 covers) run by Fitzers Catering Service providing sit down, take away and catering services to consultation rooms.

Additional Properties

- a) A one-acre development site adjacent to Blackhall Place with temporary sports facilities and a storage shed.
- b) Four small residential buildings adjacent to Blackhall Place.

Out of Scope

The Friary, Bow St – this premises is leased, and the lease terminates mid-2022.



18.22. APPENDIX C Law Society Workplace Inspection Sheets

LAW SOCIETY BUILDING & ESTATES GENERAL WORKPLACE SAFETY CHECKSHEET (Form 18.1.2.1)

- This assessment must be carried out as scheduled in para 18.1.2 of the Safety statement
- This checklist will help identify hazards in Offices and associated general workplace areas and enable subsequent Risk Assessments to be completed where hazards cannot be eliminated. [See Section 18 of the Safety Statement].
- Please return the form to the secretary of the Facilities Manager when completed.

Room/Location: _____ Assessed By: _____ Date: _____

1.0	EXTERNAL TO BUILDING	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
1.1	Are pedestrian walkways adequately marked out?				
1.2	Are handrails where required e.g. on steps etc?				
1.3	Is the surface deemed acceptable for safe footing?				
1.4	Is the Assembly point sign visible?				
1.5	Is there any windows opening onto pedestrian walkways that may cause a hazard to pedestrians?				
1.6	Is the lighting (provision for lighting) adequate in the car park?				
1.7	Is the car park and external to the building in an acceptable state?				
1.8	Other				

2.0	General	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
2.1	Are access walkways provided and in good order?				
2.2	Is the area free from materials?				

3.0	OFFICE LAYOUT	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
3.1	Is room layout and design satisfactory?				
3.2	Are desks/chairs well situated for user?				
3.3	Are desks/chairs in good condition?				
3.4	Are access and egress routes adequate and well defined?				
3.5	Is floor space adequate (i.e. 4.5m ² /person)?				
3.6	Has the work room sufficient height and airspace (i.e. 8-10ft)?				



3.7	If rest rooms are provided, are they equipped with adequate chairs and tables?				
3.8	Are storage areas adequate and accessible?				
3.9	Are any transparent doors appropriately marked at a conspicuous level?				
3.10	Are any swing doors provided with see through panels?				
3.11	Does glazing in doors or critical areas meet safety glazing BS6262?				
3.12	Are extension cables and phone lines safely positioned?				
3.13	Are staff able to open, close, adjust or secure windows and skylights easily i.e. are they <u>easily accessible</u> and safe to manipulate without risk of falling or other injuries?				
3.14	Can windows and skylights be <u>cleaned without risk</u> to staff or others present in the building?				
3.15	Are any provisions required for persons with special needs and if so are they in place?				

4.0	ENVIRONMENT	YES	NO	N/A	RECOMMENDATIONS/ACTION
4.1	Is ventilation adequate throughout the year?				
4.2	Are temperatures comfortable (min. 17.5°C) throughout the year?				
4.3	Can excessive sunlight be regulated by means of blinds etc.?				
4.4	Is workroom free from draughts, and external fumes?				
4.5	Is there sufficient natural light for the tasks?				
4.6	Is there sufficient artificial light for the tasks?				
4.7	Is workroom free from excessive or nuisance noise sources?				

5.0	HOUSEKEEPING and STORAGE	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
5.1	Is standard of cleanliness satisfactory?				
5.2	Are waste materials removed on a daily basis?				
5.3	Are periodic housekeeping audits/checks carried out?				
5.4	Are aisles or exits kept free of obstruction?				
5.5	Are floor coverings free from tears or raised portions?				
5.6	Are materials/stationery stored at safe heights / Materials not stored on top of filing cabinets?				
5.7	Are filing cabinets kept closed when not in use?				
5.8	Is there adequate storage facilities available for the office?				



5.9	Are adequate steps available for access elevated shelving where required				
6.0	CHEMICALS (OFFICE TYPES)	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
6.1	Has safe practices been adopted to minimise exposure from hazardous vapours, gases, dusts from the following: 1. Inks 2. Correction fluids 3. Adhesives 4. Cleaning agents 5. Toners - from photocopiers 6. Ozone - from photocopiers				
6.2	Are flammable adhesives/solvents stored safely?				
6.3	Are product warning labels read?				
6.4	Are Safety Data Sheets for office chemicals available, updated and read by users?				

7.0	WELFARE AND HEALTH	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
7.1	Are the following facilities adequate and convenient: 1. Lavatories 2. Washbasins (including hot water) 3. Potable drinking water 4. Eating and rest areas				
7.2	Are first aid treatment facilities available nearby?				
7.3	Where are first aid boxes provided are they marked and adequate?				
7.4	Are adequate numbers of first aiders trained and their names posted?				
7.5	Is the closest Defibrillator identified?				
7.6	Are Emergency numbers posted?				
7.7	Have staff received training in Emergency Procedures?				
7.8	Are appropriate facilities provided and convenient where pregnant women and nursing mothers can lie down and rest?				
7.9	Are changing rooms provided for employees if they have to wear special work clothes?				
7.10	Are changing rooms easily accessible and of sufficient capacity?				
7.11	Are changing rooms provided with seating and lockers?				
7.12	Do separate changing rooms exist for men and women?				
7.13	If required due to the nature of the work or for health reasons, are adequate and suitable showers provided?				
7.14	Are there separate shower rooms for men and women or is there a provision for separate use of such shower rooms?				



7.15	Are showers equipped with hot and cold running water?				
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8.0	FIRE SAFETY	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
8.1	Are there fire doors in the building and are they kept closed?				
8.2	Are fire wardens appointed for each floor of the building?				
8.3	Are fire marshals in place and have they received adequate training?				
8.4	Are fire escapes and routes checked regularly?				
8.5	Is a fire drill carried out regularly?				
8.6	Have staff members been trained in the use of extinguishers?				
8.7	Are fire alarms available and are they audible in all areas?				
8.8	Are possible ignition sources protected?				
8.9	Is there appropriate signage in place?				
8.10	Are flammable sources present and are they adequately stored?				
8.11	Are portable heaters used?				

9.0	DOCUMENTATION	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
9.1	Are staff aware of how to access the Safety Statement and relevant SOP's ?				

10.0	ELECTRICAL	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
10.1	Are all plugs and sockets in good order?				
10.2	Are all electrical leads and cables free from obvious damage?				
10.3	Does a competent person carry out electrical PAT Testing				
10.4	Is there any over loading of equipment?				

11.0	VDU WORKSTATION ASSESSMENTS	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
11.2	Are all chairs in use at VDU stations fully adjustable?				
11.4	Is there adequate space at each workstation?				
11.5	Are windows fitted with blinds to eliminate glare?				
11.6	Have staff members been trained / advised on the importance of correct posture etc. while at VDU station.				



12.0	MANUAL HANDLING	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
12.1	Are staff trained in manual handling?				
12.3	Is storage set up to encourage safe lifting / pushing / pulling / placing?				
12.4	Are mechanical aid available e.g. trolleys?				



LAW SOCIETY WORKSHOP CHECKSHEET

- This assessment must be carried out as scheduled in para 18.1.2 of the Safety statement
- This checklist will help identify hazards in workshops and enable subsequent Risk Assessments to be completed where hazards cannot be eliminated. [See Section 18 of the Safety Statement]
- Please return the form to the secretary of the Facilities Manager when completed

Workshop: _____ Assessed By: _____ Date: _____
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1.0	EXTERNAL TO BUILDING	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
1.1	Is there adequate space for deliveries to be made to the workshop? (take account of likely deliveries based on function of workshop)				
1.2	Is the Assembly point sign visible?				
1.3	Are there any windows opening onto pedestrian walkways that may cause a hazard to pedestrians?				
1.4	Is the lighting (provision for lighting) adequate in the car park / external areas?				
1.5	Is the car park and external to the building in an acceptable state?				
1.6	Is there an accessible flat roof? Is yes there adequate fall arrest in place				
1.7	Other				

2.0	WORKSHOP LAYOUT	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
2.1	Is room layout and design satisfactory?				
2.2	Are desks/chairs/workbenches well situated for user?				
2.3	Are desks/chairs/benches in good condition?				
2.4	Are access and egress routes adequate and well defined?				
2.5	Are there adequate numbers of access and egress routes				
2.6	Has the work room sufficient height and airspace (i.e. 8-10ft)?				
2.7	If there is a designated rest rooms, is it equipped with adequate chairs and tables?				
2.8	Are storage areas adequate and accessible?				
2.9	Are any transparent doors appropriately marked at a conspicuous level?				
2.10	Are any swing doors provided with see through panels?				
2.11	Are staff able to open, close, adjust or secure windows and skylights easily i.e. are they <u>easily accessible</u> and safe to manipulate without risk of falling or other injuries?				



2.12	Can windows and skylights be <u>cleaned without risk</u> to staff/students or others present in the building?				
2.13	Are any provisions required for persons with special needs and if so are they in place?				

3.0	ENVIRONMENT	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
3.1	Is ventilation adequate?				
3.2	Is dust / fumes extract required and if so is it in place				
3.3	Are temperatures comfortable / adjustable				
3.4	Can excessive sunlight be regulated by means of blinds etc.?				
3.5	Is workroom free from draughts, and external fumes?				
3.6	Is there sufficient natural light for the tasks?				
3.7	Is there sufficient artificial light for the tasks?				
3.8	Is workroom free from excessive or nuisance noise sources?				
3.9	Is signage in place where noise levels require it?				
3.10	Is hearing protection in place on entry to workshop if required.				
3.11	Is a preventative maintenance regime in place for lighting / Heating / Ventilation systems				

4.0	HOUSEKEEPING and STORAGE	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
5.10	Is standard of cleanliness satisfactory?				
5.11	Are waste materials removed on a daily basis?				
5.12	Are periodic housekeeping audits/checks carried out?				
5.13	Are aisles or exits kept free of obstruction?				
5.14	Are floor coverings free from tears or raised portions?				
5.15	Are materials/stationery stored at safe heights / Materials not stored on top of shelf units				
5.16	Are storage units kept closed when not in use?				
5.17	Is there adequate storage facilities available for the workshop?				
5.18	Can tools be locked away securely				
5.19	Is workshop secured from access to unauthorised personnel?				
5.20	Are adequate steps available for access elevated shelving where required				



5.0	CHEMICALS (OFFICE TYPES)	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
5.1	Are chemicals stored in the workshop				
5.2	Are they stored in a locked, vented 'chem store'				
5.3	Are flammable adhesives/solvents stored safely?				
5.4	Are there safe routes to and from the chem store?				
5.5	Is there a safe egress route from all locations in the event of a fire in the chem store				
5.6	Are product warning labels read?				
5.7	Are Safety Data Sheets for all chemicals available, updated and read by users?				

6.0	WELFARE AND HEALTH	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
6.1	Are the following facilities adequate and convenient: 5. Lavatories 6. Washbasins 7. Potable drinking water 8. Eating and rest areas				
6.2	Are first aid treatment facilities available convenient to the workshop?				
6.3	Are first aid boxes provided as per para 9.3 of the Safety statement in Carpenters, Painters, Grounds and Electrical workshops?				
6.4	Are adequate numbers of first aiders trained and their names posted?				
6.5	Is the closest Defibrillator identified?				
6.6	If eye wash is provided, is it easily accessible?				
6.7	Are Emergency numbers posted?				
6.88	Are changing rooms provided for employees if they have to wear special work clothes?				
6.99	Are changing rooms easily accessible and of sufficient capacity?				
6.1010	Are changing rooms provided with seating and lockers?				
6.11	Do separate changing rooms exist for men and women?				
6.12	If required due to the nature of the work or for health reasons, are adequate and suitable showers provided?				
6.13	Are there separate shower rooms for men and women or is there a provision for separate use of such shower rooms?				
6.14	Are showers equipped with hot and cold running water?				
6.15	Are gloves available relevant to the tasks to be carried out				



6.16	Is all other PPE available? Dust Masks, Safety Glasses, etc				
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7.0	FIRE SAFETY	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
7.1	Are there fire doors in the building and are they kept closed?				
7.2	Are fire escape routes marked out and kept clear?				
7.3	Are fire marshals in place and have they received adequate training?				
7.4	Are fire escapes and routes checked regularly?				
7.5	Is a fire drill carried out regularly?				
7.6	Are adequate fire extinguishers present and have staff members been trained in the use of extinguishers?				
7.7	Are fire alarms installed and are they audible in all areas?				
7.8	Are possible ignition sources protected?				
7.9	Is there appropriate signage in place?				
7.10	Are flammable sources present and are they adequately stored?				
7.11	Are portable heaters used?				

8.0	DOCUMENTATION 2	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
8.1	Are statutory inspections carried out - GA3's, GA2's etc ?				
8.2	Are user manuals for tools and equipment available?				
8.3	Are risk assessments for all activities carried out in the workshop in place and signed off?				
8.4	Are SSWP's available for any additional works?				
8.5	Are relevant warnings and notices posted within the workshop?				
8.6	Are staff aware of how to access the Safety Statement and relevant SOP's ?				
8.7	Have workers been trained in accordance with relevant SOP's?				

9.0	ELECTRICAL	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
9.1	Are all plugs and sockets in good order?				
9.2	Are all electrical leads and cables free from obvious damage?				
9.3	Does a competent person carry out electrical PAT Testing?				
9.4	Is there any over loading of equipment?				



10.0	VDU WORKSTATION ASSESSMENTS (Workshop Office)	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
10.1	Have Workstation assessments been carried out and recorded?				
10.2	Are all chairs in use at VDU stations fully adjustable?				
10.4	Is there adequate space at each workstation?				
10.5	Are windows fitted with blinds to eliminate glare?				
10.6	Have staff members been trained / advised on the importance of correct posture etc. while at VDU station.				

11.0	MANUAL HANDLING	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
11.1	Are staff trained in manual handling?				
11.2	Have manual handling risk assessments been carried out?				
11.3	Is storage set up to encourage safe lifting / pushing / pulling / placing?				
11.4	Are mechanical aid available e.g. trolleys?				



LAW SOCIETY PLANTROOM CHECKSHEET

- * This assessment must be carried out as scheduled in para 18.1.2 of the Safety statement
- * This checklist will help identify hazards in plantroom and enable subsequent Risk Assessments to be completed where hazards cannot be eliminated. [See Section 18 of the Safety Statement]
- * Please return the form to the secretary of the Facilities Manager when completed

Plant Room: _____
Assessed By: _____ Date: _____

List Activities carried out: E.G. cleaning, filter replacement, Routine Maintenance, Repairs, Project Work, Decoration of space etc.
List Personnel who Access this space: Law Society Engineer, Contractors, Visitors (insurance, Architects), Personnel obtaining access to roof etc.

1.0		YES	NO	N/A	RECOMMENDATIONS/ACTIONS
1.1	Is there adequate parking spaces external to the Plant Room if materials are delivered by vehicles?				
1.2	Are handrails in place where required e.g. on steps etc?				
1.3	Is the surface deemed acceptable for safe footing?				
1.4	Is the location of the nearest assembly point clear?				
1.5	Is the plant room safety notice sign placed at a visible location at the entrance to the plant room				
1.5.1	Ear Protection required (See plant room safety signage)				
1.5.2	1st action Mandatory Protection (Ear defenders available) (See plant room safety signage)				
1.5.3	2nd Action Mandatory Protection (Ear defenders mandatory) (See plant room safety signage)				
1.5.4	Safety Footwear Required and being worn if required (safety footwear requirements identified on plant room safety signage)				
1.5.5	Eye Protection Required (On plant room safety signage)				
1.5.6	Safety helmets Required (On plant room safety signage)				
1.6	Are access and egress routes adequate and well defined?				



1.7	Are there adequate numbers of access and egress routes				
1.8	Is there sufficient natural light for the tasks?				
1.9	Is there sufficient artificial light for the tasks?				
1.10	Is workroom free from excessive or nuisance noise sources?				
1.11	Are hot pipes etc. lagged where access may be required.				
1.12	Are there overhead obstructions in place				
1.13	Are all areas protected from work at height risks				
1.14	Is standard of cleanliness satisfactory?				
1.15	Has the area been left clean after previous works				
1.16	Are floor coverings free from tears or raised portions?				
1.17	Can the plant room be locked to prevent access to unauthorised personnel. Was it found locked?				
1.18	Are chemicals stored in the plantroom				
1.19	Are flammable adhesives/solvents stored safely?				
1.20	Are product warning labels in place?				
1.21	Are Safety Data Sheets for all chemicals available, updated and read by users?				
1.22	Is the closest Defibrillator identified? (See plant room safety signage)				
1.23	If eye wash is provided, is it easily accessible? (See plant room safety signage which will list plant room with eye-wash facilities)				
1.25	If emergency showers are provided are they in good condition ?				
1.26	Are gloves available relevant to the tasks to be carried out				
1.27	Is all other PPE available? Dust Masks, Safety Glasses, Ear plugs				
1.28	Are adequate fire extinguishers present and have they been serviced				
1.29	Are fire alarms audible in the plant rooms?				
1.30	Are all plugs and sockets in good order?				
1.31	Are all electrical leads and cables free from obvious damage?				
1.32	Does a competent person carry out electrical PAT Testing				
1.33	Is there any over loading of equipment?				
Notes from inspection:					
Action Points					



LAW SOCIETY STORES CHECKSHEET

- * This assessment must be carried out as scheduled in para 18.1.2 of the Safety statement
- * This checklist will help identify hazards in stores and enable subsequent Risk Assessments to be completed where hazards cannot be eliminated. [See Section 18 of the Safety Statement]
- * Please return the form to the secretary of the Facilities Manager when completed

Store: _____
Assessed By: _____ Date: _____

1.0	EXTERNAL TO BUILDING	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
1.1	Is there adequate parking spaces external to the Stores if materials are delivered by vehicles?				
1.2	Are external pedestrian walkways adequately marked out?				
1.3	Are handrails in place where required e.g. on steps etc?				
1.4	Is the surface deemed acceptable for safe footing?				
1.5	Is the location of the nearest assembly point clear?				
1.6	Is there any windows opening onto pedestrian walkways that may cause a hazard to pedestrians?				
1.7	Is the lighting (provision for lighting) adequate in the car park / external areas?				
1.8	Is the car park and external to the building in an acceptable state?				
1.9	Other				

2.0	STORE LAYOUT	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
2.1	Is room layout and design satisfactory?				
2.2	Are access and egress routes adequate and well defined?				
2.3	Are there adequate numbers of access and egress routes				
2.5	Are storage areas adequate and accessible?				
2.6	Is high level storage required				
2.7	Is suitable access in place for high level storage				
2.8	Are materials stored in a systematic approach. (Heavier materials stored at low level etc.)				
2.9	Are any transparent doors appropriately marked at a conspicuous level?				
2.10	Are any swing doors provided with see through panels?				



2.11	Are toilet facilities available close to the store?				
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3.0	ENVIRONMENT	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
3.1	Is there sufficient natural light for the tasks?				
3.2	Is there sufficient artificial light for the tasks?				
3.3	Is workroom free from excessive or nuisance noise sources?				

4.0	HOUSEKEEPING and STORAGE	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
4.1	Is standard of cleanliness satisfactory?				
4.2	Are waste materials removed on a daily basis?				
4.3	Are periodic housekeeping audits/checks carried out?				
4.4	Are aisles or exits kept free of obstruction?				
4.5	Are floor coverings free from tears or raised portions?				
4.5	Is there adequate storage facilities available within the store?				
4.6	Can the store be locked to prevent access to unauthorised personnel				

5.0	CHEMICALS (OFFICE TYPES)	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
5.1	Are chemicals stored in the store				
5.2	Are they stored in a locked, vented 'chemical store'				
5.3	Are flammable adhesives/solvents stored safely?				
5.4	Are there safe routes to and from the chemical store?				
5.5	Is there a safe egress route from all locations in the event of a fire in the chemical store				
5.6	Are product warning labels read?				
5.7	Are Safety Data Sheets for all chemicals available, updated and read by users?				

6.0	WELFARE AND HEALTH	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
6.1	Are first aid treatment facilities available convenient to the Store?				
6.2	Are first aid boxes available convenient to the store?				
6.3	Are adequate numbers of first aiders trained and their names posted?				
6.4	If an eye wash is provided , is it easily accessible?				



6.5	Are changing rooms provided for employees if they have to wear special work clothes?				
6.6	Are changing rooms easily accessible and of sufficient capacity?				
6.7	Are changing rooms provided with seating and lockers?				
6.8	Do separate changing rooms exist for men and women?				
6.9	If required due to the nature of the work or for health reasons, are adequate and suitable showers provided?				
6.10	Are there separate shower rooms for men and women or is there a provision for separate use of such shower rooms?				
6.11	Are showers equipped with hot and cold running water?				
6.12	Are gloves available relevant to the tasks to be carried out				
6.13	Is all other PPE available? Dust Masks, Safety Glasses, etc				

7.0	FIRE SAFETY	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
7.1	Are there fire doors in the building and are they kept closed?				
7.2	Are fire escape routes marked out and kept clear?				
7.3	Are fire escapes and routes checked regularly?				
7.4	Are adequate fire extinguishers present and have staff members been trained in the use of extinguishers?				
7.5	Are fire alarms available and are they audible in all areas?				
7.6	Are possible ignition sources protected?				
7.7	Is there appropriate signage in place?				
7.8	Are flammable sources present and are they adequately stored?				
7.9	Are portable heaters used?				

8.0	DOCUMENTATION	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
8.1	Are staff aware of how to access the Safety Statement and relevant SOP's ?				
8.2	Have workers been trained in accordance with relevant SOP's?				
8.3	Are risk assessments for all activities carried out in the store in place and signed off?				
8.4	Are SSWP's available for any additional works?				
8.5	Are relevant warnings and notices posted within the store?				
8.6	Are staff aware of how to access the Safety Statement and relevant SOP's ?				



9.0	ELECTRICAL	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
9.1	Are all plugs and sockets in good order?				
9.2	Are all electrical leads and cables free from obvious damage?				
9.3	Does a competent person carry out electrical inspection PAT Testing				
9.4	Is there any over loading of equipment?				

10.0	MANUAL HANDLING	YES	NO	N/A	RECOMMENDATIONS/ACTIONS
10.1	Have manual handling risk assessments been carried out?				
10.2	Is storage set up to encourage safe lifting / pushing / pulling / placing?				
10.3	Are mechanical aid available e.g. trolleys?				



Grounds and External Areas -Safety Checklist (Form 18.1.2.6)

LAW SOCIETY ESTATES CHECKSHEET

- * This assessment must be carried out as scheduled in para 18.1.2 of the Safety statement
- * This checklist will help identify hazards in grounds and external areas and enable subsequent Risk Assessments to be completed where hazards cannot be eliminated. [See Section 18 of the Safety Statement].
- * Please return the form to the secretary of the Facilities Manager when completed.

Area of Campus _____

Footpaths

	Yes	No	Remedial Action
General Condition			
Adequacy			
Vehicle Separation			
Other			

Roadways

	Yes	No	Remedial Action
Surface condition			
Road Markings			
Adequacy			
Pedestrian separation			
Signage			
Other			

Universal Access

	Yes	No	Remedial Action
Adequate Disabled Access/Egress on Main and Emergency routes.			
Marking of route with appropriate tactile paving			
Condition of Ramps, Steps and Handrails			

Comments

Checked By _____ Date _____



Safety Action Plan Template



LAW SOCIETY B&EO PSCS CONTRACTOR ASSESSMENT FORM (PSCS & CONTRACTOR)
(FORM 18.1.2.8)

LAW SOCIETY PSCS & CONTRACTOR (SUPPLIER) HEALTH & SAFETY COMPETENCY ASSESSMENT

Notes:

1. This form is provided as part of the Supplier Health and Safety Competence Assessment process which has been put in place by LAW SOCIETY. For full details of this process please refer to the document *LAW SOCIETY – CMS Guidance Notes* which has been prepared by LAW SOCIETY
2. This form has been created by LAW SOCIETY to perform the same function as the BPC2 form which had been created by the HSA. The questions which were contained on the BPC2 form have been customised to suit LAW Society's particular needs and to integrate better with the LAW SOCIETY CMS system

Supplier to indicate here (by ticking the relevant boxes) whether the Supplier intends to carry out the roles of Contractor, PSCS or both. For details regarding the roles and duties of Contractors and PSCS, please refer to the Safety, Health and Welfare at Work (Construction) Regulations, 2013.

Please tick duties to be assessed: Contractor PSCS Contractor and PSCS

Each supplier must complete the following and provide evidence to support each section.

Project: _____

Name of Company _____

Address _____

Company Details _____

Name of Project Lead _____

Name and Signature
of Person Completing
this Assessment _____

Name of Company _____

Competent Person
(Regulation 18 2005 Act) _____

Date _____

Company Role
(PSDP / Designer) _____



	Health and Safety	Response	LAW SOCIETY comment
1.	Mandatory – Section 1 is applicable to those applying for the roles of Contractor and/or PSCS		
1.1	<p>The Supplier shall provide a <u>signed</u> copy of its Safety Statement or equivalent document which sets out the details of the overall Safety Management System, and which describes the measures, procedures, systems, roles and responsibilities used by it to manage safety of its staff, clients and the general public in its premises and outside its premises.</p> <p>If you don't have a Safety Statement please detail how you intend to comply with Section 20 of the Safety, Health & Welfare at Work Act 2005. For example:</p> <ul style="list-style-type: none"> - C.S.C.P. „ Construction Safety Code of Practice“ (only applicable for companies with 3 employees or less. <p>LAW SOCIETY Advice:</p> <ol style="list-style-type: none"> 1. Evidence provided shall demonstrate compliance with the Safety, Health and Welfare at Work Act, 2005. 2. Please upload the Safety Statement or the alternative information in the EHS section of the CMS in the section titled “Safety Statement (ROI)” 		
1.2	<p>Has the Supplier been subject to any enforcement action (e.g. improvement notice, prohibition notices) or prosecution by the HSA or HSE (UK/NI) or other safety regulator. If yes, please provide additional details of the action.</p> <p>LAW SOCIETY Advice:</p> <ol style="list-style-type: none"> 1. Where no enforcements have occurred please state this clearly. 2. Information on any enforcement actions shall be provided in full. 		
1.3	<p>Has the supplier had any accidents/incidents in the last 5 full years, including subcontractors working on its behalf. If yes please provide details, in particular for the Reportable Accidents.</p> <p>LAW SOCIETY Advice:</p> <ol style="list-style-type: none"> 1. Where no accidents/incidents have occurred please state this clearly. 2. Where accidents have occurred information shall be provided in full. 3. Please upload the response to this question in the EHS section of the CMS in the section titled “Records-Safety” 		
1.4	<p>The Supplier shall provide evidence where possible of third party accredited Safety Management Systems e.g. Safe-T-Cert, OHSAS 18001 etc.</p> <p>LAW SOCIETY Advice:</p>		



	<p>1. Where evidence of third party accreditation is provided the supplier can proceed to Section 1.9. Where evidence of third party accreditation is not provided the Supplier must provide evidence for all the remaining parts of Section 1.</p> <p>2. Please upload the response to this question in the EHS section of the CMS in the section titled “Recognised Standards-Safety”</p>		
1.5	<p>The Supplier shall provide evidence of how health and safety was managed during a previous project and how risks were assessed.</p> <p>LAW SOCIETY Advice:</p> <ol style="list-style-type: none"> 1. Evidence of such can be provided by uploading examples of risk assessments, method statements, safe systems of work etc. 2. Blank forms/templates will not be accepted as evidence. 3. Where risk assessments are provided please provide evidence that the risk levels have been assessed. 4. Please upload the response to this question in the EHS section of the CMS in the section titled “Safety Procedures, SOPs, RA/MS” 		
1.6	<p>The Supplier shall provide evidence of how the company takes account of the General Principles of Prevention when carrying out projects.</p> <p>LAW SOCIETY Advice:</p> <ol style="list-style-type: none"> 1. Evidence of such can be provided by uploading examples of risk assessments, method statements, safe systems of work etc. 2. The General Principles of Prevention are detailed in Schedule 3 of the Safety, Health and Welfare at Work Act 2005. 		
1.7	<p>The Supplier shall provide evidence of how the company assess the competency of persons engaged in a project. Where sub-contractors are utilised please provide evidence of how their competency is also assessed.</p> <p>LAW SOCIETY Advice:</p> <ol style="list-style-type: none"> 1. If this issue is addressed in the company Safety Statement, it will suffice to provide a reference to the appropriate section of the Safety Statement. 2. Otherwise evidence can be provided in a written response to this question. 		
1.8	<p>The Supplier shall provide evidence of how the company assesses the health and safety resources required in a given project.</p> <p>LAW SOCIETY Advice:</p> <ol style="list-style-type: none"> 1. Examples of such include project planning, 		



	<i>implementation of safe system of work, use of preliminary site inspections etc.</i>		
1.9	<p>The Supplier shall provide evidence of similar projects previously completed.</p> <p>LAW SOCIETY Advice:</p> <ol style="list-style-type: none"> <i>The response should include the project titles, clients, dates completed and the role of the supplier, i.e. Contractor, PSCS or both.</i> 		
1.10	<p>The Supplier shall provide evidence of the experience of staff proposed to carry out works.</p> <p>LAW SOCIETY Advice:</p> <ol style="list-style-type: none"> <i>Evidence of such can be provided through the use of C.V.s for the staff or by providing details of the previous projects that the staff have worked on, and their roles on those projects.</i> 		
1.11	<p>The Supplier shall provide evidence of the relevant qualifications and/or relevant training of staff proposed to carry out works.</p> <p>LAW SOCIETY Advice:</p> <ol style="list-style-type: none"> <i>Training information for individual workers must be uploaded in “Employee” section of the CMS. Please refer to the ‘...CMS Guidance Notes’ available in the “Customer” section of the CMS, under “View Site Information”.</i> <i>This must be specific to the works carried out by the supplier</i> 		
1.12	<p>The Supplier must provide a training matrix for employees, this must state the role of the person and the training carried out.</p> <p>LAW SOCIETY Advice:</p> <ol style="list-style-type: none"> <i>Please upload the response to this question in the EHS section of the CMS in the section titled “Training matrix”.</i> 		
1.13	<p>The Supplier shall provide evidence of membership of trade association if any.</p> <p>LAW SOCIETY Advice:</p> <ol style="list-style-type: none"> <i>Examples of such include CIF, CIOB, ECSSA, Safe Electric, F-Gas etc.</i> 		



2.0	PSCS Only <i>Section 2 is only applicable to those applying for the role of PSCS</i>	Response	LAW SOCIETY comment
2.1	<p>The Supplier shall provide evidence of how the Supplier implements and manages time constraints for a project.</p> <p>LAW SOCIETY Advice:</p> <ol style="list-style-type: none"> <i>Please provide a written response which provides the necessary evidence.</i> 		
2.2	<p>The Supplier shall provide evidence of how they take corrective action and issues directions.</p> <p>LAW SOCIETY Advice:</p> <ol style="list-style-type: none"> <i>Please provide a written response which provides the necessary evidence.</i> 		
2.3	<p>The Supplier shall provide details of previous PSCS appointments</p> <p>Please note that details of appointments in other EU jurisdictions that are equivalent to PSCS are acceptable.</p> <p>LAW SOCIETY Advice:</p> <ol style="list-style-type: none"> <i>Please provide a written response which provides the necessary evidence.</i> 		
2.4	<p>The Supplier shall provide details of how safety is communicated and co-ordinated and how the Supplier co-ordinated the implementation of safe working procedures.</p> <p>LAW SOCIETY Advice:</p> <ol style="list-style-type: none"> <i>Please provide a written response which provides the necessary evidence.</i> <i>Evidence can include the use of health and safety training, toolbox talks, health and safety inspections etc.</i> 		
2.5	<p>The Supplier shall provide an example of a previous Construction Stage Safety and Health Plan.</p> <p>LAW SOCIETY Advice:</p> <ol style="list-style-type: none"> <i>Please provide a written response which provides the necessary evidence.</i> 		

In accordance with the Statutory Declarations Act 1938, I/we attest the completeness, accuracy and truthfulness of the statements I/we have made in completing this form and to any information I/we have attached.

Signed Contractor/PSCS _____
Date _____

Submission Approved
Signed Client _____
Date _____



LAW SOCIETY B&EO PSCS CONTRACTOR ASSESSMENT FORM (PSDP & DESIGNER)

LAW SOCIETY PSDP & DESIGNER (SUPPLIER) HEALTH & SAFETY COMPETENCY ASSESSMENT

Notes:

- 3. This form is provided as part of the Supplier Health and Safety Competence Assessment process which has been put in place by LAW SOCIETY. For full details of this process please refer to the document LAW SOCIETY – **CMS Guidance Notes** which has been prepared by LAW SOCIETY Law Society
- 4. This form has been created by LAW SOCIETY to perform the same function as the BPC1 form which had been created by the HSA. The questions which were contained on the BPC1 form have been customised to suit LAW SOCIETY’s particular needs and to integrate better with the LAW SOCIETY CMS system

Supplier to indicate here (by ticking the relevant boxes) whether the Supplier intends to carry out the roles of Designer, PSDP or both. For details regarding the roles and duties of Designer and PSDP, please refer to the Safety, Health and Welfare at Work (Construction) Regulations, 2013.

Please tick duties to be assessed: Designer PSDP Designer and PSDP

PLEASE ANSWER ALL QUESTIONS.

**SECTION ONE:
SAFETY MANAGEMENT SYSTEM**

Questions marked “*” relate specifically to PSDP. All remaining questions must be answered by the Designer and PSDP

Project: _____

Name of Company _____

Address _____

Contactor Details _____

Name of Project Lead _____

Name and Signature
of Person Completing
this Assessment _____

Name of Company
Competent Person
(Regulation 18 2005 Act) _____

Date _____

Company Role



(PSDP / Designer) _____

	Health and Safety	Response	LAW SOCIETY comment
1.	Section 1: is applicable to those applying for the roles of and/or PSDP		
1.1	<p>THIRD PARTY ACCREDITED SAFETY MANAGEMENT SYSTEM. The Supplier shall provide evidence where possible of third party accredited Safety Management Systems e.g. OHSAS 18001 etc.</p> <p>LAW SOCIETY Advice: 3. <i>Please upload the response to this question in the EHS section of the CMS in the section titled "Recognised Standards-Safety"</i></p>		
1.2	<p>Insert or attach. The Supplier shall provide a <u>signed</u> copy of its Safety Statement or equivalent document which sets out the details of the overall Safety Management System, and which describes the measures, procedures, systems, roles and responsibilities used by it to manage safety of its staff, clients and the general public in its premises and outside its premises.</p> <p>LAW SOCIETY Advice: 3. <i>Evidence provided shall demonstrate compliance with the Safety, Health and Welfare at Work Act, 2005.</i> 4. <i>Please upload the Safety Statement or the alternative information in the EHS section of the CMS in the section titled "Safety Statement (ROI)"</i></p>		
1.3	<p>PROVIDE EVIDENCE OF HOW YOU MANAGE HEALTH & SAFETY ON PROJECTS: The Supplier shall provide evidence of how health and safety was managed during a previous project and how risks were assessed.</p> <p>LAW SOCIETY Advice: 5. <i>Provide evidence of your system for managing safely in construction. Your system for executing the role of PSDP & Designer.</i> 6. <i>Blank forms/templates will not be accepted as evidence.</i> 7. <i>Please upload the response to this question in the EHS section of the CMS in the section titled "Safety Procedures, SOPs, RA/MS"</i></p>		
1.4	<p>DETAIL HOW YOU TAKE ACCOUNT OF THE GENERAL PRINCIPLES OF PREVENTION: The Supplier shall provide evidence of how the company takes account of the General Principles of Prevention when carrying out projects.</p> <p>LAW SOCIETY Advice: 1. <i>Evidence of such can be provided by detailing how you take</i></p>		



	<p>account the of general principles with regard to your role of Designer / PSDP.</p> <p>2. The General Principles of Prevention are detailed in Schedule 3 of the Safety, Health and Welfare at Work Act 2005.</p>		
1.5	<p>PROVIDE AN EXAMPLE OF HOW RISK ASSESSMENTS ARE UNDERTAKEN AT DESIGN STAGE?</p>		
1.6	<p>PROVIDE AN EXAMPLE OF HOW YOU HAVE DESIGNED OUT HAZARDS?</p>		
1.7	<p>DETAIL HOW YOU ASSESS COMPETENCY FOR PERSONS ENGAGED IN A PROJECT?</p>		
1.8	<p>DETAIL HOW YOU ASSESS THE HEALTH & SAFETY RESOURCES FOR PROJECTS?</p> <p>The Supplier shall provide evidence of how the company assess the competency of persons engaged in a project. Where sub-contractors are utilised please provide evidence of how their competency is also assessed.</p> <p>LAW SOCIETY Advice: 1. Resources for the purpose of this question relate to people and time.</p>		
1.9	<p>DETAIL HOW YOU ASSESS TIME REQUIRED FOR COMPLETION OF A PROJECT*</p> <p>The Supplier shall provide evidence of how they, in their role of PSDP, assess the time required for a project.</p> <p>LAW SOCIETY Advice: Please provide a written response which provides the necessary evidence</p>		
1.10	<p>DETAIL HOW YOU TAKE CORRECTIVE ACTION AND ISSUING OF DIRECTIONS*</p> <p>The Supplier shall provide evidence of how they take corrective action and issues directions – role of PSDP – Regulations 14</p> <p>LAW SOCIETY Advice: Please provide a written response which provides the necessary evidence.</p>		



2.0	PSDP Only Section 2 is only applicable to those applying for the role of PSDP	Response	LAW SOCIETY comment
2.1	PROVIDE DETAILS OF SIMILAR PROJECTS PREVIOUSLY COMPLETED: LAW SOCIETY Advice: Please provide a written response which provides the necessary evidence – previous project similar to that of Law Society.		
2.2	PROVIDE DETAILS OF PREVIOUS PSDP* and / or DESIGNER APPOINTMENTS: LAW SOCIETY Advice: Please provide a written response which provides the necessary evidence, similar projects where you acted as PSDP / Designer, projects similar to that of LAW SOCIETY		
2.3	PROVIDE DETAILS OF STAFF PROPOSED FOR THE PROJECT: LAW SOCIETY Advice: Please name the personnel you foresee working on projects within LAW SOCIETY, name and a brief paragraph on how long they worked for you, their role, experience etc.		
2.4	PROVIDE DETAILS OF RELEVANT QUALIFICATIONS AND / OR RELEVANT SAFETY TRAINING FOR PROPOSED STAFF: LAW SOCIETY Advice: Please provide a written response which provides the necessary evidence – CV for persons named in section 2.4 – single page		
2.5	PROVIDE EVIDENCE OF MEMBERSHIP OF RELEVANT TRADE ASSOCIATIONS: LAW SOCIETY Advice: Please provide a written response which provides the necessary evidence		
2.6	DETAIL HOW DESIGN SAFETY IS COMMUNICATED AND COORDINATED*: LAW SOCIETY Advice: 3. Please provide a written response which provides the necessary evidence. This is specific to the role of PSDP & Designers – communicating with designers/ others		
2.7	EXAMPLE OF PREVIOUS PRELIMINARY SAFETY & HEALTH PLAN*: The Supplier shall provide an example of a previous Construction Stage Safety and Health Plan.		



	LAW SOCIETY Advice: 2. Specific to the role of PSDP		
2.8	DESCRIBE YOUR PROCESSED FOR PREPARING A SAFETY FILE*: 1. Specific to the role of PSDP		
2.9	DETAILS OF ANY ACCIDENTS / INCIDENTS ASSOCIATED WITH PREVIOUS PROJECTS: Detail		
2.10	DETAIL OF ANY PREVIOUS CONVICTIONS / ENFORCEMENT ACTIONS BY THE HAS: Detail		

In accordance with the Statutory Declarations Act 1938, I/we attest the completeness, accuracy and truthfulness of the statements I/we have made in completing this form and to any information I/we have attached.

Signed Designer/PSDP _____

Date _____

Submission Approved:

Signed Client _____

Date _____



LAW SOCIETY B&EO PSCS CONTRACTOR (SHORT TERM ASSESSMENT) (FORM 18.1.2.10)

LAW SOCIETY Short Term CONTRACTOR (SUPPLIER) HEALTH & SAFETY COMPETENCY ASSESSMENT

Notes:

1. This form is provided as part of the Supplier Health and Safety Competence Assessment process which has been put in place by Law Society.
5. This form has been created by Law Society to pre-qualify contractors carrying out works of a short duration where no particular risk exists.
6. This form assess contractor's competency for a particular task and must be completed specifically for a task.
7. Contractors working in Law Society. for more than 7 days in a calendar within Law Society., should complete the full competency assessment form, and register their details on the Law Society system.

Contractor Name: _____ Project Name: _____

Each supplier must complete the following and provide evidence to support each section.

	Health and Safety	Response	Law Society comment
1.	Mandatory – Section 1 is applicable to those applying for the roles of Contractor and/or PSCS		
1.1	The Supplier shall provide a <u>signed</u> copy of its Safety Statement.		
1.2	Has the Supplier been subject to any enforcement action (e.g. improvement notice, prohibition notices) or prosecution by the HSA or HSE (UK/NI) or other safety regulator..		
1.3	Has the supplier had any accidents/incidents in the last 5 full years, including subcontractors working on its behalf? If yes please provide details, in particular for the Reportable Accidents.		
1.5	The Supplier shall provide evidence of how health and safety will be managed on this project. Example of a method statement for similar works to be provided (Method statement and Risk assessment for this project will be required prior to commencement)		
1.6	The Supplier shall provide evidence of the competency of persons to be engaged in this project (safe pass and details of associated experience) Name and contact details for person who will be in charge of the works for this project		
1.7	Please provide details of similar projects previously completed.		
1.8	Please provide copies of your insurance details		

In accordance with the Statutory Declarations Act 1938, I/we attest the completeness, accuracy and truthfulness of the statements I/we have made in completing this form and to any information I/we have attached.

Signed Contractor/PSCS _____
Date _____
Print Name Contractor/ PSCS _____

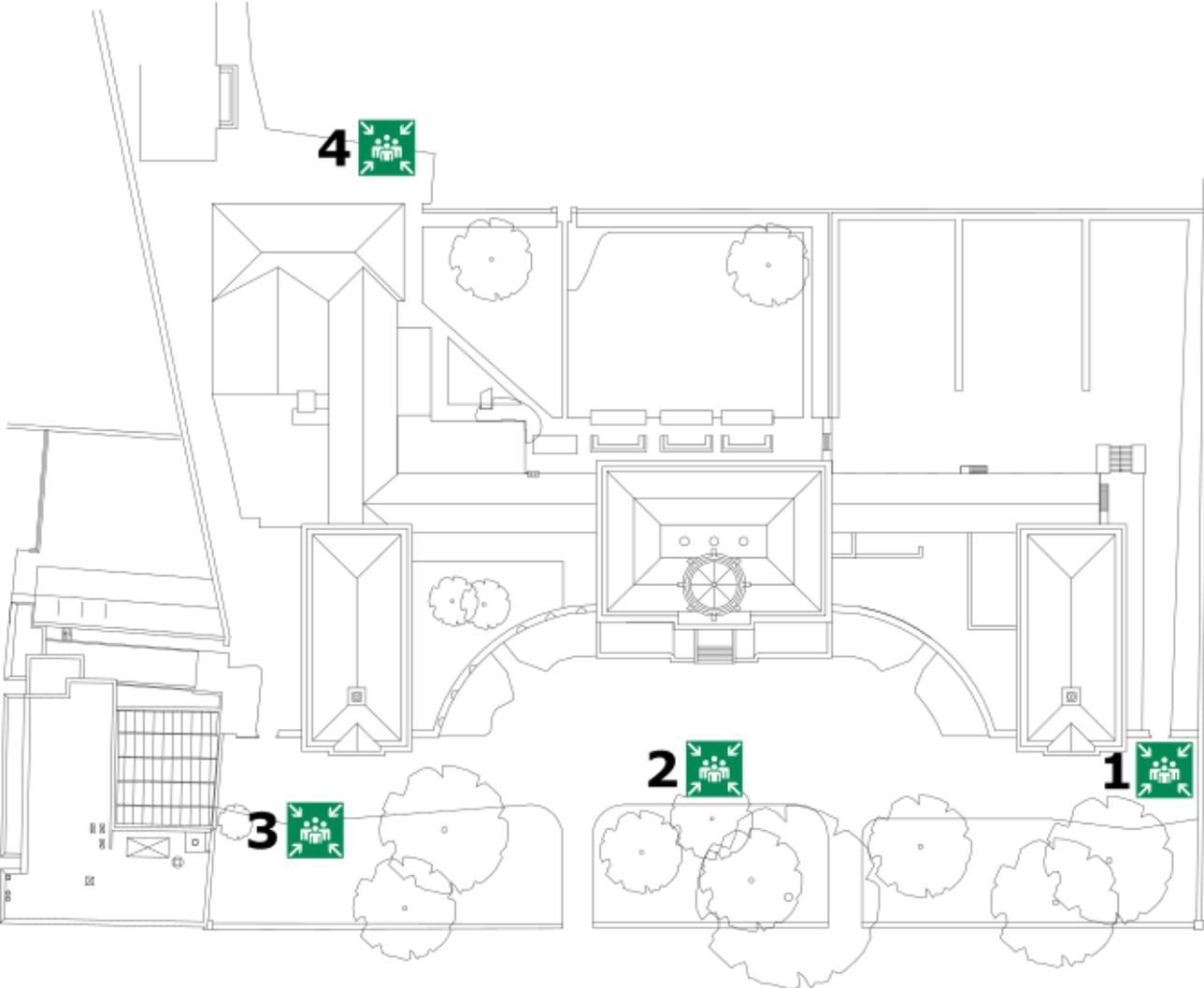
Submission Approved

Signed Client _____
Date _____
Print Name Client _____



18.23. APPENDIX D Law Society Emergency Assembly Points

Blackhall Place



1 - Education Centre 2 - Blackhall Place 3 - Library & Finance 4 - Green Hall



George's Court

