



An tSeirbhís Phromhaidh
The Probation Service

SAFETY STATEMENT

The Probation Service
Athlumney House,
Johnstown,
Navan,
Co. Meath

Tel: 046 9090900

Fax: 046 9090992

Web: www.probation.ie

Revised by Gary Horgan, Chris Mee Safety Engineering

Safety Statement

TABLE OF CONTENTS

Amendment List	4
1.0 HEALTH AND SAFETY POLICY	5
2.0 INTRODUCTION.....	7
2.1 SAFETY STATEMENT DISTRIBUTION AND REVIEW	8
2.2 ANNUAL HEALTH AND SAFETY AUDITS.....	9
3.0 HEALTH AND SAFETY RESPONSIBILITIES	11
3.1 THE DIRECTOR	11
3.2 DEPUTY DIRECTOR.....	13
3.3 MANAGERS	13
3.4 LINE MANAGERS.....	14
3.5 SAFETY OFFICER	15
3.6 EMPLOYEES DUTIES	17
3.7 FUNCTION - SAFETY REPRESENTATIVE	18
3.8 CONTRACTORS	19
3.9 VISITORS & CLIENTS	21
4.0 CONSULTATION.....	23
5.0 SAFE SYSTEMS OF WORK.....	26
5.1 WORK PRACTICES	26
5.2 PURCHASING and PROCUREMENT	26
5.3 TRAINING and INSTRUCTION	27
5.4 EMERGENCY RESPONSE/FIRE SAFETY.....	28
5.5 DEALING WITH BOMB THREATS	34
5.6 SECURITY.....	37
5.7 EMERGENCY PLAN - DEALING WITH VIOLENT SITUATION	38
5.8 FIRST AID	38
5.9 FIRST AID KIT CONTENTS	40
5.10 PROCEDURE IN CASE OF ACCIDENT/NEAR MISS & INJURY	42
5.11 ACCIDENT/ NEAR MISS REPORT & INVESTIGATION	42
5.13 DRUGS & ALCOHOL.....	44
5.14 WORKPLACE STRESS	45
5.15 HARASSMENT / BULLYING	46
5.16 SMOKING	48
5.18 OCCUPATIONAL HEALTH	49
5.19 EMPLOYEE ASSISTANCE SERVICE.....	50
5.20 CARECALL.....	51
5.21 PREGNANT EMPLOYEES	51
6.0 RISK MANAGEMENT.....	53
6.1 HAZARD IDENTIFICATION.....	53
6.2 WORKPLACE INSPECTIONS	53

Safety Statement

6.3	RISK ASSESSMENT	54
6.4	HIERARCHY OF CONTROLS	56
7.0	SPECIFIC HAZARDS	58
7.1	SLIPS, TRIPS and FALL.....	58
7.2	CHEMICAL SAFETY	59
7.3	DISPLAY SCREEN EQUIPMENT (DSE).....	61
7.4	MANUAL HANDLING	62
7.6	RADON	65
8.0	OPERATIONAL GUIDANCE	66
8.1	STAFF MEMBERS WORKING OUTSIDE THE OFFICE	66
8.2	COMMUNITY SERVICE	66
8.3	PERSONAL PROTECTIVE EQUIPMENT (PPE)	68
8.4	LONE WORKING	68
8.6	GUIDELINES	69
8.9	STANDARD OPERATING PROCEDURES (SOP)	69
	APPENDIX 1 – ACCIDENT / NEAR MISS REPORT & INVESTIGATION FORM	70

Safety Statement

1.0 HEALTH AND SAFETY POLICY

At The Probation Service, we are committed to managing and conducting our activities in accordance with the Safety Health & Welfare at Work Act 2005 to ensure, so far as is reasonably practicable, the safety, health and welfare of every staff member while at work and of others who may be affected by our business activities.

This will be achieved (so far as is reasonably practicable) through providing, and keeping up to date, appropriate preventative and protective measures for:

- Safe workplaces.
- Safe equipment and substances.

We shall also provide appropriate:

- Work procedures and welfare facilities.
- Information, instruction, training and supervision for all members of staff.
- Financial resources to address health and safety issues.
- Emergency plans and procedures.

We shall also:

- Report and investigate accidents and dangerous occurrences.
- Consult with staff members and their Safety Representatives.
- Obtain health and safety advice from appropriately competent persons.
- Develop and review a Safety Statement and risk assessments for our operations.
- Provide detailed guidelines and standard operating procedures that reflect competent work practices.

The above arrangements constitute the health and safety management system in operation in The Probation Service.

As Director, I have overall responsibility for health and safety within the Probation Service. However, all staff members must co-operate with me and accept their responsibility for improving and maintaining health and safety in the workplace, so that together we can achieve our target of avoiding accidents. Any improper conduct or behaviour on the part of any person that is likely to put the safety, health or welfare of themselves or others at risk will not be tolerated.

All staff members are expected to work safely and think of others as they do, know and understand the risks in their work area and report any safety and

Safety Statement

health concerns to their direct supervisor or the person in charge of the area in question.

No job at The Probation Service is so urgent or important that it cannot be done safely.

Michael Donnellan
Director
November 2010

Safety Statement

2.0 INTRODUCTION

The Probation Service is an agency of the Department of Justice, Equality and Law Reform and is responsible for the assessment and management of offenders in our communities. The goal of the Probation Service is to provide the best offender assessment and supervision to the Courts and Prisons. The Service prioritises its work on the basis of how public safety can be improved and re-offending reduced.

Section 20 of the Safety, Health and Welfare at Work Act 2005, requires the employer to prepare a written statement to safeguard:

- The safety and health of employees while they work;
- The safety and health of other people who might be at the workplace, including visitors, contractors and members of the public.

This Safety Statement represents the commitment of The Probation Service to the safety, health and welfare of staff members and others who can be affected by the operations of The Probation Service. The areas covered by the Safety Statement are specific and set out in Section 20 of the Safety, Health and Welfare at Work Act 2005.

This Statement has been developed based on the identification of hazards and associated risk assessments carried out as per Section 19 of the 2005 Act. This Statement, supplemented by detailed operating documentation and records, describes the health and safety management system in operation at The Probation Service.

The Statement:

- Specifies how the safety and health of all Probation Service employees will be secured and managed;
- Specifies the hazards identified and risks assessed at the Probation Service;
- Gives details of how the Probation Service manages its safety and health responsibilities, including:
 - (a) A commitment to comply with legal obligations,
 - (b) The protective and preventive measures taken,
 - (c) The resources provided for safety and health at the workplace, and
 - (d) The arrangements used to fulfil these responsibilities;

Safety Statement

- Includes the plans and procedures to be used in the event of an emergency or serious danger;
- Specifies the duties of employees including the co-operation required from them on safety and health matters;
- Includes the details of people appointed as responsible for safety and health or performing the tasks set out in the statement;
- Contains the arrangements made for appointing safety representatives, consultation with and participation by, employees on safety and health matters;
- Is in written form, in a manner and language understood by all; and
- Has due regard to the relevant safety and health legislation.

2.1 SAFETY STATEMENT DISTRIBUTION AND REVIEW

The master copy of the Safety Statement is held by the Director. Copies of the Safety Statement will be made available to personnel via the Portal.

Printed copies will be available in head office, each directorate, every local office and community service site.

When making changes to the Safety Statement, office managers will ensure that any printed copies of circulated Safety Statements are updated with the appropriate changes.

The Safety Statement will be brought to the attention of all new staff members at their induction into the Probation Service and to existing staff members at least annually and following any amendments.

Relevant Sections will also be brought to the attention of others who may be exposed to specific risks in the workplace. This will be done in a form and manner as appropriate and in a language that will be understood.

Distribution / Safety Statement Awareness

The Probation Service is responsible for ensuring that this Safety Statement is brought to the attention of all employees and others at the workplace that may be exposed to risks covered by the Safety Statement.

Safety Statement

- (a) It is the responsibility of the Director to ensure that the latest revision of the Safety Statement is available on the portal.
- (b) All offices shall develop a specific Safety Statement based on this Safety Statement.

Review

The Health and Safety Unit of The Probation Service will perform an annual review of the Safety Statement and an overall review of safety, health and welfare performance over the previous 12-month period. The review report shall be sent to the Director who will arrange appropriate dissemination.

The review will be generated at the end of the calendar year and will include the following information:

- Accident / Near-Miss performance
- Safety Statement / Risk Assessment updates
- Progress on Health & Safety Objectives & Targets
- Changes in legislation affecting operations of The Probation Service.

The Safety Statement will also be reviewed where:

- There has been a significant change in the matters to which it refers,
- There is another reason to believe that it is no longer valid, or
- As directed by a Health and Safety Authority Inspector.

Following the review, the Safety Statement will be amended as appropriate.

Comments/queries or suggested initiatives from any member of staff are welcome.

The specific office Safety Statements will be reviewed annually with the appropriate staff.

2.2 ANNUAL HEALTH AND SAFETY AUDITS

In order to ensure that the required Health and Safety Procedures are being implemented within the Probation Service, annual Health and Safety Management System Audits shall be conducted. Such audits are to be conducted of all Offices.

Safety Statement

Head Office and Regional Head Offices

An audit of the Head Office and all Regional Offices shall be completed by a person trained in the conduct of Health and Safety Management System Audits, assisted by the Safety Officer for that office and any Safety Representative.

The audit shall consist firstly of a short briefing on Health and Safety performance and implementation over the past year by the Regional Manager or Assistant Principal Officer, to the Auditor. This shall be followed by an examination by the Auditor, using a developed audit tool based on the implementation requirements of this Safety Statement, the Risk Assessment, Fire Safety Register and any accompanying Standard Operating Procedures (SOP's) or Health and Safety Guidelines.

The Auditor shall hold a number of interviews to evaluate the knowledge individual staff members have of their health and safety responsibilities and how those responsibilities are implemented. The Auditor shall also identify documentary evidence (meeting minutes, local health and safety or security procedures, completed checklists and forms, Corrective Action Register, invoices and servicing records, etc) that demonstrate that required periodic health and safety activities are being undertaken.

The Auditor shall then inspect all workplace work, storage and welfare facilities to ensure that their condition reflects the requirements of the Safety Statement, Risk Assessment and any relevant SOP's.

Following the audit, and a suitable time for the Auditor to collate findings, the Auditor shall conduct a debriefing for the Regional Manager or Assistant Principal Officer, Line Managers, the Safety Officer, Safety Representative and Fire Marshal. This shall be followed by a formal report that lists, for each element on the audit tool, the Auditor's findings, supporting evidence and recommendations. This report shall be sent to the Office concerned, the Regional Manager or Assistant Principal Officer, the Health and Safety Unit and the Director of The Probation Service.

Regional Offices

An audit, using a copy of the developed Audit Tool shall be conducted by the Regional Manager or Assistant Principal Officer to ensure compliance at the office. The audit is to be conducted with the assistance of the Safety Officer, any Safety Representative and the relevant Line Manager. Regional Managers shall receive training in the conduct of such audits.

Safety Statement

Community Services

The Regional Manager or Assistant Principal Officer, assisted by the relevant Probation Officer and Community Service Supervisor shall, using an Audit Tool specially modified for the purpose, conduct an audit of any Community Service Sites active at the time.

Copies of reports of such Audits will be sent to the Assistant Deputy Director responsible for Community Services and the Director of Operations.

3.0 HEALTH AND SAFETY RESPONSIBILITIES

3.1 THE DIRECTOR

The Director of the Probation Service shall be responsible and accountable as far as is reasonably practicable to:

- Review the Health and Safety Policy at 2 yearly intervals or earlier if there is a significant change.
- Have Health and Safety addressed as the first item on the agenda of management meetings.
- Lead by example in complying with the requirements of this Safety Statement and all other health and safety requirements and ensure these are implemented.
- Lead the process of investigation for any significant incident that affects or could affect the health and safety of staff members and ensure that follow up actions are implemented.
- Keep apprised of the status of Health and Safety implementation through regular reading of Safety Steering Committee minutes, manager's reports at management meetings and review of incident investigations.
- Provide as far as possible appropriate resources, including technological and financial resources, to implement the Health and Safety Policy and this Safety Statement.
- Obtain when required advice and services from identified competent person/s and monitor these activities.

Safety Statement

- Evaluate the results of the annual management review and any audit of the Health and Safety Management System and authorise any required corrective action/s.
- Require managers and supervisors to hold Staff Members and Contractors accountable for competent and safe task performance.

Safety Statement

3.2 DEPUTY DIRECTOR

The Deputy Director shall be responsible and accountable as far as is reasonably practicable to:

- Have Health and Safety addressed as the first item on the agenda of management meetings.
- Lead by example in complying with the requirements of this Safety Statement and all other health and safety requirements.
- Ensure the requirements of this Safety Statement and all other health and safety requirements are implemented.
- Report to the Director if control of a Health and Safety issue is outside his/her delegated authority.
- Seek input from the Safety Advisor for any Health and Safety issue which she/he is unable to successfully resolve.
- Communicate Health & Safety information to, and consult with Regional Managers, Senior Probation Officers and Safety Officers on such issues.
- Participate in the process of investigation of any significant incident that affects or could affect the health and safety of staff members and ensure that follow up actions are implemented.
- Ensure sufficient resources are available to accomplish Health and Safety objectives.
- When visiting offices, include where practicable, a health and safety tour as part of the visit

3.3 MANAGERS

Managers shall be responsible and accountable as far as is reasonably practicable to:

- Have Health and Safety addressed as the first item on the agenda of management meetings.
- Lead through their actions and decisions the effective implementation of this Safety Statement.

Safety Statement

- Ensure that all staff members under their control are held accountable for their performance in relation to occupational health and safety.
- Conduct accident/incident investigations as soon as practicable following any accident or incident and ensure that appropriate follow up corrective actions are implemented.
- Notify the Director of all accident and incidents as soon as practicable.
- Consult with staff members under their control on matters of health and safety.
- Ensure that staff members under their control have undergone the Probation Service induction programme and are aware of the Safety Statement and associated hazards and control measures relating to their work.
- Cooperate with the requirements of the Director and Deputy Director on all matters relating to health & safety and provide regular feedback to the Director on policy implementation issues.
- Conduct regular workplace safety inspections and inform the Safety Officer of any issues identified.
- Hold supplier and sub-contractor management accountable for Safety and task performance.
- When visiting offices, include where practicable, a health and safety tour as part of the visit.

3.4 LINE MANAGERS

Line Managers (who are those persons that directly manage staff members) will be accountable and responsible as far as is reasonably practicable to:

- Lead through their actions and decisions the effective implementation of this Safety Statement.
- If control of a Health and Safety issue is outside their delegated authority, report it to their appropriate Manager.
- Make themselves aware of the level of compliance of Staff Members, contractors and visitors in their area of responsibility with relevant operating procedures and safety requirements.

Safety Statement

- Communicate appropriate health and safety information to, and consult with, their staff members.
- Include health and safety training requirements in any training needs analysis (eg: induction training, first aid, fire safety, VDU and manual handling training).
- Assist in investigation of significant injury and damage incidents and monitor the implementation of follow up actions.
- Conduct incident investigations for minor injury or damage incidents and monitor the implementation of corrective actions.
- Request where needed, the provision of sufficient resources to accomplish health and safety objectives.
- Ensure through repair and maintenance that machines, materials, equipment and work areas are in a condition appropriate for the health and safety of all persons.
- Investigate hazard reports and supervise the implementation and any required documentation of corrective actions.
- Monitor the training status of their Staff Members for health and safety requirements such as manual handling, first aid, fire safety etc.
- Prepare and review Risk Assessments with their Staff Members.
- Discuss health and safety performance and progress regularly with Staff Members, any Safety Representative and the Safety Officer.
- Act as Safety Officer in the absence of the incumbent.

3.5 SAFETY OFFICER

The Safety Officer is responsible and accountable as far as is reasonably practicable to:

- Carry out an annual Workplace Safety inspection of workplaces in consultation with any Safety Representative, record the results and monitor the implementation of corrective action.
- Ensure that regular housekeeping inspections are carried out quarterly and that appropriate records are maintained.

Safety Statement

- Ensure that Manual Handling, Visual Display Unit (VDU) and Pregnant Employee Assessments are conducted where required by suitably trained persons.
- Assess the appropriate MSDS (Material Safety Data Sheets) for the introduction of any chemical substances.
- Include in housekeeping inspections, regular inspections of sockets, power points, floor mounted sockets and electrical leads.
- Ensure that new staff members are made aware, on their introduction to the workplace, of escape routes and welfare facilities.
- Ensure that all staff are made aware of Probation Service guidelines on health, safety and welfare.
- Receive, record and act upon reports by staff of workplace hazards immediately.
- Formally consult with staff members and any Safety Representative on matters of health safety and welfare prior to any staff meetings.
- Record all reports of health & safety incidents and any reports of hazards in the workplace made by employees.
- Advise staff members of the outcomes of all inspections and assessments.
- Authorize the marking and isolation of any dangerous article or equipment until corrective action has been taken.
- Complete or procure risk assessments as may be necessary for any specialist equipment or substance used by the Service.
- Participate in and co-operate with, as applicable, any formal liaison and consultation procedures with the landlord and other tenants on health and safety in the building.
- Prepare and review Risk Assessments with staff members.
- Organise and monitor the results of any building evacuation exercise.

Safety Statement

3.6 EMPLOYEES DUTIES

Section 13 of the Safety, Health and Welfare at Work Act 2005 details the duties of employees while at work. These include:-

- Comply with all relevant statutory provisions.
- Complying with all safety requirements in the Safety Statement or Probation Service Guidelines and Standard Operating procedures.
- Take reasonable care to protect the safety of themselves and others who might be affected by their acts and omissions.
- Ensure they are not under the influence of an intoxicant or in such a state that they might be a danger to themselves or others.
- Submit to reasonable, appropriate testing, if reasonably required by The Probation Service. The company may prevent an employee from working if it is apparent that he or she would be a danger to themselves or others.
- Co-operate with The Probation Service so far as is necessary to enable compliance with the relevant statutory provisions.
- Not engage in any improper conduct or dangerous behaviour.
- Attend training and undergo such assessment as may be necessary.
- Make correct use of any article or substance provided for use or for the protection of the employee, including protective clothing and equipment.
- Report to his or her Supervisor /Manager as soon as practicable:
 - any work being carried out which might endanger themselves or others;
 - any defects in the place of work, the system of work, any article or substance which might endanger themselves or others;
 - any contravention of the relevant statutory provisions of which he/she is aware.
- Notify The Probation Service or the company's nominated registered practitioner if they become aware that they are suffering from any disease or physical or mental impairment which affects their performance of work activities that could give rise to risks to the safety, health and welfare of persons at work.

An employee **MAY NOT**

- Misrepresent himself or herself to The Probation Service with regard to their level of training.
- Interfere, misuse or damage anything provided for the safety, health and welfare of employees.
- Place at risk the safety, health and welfare of persons in connection with work activities.

Safety Statement

3.7 FUNCTION - SAFETY REPRESENTATIVE

Section 25 of the Safety, Health and Welfare at Work Act 2005 entitles employees to decide on, select and appoint a Safety Representative, or by agreement with the employer, more than one Safety Representative to represent them in consultations with the employer on matters relating to safety, health and welfare at the place of work.

Selection and Period of Office

The appointment will typically be for a 3-year period. As a general rule Safety Representatives will have been employed for at least 1 year, either by The Probation Service or in similar employment and will understand the role intended for them under the 2005 Act.

Overall Function Section 25 (2) (a) and 25 (4)

A Safety Representative may consult with, and make representations to, the employer on safety, health and welfare matters relating to employees in the place of work. The Probation Service will consider these representations and act on them if necessary.

Safety Statement

Other Entitlements

Section 25 (2) (a) – (j) of the **Section 25 of the Safety, Health and Welfare at Work Act 2005** outlines the entitlements of Safety Representatives. These include, but are not limited to:-

- Inspect the whole or part of the workplaces subject to giving reasonable notice to the company.
- Inspect immediately where an accident or dangerous occurrence has taken place, or where there is an imminent danger or risk to safety, health and welfare of any person.
- Accompany an inspector carrying out an inspection under Section 64 of the 2005 Act, other than the investigation of an accident or dangerous occurrence (Discretion of the Inspector).

Receive advice and information from inspectors in relation to safety, health and welfare at The Probation Service.

3.8 CONTRACTORS

Where any Probation Service staff member is responsible for bringing a contractor on Probation Service premises or at Community Service work sites then this person, or a nominated person is to act as the liaison or host for that contractor while they are on the premises.

Where the contract is subject to the tendering process then the contractor will have provided a copy of their Safety Statement and any relevant Work Method Statement.

Prior to the commencement of any work on the premises the following activities must take place:

- Both the contractor and the person acting as Probation Service host must undertake an assessment of the likely safety hazards and risks involved in or associated with the proposed work.
- The degree of risk assessment that must be carried out before work begins will depend on the nature and extent of activities associated with each individual contract.

Safety Statement

- No work, not matter how minor, should commence without some form of prior consultation, hazard identification and risk assessment.
- Submit all current insurance certificates (Employer Liability, Public Liability & Professional Indemnity).
- For all construction related work, the provisions of the Safety, Health and Welfare at Work (Construction) Regulations, 2006 and any relevant Health and Safety Authority guideline must be adhered to.
- All Contractors and Contractor employees must sign in/out at Reception. It is the responsibility of the Probation Service Host to ensure that each contractor/contractor employee has signed the visitor book. This book will be used in the event of an emergency situation. The visitor book will record the following;
 - Time of arrival
 - Name of contractor
 - Name of employer of contractor
 - Name of Probation Service host
 - Time of departure
- It is the responsibility of the Probation Service Host to ensure the safe evacuation of the contractor and/or their employees in the event of an emergency.

Every Contractor must

- Liaise with the Probation Service host and discuss and agree the safety precautions deemed necessary by either party.
- Take all due care of their own safety, the safety of their employees and all others affected by their work.
- Not use any equipment or the service of personnel belonging to or engaged by the Probation Service without prior approval being granted.
- Comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by the owner of the premises or The Probation Service (including those for emergencies).
- Hold all applicable insurances.

Safety Statement

- Provide all necessary instruction, training and information on health and safety matters to their employees.
- Provide competent employees and adequate supervision of their activities.
- Provide all necessary safety equipment and clothing for their employees.
- Ensure that all equipment brought onto the site is safe and in good working order, fitted with any necessary guards and safety devices and have any necessary certificates available for checking.
- Ensure that all accidents and dangerous occurrences are reported to the Probation Service host.
- Ensure that all Probation Service safety notices and alarms are followed at all times.
- Ensure that hazardous substances are not brought on to the premises without prior notice and permission.
- Ensure that 'approved' hazardous substances are stored and used safely whilst on the premises.
- Ensure, on completion of work, that all hazardous substances are removed from the premises.
- Monitor and assess the safety performance of their employees.
- Erect or place appropriate warning signs and safety barriers for the protection of Probation Service Staff Members and visitors.
- Ensure that all subcontractors are advised as to the above requirements and, in particular, are not brought onto Probation Service premises without prior notice or permission.

3.9 VISITORS & CLIENTS

Where any Probation Service staff member is responsible for bringing a visitor or client onto Probation Service premises or at Community Service work sites then this person, or a nominated person is to act as the liaison or host for that visitor/s while they are on the premises.

Safety Statement

All Staff Members must be aware of the dangers of having members of the public on our premises and take reasonable measures to ensure that no member of the public is injured in any way while visiting our premises.

The Probation Service will ensure, as far as is reasonably practicable, the safety of clients and visitors while on the office premises. The following procedures have been put in place to eliminate or minimise the risk to visitors and these procedures must be strictly enforced:

- All Visitors/Clients must be accompanied at all times while on our premises.
- All Visitors/Clients must sign in/out at Reception. It is the responsibility of the Probation Service Host to ensure that their client/visitor has signed the visitor book. This book will be used in the event of an emergency situation. The visitor book will record the following;
 - Time of arrival
 - Name of visitor
 - Name of employer of visitor
 - Name of Probation Service host
 - Time of departure
- It is the responsibility of the Probation Service host to ensure the safe evacuation of the visitor/client in the event of an emergency.

Safety Statement

4.0 CONSULTATION

The Service is committed to co-operation and consultation between management and staff members and will take account of any representations made by staff members.

The effectiveness of the consultation arrangements will be reviewed at regular intervals.

The following consultation mechanisms are in place:

- Safety Steering Committee
- Partnership Committee
- Safety Representatives
- Team or Staff Meetings

Consultation will take place in advance and in good time with regard to health and safety issues in the workplace.

4.1 SAFETY REPRESENTATIVES

The Probation Service actively promotes and supports employee involvement in all aspects of safety and health management in its operations

Those persons who serve as Safety Representatives shall have authority for all the relevant activities specified in Section 25 of the Safety, Health and Welfare at Work Act, 2005 and shall be given sufficient time to carry out such activities and the responsibilities listed below.

Specifically they shall:

- Regularly seek from the staff members they represent any health and safety issues that affect those Staff Members. This will include information about the issues and any suggestions for control of the issues.
- Report to management any health and safety issues that they have become aware of from their own experiences or that have been brought to their attention by staff members and assist management in determining appropriate solutions.
- Assist the appointed Safety Officer in the conduct of workplace inspections and in the determination of appropriate solutions to any identified hazards.

Safety Statement

- Report to management and staff members at meetings any information they are made aware of that will affect health and safety and participate in discussions.
- When informed by management of any proposed changes to the workplace or to work practices, discuss these with staff members and inform management of the outcome of such discussions.
- When specifically trained in how to do so, assist the Safety Officer in the conduct of ergonomic assessments of workstation setups for new employees.
- If appointed, attend Safety Steering Committee meetings, participate in discussions and note any issues of interest to inform their local management, other representatives and the staff members they represent.
- If not appointed to the Safety Steering Committee, provide information on issues addressed and subsequent improvements to those so appointed for discussion at the committee.

Within the Probation Service, Safety Representatives are appointed on a volunteer basis from among staff members and can, if they wish, serve in this capacity as long as they remain in the office whose staff members they represent. Where there is more than one person willing to volunteer to act in this capacity then staff members will be given the opportunity to elect their representative from those volunteers.

4.2 SAFETY STEERING COMMITTEE

The Probation Service has formed a Safety Steering Committee as a national body to oversee the implementation of health and safety in the Service. The meetings of the committee shall be chaired by the Director and attended by:

- Members of the Health and Safety Unit.
- The Probation Service's Health and Safety Advisor.
- Selected safety representatives and others so as to give as much nationwide coverage as possible.

All committee meeting members are to ensure that they are properly prepared with statistical and other information on issues raised, issues dealt with etc.

Safety Statement

The main task of the Safety Steering Committee is to ensure that a positive health and safety at work culture is maintained in the Probation Service, and to adopt proactive procedures that will systematically identify, and effectively control, hazards that may be detrimental to the health and safety of all personnel. It is also to act as a forum where information on health and safety issues can be shared, including successful implementations of corrective actions for specific hazards.

In fulfilling the above, the Committee will aim to:

- Promote consistent health, safety and welfare standards and practices.
- Promote a preventative approach to avoiding workplace accidents and ill health.
- To ensure that relevant staff members are trained in health and safety and occupational first aid.
- Ensure that the relevant health and safety notices are displayed in the Service's offices and sites and that such notices are kept up to date.
- Ensure that management and staff consult on health and safety matters.

Following the meetings, minutes shall be prepared within 2 weeks but prior to this, all members are expected to report to other representatives, Regional Managers, Senior Probation Officers and Community Service Supervisors in their area on any issues of relevance raised at the committee.

Meetings shall address:

- Review of accidents / incidents, general safety performance;
- Consideration of any specific safety issues (eg: new equipment, substances or work processes);
- New policies, procedures and rules;
- Updates on legislation;
- Issues raised on behalf of associates;
- Training undertaken or required.

Safety Statement

5.0 SAFE SYSTEMS OF WORK

5.1 WORK PRACTICES

It is the policy of the Probation Service to ensure that tasks are within the competence and capacity of each employee and the work practices will be designed with that purpose in mind. Work practices will include consideration for the safety and health of visitors / contractors.

The Probation Service is committed to providing health and safety work practices for both office and fieldwork that are planned, organised, performed and maintained so as to be effective in achieving the aims of the Health and Safety Policy and Safety Statement as far as reasonably practicable. Management will review these on a regular basis as specified earlier in this Safety Statement.

5.2 PURCHASING and PROCUREMENT

Purchasing of new equipment and substances shall be conducted in accordance with already established procedures. Where new equipment or substances are to be purchased and/or introduced, these must be subject to a risk assessment prior to the purchase or introduction taking place.

For equipment such an assessment is to be conducted by the person/s ordering the new equipment with reference to information supplied by the supplier/manufacturer.

For substances the assessment is to be conducted prior to introduction with reference to the Material Safety Data Sheet provided by the supplier/manufacturer. The Health and Safety Unit is to be consulted by the person/s ordering the supply of the new substance, whether this is a Probation Service Staff Member or a contractor.

The purpose of such risk assessments is to determine any training, storage, use, and maintenance or disposal requirements for the equipment or substances.

Risk assessment is not required where the equipment or substance provided is substantially the same as equipment or substance already in use unless the equipment or substance is enhanced or modified and this change could affect safe use, storage, maintenance or disposal.

On receipt of any equipment or substance a check is to be made by the person receiving to ensure that the equipment or substance delivered

Safety Statement

complies with the specifications of that ordered and that condition of the equipment and substance containers or packaging is such that it does not pose a health and safety risk.

5.3 TRAINING and INSTRUCTION

The Probation Service is committed to providing appropriate and effective health and safety training for all employees. The primary responsibility for this rests with management in co-operation with training specialists as appropriate. The organization requires that all Staff Members will co-operate with all training provided.

Probation Service General Service Induction

All Staff Members of The Probation Service, (permanent, part time and temporary) will receive health and safety training as part of their induction into the organisation. This will be induction into the organisation as a whole and will include, at a minimum, the following:

- ✓ Review of the National Safety Statement;
- ✓ Hazard reporting;
- ✓ Fire and emergency procedures;
- ✓ Accident / Incident reporting;
- ✓ Specific hazards and control measures relating to fieldwork;
- ✓ Specific hazards and control measures relating to office work;

Site Specific Induction

This induction will apply to new staff members or to staff members transferring from another office, on a fulltime or temporary basis. It will be conducted in the workplace by the Line Manager or a delegated person. It will cover:

- ✓ Location of the Safety Statement, Risk Assessment and if available, the Fire Safety Register (as part of a tour of the premises);
- ✓ Fire and emergency procedures (as part of a tour of the premises);
- ✓ Meeting Fire Warden/s, Safety Officer, First Aiders and Safety Representative (as part of a tour of the premises);
- ✓ Workstation setup (if applicable);
- ✓ Specific work procedures (including security procedures on and off site);

Training Plan

Safety Statement

Managers, Line Managers, Safety Officers and Safety Representatives will receive training to ensure that they have the necessary skills and knowledge to organise work to be without risk to health and safety.

An annual training needs analysis will be prepared by the Staff Training and Development Unit and will include health and safety topics such as manual handling, first aid, workstation setup assessment, fire safety and on and off site security measures. Additional training will be provided to meet specific needs as they arise.

Record Keeping

A record of the Induction training will be signed-off by both the trainee and trainer.

Training records shall be kept with personnel records by the Staff Training and Development Unit.

5.4 EMERGENCY RESPONSE/FIRE SAFETY

Emergency procedures are in place (see evacuation notices on display in all Probation Service premises).

Employees are reminded to familiarise themselves with these procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

Fire Marshal and Deputy Fire Marshals have been appointed. The names and contact telephone numbers of these officers are displayed on Safety Notice Boards located around the building and in the Fire Safety Register.

Evacuation drills will take place at least twice a year or more often if required.

After each evacuation (including false alarms and drills), a review meeting of the Line Manager, the Safety Officer, the Fire Marshal and Deputy Fire Marshal will be conducted to identify any non compliance or defect in the procedures. Any training issue or defect identified will then be addressed through this group.

Visitors, clients, contractors and other members of the public visiting the building will be informed of evacuation arrangements on arrival. The

Safety Statement

Probation Service host is responsible for advising the visitor of the emergency procedures – e.g. ‘where to go’ and ‘what to do’ in the event of an alarm activation.

Fire Marshals and Deputies will be given training in emergency procedures and in use of fire fighting equipment. Arrangements will be made to enable them to familiarise staff in their area of responsibility with the equipment.

Suitable fire fighting systems and equipment will be maintained in accordance with National Standards as appropriate to ensure that they are in good working order. A review of fire safety measures will be included in any audit or risk assessment carried out in the premises.

Fire Safety Inspections

Fire doors and fire exits will be checked regularly to ensure safe access as part of regular workplace housekeeping inspections. Regular inspection and testing of fire prevention equipment (e.g. emergency lighting, fire alarm system, smoke detectors, fire extinguishers, automatic door releases) will be carried out in accordance with National Standards, as stated in the Fire Safety Register. Any faults will be logged in the Fire Safety Register, reported to Facilities and rectified as soon as possible.

Fire Training

All Probation Service staff will be instructed at induction on the following:

- Policy on smoking, electrical equipment (switching off at night) etc.;
- How to activate the fire alarm;
- Actions to be taken on discovering a fire;
- Location and use of escape routes;
- Evacuation procedures;
- Assisting persons with a disability, visitors and others during an evacuation;
- Location of fire extinguishers and alarm buttons;
- Nominated fire marshals / deputies in their area.

Fire Safety Register

In accordance with The Fire Services Act 1981, a Fire Safety Register will be maintained by the Safety Officer. This will include the following details:

- Fire evacuation drawings

Safety Statement

- Emergency contact numbers
- Inventory of fire fighting equipment.
- Details of the fire alarm system.
- Fire systems & emergency lighting Inspection, Testing & Maintenance records.
- Specific duties for members of staff.
- Fire safety training.
- Record of fire drills conducted
- Record of fire activations

It should be noted that in cases where The Probation Service rents an office in a building where a Facility Management Company is in place. The Facility Management Company is responsible for maintaining the Fire Safety Register unless otherwise stated in the contract. However it is the responsibility of the Probation Service to satisfy its self on fire safety arrangement in place for its own staff.

Safety Statement

Emergency Evacuation

ALL staff, visitors, contractors should note the following:

- If you identify a fire, sound the alarm in the pre-determined manner.
- Only attempt to fight the fire personally if it is a small fire and is not spreading. It is better to leave as you are more important than the building.
- On hearing the fire alarm, **ALL** staff, visitors and contractors **MUST** evacuate the building and proceed to their assembly point.
- Do not run.
- Do not collect personal belongings.
- Lifts are not to be used in the event of fire alarm activation.
- Leave the building by the nearest available exit.
- If safe to do so, switch off equipment, shut off gas and electricity (excluding lighting).
- Close doors as you leave.
- The roll call will be carried out at the assembly point.

Wheel chair bound employees, visitors and clients should be placed in the fire refuge located on each floor in the event of a fire evacuation. A nominated employee should stay with them until they are evacuated from the refuge using a stairs evacuation chair. Each fire refuge has a radio communication system installed for communication with ground floor level.

No person is permitted to re-enter the building until they have been authorised to do so by the Emergency Services.

Employees are not permitted to leave for home until the emergency situation is over and it has been confirmed safe to do so by the appointed person.

Fire extinguishers should only be used by trained persons but their use is mainly for assisting persons to safely evacuate rather than fighting the fire (an extinguisher has a very limited time of operation).

Under NO circumstances can an emergency evacuation be interrupted midway through the process. The full evacuation and roll call must be completed even if it is discovered to be a false alarm.

Actions by the Fire Marshals and Safety Officer

The Fire Marshals are to:

- Assist/ direct persons to leave the floor by the nearest fire exit.

Safety Statement

- Assign persons to assist wheelchair bound persons or persons suffering any incapacity.
- When the floor appears empty, check toilets and rooms to ensure this is so provided it is safe to do so.
- Proceed to the assembly point and inform the Safety Officer that the floor/s are clear.

The Safety Officer is to:

- Proceed immediately to the assembly point.
- Attempt to ascertain whether all persons are accounted for.
- Pass on information from the Fire marshals and information on any person/s unaccounted for to the senior emergency services person.
- When told that the building is safe to re-enter by the senior emergency services person, authorise re-entry to the workplace.
- Hold a meeting as soon as possible with the Fire Marshals and the Line Manager to review the evacuation.

Persons Unaccounted For

- Attempt to establish their last known whereabouts – they may have left the building prior to the emergency, but not have signed out etc.
- Inform the Emergency Services immediately of the situation.
- DO NOT re-enter the building to search for this person unless confirmed safe to do so by the Emergency Services.

Floods

In the event of a flood in any of the Probation Service buildings, the same Emergency Evacuation Procedure should be followed as for fire.

ALL staff, visitors and contractors **MUST** evacuate the building and proceed to their assembly point.

Safety Statement

For work with Community Service Participants at specific work areas then, if this area or workplace has an emergency procedure with established assembly points, alarms, wardens and instructions, the Community Service Supervisor is to ensure that they and the Community Service Participant/s are made fully aware of what these procedures are and what is expected of them.

Safety Statement

5.5 DEALING WITH BOMB THREATS

Bomb Threat

It is important that you are aware of the Service's policy and procedures in the event of a bomb threat. You must observe and take seriously any bomb threat. In a real life situation, the speed and efficiency with which you deal with a threat could make all the difference.

Suspicious Packages

Be vigilant for any suspicious package or object. A bomb can be disguised in many ways, but is most unlikely to look like a bomb. It can be hidden in anything ranging from a briefcase, handbag, carrier bag or envelope to a rubbish bin or cigarette packet. The essential thing is to look out for anything unusual or out of place.

If you come across an object which looks suspicious and cannot be accounted for in any way, do not touch or move it. Inform the person responsible for security, or your manager immediately.

Any suspicious small package or box must be treated with extreme caution and the person responsible for security or your manager informed immediately – it should not be moved or handled as any explosion could cause injury. As these devices are usually designed to cause a fire, fire-fighting equipment should be checked regularly and always in good working order. Also make sure you are familiar with the operation of the fire fighting equipment in your area.

The Postal Bomb

Postal bombs can contain either high explosive or incendiary devices. Designed to maim and kill by exploding on opening, they can vary in size between envelopes of one-eighth of an inch thick, to parcels of any size. If you suspect that a letter or package may be an explosive device, it should be put down carefully (on a table if possible), away from windows and partition walls. Do not touch it or put it in water or sand.

Try to check its authenticity by making enquiries into its origin, where the sender is shown. Ask if colleagues are expecting it. If it cannot be accounted for, alert your security supervisor or manager.

Safety Statement

The following signs could alert you to the possibility that the letter or package is suspicious:

- Grease marks on the envelope or wrapping.
- An odour of marzipan or almonds.
- Visible wiring or tin foil, especially if the envelope or package is damaged.
- The envelope or package may feel heavy for its size.
- The weight distribution may be uneven and the contents may be rigid in a flexible envelope.
- The package may have excessive wrapping.
- There may be too many stamps for the weight of the package.
- It may have been posted somewhere other than the Republic of Ireland.
- It may have been delivered by hand from an unknown source.

Safety Statement

Dealing with a Telephone Threat

In order to reduce confusion and to assist the Gardai, as much information as possible should be obtained and recorded.

- Note the time of the call.
- Record the exact words if possible.
- Ask:
 - Where the bomb is now?
 - What it looks like?
 - When is it likely to detonate?
 - Who planted it?
 - Why it was planted?
- Note the accent and whether the caller is male or female.
- Note the background sounds.
- Note the time the caller hung up.
- Notify your Line Manager and/or Garda Síochána immediately.

Bomb evacuation Procedures

Upon notification of a bomb threat, the Fire Marshal and deputies are to conduct a walk through of the escape routes. Any suspicious object is to be noted and that route not used for evacuation. Before sounding the alarm, persons on each floor are to be made aware of any potentially unsafe evacuation route.

The normal fire alarm may be sounded on the authorisation of the Fire Marshal or the Safety Officer or the Line Manager.

To the degree possible the Safety Officer and/or Fire Marshals will:

- Check that all rooms are cleared;
- Note any suspicious object and its location. (Do not handle any suspicious items);
- Where rooms are empty note any personal items which may be vouched for later by staff;
- Instruct staff who are present, to make a quick check of their room for any unusual or suspicious looking objects. They should then leave their room, bringing their personal belongings with them (e.g. brief case, bag, holdall etc.); and then evacuate the building using the same evacuation procedures as that for fire.
- Assembly at the fire assembly point, this maybe relocated following discussions with An Garda Síochána and the Fire Service.

Safety Statement

The Safety Officer, acting as the Emergency Control Officer (ECO) will provide any information obtained, including any list made, to the senior emergency service person attending.

Even if there is no explosion, no person is to attempt to re-enter the building until clearance is given by the senior emergency service person through the Safety Officer.

5.6 SECURITY

It is the responsibility of the Senior Probation Officer for each office to develop and implement an appropriate security policy. In order to protect employees, security systems and procedures **must be treated as highly confidential**. All staff will be trained in the current security procedures for their office. Policies and procedures will address:

- Identifying and assessing the risks.
- Opening and closing routines to be followed.
- Design of early morning entry procedures to detect an overnight entry to the premises.
- Protecting premises and other high-value items.
- Using and maintaining specialised security equipment.
- Action in the event of a breach of security, violent incident, threat etc.
- Helping staff after a breach of security, violent incident, threat etc.
- Dealing with bomb threats / suspicious packages etc.
- Liaising with An Garda Síochána.
- Public relations and communication with the media.
- Identification of the location of officers when they are conducting off-site visits and the means of contact and alert words, phrases that indicate that assistance is needed.

It is the responsibility of the Senior Probation Officer to ensure these policies and procedures are communicated and clearly understood by all staff. The Senior Probation Officer is responsible for monitoring and evaluating the effectiveness of the security systems regularly in order to ensure they are appropriate. This will be done in conjunction with the appropriate security personnel – e.g. Garda etc.

The security of staff, visitors, premises and value items will be a priority at all times. The Probation Service will consider the following when designing its security measures:

- The pattern and type of business.
- The way the building is used – i.e. when is it staffed and when not?

Safety Statement

- The need for fire precautions and escape routes.
- Crime Prevention Through Environmental Design issues for reception, interview rooms etc.
- Location, including:
 - geographical and social environment, and its position in relation to access and escape routes;
 - the crime rate, both locally and generally; and
 - the previous experience of other Probation Service offices.

Existing guidelines and specific areas within this safety statement already provide advice on the issues in all of the paragraphs above.

5.7 EMERGENCY PLAN - DEALING WITH VIOLENT SITUATION

The Probation Service is in the process of drafting an emergency plan to deal with potentially violent situations within our workplace. Following consultation with the relevant parties and approval, the emergency plan will be included within the Safety Statement.

5.8 FIRST AID

The names of local First Aiders are posted on Safety Notice Boards and in other prominent places.

The annual training review will consider the need for refresher/new first aider training. Occupational First Aiders will only be trained on a course that adheres to the FETAC Module Descriptor and is delivered by suitably qualified trainers. Occupational First Aider training is valid for a period of 2 years.

The contents of the first-aid boxes is to be checked on a regular basis as part of the quarterly housekeeping inspection to ensure they are filled and that material in the kits is within the use-by-date. Any issues are to be reported to the First Aiders.

It is the responsibility of the First Aiders to order replacement items, dispose of out of use-by-date items and restock the kits.

In addition to the above, first-aiders must comply with the following:

- Disposable gloves to be worn, particularly when treating an open cut or wound.

Safety Statement

- No tablets, drugs or medicines to be kept in the first aid kit or administered.
- If you use the first aid kit for any reason report the injury to the Senior Probation Officer or Line Manager.
- Following an accident requiring first-aid treatment, an accident report form must be completed and submitted to the Safety Officer.

Safety Statement

5.9 FIRST AID KIT CONTENTS

MATERIALS	FIRST AID TRAVEL KIT CONTENTS	FIRST AID BOX CONTENTS		
		1-10 Person	11-25 Person	26-50 Person*
Adhesive Plasters.	20	20	20	40
Sterile eye pads (No 16) (bandage attached).	2	2	2	4
Individually wrapped triangular bandages.	2	2	6	6
Safety Pins.	6	6	6	6
Individually wrapped, sterile, unmedicated wound dressings medium (No 8) (10 x 8 cm).	1	2	2	4
Individually wrapped, sterile, unmedicated wound dressings large (No 9) (13 x 9 cm).	1	2	6	8
Individually wrapped, sterile, unmedicated wound dressings extra large (No 3) (28 x 17.5 cm).	1	2	3	4
Individually wrapped disinfectant wipes.	10	10	20	40
Paramedic shears.	1	1	1	1
Pairs of examination gloves.	3	5	10	10
Sterile water where there is no clear running water **	2x20ml	1x500ml	2x500ml	2x500ml
Pocket Face mask.	1	1	1	1
Water –based burns dressing small (10 x 10 cm)***	1	1	1	1
Water based burns dressing large***	1	1	1	1
Crepe bandage (7 cm).	1	1	2	3

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

**Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should

Safety Statement

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

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

Safety Statement

5.10 PROCEDURE IN CASE OF ACCIDENT/NEAR MISS & INJURY

- The Line Manager, Safety Officer and First Aider are to be immediately notified.
- The appropriate guideline is to be activated if the injury is significant.
- The first-aider will carry out the necessary treatment to the patient.
- Emergency help should be sought if necessary, (Emergency Services 999 or 112).
- Reception must be informed if an ambulance has been called. The Reception staff must then notify the Safety Officer or Corporate Affairs manager of the incident.
- The injured person will be accompanied to hospital by a colleague.
- A serious accident is to be reported immediately to the injured person's Line Manager who will contact HR regarding contacting the person's next of kin.
- If someone near you has an accident, do not attempt treatment unless you are qualified to do so. Send someone for the first-aider.
- Switch off any electrically operated machinery involved and unplug at the socket.
- If the person is in contact with electricity and it cannot be disconnected immediately, do not touch them directly. Try to separate them from the object by using a non-conductor such as a dry broom handle, or similar.

5.11 ACCIDENT/ NEAR MISS REPORT & INVESTIGATION

All accidents/near misses, whether serious or not, must be reported immediately to the Line Manager or Safety Officer.

- An accident is defined as an unplanned event that results in injury, ill health of people or damage or loss to property, plant & environment.
- A near miss is defined as an incident that could have resulted in an accident, ill health, damage or loss to property & environment.

An Accident/Near Miss Report and Investigation Form are contained on the Portal and are to be used for all accidents/near miss.

Safety Statement

For an accident where the resulting injury is, or could be, relatively minor and would only require first aid treatment, The Safety Officer is to be notified as well as the First Aider. The Safety Officer is to complete the Accident/Incident Report & Investigation Form immediately; Parts A-F and report to the Line Manager. For near misses the Safety Officer is to complete the Accident/Incident Report & Investigation Form immediately Parts B, C & D and report to the Line Manager. On completion keep a copy on site and send the original to the Health and Safety Unit.

In the event of a serious accident (an accident resulting in death or injury requiring treatment by a hospital or Medical Practitioner) the Director and Deputy Director, together with the relevant Manager and relevant Line Manager will carry out an investigation into the accident/ incident and will make recommendations to management on any corrective action/s required. This will all be done on the Accident/Near Miss Report Form and Investigation Form. The Safety Officer and Safety Representative can assist in this as well.

Following the investigation, corrective action/s will be determined, planned, taken and recorded. The co-operation and assistance by all members of staff in accident/ incident investigations is expected.

Accident/ near miss data will be periodically analysed by Health and Safety Unit and reported to the Safety Steering Committee with a view to highlighting relevant trends and improving safety performance. Where appropriate, the Safety Statement and any involved Guideline or Standard Operating Procedure will be reviewed in light of any accident/incident.

Certain accidents and dangerous occurrences are to be reported to the Health and Safety Authority. These include the following categories:

- An accident resulting in the death of an employee
- An accident resulting in the employee not being able to perform their normal duties for more than 3 working days (not including the day of the accident)
- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment (e.g. member of the public)
- Certain dangerous occurrences, as defined in the above Regulation, which have the potential to cause serious injury.

The Health and Safety Unit is responsible for reporting any such accidents/dangerous occurrences. Reporting will be done on the Internet to the Health & Safety Authority.

Safety Statement

5.12 WELFARE FACILITIES

Employees are reminded that:

- First aid boxes are provided at clearly marked locations.
- The Probation Service is committed to providing the highest standards of cleanliness and hygiene throughout its operation. To this end, the Probation Service employs specific contractors with responsibility for cleaning the premises on a regular basis.
- Designated areas have been allocated for employees to have their rest break while on the premises.
- Canteen facilities with hot and cold water, cooking facilities etc. are provided.
- Separate toilet facilities are provided for male and female users.
- All appropriate PPE will be supplied to employees.

5.13 DRUGS & ALCOHOL

Where a member of staff has a problem with alcohol or substance abuse The Probation Service accepts that it has a responsibility to offer assistance and guidance.

The Probation Service shall address drug and alcohol misuse in accordance with the Civil Service Alcohol and Drugs Misuse Policy which is available at www.personnelcode.gov.ie and on the Probation Service portal.

Any Staff Member who, in the opinion of their Line Manager, shows apparent signs of the effects of intoxicating liquor or drugs, will be required to leave the premises immediately and will be asked to attend the nominated medical doctor for a drug & alcohol test.

Safety Statement

5.14 WORKPLACE STRESS

The Probation Service adheres to all aspects of the *Safety, Health and Welfare at Work Act, 2005*, which obliges employers to identify and safeguard against ALL risks to health and safety, including stress.

Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to tolerate them.

Causes of stress in the workplace can include:

- Excessive workloads.
- Poorly organised shift work.
- Poor work organisation.
- Poor working relationships.
- Poor communication at work.
- Ill defined work roles.
- Highly demanding tasks.
- Lack of support for staff members.
- The threat of violence.

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard:

- Identification of potential problems
- Assessment of risks
- Implementation of safeguards
- Monitoring the effectiveness of safeguards

The Probation Service will utilize the following methods of managing stress:

- Ensure that all staff members are aware of the potential causes of stress and the early warning signs.
- Ensure that all reports from staff members that may be related to stress are listened to and appropriate measures taken.
- Provision of any required guidelines or training to address potential stress risks.
- Ensure that staff members are encouraged to raise any issues of stress with their direct line manager as soon as possible.
- An Employee Assistance Officer is available to staff. The aim is to provide support to employees experiencing difficulties such as bereavement, trauma, alcohol or drug abuse, depression or anxiety, stress at work, etc.

Safety Statement

5.15 HARASSMENT / BULLYING

The Probation Service is committed to providing a work environment free of any kind of bullying or harassment. Management at the highest level will not tolerate bullying or harassment and will take appropriate steps to resolve any problems that may occur.

Bullying and harassment will be addressed in accordance with the requirements of the Dignity at Work Charter. The Probation Service prohibits bullying or harassment by any employee, including supervisors, managers, co-workers and visitors, as well as by any person doing business with or for the Probation Service.

Bullying

Bullying is defined as offensive, abusive, intimidating, malicious or insulting behaviour or abuse of power conducted by an individual or group against others, which makes the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self-confidence and which may cause them to suffer stress. Bullying is generally behaviour which is persistent, systematic and ongoing

Examples may include:

- Manipulating the victim's reputation by rumour, gossip, ridicule and innuendo.
- Social exclusion or isolation.
- Preventing the victim from speaking by using loud, aggressive and/or abusive language.
- Manipulating the nature of the work or the ability of the victim to perform their work, e.g. by overloading, withholding information or setting meaningless tasks etc.

Where informal methods fail and harassment persists, employees are advised to bring a formal complaint and should do so in writing.

Safety Statement

Harassment

Harassment is defined as any act or conduct which is unwelcome and could reasonably be regarded as offensive, humiliating or intimidating. Examples include:

- Spoken words or gestures.
- The production, display or circulation of written words, pictures or other materials.

It can result in a person feeling intimidated, humiliated, patronized or embarrassed by the derogatory, offensive or discriminatory remarks or actions of others. Harassment may interfere with job performance, undermine job security or create a threatening or unpleasant work atmosphere.

Sexual harassment

Sexual harassment is defined as offensive, humiliating or intimidating behaviour by a person or group towards another person or group which is sexual or gender negative in nature. Sexual harassment includes the following forms of behaviour:

- Unsolicited, unreciprocated behaviour of a sexual nature to which the recipient objects.
- Unwanted physical contact.
- Lewd or suggestive physical or verbal behaviour.
- Sexually derogatory statements or sexually discriminatory remarks.
- The display or circulation of pornographic or sexually explicit material in the workplace.

Sexual harassment may be committed by a person of the same sex as the victim and is not restricted to the actions of staff members only.

Racial harassment

Racism is a specific form of discrimination and exclusion faced by cultural and ethnic minorities. Racism denies people their basic human rights, dignity and respect.

Safety Statement

It is defined as unwanted behaviour of a racial nature by a person or group towards another person or group. Examples may include:

- Abusive language, mockery or racist jokes.
- Display or circulation of racially offensive material.
- Racial name calling.
- Intrusive or persistent questioning about a person's racial or ethnic origin, culture or religion.
- Exclusion from normal workplace conversation or social events, i.e. being "frozen out".

5.16 SMOKING

In compliance with the legislation, the Probation Service operates a strict No Smoking Policy which applies to all staff members, visitors, clients and contractors.

Staff members found to be smoking in breach of this policy will be subject to disciplinary procedures.

All naked flames and cigarette ends are to be disposed of before entering any Probation Service premises.

All NO SMOKING signs are to be observed at all times.

5.17 DISCIPLINARY ACTION

Where instruction, advice and persuasion fail to achieve compliance with health and safety rules, it is the policy of The Probation Service to take disciplinary action on the matter. The following procedure will be followed:

- Apart from any gross negligence of the health and safety rules on site, which may warrant instant dismissal, the employee shall be warned of any shortcomings and given a reasonable opportunity to put them right.
- Should it be necessary to take formal action, a number of verbal warnings will be given. This warning will indicate the specific health and safety rule that has been breached, how it is to be rectified and the time limit in which it is to be achieved.

Safety Statement

- A further warning will be given in writing, should the required improvement not result within the stated period.
- In all cases of alleged wilful breaches of the health and safety rules, the case will be investigated rapidly and fully. Depending on the results of the investigation, the employee will either be dismissed, be given a written warning of return to normal work.
- All warnings for breaches of health and safety rules will be noted in the employee's file.

5.18 OCCUPATIONAL HEALTH

The Probation Service is committed to pursuing a positive policy towards occupational health matters and will continue where possible to facilitate arrangements for ongoing health checks and vaccinations (e.g. Hepatitis, TB, Influenza etc).

Any employee who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify their Line Manager of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers.

Safety Statement

5.19 EMPLOYEE ASSISTANCE SERVICE

The aim of this service is to:

- Provide a support service for all staff.
- Assist staff in overcoming difficulties, thus ensuring that the problems do not adversely affect attendance and job performance.
- Promote good physical and emotional health amongst employees.
- Improve the quality of the person's life.
- Assist management in maintaining a happy, motivated and committed workforce.

If issues / problems are identified, staff members are encouraged to contact the Employee Assistance Officer (EAO). Where appropriate, HR can be requested to make an official referral to the EAO. Management should note that this is a confidential service and they are not entitled to feedback from the staff member or from the EAO.

If any employee requires regular and ongoing attendance with the EAO, managers can decide what time off may be allowed during office hours. Managers are entitled to request written confirmation from the EAO that the staff member has attended.

Services provided include:

- Counselling.
- Referrals to specialist agencies where specialised treatment is required.
- Providing an information service on welfare related matters.
- Providing a support service to management.
- Liaising with outside bodies on behalf of the member.

The Employee Assistance Officer can provide help with a range of issues including:

- Addictions (Drugs & Alcohol)
- Marital difficulties

Safety Statement

- Emotional difficulties
- Lone parents
- Harassment & Bullying
- Stress
- Poverty / Financial difficulties
- Bereavements
- Legal difficulties
- Loneliness

5.20 CARECALL

As well as the Employee Assistance Service, staff has access to the Carecall counselling service. This service is provided by an independent organisation with no direct ties to either the Probation Service or to the Government. Any consultation or counselling from them is strictly confidential.

5.21 PREGNANT EMPLOYEES

For advise on Support for Pregnancy please refer to the Probation Service Policy titled; *"Service Support for Pregnancy, Post Natal or Brestfeeding"*.

A pregnant employee must inform her Supervisor as soon as possible of her condition. When Management is notified of any staff member that is pregnant, has just had a baby or is breast-feeding (within the first 26 weeks after birth), an assessment of any hazardous activities relating to the employee will be carried out using a checklist specifically developed for this purpose and included on the Portal.

There are a number of hazards reflected in this checklist, as follows:

- Manual handling.
- Exposure to excessive noise.
- Vibration or shocks.
- Hot or cold environment.
- Extensive periods or distance of travel.
- Night work.

Where the pregnant employee is carrying out Display Screen Equipment work at a specific workstation, reassessment of the setup of such workstations is

Safety Statement

to be conducted on request from the employee concerned (this may be required at various stages of their pregnancy).

Safety Statement

6.0 RISK MANAGEMENT

6.1 HAZARD IDENTIFICATION

For the following, this definition applies:

A hazard is a “Source, situation or act (or a combination of these) with a potential for harm in terms of human injury or ill health” (OHSAS 18001.2007).

Hazards will be identified by the following means:

- Risk Assessment process
- By observation of work areas by persons working there.
- By consultation with staff members at meetings or with Safety Representatives.
- Through regular two monthly housekeeping inspections.
- Through accident/incident investigations.

If a staff member identifies a potential danger or hazard in the workplace they are to first do what they can, provided it is safe to do so, to make the situation safer.

This could include warning nearby persons of the danger, highlighting the danger in some way or isolating it.

The staff member must then report the hazard to the Safety Officer and/or their immediate supervisor.

If the hazard cannot be immediately controlled, it will be recorded in the Office Corrective Action Register (available on the Portal) to ensure that appropriate corrective actions are applied and that this application is suitably monitored.

6.2 WORKPLACE INSPECTIONS

Formal inspections of the workplace are conducted every two months by the Safety Officer, supported by the Safety Representative with the results reported verbally to the Senior Probation Officer and, as above, any uncorrected hazards recorded on a suitable Corrective Action Register (see portal). Results of the workplace inspection should be forwarded to the email address, hands@probation.ie

Safety Statement

6.3 RISK ASSESSMENT

For the following, these definitions apply:

Risk is a “Combination of the likelihood of an occurrence of a hazardous event or exposure (s) and the severity of injury or ill health that can be caused by the event or exposure” (OHSAS 18001.2007).

Risk Assessment is the “Process of evaluating the risk(s) arising from a hazard(s) taking into account the adequacy of existing controls and deciding whether or not the risk is acceptable” (OHSAS 18001.2007).

Risk assessments are maintained on site at each work location and are readily available to all staff. All staff are requested to participate in the risk assessment process. Risk assessments will be reviewed annually or where a new process, equipment, procedure, legislative changes, codes of practices etc. are introduced.

How to assess the risks in your workplace:

- Step 1: Identify the hazards and associated risks.
- Step 2: Decide who might be harmed and how.
- Step 3: Evaluate the risks and decide on appropriate corrective and preventative actions (ensure that you consider existing precautions).
- Step 4: Record your findings and implement them.
- Step 5: Review your assessment and update if necessary.

Risk category will be generally rated as low, medium or high. This is determined by an assessment reached by consultation between the members of the work group as to:

- The severity of any outcome of an accident resulting from the hazard, and
- The probability of the hazard causing an accident of the severity chosen – given:
 - The number of ways that the hazard can cause an injury,
 - The level of skill or knowledge about the hazard for those involved,

Safety Statement

- The physical capability of those persons involved or likely to be involved,
- Any conditions in the workplace which may interfere with the hazard being recognised and/or
- The exposure of persons to the hazard - either by frequency of occurrence of the hazard or the duration of time for which the hazard exists.

Reference should be made to the developed Probation Service Risk Assessments as a guide when conducting office/site risk assessments. e.g.:

Location	Hazard	Risk	Who might be harmed?	Category of Risk (Low, Medium High)	Control Measure	Person Responsible
Reception	Bins overflowing, Trip hazard	Risk of Slip, Trip or Fall Hygiene Risk Fire Hazard	Clients/ Staff	Medium	Clean affected areas Schedule Bin Collection Provide extra bins if necessary Weekly house keeping checks Warning Signs	Safety Officer / Cleaning Contractors
Loose Floor Boxes	Raised floor box	Risk of Trip, Fall Risk of Twisting Ankle	Clients/ Staff	High	Close floor box correctly Cordon off area if floor box cannot be closed	All Staff/ Facilities Manager

Safety Statement

6.4 HIERARCHY OF CONTROLS

The selection and implementation of the most appropriate method of risk or hazard control is a crucial part of the risk assessment process. The following hierarchy should be used when deciding on control measures, starting with the first in the list and working down to the last resort, which is the provision of personal protective equipment and clothing.

No.1 Elimination:

Eliminating the hazard entirely from the workplace is the best way to control it. Examples of this would be providing a lifting device to eliminate manual handling, or remove hazardous chemicals.

No.2 Substitution:

If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Examples are substituting a hazardous chemical with a less hazardous chemical, reducing the size/weight of stationary goods to reduce the risk of manual handling injuries.

No.3 Engineering Solutions:

If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact. Examples of engineering controls are:

- Alarm systems
- Machine guarding
- Interlocks and cut-off switches
- Provide ventilation

No.4 Administrative Solutions:

These are the management systems, which can be introduced which include; information, instruction & training, restrict access areas, preventative maintenance, limitation of exposure time, provision of written work procedures. For example:

- Safe systems of work that reduce the risk to an acceptable level

Safety Statement

- Written procedures that are known and understood by those affected
- Adequate supervision
- Identification of training needs and provision of appropriate training
- Information/instruction (signs, handouts).
- Employee assistant programs

No.5 Personal Protective Equipment (PPE):

Personal Protective Equipment should always be considered as a last resort. It can also be used as an interim measure to reduce exposure to a hazard until a more permanent solution is found. Examples of PPE include: masks, earplugs, respirators, helmets, boots, safety shoes, overalls, etc.

Safety Statement

7.0 SPECIFIC HAZARDS

7.1 SLIPS, TRIPS and FALL

Preventing slips and falls is everyone's responsibility

You can help to avoid slips, trips and falls at work by watching out for:

- Hidden steps when stepping outside or turning a corner.
- Smooth surfaces such as floors which has been waxed but not buffed.
- Wet spots.
- Oil and grease spots / spillages.
- Carpets which are not tacked down.
- Loose tiles or floorboards.
- Insecure or not properly fitted staging.
- Electrical leads.
- Open filing cabinet drawers.
- Temporary obstructions in passageways.

When using staircases use the handrails, do not run, do not use your mobile phone or carry articles in both hand and keep your hands out of your pockets.

Care should be taken to keep all floor areas free from tripping and slipping hazards. If you spill any liquids **it is your responsibility** to ensure that the spill is cleaned up immediately.

Improving housekeeping and proper storage of materials and parts will result in reduced near misses and accidents.

Safety Statement

7.2 CHEMICAL SAFETY

A hazardous substance is described as any substance with the potential to cause harm, injury or damage to a person's health. In most working environments, we are exposed to hazardous substances, used in a controlled manner and circumstances.

The following control measures should be put into place in all circumstances where hazardous substances are in use:

- ❑ All substances are to have a corresponding Material Safety Data Sheet (MSDS).
- ❑ The MSDS should be communicated to the relevant staff.
- ❑ All safety controls advised by the MSDS, such as the use of PPE, suitable storage containers or spill control procedures, must be assessed and complied with.
- ❑ Suppliers of hazardous substances are obliged to provide an MSDS for each substance – where one has not been received it will be possible to request an MSDS for an existing substance or the MSDS will be available through the Internet.
- ❑ All chemical containers will be appropriately labelled providing the necessary information and symbol on the hazardous material.
- ❑ Under no circumstances are substances to be decanted or stored in food or drink containers. Where it is required to decant substances then a smaller container, properly labelled, must be used.

All Material Safety Data Sheets are to comply with European standards for such documents. The contents are to cover the following 16 elements:

- 1. Identification of the substance/preparation and of the company/undertaking**
- 2. Composition/information on ingredients**
- 3. Hazards identification**
- 4. First-aid measures**
- 5. Fire-fighting measures**
- 6. Accidental release measures**
- 7. Handling and storage**
- 8. Exposure controls/personal protection**
- 9. Physical and chemical properties**
- 10. Stability and reactivity**

Safety Statement

- 11. Toxicological information**
- 12. Eco-toxicological information**
- 13. Disposal considerations**
- 14. Transfer information**
- 15. Regulatory information**
- 16. Other information**

NOTE: Under the requirements of the Registration, Evaluation and Authorisation of Chemicals (REACH) legislation, If there is any intention to use the substance differently from that stated in the MSDS then written agreement for this must be obtained from the manufacturer/supplier.

Safety Statement

7.3 DISPLAY SCREEN EQUIPMENT (DSE)

For advice on Display Screen Equipment please refer to the Probation Service Policy titled; “*Guidance For Workstation Setup*”.

Employees that are required to do their work using DSE for a significant part of the day (one hour continuously or more and daily use) are the employees covered by the Display Screen Equipment General Application Regulations.

All staff members are required to have a DSE assessment conducted for their workstation with a record kept of the result of such an assessment.

A new workstation risk assessment will be completed when:

- New employee
- An employee transfers to a new workstation
- Significant new work equipment is introduced,
- There is a change of equipment or
- New technology or software is introduced to the workstation.

An example of ‘significant new’ equipment includes a new monitor, chair, keyboard, telephone etc.

Risk Assessment

The DSE assessment covers a specific set of conditions given within the regulations. DSE assessments are based on ergonomic principles and specific factors need to be taken as a whole when deciding if there is a problem. The assessment looks at four key areas:

- The Task
- The Equipment (desk, chair, screen, keyboard, mouse etc)
- The Person
- The Environment (space, heating, ventilation, lighting etc)

Specific guidelines have been developed to guide the setup of DSE Workstations.

Eye Testing

Each staff member of The Probation Service who consistently uses DSE will have eyesight tests made available to them. The cost of such tests will be covered by The Probation Service. In determining the intervals, factors such

Safety Statement

as the ages of the employees and the intensity of DSE work will be taken into account in deciding the frequency of repeat tests.

If any staff member feels that they need an eye test (sore eyes or headaches continually at the end of the day's work) then they are to approach the Safety Officer who will organize the eye testing through local resources.

When eye tests carried out by the doctor or optometrist reveal that particular lenses are required for DSE work, the basic costs of providing the glasses, or that part of new graduated lenses specific for DSE use, where the employee already wears glasses, will be borne by The Probation Service, taking account of any social welfare entitlement that might apply.

7.4 MANUAL HANDLING

Manual handling risk assessment of tasks that involve manual handling will be completed taking into account the task, the load, the working environment and the capability of the individual concerned. The manual handling risk assessment will be reviewed if there is any reason to suspect that it is no longer valid. All possible steps will be taken to reduce the risk of manual handling injury in the Probation Service taking into account the Principles of Prevention. A program of manual handling training is scheduled in 2011 for all staff. A guideline has been developed for manual handling and is on the Portal.

Any person who assesses that a load they are required to lift or otherwise move is either too heavy or too awkward for them to move is to seek assistance from other persons. Any person asked for such assistance is to co-operate as far as practicable with this request. Any task that is believed by any person to be a manual-handling hazard is to be reported to their Line Manager so that a risk assessment can be undertaken.

The Probation Service will consider the following areas within their manual handling risk assessments:

- ✓ The Task
- ✓ The Individual
- ✓ The Load
- ✓ The Environment

Safety Statement

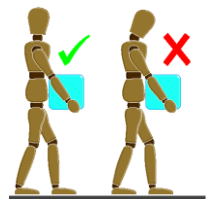
Risk assessments will be conducted by a competent person, who has adequate knowledge, training and experience to carry out the assessment properly and objectively.

Where manual handling cannot be immediately eliminated the hierarchy of risk / principles of prevention will be used:

1. Eliminate – redesign the filing / shelving system to eliminate lifting to high level etc.
2. Substitute – purchase stationary in smaller boxes etc.
3. Engineering controls – use of trolleys etc to reduce the amount of manual handling.
4. Administrative – reduce the amount of time people spend handling the material, provide training in manual handling etc.

Lifting Safely

- Avoid sudden and awkward movements while lifting.
- Check for rough surfaces, sharp or jagged edges, splinters etc. and use the appropriate protective clothing at all times.
- Do not allow the object being lifted impede your line of vision.
- Avoid slippery or other unsafe surfaces.
- All lifting will be carried out using the **8 principles of lifting**:
 - Size up the load, make certain of good balance.
 - Keep the back as straight as possible, tuck in the chin.
 - Use the strong leg muscles rather than the weaker back muscles.
 - Carry the load close to the body.
 - Watch where you are going.
 - Make sure the hands and feet are clear in placing loads.
 - Always ask for help if needed.
 - Use mechanical equipment such as trolleys where possible.



Safety Statement

7.5 ELECTRICAL SAFETY

Electrical Leads

No electrical leads or extensions should be left exposed on the floor where they can form a trip hazard or they could be subject to damage from trolleys or dropped objects. Leads should be covered in traffic ways by suitable means.

Any case where the inner coloured insulated wires of an electrical cable are exposed must be reported immediately to your supervisor. The cable must be disconnected and a warning notice applied to indicate that it cannot be used.

Only Probation Service supplied leads and extensions are to be used. The exceptions to this are leads supplied and used by contractor personnel as long as they comply with requirements as to condition and use.

Portable Equipment and Leads

Portable electrical equipment or other equipment are protected by the use of Residual Current Device (RCD's).

Employees should visually check portable electrical equipment before they use it.

These checks should include the following:

- Visual check for obvious damage on the equipment enclosures (cracks, not secure etc) and insulation on cables
- Visual check for any obvious damage to the cable lead (cuts, abrasions) or plug supplying the equipment or evidence of any temporary repairs such as taped connections
- Visual check to ensure no loose connections or loose cabling, outer sheath not gripped where it enters the plug
- Visual check for damage to the plug tops or sockets being used, evidence of over heating, burn marks or staining

Where an employee discovers a defect in portable equipment during these checks the employee should not use the equipment and should report the defect immediately to their supervisor.

Safety Statement

Multi-Extension Leads

The use of multi-extension leads at work stations is to be avoided as they may cause over-loading of the power circuits. In circumstances where they are required it must first be agreed with Buildings Management.

Portable Appliance Testing

All fixed, portable equipment and leads are subject to portable appliance testing (PAT's) program completed by a competent person in accordance with ETCI National Rules ET101.

Electrical Installations

The fixed electrical installation is subject routine inspection and testing in accordance with ETCI National Rules ET101.

Electrical Switch-Rooms & Service Area

Access to electrical switch-rooms and service areas is restricted to authorised personnel only.

7.6 RADON

Radon is a colourless, odourless, tasteless radioactive gas. Radon can accumulate in basement or ground-floor workplaces to unacceptable levels and become a health hazard.

Workplaces located at ground floor or basement level in High Radon Areas according to the Radiological Protection Institute of Ireland (RPII) Radon Map, must be measured for Radon. The legal limit for Radon in Irish workplaces is set at 400 Bequerels per cubic metre (Bq/m³).

As Radon can also be found in other parts of the country, not designated as high Radon areas, the Probation Service buildings are reviewed according to their age and locality using a risk assessment approach in line with the Radiological Protection Act 1991 (Ionising Radiation) Order 2000.

Safety Statement

8.0 OPERATIONAL GUIDANCE

8.1 STAFF MEMBERS WORKING OUTSIDE THE OFFICE

The Probation Service is committed to a policy of maintaining a safe and healthy environment for its staff and this includes staff members who are required to work outside the office environment. All such staff members will be made aware of and have access to this Safety Statement. All staff members have a responsibility to cooperate with management in ensuring their own safety while at work, whether in the office or outside the office.

Security

All staff members who are required to work outside the office area are to comply with the guidelines published for such activities as home visits and working in prisons. This will include the necessity of making the relevant person in the office aware of their location, vehicle details and expected start and finish times. They are also to familiarize themselves with and follow any locally developed procedures for security.

8.2 COMMUNITY SERVICE

A Community Service Order under the Criminal Justice (Community Service) Act 1983 provides for the performance of a specified number of hours unpaid work of a practical nature of benefit to the community in lieu of a custodial service. The Probation Service is responsible for the supervision of the order's implementation, matching offenders to a suitable project, monitoring compliance with the terms of the order, as well as instituting a return to court and prosecution for any failures to comply.

A separate Safety Statement with accompanying risk assessment and Standard Operating Procedures shall be prepared to cover all Community Service workplaces and activities.

Assessment Stage

The purpose of the assessment stage is to evaluate the offender's suitability for Community Service and to make the consequent recommendation to the court. The assessment stage has a critically important role to play in effectively managing health and safety within Community Service. Selection of suitable candidates from the outset reduces significantly the health and safety risk to both the offender and staff.

Safety Statement

Suitability assessments of offenders may be carried out by either a member of an Assessment Team or local regional Probation Officers. The assessment will be conducted in accordance with the procedures established for this and using the assessment criteria established.

Placement of Offenders on Site

On issue of the Community Service Order, the case is assigned to the relevant Probation Officer, whose duty it is to make arrangements and supervise the completion of the Court order. A review of the assessment report is conducted by the Probation Officer. Where the Officer has not been involved in the assessment process, this may require direct contact with the initial assessor. In other circumstances, the officer will have conducted the assessment and be familiar with the offenders history.

Prior to placement on site, the Community Service Supervisor will be made aware of any relevant issues from the offenders' history.

Following this, an induction of the offender is conducted by the Probation Officer and the Community Service Supervisor in accordance with established procedure and induction criteria.

It is the responsibility of the Community Service Supervisor to manage the daily activity of the offender. The Community Service Supervisor will explain on-site health and safety rules and regulations and conduct any necessary training.

Site Selection

All sites and prospective sites will be assessed prior to commencement of the work. This assessment will be conducted to an approved procedure and will include risk assessment of the site and the tasks to be performed using risk assessment criteria already established. Any site specific aspects not addressed will be added to the assessment.

Safety Statement

8.3 PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is the policy of the Probation Service to provide appropriate personal protective equipment and clothing and to replace it as required. Management is responsible for identifying and procuring the appropriate protective equipment and clothing. Any changes or new specifications of PPE issued will be monitored to ensure it is effective in controlling the hazard.

It is the responsibility of all staff members who are issued with PPE to maintain the PPE in a good condition, use it in accordance with instructions, report it to your supervisors so it can be replaced if it is defective or lost.

Responsibility for ensuring that the equipment is used properly rests with the employee's immediate supervisor who will ensure that all employees within their area of responsibility are properly instructed in the maintenance and use of safety equipment.

Personal Protective Equipment will be reviewed on an ongoing basis as part of a review of Health & Safety compliance by the Safety Department.

8.4 LONE WORKING

No staff member is to work back in the office alone unless they have informed Building Security, their Line Manager or a nominated member of staff. These persons will contact the staff member at regular intervals to ensure that they are all right.

No client interviews shall be conducted unless there is at least one other person in the office who is within earshot of the interview room.

Staff members working alone in the building are not to admit any person into the building, including contractors unless prior arrangements have been made.

8.5 TRANSPORT – USE OF VEHICLES

Probation Service staff may be required to use vehicles in the course of their duties. Probation Service drivers must obey all traffic laws and be prepared to react to other drivers and driving conditions. Only full licensed drivers will be permitted to use Service vehicles. Copies of the relevant licenses will be held by the Safety Officer. See Office Specific Safety Statement for more details.

Safety Statement

8.6 GUIDELINES

A number of guidelines covering specific health and safety issues have been developed and are expected to be read and complied with by all staff. These guidelines are available on the Probation Service Portal. These include;

- Managing Violent Incidents
- Threat to or stalking of a probation service employee
- Working with Clients
- Working with Offenders who maybe under threat from others
- Working in Prisons
- Guidance for Home Visiting
- Guidance for Reception Areas
- Guidance for Health & Safety Inductions
- Guidance for Workstation Setup
- Guidance for Driving/ Safe Use of Vehicles
- Guidance for Stress Management
- Guidance for Recommended Behaviour of Staff
- Service Support for Pregnancy, Post Natal or Brest-feeding
- Critical Incident Review Process

8.9 STANDARD OPERATING PROCEDURES (SOP)

Where instruction is required to be given to persons who are required to perform specific tasks and/or operate specific equipment, the instruction is to conform to any established SOP. This will mainly apply to Community Service projects. Each Community Service Supervisor will have ready access to all developed SOP's and they are also available on the Portal.

Safety Statement

APPENDIX 1 – ACCIDENT / NEAR MISS REPORT & INVESTIGATION FORM

Part A Injured Party Details

Surname	First Name	DOB	Sex Male/ Female
Employee No.		Client No. (if applicable)	
Home Address		Contact Tel No	
About the injured person: (Please indicate the status of the person by ticking as appropriate)			
<input type="checkbox"/> Employee <input type="checkbox"/> Member Of Public <input type="checkbox"/> Visitor <input type="checkbox"/> Contractor <input type="checkbox"/> Client			

Part B Accident / Near Miss Details

Date of Accident/Near Miss	Time of Accident/Near Miss	Date Reported
Location of Accident/Near Miss		

Part C Accident / Near Miss Category

Where appropriate, more than one box in each section may be ticked.

Type Of Accident / Near Miss

Injured/ Damaged by a person
Struck by/ Contact with
Machinery
Slip / Trip / Fall
Sharps
Road Traffic Accident
Exposure to Substances/Environments
Manual handling
Physical Assault
Property/Plant/ Environment Damage
Other

Tick

What Triggered the Accident/Near Miss?

Type Of Injury From Accident

Fatality
Sprain/strain
Bruising, grazes, bites
Closed fracture
Open fracture (bone exposed)
Internal injuries (excluding head)
Internal head injury
Open wound
Infection
Poisoning
Dislocation

Tick

Parts Of Body Affected

Head (except eyes)
Eyes
Face
Neck, Back, Spine
Chest, Abdomen
Shoulder.
Upper Arm/Elbow
Lower Arm, wrist
Hand/Finger
Leg/ Hip Joint, Thigh, Knee
Lower leg/ Ankle/Foot/Toe

Tick

Safety Statement

Amputation
Serious Multiple injuries
Trauma
Other (Please specify)

Multiple injuries
Trauma, shock
Other (Please specify)

Definitions:

Accident – Any unplanned event that results in injury, ill health of people or damage or loss to property, plant & environment.

Near Miss – An incident that could have resulted in an accident, ill health, damage or loss to property & environment.

Consequences	Result	Anticipated Absence
<input type="checkbox"/> Fatal	<input type="checkbox"/> Absent from work	<input type="checkbox"/> 0 days
<input type="checkbox"/> Non Fatal	<input type="checkbox"/> First Aid Treatment Only	<input type="checkbox"/> 1-3 days
	<input type="checkbox"/> Treatment by doctor/hospital	<input type="checkbox"/> 4-6 days
	<input type="checkbox"/> No Injury	<input type="checkbox"/> 7 – 13 days
	<input type="checkbox"/> Property/Plant or Environment Damage	<input type="checkbox"/> More than 14 days

Part D Accident / Near Miss Investigation Details

If First Aid Treatment was given By Whom?	Name (Block Letters)
Name of Witnesses?	
Describe What Happened?	
What could have prevented the Accident / Near Miss?	
What Corrective Actions will be taken?	Person(s) Responsible?

Safety Statement

IR1 Form Sent to H.S.A.? By Whom;	Yes/No
---	--------

Name of person recording details	Signature	Position	Date
----------------------------------	-----------	----------	------

Part F Witness Statements *(Use additional paper if required)*

[Large empty box for witness statements]		
Signed;	(Witness)	Date;

[Large empty box for additional witness statements]

Safety Statement

Signed;	<i>(Witness)</i>	Date;
---------	------------------	-------