



# Guideline Document

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RE: Writing Your Ancillary Safety Statement

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Consultation With:

National Health and Safety Function and a cohort of Health and Safety Officers

Responsibility for Implementation:

All HSE Line Managers

Note:

Section 20, of the Safety, Health and Welfare at Work Act, 2005 requires all workplaces (place of work) under the control of the Health Service Executive (HSE) to prepare a written Safety Statement based on risk assessment.

The purpose of this Guideline Document is to provide guidance and assist HSE Managers (at all levels of the organisation) to develop an Ancillary Safety Statement<sup>1</sup> specific to the place of work (location) and work activities.

This Guideline document includes:

- Legislative framework
- Guidance on developing an Ancillary Safety Statement
- An Ancillary Safety Statement Template

### Note on terminology relating to Safety Statement

The term “Ancillary Safety Statement” is used in this document and replaces the terminology Site or Service Safety Statement.

It should be noted that existing occupational safety and health (OSH) documentation makes reference to site or service safety statements, the terms Ancillary Safety Statement and Site or Service Safety Statement are interchangeable

*Please note the management of any occupational safety and health issue(s) remains the responsibility of local management.*

<sup>1</sup> Ancillary Safety Statement (formerly known as Site or Service Safety Statement) provides details of the arrangements to manage occupational safety, health and welfare including hazard identification and risk assessment pertaining to the place of work (location) and work activities

<b>Key Amendments</b>	
<b>Section</b>	<b>Amendment</b>
Title	Updated to Ancillary Safety Statement
Figure 1	Updated
Section 5	Inclusion of Introduction
Appendices (1A-1E)	Updated to include additional sample safety statement structures
Appendix 2	Inclusion of Introduction
Appendix 2 3.2 Roles and Responsibilities	3.2.3 Line Managers roles updated 3.2.4 Employee roles updated
Appendix 2 Section 4 Hazard Control Arrangements	Updated to include additional examples

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## 1.0 Introduction

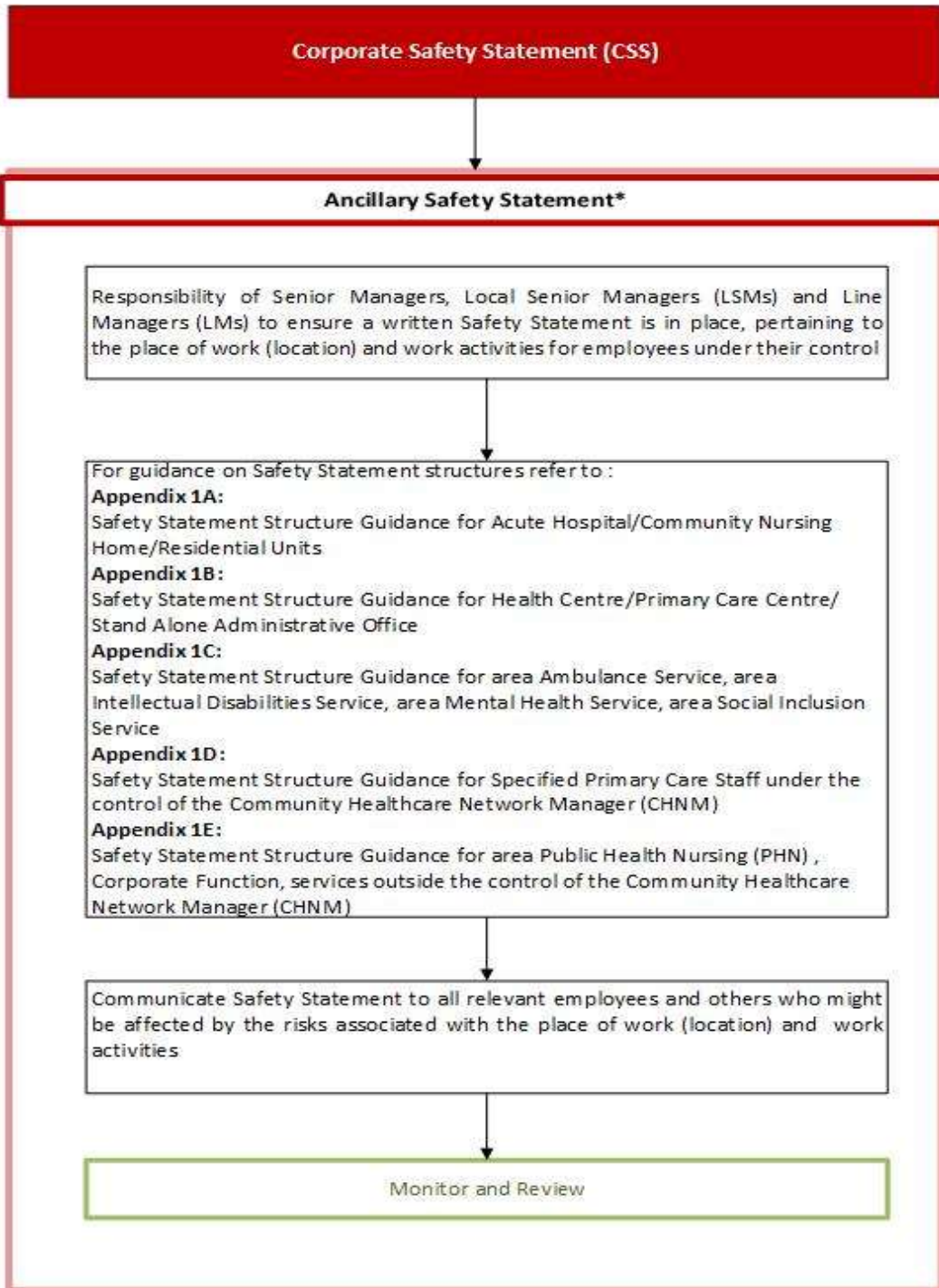
The fundamental aim of the Safety, Health and Welfare at Work Act, 2005 and the Safety, Health and Welfare at Work (General Application) Regulations, 2007 is the prevention of workplace accidents and ill health. The legislation applies to all employers, employees and the self-employed and sets out the general 'duties of care' for each of these parties. Accordingly the Health Service Executive (HSE) is required to demonstrate compliance with the Act and the associated regulations.

In response to this requirement, the HSE has prepared a **Corporate Safety Statement** describing the overall management of occupational safety and health within the HSE. The CSS describes the HSE safety management system by specifying:

- The HSE Policy Statement
- Detailed roles and responsibilities for managers and employees at all levels of the organisation
- The arrangements and resources in place to manage occupational safety and health
- Consultation arrangements

In keeping with the delegated responsibilities outlined in Section 2.0 of the Corporate Safety Statement, it is the Managers responsibility to ensure a written Ancillary Safety Statement is in place for their place of work (location) and work activities taking into account the requirements of the Corporate Safety Statement.

**The HSE Safety Statement structure is outlined in Figure 1 below.**



\* Ancillary Safety Statement (formerly known as Site or Service Safety Statement) provides details of the arrangements to manage occupational safety, health and welfare including hazard identification and risk assessment pertaining to the place of work (location) and work activities

The Ancillary Safety Statement should be read in conjunction with the Corporate Safety Statement

**Figure 2 HSE Safety Statement Structure**

### 1.1 Premises leased by the HSE where the HSE is the tenant

The HSE as both tenant and employer is required to have a Safety Statement for their place of work.

The matter of responsibilities for maintenance and upkeep within the leased building should be set out in a formal agreement between the HSE and the landlord.

### 2.0 Purpose of Guidelines

The purpose of this Guideline is to assist Managers<sup>2</sup> to develop a **Safety Statement** specific to their place of work (location) and work activities. The Guideline is not intended as a legal interpretation of the Safety, Health and Welfare at Work Act, 2005.

The Safety Statement must:

- Be specific to the place(s) of work (locations) and work activities.
- Set out the arrangements in place to safeguard the safety, health and welfare of employees, service users, contractors and visitors, along with the co-operation required from employees to achieve this.
- Be based on the identification of hazards and the assessment of associated risks (**i.e. must include all relevant risk assessments**).

### 3.0 Scope

This Guideline applies to all managers with responsibility for occupational safety and health matters within their control. A written Safety Statement is required for places of work (location) and work activities throughout the HSE specifying the arrangements in place for safeguarding and maintaining a safe and healthy environment for employees, service users, contractors, visitors and all who come in contact with our services or activities.

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<sup>2</sup> Named person with responsibility for occupational safety and health matters within their control

## 4.0 Legislative Framework

The areas covered by a Safety Statement are set out in Section 20 of the Safety, Health and Welfare at Work Act 2005. They include:

- The manner in which the occupational safety and health (OSH) of all employees will be secured and managed.
- The hazards identified and the risks assessed.
- Details of how safety, health and welfare obligations are managed, including:
  - (a) A commitment to comply with legal obligations.
  - (b) The protective and preventive measures taken and the resources provided for protecting safety, health and welfare at the place of work to which the safety statement relates.
  - (c) The resources provided for safety, health and welfare at the workplace (place of work) and
  - (d) The arrangements made to fulfill these responsibilities.

Specific items to be included are:

- The plans and procedures to be used in the event of an emergency or serious danger such as (non – exhaustive): Fire, power outage, chemical spill, medical gas leak, outbreak of infectious disease etc.
- Duties of employees including the co-operation required of them on safety, health and welfare matters.
- Names and job titles of responsible persons with delegated responsibilities for occupational safety and health.
- Arrangements made for appointing Safety Representatives and for consulting with, and the participation by employees on safety, health and welfare matters, including the names of the Safety Representative(s) (if appointed) and the members of the safety committee.

The Safety Statement must be written in a form, manner and language that will be understood by all and brought to the attention of:

- (a) Employees at least annually and at any other time following its amendment.
- (b) Newly recruited employees upon commencement of employment and
- (c) Other persons at the place of work e.g. agency employees and contractors who may be exposed to any specific risks to which the safety statement applies.

Where specific tasks are carried out which pose a serious risk to safety, health and welfare the risk assessment and protective and preventive measures to be taken must be brought to the attention of those affected. In discharging this responsibility managers can combine written and verbal means for communicating with employees and others including:

- Ensuring the availability of the Safety Statement at or near every place of work.
- Distributing the Safety Statement or relevant sections of it to all employees and others when first prepared and whenever significant changes are made.
- Verbal communication of the terms of the Safety Statement or particular risk assessments.
- Inclusion of/reference to relevant parts of the Safety Statement and risk assessments in employees' handbooks or manuals.
- Through on-going training.
- Service Level Agreements (SLAs).

It must also include a review mechanism and have regard to relevant safety and health legislation.



## 5.0 Guidance on writing your Ancillary Safety Statement

### 5.1 Contents of the Ancillary Safety Statement

Each Safety Statement is made up of the following:

#### Introduction

Brief introduction to the place(s) of work (locations) and work activities.

#### Section 1 Policy Statement

The general policy statement spells out the policy in relation to overall safety, health and welfare performance; provides a framework for managing safety, health and welfare, and lists relevant objectives. As this is an organisational policy the wording of this section must be the same as appears in the current Corporate Safety Statement and therefore should not be subject to amendment in the Ancillary Safety Statement. (See [Corporate Safety Statement](#)).

#### Section 2 Declaration of Intent

The declaration of intent provides a commitment to ensuring that the workplace (place of work) is safe and healthy so far as is reasonably practicable and that all statutory requirements will be complied with. The declaration provides a framework for managing safety and health and sets out the following:

- Specific objectives relevant to health and safety performance.
- The commitment to review and revise Safety Statement as changes occur, at a minimum on an annual basis, and evaluated at set intervals.
- How the relevant contents of the Safety Statement are brought to the attention of employees and any other people in the workplace (place of work) who might be affected.

The declaration must be signed by the most senior manager with responsibility for the safety, health and welfare of employees and others.

#### Section 3 Organisational Responsibilities

The organisational responsibilities include the following details:

- The duties of the employer as outlined in Section 8 of the Safety, Health and Welfare at Work Act, 2005.
- Sets out the safety management structure, in the form of an organisational chart, which identifies the named line management structure for safety management starting with the most senior manager e.g. Hospital Group Chief Executive Officer, Community Health Organisation Chief Officer, Chief Ambulance Officers, Assistant National Directors Corporate Functions or equivalent.
- The roles and responsibilities of named persons with delegated responsibility for safety, health and welfare.
- It must also identify the duties of employees and the role of persons deemed competent under the Safety, Health & Welfare at Work Act, 2005 for the provision of safety, health and welfare advice and assistance. (Please refer to the [Corporate Safety Statement](#)).

- All employees have a duty to take care of their own safety at work and that of their colleagues and service users. The co-operation required must be documented in the Safety Statement.

**Note** - HR disciplinary procedures are appropriate for failure to comply with safety, health and welfare requirements and should be specified.

#### **Section 4 Hazard Control Arrangements**

Following risk assessment this section of the Safety Statement describes the risk reduction measures in place (examples include; provision of and access to OSH training, management of internal emergencies, management of contractors, risk reduction measures (non-exhaustive list)) to ensure that the following general duties<sup>1</sup> of employers are met, so far as is reasonably practicable:

- A safe place of work.
- Safe means of access and egress.
- Safe plant, equipment and machinery.
- Safe systems of work.
- Provision of appropriate information, instruction training and supervision.
- Provision of suitable protective clothing and equipment where hazards cannot be eliminated.
- Provision and revision of emergency plans.
- Designation of employees having emergency duties.
- Prevention of risk to health from an article or substance.
- Provision and maintenance of welfare facilities.
- Provision, where necessary of a competent person to advise and assist in securing the safety, health and welfare of employees, service users and visitors.

#### **Section 5 Risk Management Process**

The hazard identification and risk assessment process is that adopted by the HSE, and can be accessed at: <https://healthservice.hse.ie/staff/benefits-services/health-and-safety/carrying-out-a-risk-assessment.html>.

#### **Section 6 Consultation Arrangements**

Sections 25 and 26 of the Safety, Health and Welfare at Work Act, 2005, require employers to put in place a safety consultation programme that facilitates the provision of information as required by Section 9 of the Act and participation by all employees in safety and health matters. In line with the HSE Corporate Safety Statement and governance arrangements, a Safety Committee is required to be established at local level which includes balanced representation between management and employees, to include Safety Representatives. The number of members provides for a compact and workable group. Provision is also made for employees to select/elect a Safety Representative. In smaller facilities the role and function of the Safety Committee may be incorporated and clearly defined in the Terms of Reference of Team Meetings. For further guidance, please refer to: <https://healthservice.hse.ie/staff/benefits-services/health-and-safety/safety-consultation-and-safety-representation.html>.

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<sup>1</sup> Safety, Health and Welfare at Work Act, 2005

## **Section 7 Resources**

The Safety Statement must provide details of the resources provided by management in terms of time, people and finance to manage the safety, health and welfare of employees, service users, contractors and visitors.

## **Section 8 Distribution of the Ancillary Safety Statement**

This section should clearly set out where the Safety Statement can be accessed and how it is to be brought to the attention of employees and other people in the workplace (place of work) who might be affected by the work activities. It should also document the process for employees to confirm that they have read, understood and will comply with the requirements of the Safety Statement.

## **Section 9 Revision of the Ancillary Safety Statement**

The Safety Statement needs to be relevant at all times and 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 Safety Statement 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.

## **Section 10 Performance Measurement**

Performance measurement is an important part of the plan-do-check-act cycle. Data gathered through the performance measurement process informs and sustains the operation and development of the HSE safety and risk management systems.

It is important that health and safety performance is measured at each management level within the organisation. Managers at all levels have responsibility for monitoring the achievement of occupational safety and health objectives and compliance with any standards for which they and their employees are responsible. Managers and supervisors responsible for the direct implementation of standards are expected to monitor compliance in detail.

## Section 11 Risk Assessments

Under Section 19 of the Safety, Health and Welfare at Work Act, 2005 and associated Regulations, it is the duty of the employer to identify the hazards and assess the associated risks in the workplace (place of work). All risk assessments must be in writing (with the exception of dynamic risk assessments<sup>3</sup>) and the necessary control measures to eliminate or minimise the risks documented and implemented.

This section includes:

- A brief description of the work environment and work activities relating to the place of work.
- The disciplines of employees working within the area.
- The names and job titles of responsible persons including the signature of the Line Manager.
- All relevant up to date risk assessments.

**Note** - where risk assessments contain health related or sensitive information relating to an employee, these should be retained on the employees personnel file e.g. work-related stress or pregnant employee risk assessments.

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<sup>3</sup> Dynamic risk assessment is the continuous process of identifying hazards, assessing risk in real-time while working and taking action to eliminate or reduce risk. This Risk Assessment is undocumented.

**Appendix 1A Safety Statement Structure Guidance for Acute Hospital/Community Nursing Home/Residential Units**



**Safety Statement Structure Guidance for Acute Hospital/Community Nursing Home/Residential Units**

**Introduction and Section 1-10 completed by local Senior Manager in consultation with employees**

Introduction	Provide a brief introduction to the place(s) of work (locations) and work activities
Section 1	Policy Statement - Insert signed HSE Policy Statement as per current Corporate Safety Statement
Section 2	Declaration of Intent -Local Senior Manager to prepare and sign Declaration of Intent, as per Appendix 2, Section 2.
Section 3	Organisational Responsibilities - Detail the safety management structure in the form of an organisational chart, which identifies the named line management structure for safety management starting with the most senior manager i.e. HG CEO, CHO CO.  Document the roles and responsibilities of named persons with delegated responsibility for safety, health and welfare.
Section 4	Hazard Control Arrangements - Based on risk assessment, detail the risk reduction measures/organisational arrangements in place for both the place of work and work activities. Refer to Appendix 2, Section 4.
Section 5	Risk Management Process - Refer to suggested wording in Appendix 2, Section 5.
Section 6	Consultation Arrangements - Detail the consultation arrangements in place and insert the names and contact details of Safety Representative(s) where selected/elected.
Section 7	Resources – Detail resources in place to achieve implementation of the safety management system.
Section 8	Distribution of the Safety Statement - Detail how the Safety Statement is communicated to employees, and other people in the place of work who might be affected by the work activities.  Document the process for staff to confirm that they have read, understood and will comply with the requirements of the Safety Statement.
Section 9	Revision of the Safety Statement - Describe the arrangements for the review and revision of the Safety Statement.
Section 10	Performance Measurement - Detail the arrangements to measure, monitor and evaluate Health and Safety Performance.

**Section 11 Risk Assessments completed by local Senior Manager and Line Manager(s) in consultation with employees**

Local Senior Manager to provide:

- Physical Environment Risk Assessments e.g. canteen, reception area, welfare facilities, waste storage area, plant rooms, clinic rooms, offices

Line Manager to provide\*:

- A brief description of the work activities within the Department/Unit
- The disciplines of staff working within the Department/Unit
- The names and job titles of the responsible persons including the signature of the Department/Unit Manager
- Work activity risk assessments
  - Physical Agents Risk Assessment e.g. display screen equipment, equipment, manual and people handling
  - Biological Agents Risk Assessment
  - Chemical Agents Risk Assessment
  - Psychosocial Risk Assessment e.g. work-related stress, aggression and violence

Note 1\*: Once completed forward Section 11 to identified local Senior Manager for inclusion in the Safety Statement

Note 2: Line Manager is required to have the Safety Statement (Introduction, Sections 1-10 and relevant Section 11) available to all staff

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For all disciplines not under the control of the local Senior Manager, the following must be completed in consultation with the relevant Service Manager:

- Physical Environment Risk Assessment for relevant areas occupied e.g. clinic room, office

A master copy of the Safety Statement to be held on file by the local Senior Manager inclusive of all risk assessments.



## Safety Statement Structure Guidance for Health Centre/Primary Care Centre/ Stand Alone Administrative office

Introduction and Section 1-10 completed by person in control of facility (e.g. Facilities Manager/Community Care Admin/Community Healthcare Network Manager (CHNM)) in consultation with employees

Introduction	Provide a brief introduction to the place(s) of work (locations) and work activities
Section 1	Policy Statement - Insert signed HSE Policy Statement as per current Corporate Safety Statement
Section 2	Declaration of Intent – Person in control of facility to prepare and sign Declaration of Intent, as per Appendix 2, Section 2.
Section 3	Organisational Responsibilities - Detail the safety management structure in the form of an organisational chart, which identifies the named line management structure for safety management starting with the most senior manager i.e. CHO CO, Head of relevant Corporate Function.  Document the roles and responsibilities of named persons with delegated responsibility for safety, health and welfare.
Section 4	Hazard Control Arrangements - Based on risk assessment detail the risk reduction measures/ organisational arrangements in place for the place of work e.g. access/egress, welfare facilities, waste management, traffic management, fire safety, security of building, management of contractors. Refer to Appendix 2, Section 4.
Section 5	Risk Management Process - Refer to suggested wording in Appendix 2, Section 5.
Section 6	Consultation Arrangements - Detail the consultation arrangements in place and insert the names and contact details of Safety Representative(s) where selected/elected.
Section 7	Resources – Detail resources in place to achieve implementation of the safety management system.
Section 8	Distribution of the Safety Statement - Detail how the Safety Statement is communicated to employees, and other people in the place of work who might be affected by the work activities.  Document the process for staff to confirm that they have read, understood and will comply with the requirements of the Safety Statement.
Section 9	Revision of the Safety Statement - Describe the arrangements for the review and revision of the Safety Statement.
Section 10	Performance Measurement - Detail the arrangements to measure, monitor and evaluate Health and Safety Performance.

**Section 11 Risk Assessments completed by person in control of the Facility and relevant Service Manager (s) (as required) in consultation with employees**

Section 11 Person in control of the facility provides:

- Physical Environment Risk Assessments for common areas e.g. Canteen, reception area, welfare facilities, waste storage area, plant rooms
- Physical Environment Risk Assessment for areas occupied e.g. clinic room, office

Note: Disciplines operating out of a Health Centre/Primary Care Centre/stand alone administrative office will require access to this Safety Statement and will also require access to the Safety Statement prepared by their Service Manager/ Head of Service (Refer to Appendix 1C, 1D,1E).

A master copy of the Safety Statement to be held on file by person in control of the facility inclusive of all risk assessments.

**Appendix 1C Safety Statement Structure Guidance for area Ambulance Service area Intellectual Disabilities Service, area Mental Health Service, area Social Inclusion Service**



**Safety Statement Structure Guidance for area Ambulance Service, area Intellectual Disabilities Service, area Mental Health Service, area Social Inclusion Service**

**Introduction and Section 1-10 completed by Service Manager/Head of Service in consultation with employees**

Introduction	Provide a brief introduction to the place(s) of work (locations) and work activities
Section 1	Policy Statement - Insert signed HSE Policy Statement as per current Corporate Safety Statement
Section 2	Declaration of Intent – Service Manager/Head of Service to prepare and sign Declaration of Intent, as per Appendix 2, Section 2.
Section 3	Organisational Responsibilities - Detail the safety management structure in the form of an organisational chart, which identifies the named line management structure for safety management starting with the most senior manager i.e. CHO CO, Head of National Ambulance Service.  Document the roles and responsibilities of named persons with delegated responsibility for safety, health and welfare.
Section 4	Hazard Control Arrangements - Based on risk assessment detail the risk reduction measures/ organisational arrangements in place for the work activities e.g. driving for work, pregnant employee, training, vaccination, health surveillance, management of work-related stress. Refer to Appendix 2, Section 4.
Section 5	Risk Management Process - Refer to suggested wording in Appendix 2, Section 5.
Section 6	Consultation Arrangements - Detail the consultation arrangements in place and insert the names and contact details of Safety Representative(s) where selected/elected.
Section 7	Resources - Detail resources in place to achieve implementation of the safety management system.
Section 8	Distribution of the Safety Statement - Detail how the Safety Statement is communicated to employees, and other people in the place of work who might be affected by the work activities.  Document the process for staff to confirm that they have read, understood and will comply with the requirements of the Safety Statement.
Section 9	Revision of the Safety Statement - Describe the arrangements for the review and revision of the Safety Statement.
Section 10	Performance Measurement - Detail the arrangements to measure, monitor and evaluate Health and Safety Performance.

**Section 11 Risk Assessments completed by Service Manager/Head of Service in control of place of work and Line Manager(s) in consultation with employees**

Section 11 Service Manager/Head of Service to provide:

- A description of the work environment and work activities within the facility
- The disciplines of staff working within the facility
- The name, job title and signature of the delegated responsible person(s)
- The hazard control arrangements unique to the place of work e.g. waste management, training
- Physical Environment Risk Assessments e.g. canteen, reception area, welfare facilities, waste storage area, plant rooms, clinic rooms, offices

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Section 11 Line Managers to provide work activity risk assessments:

- Physical Agents Risk Assessment e.g. display screen equipment, lone working, equipment, manual and people handling
- Biological Agents Risk Assessment
- Chemical Agents Risk Assessment
- Psychosocial Risk Assessment(e.g. work-related stress, aggression and violence)

Note 1: Line Manager is required to have the Safety Statement (Introduction, Sections 1-10 and relevant Section 11) available to all staff

Note 2: Where staff are working in locations outside the control of the Service Manager/Head of Service refer to Appendix 1A and 1B (Section 11) as appropriate.

A master copy of the Safety Statement to be held on file by Service Manager/Head of Service inclusive of all risk assessments.

## Appendix 1D Safety Statement Structure Guidance for Specified Primary Care Staff under the control of the Community Healthcare Network Manager (CHNM)



### Safety Statement Structure Guidance for Specified Primary Care Staff under the control of the Community Healthcare Network Manager (CHNM)

#### Introduction and Section 1-10 completed by CHNM in consultation with employees

Introduction	Provide a brief introduction to the place(s) of work (locations) and work activities
Section 1	Policy Statement - Insert signed HSE Policy Statement as per current Corporate Safety Statement
Section 2	Declaration of Intent - CHNM to prepare and sign Declaration of Intent, as per Appendix 2, Section 2.
Section 3	Organisational Responsibilities - Detail the safety management structure in the form of an organisational chart, which identifies the named line management structure for safety management starting with the most senior manager i.e. Chief Officer.  Document the roles and responsibilities of named persons with delegated responsibility for safety, health and welfare.
Section 4	Hazard Control Arrangements - Based on risk assessment, detail the risk reduction measures/organisational arrangements in place for the specified primary care staff e.g. driving for work, pregnant employee, training, vaccination, health surveillance, management of work-related stress, management of occupational blood exposure (OBE), use of equipment, lone working, display screen equipment (DSE), first aid arrangements (non-exhaustive list). Refer to Appendix 2, Section 4.
Section 5	Risk Management Process - Refer to suggested wording in Appendix 2, Section 5.
Section 6	Consultation Arrangements - Detail the consultation arrangements in place and insert the names and contact details of Safety Representative(s) where selected/elected.
Section 7	Resources - Detail resources in place to achieve implementation of the safety management system.
Section 8	Distribution of the Safety Statement - Detail how the Safety Statement is communicated to employees, and other people in the place of work who might be affected by the work activities.  Document the process for staff to confirm that they have read, understood and will comply with the requirements of the Safety Statement.
Section 9	Revision of the Safety Statement - Describe the arrangements for the review and revision of the Safety Statement.
Section 10	Performance Measurement - Detail the arrangements to measure, monitor and evaluate Health and Safety Performance.

#### Section 11 Risk Assessments completed by CHNM in consultation with specified primary care staff under their control

For each specified primary care staff discipline (i.e. Speech and Language Therapy, Podiatrist/Chiropodists, Dietician, Social Workers, Physiotherapy, Occupational Therapy, GP Lead, CHN Administrative staff) provide:

- Identify place(s) of work (locations) and a description of their work activities
- Include all relevant up to date work activity risk assessments\*:
  - Physical Agents Risk Assessment (e.g. DSE, lone working, equipment, manual and people handling)
  - Biological Agents Risk Assessment
  - Chemical Agents Risk Assessment
  - Psychosocial Risk Assessment (e.g. work-related stress, aggression and violence)

\*OSH Risk assessments pertaining to clinical practice will be informed by the relevant Therapy Manager. Examples include; use of sharps; use of specific equipment; patient moving and handling activities; service users with complex behaviours (non- exhaustive list).

Note: For risk assessments and hazard control arrangements in place for Health Centres / Primary Care Centres, please refer to the relevant Safety Statement pertaining to the place of work. (Refer to Appendix 1A,1B).

A master copy of the Safety Statement to be held on file by the CHNM inclusive of all risk assessments.



**Appendix 1E Safety Statement Structure Guidance for area Public Health Nurse (PHN),  
Corporate Function, services outside the control of the Community  
Healthcare Network Manager (CHNM)**



**Safety Statement Structure Guidance for area Public Health Nursing (PHN),  
Corporate Function, services outside the control of the Community Healthcare  
Network Manager (CHNM)**

**Introduction and Section 1-10 completed by Service Manager/Head of Service in consultation with employees**

Introduction	Provide a brief introduction to the place(s) of work (locations) and work activities
Section 1	Policy Statement - Insert signed HSE Policy Statement as per current Corporate Safety Statement
Section 2	Declaration of Intent – Service Manager/ Head of Service to prepare and sign Declaration of Intent, as per Appendix 2 Section 2.
Section 3	Organisational Responsibilities - Detail the safety management structure in the form of an organisational chart, which identifies the named line management structure for safety management starting with the most senior manager i.e. Chief Officer, Head of relevant Corporate Function.  Document the roles and responsibilities of named persons with delegated responsibility for safety, health and welfare.
Section 4	Hazard Control Arrangements - Based on risk assessment, detail the risk reduction measures/organisational arrangements in place for staff e.g. driving for work, pregnant employee, training, vaccination, health surveillance, management of work-related stress, management of occupational blood exposure (OBE), use of equipment, lone working, display screen equipment (DSE), first aid arrangements (non-exhaustive list). Refer to Appendix 2, Section 4.
Section 5	Risk Management Process - Refer to suggested wording in Appendix 2, Section 5.
Section 6	Consultation Arrangements - Detail the consultation arrangements in place and insert the names and contact details of Safety Representative(s) where selected/elected.
Section 7	Resources - Detail resources in place to achieve implementation of the safety management system.
Section 8	Distribution of the Safety Statement - Detail how the Safety Statement is communicated to employees, and other people in the place of work who might be affected by the work activities.  Document the process for staff to confirm that they have read, understood and will comply with the requirements of the Safety Statement.
Section 9	Revision of the Safety Statement - Describe the arrangements for the review and revision of the Safety Statement.
Section 10	Performance Measurement - Detail the arrangements to measure, monitor and evaluate Health and Safety Performance.

**Section 11 Risk Assessments completed by Line Manager in consultation with employees**

Line Manager to provide:

- A brief description of their work activities
- Include all relevant up to date work activity risk assessments:
  - Physical Agents Risk Assessment (e.g. DSE, lone working, equipment, manual and people handling)
  - Biological Agents Risk Assessment
  - Chemical Agents Risk Assessment
  - Psychosocial Risk Assessment (e.g. work -related stress, aggression and violence)

Note 1: Line Manager is required to have the Safety Statement (Introduction, Sections 1-10 and relevant Section 11) available to all staff

Note 2: For risk assessments and hazard control arrangements pertaining to the place(s) of work (locations) please refer to the relevant Safety Statement.

A master copy of the Safety Statement to be held on file by the Service Manager/ Head of Service inclusive of all risk assessments.



**Ancillary Safety Statement for..... (Insert details)**

<b>Document reference number</b>	Please insert	<b>Document developed by</b>	Please insert
<b>Revision number</b>	Please insert	<b>Document approved by</b>	Please insert
<b>Approval Date</b>	Please insert	<b>Responsibility for implementation</b>	Please insert name of senior manager
<b>Revision Date</b>	Please insert	<b>Responsibility for review and audit</b>	Please insert name of senior manager





(Please insert relevant page number)

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## Introduction

Provide a brief introduction to the place(s) of work (locations) and the work activities

Populate the following Sections in line with the guidance provided.

Section 1 to 10 to be completed by the manager<sup>4</sup> in consultation with employees.

## Section 1 Policy Statement

### Wording

- 1.1 [\[Insert the HSE Policy Statement as set out by the CEO in the most recent Corporate Safety Statement\]](#)

## Section 2 Declaration of Intent

### Suggested Wording

- 2.1 This Safety Statement has been prepared in accordance with the provisions of the Safety Health and Welfare at Work Act, 2005 and applies to the place(s) of work (locations) and the work activities outlined in the introduction.

The basic intent of the document is to formally declare the means by which management ensures, so far as is reasonably practicable, the safety, health and welfare of employees, service users, visitors and all who come into contact with our Services and/or may be affected by our activities.

Safety is everybody's business and the success of our safety policy will depend on the co-operation of employees. It is important that employees are familiar with the arrangements for health and safety and incorporate these as an integral part of the tasks performed while at work.

The following are our local Occupational Safety and Health (OSH) objectives for [\[insert year and provide details\]](#).

The Safety Statement will be revised and evaluated as follows [\[provide details\]](#).

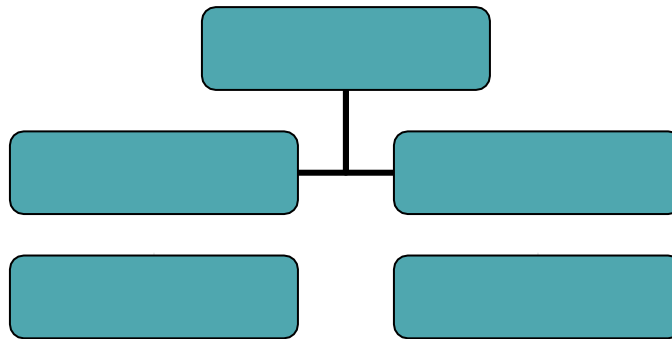
The Safety Statement will be available and the contents will be brought to the attention of employees and others [\[provide details\]](#).

Signed.....

Date.....

<sup>4</sup> named person with responsibility for occupational safety and health matters within their control

**3.1** [Insert an organisational chart, which identifies the named line management structure for safety management starting with the most senior manager e.g. Hospital Group Chief Executive Officer, Community Health Organisation Chief Officer, Chief Ambulance Officers, Assistant National Directors Corporate Functions or equivalent **(Delete as appropriate)**]



**3.2 Roles and Responsibilities**

**3.2.1** [Insert name & title as appropriate] Hospital Group Chief Executive Officer, Community Healthcare Organisations Chief Officer, Chief Ambulance Officers, Assistant National Directors Corporate Functions or equivalent **(delete as appropriate)**]

[Insert name & title as appropriate] Hospital Group Chief Executive Officer, Community Healthcare Organisations Chief Officer, Chief Ambulance Officers, Assistant National Directors Corporate Functions or equivalent **(delete as appropriate)**]

**Responsibilities include:**

- Ensuring there are adequate and appropriate arrangements in place for the successful implementation, monitoring, evaluation and review of the safety management system.
- Ensuring a written Ancillary Safety Statement<sup>[1]</sup> is in place for their place of work (location) and work activities and associated risk assessments which is communicated, monitored, reviewed and updated at least annually and in the event of any significant change in legislation, work activity or place of work.
- Ensuring necessary resources are allocated and are available for the implementation of the safety management system.
- Seeking advice from the National Health and Safety Function via <https://healthservice.hse.ie/staff/benefits-services/health-and-safety/health-and-safetyhelpdesk.html>, specialist health and safety professionals and risk advisors/managers as necessary.

<sup>[1]</sup> Ancillary Safety Statement (formerly known as Site or Service Safety Statement) provides details of the arrangements to manage occupational safety, health and welfare including hazard identification and risk assessment pertaining to the place of work (location) and work activities

- Ensuring that a health and safety training needs assessment based on risk assessment has been undertaken and training programmes have been and continue to be implemented to ensure the safety, health and welfare of employees and others affected by the work activities.
- Ensuring that suitable arrangements are in place to facilitate effective consultation on matters pertaining to occupational safety, health and welfare.
- With regard to emergencies or situations of serious or imminent danger, ensuring adequate plans and procedures are in place and periodically tested.
- Putting in place appropriate procedures to ensure all incidents are reported and managed in accordance with the HSE Incident Management Framework and prescribed accidents and dangerous occurrences are reported to the Health and Safety Authority.
- Ensuring that workplaces are designed and maintained in a condition that is safe and without risk to health, that there is a safe means of access to and egress from the workplace and that plant, equipment and other articles are safe and without risk to health so far as is reasonably practicable.
- Ensuring that systems of work are planned, organised, performed, maintained and revised as appropriate, so as to be safe and without risk to health so far as is reasonably practicable.
- Managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk Corporate Safety Statement.
- Ensuring safety, health and welfare legislation forms part of the general conditions of a contractor's work specification at all stages of the procurement process.
- Ensuring that all safety related records are maintained appropriately and are available for inspection.
- Integrating performance indicators in relation to safety, health and welfare as part of performance management.
- Identifying and nominating key personnel who will act as a liaison on matters pertaining to occupational safety, health and welfare to the National Health and Safety Function.

### **3.2.2 Local Senior Managers**

Local Senior Managers (LSM) and Line Managers (LM) are responsible for ensuring that safety is managed at local level and that safety is inherent in the services provided. Essentially, LSM and LM must, at an operational level, implement the requirements set out in 3.2.1 above through the activities, employees and workplaces within their control.

### **3.2.3 Line Manager(s)**

Delegated Roles and Responsibilities of the Line Manager are as follows:

- Ensuring that adequate and appropriate arrangements are in place to implement, disseminate and communicate the HSE Corporate Safety Statement and the Ancillary Safety Statement at local level.
- Ensuring that a hazard identification and risk assessment process is completed that reflects the specific work activities of employees and others in the place of work.



- Ensuring that risk assessments and associated control measures are monitored, evaluated, reviewed and updated on a regular basis, at least annually, and in the event of any significant change in the work activity or place of work.
- Ensure risk assessments for their area of responsibility form an integral part of the local Ancillary Safety Statement.
- Where it is not possible to complete all actions identified due to resources or other constraints, appropriate actions are required to be communicated in line with local agreed routes and processes for the communication, notification and escalation of risk. In the interim the risk will be required to be managed and monitored so far as is reasonably practicable at local level.
- Ensuring that suitable arrangements are in place to facilitate effective consultation on matters pertaining to safety, health and welfare.
- Providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be safe and without risk to health as far as is reasonably practicable.
- Promoting the integration of safety, health and welfare into all activities within their area of responsibility i.e. departmental/service team meetings, procurement etc.
- Empowering employees within their area of responsibility to take ownership of safety, health and welfare risks and promote best practice in the management of these risks.
- Monitoring the performance of the safety management system through performance indicators and audit and ensure the outcomes of the monitoring process are acted on through the development of appropriate action plans.
- Ensuring
  - That a training needs assessment based on risk assessment is used to determine the appropriate training required for all employees within their area of remit
  - That employees have access to, and facilitate their attendance at, safety, health and welfare training appropriate to their role
- Maintaining a record of each employee's training.
- Ensuring that a comprehensive incident management process is in place for all incidents occurring within the department/service.
- Managing and conducting work activities to prevent any improper conduct or behaviour likely to put the safety, health or welfare at work of employees at risk.
- Ensuring that all safety related records are maintained and available for inspection.
- Undertaking walk about safety audits or inspections of respective departments, and documenting the findings while following up on any corrective action required to manage any deficits identified.
- Drawing up suitable emergency precautions for area of responsibility and ensure that fire and evacuation drills are carried out.
- Estimating the resource allocation and budget requirements for the implementation of the safety management system within area of remit.
- Seeking advice from health and safety professionals and risk advisors/managers as and when required.

### 3.2.4 Employees

All employees have a responsibility for their own safety, health and welfare and that of others in the workplace and should therefore:

- Take reasonable care of their own safety, health and welfare and that of others
  - Ensure they are not under the influence of an intoxicant to the extent that they may endanger themselves or others
  - Co-operate with their employer or any other person as appropriate
  - Undertake dynamic risk assessments and report any concerns to the Line Manager at the earliest opportunity
  - Not engage in improper conduct or behaviour (including bullying/harassment)
  - Attend all necessary training
  - Use safety equipment or PPE provided, or other items provided for their safety, health and welfare at work
  - Report to their line manager as soon as is practicable:
    - Any work which may endanger the health and safety of themselves or others
    - Any defect in the place of work, systems of work, articles or substance
    - Any breach of health and safety legislation of which he or she is aware
- Employees must not:
- (i) Interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at work
  - (ii) Place anyone at risk in connection with work activities
  - (iii) Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons at work

The management of safety, health and welfare will not succeed unless each employee co-operates fully. Failure to comply with the terms of the Safety Statement may result in disciplinary action.

### 3.2.5 Competent Persons

[\[Detail the competent personnel support available under the Safety, Health and Welfare at Work Act, 2005\]](#)

Examples include:

- National Health and Safety Function (NHSF)
- Health & Safety Professionals
- Occupational Health Professionals
- Employee Assistance Programme (EAP)
- Fire Safety Personnel
- Moving and Handling Advisors/Co-ordinators/Ergonomists/Instructors
- Infection, Prevention and Control Specialist
- HSE Estates

(Further details can be obtained from the HSE Corporate Safety Statement)

## Section 4 Hazard Control Arrangements

**4.1** [Document in this section the risk reduction measures/organisational arrangements in place to facilitate the management of occupational safety and health. This will include control measures implemented to reduce to the lowest possible level hazards which have been identified and are inherent in your specific workplace (place of work) and work activities. In this regard consideration should be given to the non- exhaustive list of headings provided below:

Physical Hazards	Chemical Hazards	Biological Hazards	Psychosocial Hazards
<ul style="list-style-type: none"> <li>• Manual handling to include ergonomic hazards<sup>8</sup></li> <li>• Slip or trip hazards</li> <li>• Display Screen Equipment</li> <li>• Housekeeping</li> <li>• Driving for work</li> <li>• Lone working</li> <li>• Security</li> <li>• Equipment</li> <li>• Noise</li> <li>• Vibration</li> <li>• Lighting</li> <li>• Ventilation</li> <li>• Working at height</li> <li>• Electricity/ electrical safety</li> <li>• Machinery</li> <li>• Fire</li> <li>• Radiation safety</li> <li>• Remote working</li> </ul>	<ul style="list-style-type: none"> <li>• Chemical substances to include drugs</li> <li>• Cleaning chemicals</li> <li>• Dust and fumes from various processes</li> <li>• Medical gas cylinders</li> <li>• Gas cylinders</li> <li>• Asbestos</li> <li>• Pesticides / herbicides</li> </ul>	<p>Exposure to:</p> <ul style="list-style-type: none"> <li>• Bacteria(Legionella),</li> <li>• Viruses (HIV, COVID-19, influenza),</li> <li>• Fungi (including yeasts and moulds)</li> <li>• Internalhuman parasites (endoparasites)</li> <li>• Sharps</li> </ul>	<ul style="list-style-type: none"> <li>• Bullying and harassment</li> <li>• Work related stress</li> <li>• Work related aggression and violence</li> </ul>

### In addition detail the OSH Management Arrangements to include:

- Provision of and access to health and safety training, information and instruction
- Access and distribution to national and local PPPGs
- Provision of and access to PPE
- Management of shared workplaces
- Management of welfare facilities
- Access to Occupational Health Services
- Access to First Aid
- Management of special risk groups e.g. protection of expectant mothers; disabledemployees, young persons

<sup>8</sup> Ergonomic hazards may be due to physical and psychological demands on the worker such as repetitive and forceful movements, awkward postures and poorly designed workstations, tools and equipment

- Night and shift workers
- Management of contractors
- Traffic management
- Environmental and waste management
- Management of internal emergencies e.g. flooding / chemical spills
- Incident Management

## 4.2 Examples of Wording

The following paragraphs provide examples of wording to document the hazard control arrangements in place.

**Note: The description of arrangements in this section must be specific to the place of work including work activities**

### 4.2.1 Slips, trips and falls

‘Premises and external areas are regularly inspected for slip, trip and fall hazards, findings are recorded and action is taken to resolve the issues identified. However the prevention of slip and trip incidents in the workplace relies on the involvement of employees and everyone is encouraged to deal with hazards when noticed.

Employees should always store equipment in designated locations and in particular keep walkways free from obstruction and trailing cables. They are also advised that they should report hazards which they cannot personally resolve

- Steps and chairs are maintained in a good condition and they are fitted with handrails.
- Cleaning regimes are in place but if a spillage occurs employees are responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted.
- Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.
- Waste is removed regularly to ensure that it does not accumulate and cause a trip hazard.
- Employees are encouraged to wear sensible footwear and safety footwear is provided where risk assessments have deemed it necessary to provide it.
- Suitable and sufficient lighting is provided for normal tasks, and emergency lighting is provided to aid escape in case of lighting failure, employees are requested to report faulty lighting immediately.
- Arrangements will be in place for dealing with adverse weather conditions’.

### 4.2.2 Manual and people handling

‘[Insert name of place of work (location) as appropriate] is committed to reducing, so far as is reasonably practicable, the risks associated with manual handling activities in line with legislative requirements and in compliance with the HSE Manual and People Handling Policy.

To help reduce the likelihood and potential of incidents arising from manual handling activities the following are adhered to:

- All employees adhere to the HSE Manual and People Handling Policy.
- Where manual handling cannot be avoided, manual handling risk assessments are conducted by Line Managers as appropriate in conjunction with employees.

- Where the risk assessment identifies a particular activity presenting a risk of injury, this is assessed in greater detail by completing a Task Specific Risk Assessment. Any residual risks arising from the risk assessment which cannot be managed locally are notified and communicated onto the local risk register for action.
- Individual people handling risk assessments are undertaken for all service users and reviewed as indicated by the service users changing needs and/or as required by legislation.
- Where expert advice is required, access to the services of the Ergonomist is made through the Line Manager as appropriate. For further information, on the role of the ergonomist please refer to section 3.2.5.
- All employees have received manual handling training and manual handling refresher training is provided every 3 years in line with national Policy. Training for all employees is co-ordinated through [Insert details]. Training records are maintained on local databases and copies held on file in [Insert details].
- The [Insert name of place of work (location) as appropriate] has a number of Manual Handling Instructors [Insert details] who provide training to employees'.

### Suggested Wording

‘[Insert name of place of work] is committed to complying with the requirements of Section 19 of the Safety, Health and Welfare at Work Act, 2005 with regard to hazard identification / risk assessment. It is the responsibility of all Line Managers in consultation with their employees to identify the hazards at the place of work, assess the risk presented by those hazards and put in place the necessary protective and preventative measures to control those hazards.

Risk assessments are completed for physical, chemical, biological and psychosocial hazards.

Risk rating is carried out taking into account the existing control measures in place and is determined by considering the likelihood that a specified hazardous event may occur or reoccur and the potential impact of harm or loss to employees, service users, services, environment or the organisation as a result of the undesired event occurring. The HSE’s risk assessment tool is utilised to determine the scoring. The selection and implementation of the most appropriate method of risk or hazard control will be considered, utilising the hierarchy of control. In line with the HSE’s agreed approach to risk assessment, additional control measures are prioritised and assigned to an ‘action person’ for implementation.

Control measures will be evaluated on a regular basis to assess their effectiveness and ensure they are achieving the desired result.

In line with legislation and HSE policy, risk assessments will be reviewed “when there has been a significant change in the matters to which it relates” or “there is another reason to believe that it is no longer valid” and at least annually.

The process for risk assessment is conducted in line with HSE’s Guideline Document Re: Completion of Occupational Health and Safety Risk Assessments available at:

<https://healthservice.hse.ie/staff/benefits-services/health-and-safety/carrying-out-a-risk-assessment.html>

Where it is not possible to complete all actions identified due to resources or other constraints describe here the local agreed routes and processes for the communication and notification of risk<sup>9</sup>.

Describe here the local agreed routes and processes for the communication, notification and escalation of risk<sup>10</sup>.

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<sup>9</sup> HSE, (2023), HSE Enterprise Risk Management Policy and Procedures 2023

<sup>10</sup> HSE, (2023), HSE Enterprise Risk Management Policy and Procedures 2023

## Section 6 Consultation Arrangements

[Detail the arrangements in place for consultation in the workplace (place of work), this should include the name and work contact details of the Safety Representative(s), details of any safety committee/integrated quality, risk and safety committees including terms of reference or meetings convened to facilitate consultation arrangements for distribution of the safety statement]

### Suggested Wording

'Management are committed to a policy of co-operation and consultation between management and employees and will take account of any presentations made by employees. The effectiveness of the consultation arrangements will be reviewed at regular intervals.

Consultation with all relevant employees will take place:

- When new risk assessments are being carried out or revised
- When there is a change, update or modification to a particular work process
- When new machines or processes are introduced
- When new substances or materials are introduced

The following consultation mechanisms are in place:

- **Safety Committee** [Detail local arrangements] (Further guidance can be obtained from <https://healthservice.hse.ie/staff/benefits-services/health-and-safety/safety-consultation-and-safety-representation.html> "GD/003/ Health and Safety Consultation – Guidance for the Establishment of local Health and Safety Committees")
- **Safety Representative(s)** Under the provisions of the Safety, Health and Welfare Act 2005, employees have a right to select a colleague to represent them in health, safety and welfare at work matters.

### [Insert name and contact details of Safety Representative (s)]

A Safety Representative having given reasonable notice to the employer and in accordance with the Safety, Health and Welfare at Work Act 2005 may:

- Investigate accidents or dangerous occurrences
- Make oral or written representations to inspectors on matters of safety, health and welfare at work
- Receive advice and information from inspectors
- Carry out inspections and present them to the employer
- Investigate potential hazards and complaints made by a member of employees
- Accompany an inspector on any tour of inspection other than that made by an inspector for the purpose of investigating an accident'

## Section 7 Resources

[Describe details of the resources provided to achieve implementation of the safety management programme in terms of time, people and finance to ensure the management of safety, health and welfare of employees, service users and visitors]

### Suggested Wording

‘It is necessary to expend resources in order to achieve the implementation of the safety management programme. This takes the form of personnel, time and finance. [Insert name] will identify resource requirements to maintain the safety management system through the risk assessment process. Where controls are identified through the risk assessment process that cannot be implemented locally, the risk(s) and required resources are communicated and notified as follows [Detail the locally agreed routes and processes for the communication and notification of risk].

In the interim the risk(s) will be managed and monitored so far as is reasonably practicable at local level.’

## Section 8 Distribution of the Ancillary Safety Statement

### Suggested Wording

‘The Safety Statement is available to all employees and others who may also require access to it e.g. contractors/agency employees.

The master copy of the Safety Statement is held by [insert detail]. Controlled copies of Safety Statement will be issued by personnel as specified on the distribution list.

When making changes to the Safety Statement and to ensure that each copy of the document contains records of all changes [insert name] will ensure that all circulated Safety Statements are removed and will issue new revised documents with the appropriate changes. The revision number and date of revision will be recorded.

This Safety Statement will be brought to the attention of all new employees and to existing employees at least annually and following any amendments [insert details of how this will be achieved locally and document the process for employees to confirm that they have read, understood and will comply with the requirements of the Safety Statement]. It will also be brought to the attention of non-employees who may be exposed to specific risks in the workplace (place of work) (e.g. contractors).

This Safety Statement will be brought to the attention of the above persons in a form, manner and as appropriate, language that will be understood’.



## Section 9 Revision of the Ancillary Safety Statement

### Suggested Wording

'This Safety Statement will be reviewed annually or when there has been a significant change in the matters to which it refers such as legislative, organisational changes, there is another reason to believe that the Safety Statement is no longer valid, or a Health and Safety Authority inspector in the course of an inspection, investigation, examination, or inquiry directs that the Safety Statement be amended'.

## Section 10 Performance Measurement

[Detail the arrangements to measure, monitor and evaluate Health and Safety Performance to include:

- Workplace (place of work) Objectives
- Local Key Performance Indicators (KPIs) - non exhaustive list of examples may include:
  - percentage of attendance at mandatory training
  - percentage of managers trained in the risk assessment process
  - number of incident review recommendations implemented as a percentage of total number of incidents
  - number of control measures (identified through risk assessment) implemented as a percentage of total number of control measures identified
- Health and Safety Quality Improvement Plans (QIPs)

## Section 11 Risk Assessments

Refer to Section 11 of the relevant appendix (1A - 1E)