



Briefing document on the HSE Safety Management Programme Emergency Department Supplementary Note

The fundamental aim of the Safety, Health and Welfare at Work Act 2005 and associated Regulations is the prevention of accidents and ill health at work.

Accordingly the Health Services Executive (HSE) is required to demonstrate compliance with the Act and the associated Regulations. The Corporate Safety Statement describes the HSE's Safety Management Programme and identifies the importance of employee co-operation to ensure its successful implementation. The Corporate Safety Statement must be made available and communicated to all employees.

Each work place under the control of the HSE is required to draw up a written *Ancillary Safety Statement* taking into account the requirements of the Corporate Safety Statement. Fundamental to the development of a written Safety Statement is the identification of hazards and the assessment of associated risks. The Safety Statement must be specific to the site or service, setting out the arrangements in place to safeguard the safety, health and welfare of employees, service users, visitors and all who come in contact with our Services, and /or maybe affected by our activities along with the co-operation required from employees to achieve this.

The purpose of the *Guidance on writing your Ancillary Safety Statement Ref: GD 001* is to assist Managers¹ to develop a **Safety Statement** specific to their place of work (location) and work activities.

In the context of the Acute Hospital setting, Hospital Management in consultation with employees is required to complete Sections 1-10 of the Hospital Ancillary Safety Statement i.e.

Introduction	Brief introduction to the place(s) of work (locations) and work activities
Section 1	Policy Statement
Section 2	Declaration of Intent
Section 3	Organisational Responsibilities
Section 4	Hazard Control Arrangements
Section 5	Risk Management Process
Section 6	Consultation Arrangements
Section 7	Resources
Section 8	Distribution of the Ancillary Safety Statement
Section 9	Revision of the Ancillary Safety Statement

¹ Named person with responsibility for occupational safety and health matters within their control

National Health and Safety Function, Workplace Health and Wellbeing Unit, National HR Directorate

Section 10 Performance Measurement

Section 11 Risk Assessments

In addition, each Department Manager (e.g. Emergency Department) is required to complete Section 11 of the Safety Statement. This includes a brief description of the work activities, details the disciplines of staff working within the Department, the names and job titles of the responsible persons and also includes all relevant up to date work activity risk assessments.

Examples of work activity risk assessments include:

- Physical Agents Risk Assessment e.g. Display Screen Equipment, Lone Working, Manual and People Handling, Pregnant Employee (retained in employee personnel file)
- Biological Agents Risk Assessment
- Chemical Agents Risk Assessment
- Psychosocial Risk Assessment e.g. Work-Related Stress

Risk assessments of Hospital Emergency Departments must pay due consideration to situations where risk may be heightened due to overcrowding. Risk control measures covering such situations (and as described in the risk assessments) shall pay clear reference to the: *System Wide Escalation Framework and Procedures*.

The Hospital Safety Statement and associated risk assessments must be relevant at all times and hence must be reviewed:

- at least annually
- where there has been a significant change in the matters to which it relates
- where there is another reason to believe that it is no longer valid or
- when a Health and Safety Authority Inspector directs.

Following review, the Hospital Safety Statement and risk assessments must be amended as appropriate (Reference: Section 20 (5) of the Safety, Health and Welfare at Work Act 2005).

Managers should bring any changes made to the attention of the Safety Representatives, employees and any other persons affected by the new measures set out in the Safety Statement.