

Ref: GD:001:03	RE: Writing your Site or Service Safety Statement		
Issue date:	November 2017	Revised date:	June 2021
Authors(s):	National Health & Safety Function (Policy Team), Workplace Health and Wellbeing Unit		
Consultation With:	National Health and Safety Function		
Responsibility for Implementation:	All HSE Line Managers		
Note:	<p>Section 20, of the Safety, Health and Welfare at Work Act, 2005 requires all workplaces under the control of the Health Service Executive (HSE) to prepare a written <u>Site or Service Safety Statement (SSSS)</u> 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 a Safety Statement <u>specific to their site or service</u>.</p> <p>The Safety Statement must:</p> <ul style="list-style-type: none"> • Be specific to the Site or Service • Set out the arrangements in place to safeguard the safety, health and welfare of staff, service users and visitors, along with the co-operation required from staff to achieve this • Be based on the identification of hazards and the assessment of associated risks <p>In summary it is the responsibility of:</p> <ul style="list-style-type: none"> • The Site or Service Manager, in consultation with their staff to complete and update Sections 1-10 of the Site or Service Safety Statement and to ensure that Section 11, (which is an integral part of the Safety Statement) is completed by all relevant Line Managers • Line Managers operating within a site or service to complete Section 11 of the Safety Statement (including all relevant risk assessments) and forward to Site or Service Manager for inclusion in the overall Safety Statement <p>In addition to describing the legislative framework and guidance this Guideline also includes a sample template Safety Statement which should be amended as appropriate to reflect local practice.</p> <p>Please note the management of any occupational safety and health issue(s) remains the responsibility of local management.</p>		

Key amendments to GD:001:03 Guidance on Writing your Site or Service Safety Statement

Section	Sub-Section	Page	Amendment
Section 5.1 Contents of the Safety Statement	Section 4 Hazard Controls Service Arrangements	8	Included "Covid-19 Risk Reduction Measures"
Appendix 2 Section 4 Hazard Control Service Arrangements	4.1.38	22	Included note under "COVID-19 Response Plan"
Appendix 2 Section 4.2 Examples of Wording	4.2.3	25	<ul style="list-style-type: none"> • Updated reference to Biological Agents Regulations • Included wording <i>"The following details the local governance arrangements and risk reduction measures to prevent or minimise the spread of COVID-19 (please detail in line with 4.1.38 above)"</i>

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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.

The overall management of occupational safety and health within the HSE is set out in the HSE's [Corporate Safety Statement](#) (CSS). The CSS describes the HSE's safety management programme by specifying:

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

In keeping with the delegated responsibilities outlined in Section 2.0 of the Corporate Safety Statement, each Work Place (Site) or Service under the control of the HSE is required to draw up a written **Safety Statement**, taking into account the requirements of the Corporate Safety Statement (See Fig. 1). It is the responsibility of each Site or Service Manager to develop this Safety Statement (inclusive of all risk assessments).

Examples of a Site may include: an Acute Hospital, Community Nursing Home, Health Centre, Primary Care Unit, Corporate Offices.

Examples of a Service may include: Physiotherapy, Occupational Therapy, Intellectual Disability Services, Mental Health Services.

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

The HSE as the tenant of a building and the 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.

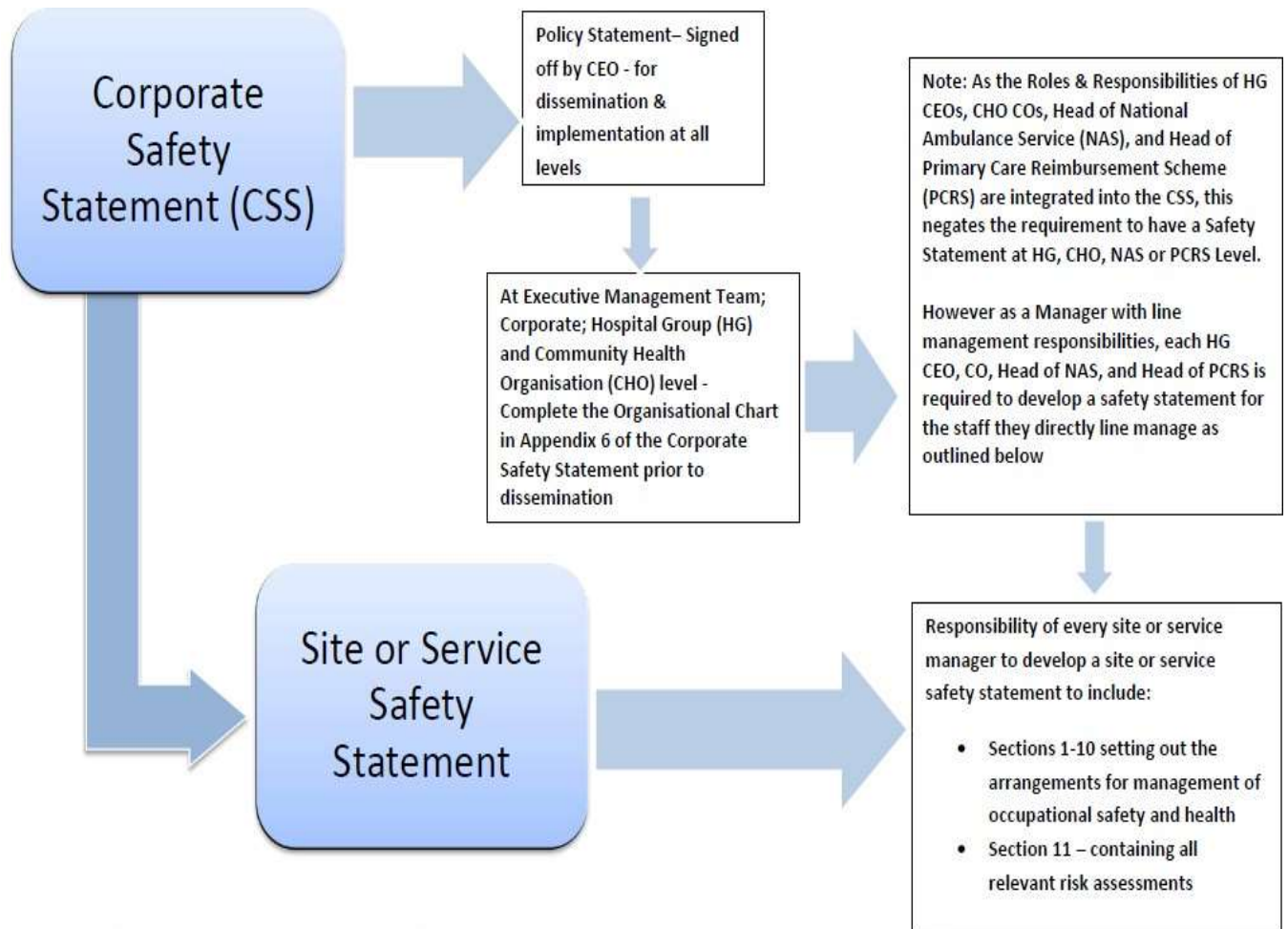
2.0 Purpose of Guideline

The purpose of this Guideline is to assist HSE Site/Service Managers to develop a **Safety Statement** specific to their site or service. 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 site or service
- Set out the arrangements in place to safeguard the safety, health and welfare of staff, service users and visitors, along with the co-operation required from staff to achieve this. **It is the responsibility of Site or Service Managers, in consultation with their staff to complete and update Sections 1-10 of the Safety Statement and to ensure that Section 11 is completed by all Line Managers**
- Be based on the identification of hazards and the assessment of associated risks (**i.e. must include all relevant risk assessments**)

Figure 1



Note: For further clarification please refer to Appendix 1 for examples of site or service safety statement requirements

3.0 Scope

This guideline applies to all site and service managers within the HSE. A Safety Statement is required for all sites and services throughout the HSE and must cover all work activities undertaken including those by external contractors. All activities undertaken must be appropriately risk assessed.

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 of all employees will be secured and managed
- The hazards identified and the risks assessed
- Details of how the site or service manager will manage his or her safety, health and welfare obligations, 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, 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 to include (non –exhaustive): COVID-19 Response Plan, power outage, chemical spill, medical gas leak etc.
- Duties of staff including the co-operation required of them on safety, health and welfare matters
- Names and job titles of responsible persons with delegated responsibilities for 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 staff 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 staff 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 staff 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 Site or Service Safety Statement

5.1 Contents of the Site or Service Safety Statement

Each Safety Statement is made up of the following Sections:

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 Site or Service Specific Safety Statement. (See [Corporate Safety Statement](#))

Section 2 Declaration of Intent

The Safety Statement should contain a declaration signed by the most senior site or service manager with responsibility for the safety, health and welfare of employees and others. The declaration provides a commitment to ensuring that the workplace is safe and healthy so far as is reasonably practicable and that all statutory requirements will be complied with.

The declaration details what the site or service plans to achieve in terms of health and safety performance for a defined period, provide a framework for managing safety and health, and lists site or service specific objectives. Because the Safety Statement must be relevant at all times, the declaration of intent indicates:

- That the Safety Statement will be revised as changes occur and evaluated at set intervals
- How the relevant contents of the Safety Statement are to be brought to the attention of employees and any other people in the workplace who might be affected

Section 3 Organisational Responsibilities

Section 3 details the following:

- 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, which should be in the form of an organisational chart, which identifies the line management structure for safety management starting with the most senior manager
- **The roles and responsibilities of named persons with delegated responsibility for safety, health and welfare in the site or service.** It must also allocate responsibility for each arrangement identified as being necessary to secure safety, health and welfare (including employer and employees responsibilities). The person should be named and their area of responsibility clearly identified. Lines of communication should also be described between the different levels of responsibility

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

Section 4 Hazard Control Service 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, [COVID-19 Response Plan](#) / COVID-19 risk reduction measures (non-exhaustive list)) to ensure that the following general duties¹ 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's 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>

¹ 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 / Access to the Site / Service Safety Statement

This section should clearly set out how the Safety Statement is to be brought to the attention of employees, and other people in the workplace who might be affected by the work activities.

Section 9 Revision of the Site / Service 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 Measuring Performance

Performance measurement is an important part of the plan-do-check-act cycle. Intelligence gathered through the performance measurement process informs and sustains the operation and development of the HSE's 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 staff are responsible. Managers and supervisors responsible for the direct implementation of standards are expected to monitor compliance in detail.

Section 11 Departmental Safety Statement and 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. All risk assessments must be in writing (with the exception of dynamic risk assessments²) and the necessary control measures to eliminate or minimise the risks documented and implemented.

² Dynamic Risk Assessment is an undocumented continuous process of identifying hazards and the associated risks and taking steps to eliminate or reduce them in the rapidly changing circumstances

This section includes:

- A brief description of the activities within the department / unit / service or discipline
- The disciplines of staff 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


Appendix 2 provides a template to assist Site or Service Managers in developing their Site or Service Safety Statement

Sections 1-10 sets out the arrangements in place to manage occupational safety and health


Section 11 contains all relevant risk assessments

Appendix 1 (A)

Site Safety Statement Requirements for Acute Hospital/Community Nursing Home/Residential Units



Site Safety Statement for Acute Hospital/Community Nursing Home/Residential Units




Section 1-10 completed by most Senior Person

Section 1	Policy Statement - Insert HSE Policy Statement as per Corporate Safety Statement
Section 2	Declaration of Intent - Provide details of what the site plans to achieve in terms of health and safety performance and signed by the most senior person with responsibility for the site
Section 3	Organisational Responsibilities -Insert management flow chart that describes the OSH structure within the site
Section 4	Hazard Control Service arrangements - Based on risk assessment detail the hazard control service arrangements for both the facility and staff work practices
Section 5	Risk Management Process - Refer to suggested wording in Section 5 GD:001:02 <i>Guidance on Writing your Site or Service Safety Statement</i>
Section 6	Consultation Arrangements - Insert the names and contact details of elected/selected Safety Reps (if in situ) and detail consultation arrangements in place for the site
Section 7	Resources -Detail resources in place or required to achieve implementation of the safety management programme
Section 8	Distribution of the Site Safety Statement - Detail how the Safety Statement is communicated to employees, and other people in the workplace who might be affected by the work activities
Section 9	Revision of the Site Safety Statement -Describe the frequency the Safety Statement will be reviewed
Section 10	Performance Measurement -Detail the arrangements to measure, monitor and evaluate Health and Safety Performance


Section 11- completed by each Line Manager (Responsible Person)

Section 11	<p>Line Manager (Responsible person) to provide:</p> <ul style="list-style-type: none">• A brief description of the 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• All relevant up to date risk assessments e.g.<ul style="list-style-type: none">- Physical Agents Risk Assessment (e.g. work environment, DSE, lone working, equipment, manual handling)- Biological Agents Risk Assessment- Chemical Agents Risk Assessment- Psychosocial Risk Assessments (e.g. stress, aggression and violence) <p>Note 1: Once complete forward to identified Senior Person for inclusion in Site Safety Statement Note 2: Line Manager is required to have Sections 1-10 (for the Site) and Section 11 (for their own department) available to all staff</p>
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A master copy to be held by most Senior Person to include Sections 1-10 and all Section 11's for the site



Site Safety Statement for Health Centre/Primary Care Centre



Section 1-10 completed by person in control of facility (e.g. Primary Care Manager/ Network Administrator/Facilities Manager)


Section 1	Policy Statement - Insert HSE Policy Statement as per Corporate Safety Statement
Section 2	Declaration of Intent - Provide details of what the site plans to achieve in terms of health and safety performance and signed by the Person in control of facility e.g. Primary Care Manager/Network Administrator/ Facilities Manager
Section 3	Organisational Responsibilities -Insert management flow chart that describes the OSH structure within the facility
Section 4	Hazard Control Service arrangements - Based on risk assessment detail the hazard control service arrangements in place for the facility only e.g. Slips, trips, falls external to building and internal common areas, traffic management, fire safety, security of building etc
Section 5	Risk Management Process - Refer to suggested wording in Section 5 <i>GD:001:02 Guidance on Writing your Site or Service Safety Statement</i>
Section 6	Consultation Arrangements - Insert the names and contact details of elected/selected Safety Reps (if in situ) and detail consultation arrangements in place for the facility
Section 7	Resources -Detail resources in place or required to achieve implementation of the safety management programme
Section 8	Distribution of the Site Safety Statement - Detail how the Safety Statement is communicated to employees, and other people in the workplace who might be affected by the work activities
Section 9	Revision of the Site Safety Statement -Describe the frequency the Safety Statement will be reviewed
Section 10	Performance Measurement -Detail the arrangements to measure, monitor and evaluate Health and Safety Performance

Section 11- completed by persons in control of the building and the Disciplines operating out of Health Centre/Primary Care Unit


Section 11	<p>Provide:</p> <ul style="list-style-type: none"> • A brief description of the activities within the Department/Unit • The disciplines of staff working within the Department/Unit • Physical Environment Risk Assessments for common areas, offices/clinical areas occupied within the Health Centre /Primary Care Unit <p>Note 1: Once complete forward to person in control of facility for inclusion in the Site Safety Statement</p> <p>Note 2: Disciplines operating out of this Health Centre/Primary Care Centre will require access to this Safety Statement and will also require access to their Service/Discipline Safety Statement prepared by their Service Manager/Head of Service</p>
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A master copy to be held by person in control of the facility to include Sections 1-10 and all Section 11s for the Site

Appendix 1(C) Site Safety Statement Requirements for Service/Discipline e.g. Physiotherapy, Occupational Health, Intellectual Disabilities, Mental Health



**Service/Discipline Safety Statement for e.g.
Physiotherapy, Occupational Therapy, Intellectual
Disabilities, Mental Health**



Section 1-10 completed by Service Manager/Head of Service

Section 1	Policy Statement - Insert HSE Policy Statement as per Corporate Safety Statement
Section 2	Declaration of Intent - Provide details of what the service plans to achieve in terms of health and safety performance and signed by Service Manager/Head of Service
Section 3	Organisational Responsibilities -Insert management flow chart that describes the OSH structure within the Service/Discipline
Section 4	Hazard Control Service arrangements - Based on risk assessment detail the arrangements (to include work practice arrangements) for the Service/Discipline e.g. Driving for work, Pregnant Employee, Training, Vaccination, Health Surveillance, Management of Stress
Section 5	Risk Management Process - Refer to suggested wording in Section 5 <i>GD:001:02 Guidance on Writing your Site or Service Safety Statement</i>
Section 6	Consultation Arrangements - Insert the names and contact details of elected/selected Safety Reps (if in situ) and detail consultation arrangements in place for the Service/Discipline
Section 7	Resources -Detail resources in place or required to achieve implementation of the safety management programme
Section 8	Distribution of the Site Safety Statement - Detail how the Safety Statement is communicated to employees, and other people in the workplace who might be affected by the work activities
Section 9	Revision of the Site Safety Statement -Describe the frequency the Safety Statement will be reviewed
Section 10	Performance Measurement -Detail the arrangements to measure, monitor and evaluate Health and Safety Performance

Section 11- completed by each Line Manager (Responsible Person)

Section 11	<p>Line Manager (Responsible Person) to provide:</p> <ul style="list-style-type: none"> • A brief description of the activities within the Department/Unit • The disciplines of staff working within the Department/Unit • The name, job titles and signature of the Line Manager • Include all relevant up to date work environment and work practice risk assessments e.g. <ul style="list-style-type: none"> - Physical Agents Risk Assessment (e.g. work environment, DSE, lone working, equipment, manual handling) - Biological Agents Risk Assessment - Chemical Agents Risk Assessment - Psychosocial Risk Assessment (e.g. stress, aggression and violence) <p>Note 1: Once complete forward to Service Manager/Head of Service for inclusion in Service/Discipline Safety Statement</p> <p>Note 2: Line Manager is required to have Sections 1-10 (for the Service/Discipline) and Section 11 (for their own department) available to all staff</p>
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A master copy to be held on file by Senior Manager/Head of Service to include Sections 1-10 and all Section 11's for the site

Appendix 2



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Safety Statement

For

.....

[Insert site / service name].

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

(Please insert relevant page number)

Section 1	Safety Policy	
Section 2	Declaration of Intent	
Section 3	Organisational Responsibilities	
Section 4	Hazard Control Service Arrangements	
Section 5	Risk Management Process	
Section 6	Consultation & Information	
Section 7	Resources	
Section 8	Distribution of the Site / Service Safety Statement	
Section 9	Revision of the Site / Service Safety Statement	
Section 10	Performance Measurement	
Section 11	Departmental Safety Statement & associated Risk Assessments	

Populate the following Sections in line with the guidance provided.

Section 1 to 10 to be completed by the most senior manager⁴ in consultation with staff.

Section 1 Safety Policy

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 for [\[insert name of site or service as appropriate\]](#). The basic intent of the document is to formally declare the means by which the management of [\[insert site / service name\]](#) 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. This Safety Statement contains details of how safety, health and welfare will be managed at [\[insert site / service name\]](#).

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 in the service 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 [\[insert year and provide detail\]](#)

The Site / Service Safety Statement will be revised and evaluated as follows [\[provide detail\]](#)
The contents will be brought to the attention of employees and others [\[provide detail\]](#)

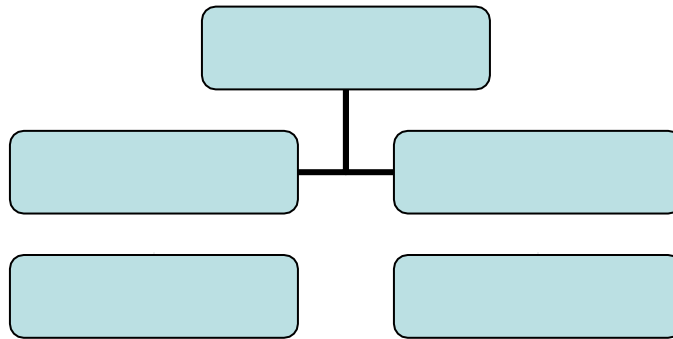
Signed.....

Date.....

⁴ Responsible Person i.e. Most Senior Manager with responsibility for the management of Health and Safety within the site/service

Section 3 Organisational Responsibilities

[Insert a suitable management flow chart that details the structure within the site/service and includes the names and job titles of relevant employees with responsibility for health and safety starting with the most Senior Manager i.e. Hospital Group Chief Executive Officers (CEOs) and Chief Officers Community Health Organisations (COs) or equivalent (Delete as appropriate)]



3.1 Hospital Group Chief Executive Officers (CEOs), Chief Officers Community Health Organisations (COs), Head of National Ambulance Services and Head of PCRS (Delete as appropriate)

[Insert name of Senior Manager] is accountable respectively to the Director [Acute Operations/ Community Operations/ National Services (delete as appropriate)] for the effective integration of safety, health and welfare across all disciplines and services within their area of responsibility, so far as is reasonably practicable.

Responsibilities (Please specify) to include:

- Ensuring there are adequate and appropriate arrangements in place for the successful implementation, monitoring, evaluation and review of the safety management system
- Ensuring that each site or service has in place a written Safety Statement 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-safety-helpdesk.html> , specialist health and safety professionals and risk advisors/managers as necessary
- Ensuring that a health and safety training needs analysis based on risk assessment has been undertaken and training programmes 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 Policy 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
- 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 3.1 above through the activities, staff 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 Site/Service Safety Statement at local level e.g. Dept / Unit
- 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 the Site/Service Safety Statement and associated risk assessments are 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
- Reporting all safety, health and welfare risks identified that are not within their ability to control to the relevant Local Senior Manager for escalation to the risk register
- 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, health and welfare programme 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 programme 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
- 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 to your site/service 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 Counselling Services (EACS)
- 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 Service Arrangements

4.1 [Document in this section the risk reduction measures/organisational arrangements in place within your site or service area 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 workplaces and work practices. In this regard consideration should be given to the non-exhaustive list of headings given below:

Note: All arrangements must be reviewed to take cognizance of the public health measures to prevent the spread of COVID-19

Physical Hazards Examples

- 4.1.1 Manual handling
- 4.1.2 Slip or trip hazards
- 4.1.3 DSE
- 4.1.4 Housekeeping
- 4.1.5 Driving for work
- 4.1.6 Lone working
- 4.1.7 Security
- 4.1.8 Equipment
- 4.1.9 Noise
- 4.1.10 Vibration
- 4.1.11 Lighting
- 4.1.12 Ventilation
- 4.1.13 Working at height
- 4.1.14 Electricity/ electrical safety
- 4.1.15 Machinery
- 4.1.16 Fire
- 4.1.17 Radiation safety

Chemical Hazards

- 4.1.18 Chemical substances
- 4.1.19 Cleaning agents
- 4.1.20 Dust and fumes from various processes

Biological Hazards

- 4.1.21 Exposure to bacteria, viruses, fungi (including yeasts and moulds) and internal human parasites (endoparasites)

Psychosocial Hazards

- 4.1.22 Dignity at Work
- 4.1.23 Prevention and Management Work related stress
- 4.1.24 Prevention and Management Aggression and violence

In addition detail the OSH Management Arrangements to include:

- 4.1.25 Provision of and access to health and safety training, information and instruction
- 4.1.26 Access and distribution to national and local PPPGs
- 4.1.27 Provision of and access to PPE
- 4.1.28 Management of shared workplaces
- 4.1.29 Management of welfare facilities
- 4.1.30 Access to Occupational Health Services
- 4.1.31 Access to First Aid
- 4.1.32 Management of special risk groups e.g. protection of expectant mothers; disabled employees, young persons,
- 4.1.33 Management of contractors
- 4.1.34 Traffic management
- 4.1.35 Environmental and waste management
- 4.1.36 Management of internal emergencies e.g. flooding / chemical spills
- 4.1.37 Incident Management
- 4.1.38 Covid-19 Response Plan⁵

Note: Where an employee(s) is working from a HSE premises or attending a non HSE workplace(s) a Site COVID-19 Response Plan is applicable.

In circumstances where the employee is working off site, one of the following approaches is acceptable.

- A. To develop a Service COVID -19 Response plan, **or**
- B. In lieu of completing a Service COVID-19 Response Plan (as in A above) detail in Section 4 of the Service Safety Statement all relevant local governance arrangements and risk reduction measures to prevent or minimise the spread of COVID-19 to include: e.g.
 - COVID-19 Policy Statement
 - Roles and responsibilities of responsible persons to include COVID-19 Response Manager, identification and appointment of Lead Worker Representative
 - Review and revision of all risk assessments as appropriate
 - Conducting additional COVID-19 related risk assessments

⁵ A Template COVID-19 Site Response Plan is available on the NHSF Website click [here](#)

- *Implementation of the Pre-Return to Workplace Form*
- *Keeping of a Contact log to facilitate contact tracing*
- *Arrangements for working from home where possible (as per [Government Resilience and Recovery 2020-2021- plan for living with COVID-19 and Resilience and Recovery: the Path Ahead plan](#))*
- *Hand hygiene measures*
- *Respiratory etiquette*
- *Physical distancing measures*
- *Measures to minimise face to face interactions where appropriate (e.g. by making use of technology for meetings and to communicate)*
- *Physical barriers where social distancing is not possible*
- *Arrangements for the management of suspected cases of COVID-19 to include the specific measures for dealing with an outbreak of COVID-19*
- *Arrangements for the reporting of incidents of COVID-19 to Public Health, Occupational Health and the HSA (as appropriate)*
- *Control measures to minimise the risk when travelling to work and travelling for work*
- *Use of PPE where required and in line with: HPSC/HSE Current Recommendations for the use of Personal Protective Equipment (PPE) in the management of suspected or confirmed COVID-19*
- *Wearing of face masks/face coverings in line with HPSC guidance and HSE HR advice*
- *Cleaning arrangements*
- *Measure to minimise the risk for at risk workers*
- *Visiting Contractors/others*
- *Any specific communication measures for staff with additional needs*
- *Supports for staff*
- *COVID-19 Induction Training*

4.2 Examples of Wording

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

Note: The description of arrangements in this section must be specific to the site or service.

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 site or service 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 2018. To help reduce the likelihood and potential of incidents arising from manual handling activities the following are adhered to:

- All staff adheres to the HSE Manual and People Handling Policy, 2018.
- Where manual handling cannot be avoided, manual handling risk assessments are conducted by Line Managers as appropriate in conjunction with staff. 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 escalated onto the NHSF 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 staff have received manual handling training and manual handling refresher training is provided every 3 years in line with national Policy. Training for all staff 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 site or service as appropriate] have a number of Manual Handling Instructors [Insert details] who provide training to staff'.

4.2.3 COVID-19 Response Plan

'Severe acute respiratory syndrome coronavirus 2' (SARS-CoV-2), the virus responsible for the disease COVID-19 belongs to the Coronaviridae family. This family also includes severe acute respiratory syndrome-related coronavirus (SARS-virus) and Middle East respiratory syndrome coronavirus (MERSvirus). Both of these viruses are classified as risk group 3 biological agents under the Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 and 2020 (S.I. No. 572 of 2013 as amended by S.I. No. 539 of 2020).

In response to the Governments 'Return to Work Safely Protocol', a COVID-19 Response Plan has been developed detailing the measures to prevent the spread of COVID-19 in the workplace. The COVID-19 Response Plan is available [Insert details of where the COVID-19 Response Plan is located and how staff can access same]'

Alternatively

The following details the local governance arrangements and risk reduction measures to prevent or minimise the spread of COVID-19 (please detail in line with 4.1.38 above).

Section 5 Risk Management Process

Suggested Wording

[Insert Site or Service Name] 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 staff 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 staff, 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 risks cannot be managed locally describe here the local communication and notification process onto the appropriate service risk register]

Section 6 Consultation Arrangements

[Detail the arrangements in place for consultation in the service, 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 carried on to facilitate consultation arrangements for distribution of the safety statement]

Suggested Wording

'The management of [insert name of site / service] is committed to a policy of co-operation and consultation between management and employees and will take account of any representations 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

Furthermore, should any employees raise any matters relating to their health and safety that are connected in any way to the work activities in [Insert service/location/facility], consideration will be given to such matters and all necessary or appropriate action will be taken to deal with the matters raised.

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/003/04 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 service/location/facility] Safety Representative is [insert name and contact details of Safety Rep(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 staff
- 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 here details of the resources provided by the site or service in place or required 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 staff, 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 and required resources are escalated to senior management through the appropriate channels'. [Detail the resources expended on OSH and describe the escalation process and how this links with the service planning process]

Section 8 Distribution/Access to the 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 staff.

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]. It will also be brought to the attention of non-employees who may be exposed to specific risks in the workplace (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 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 HSA inspector in the course of an inspection, investigation, examination, or inquiry directs that the Safety Statement be amended'.

Section 10 Measuring Performance

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

- Site or Service Objectives (local KPIs)
- National Health and Safety KPIs
- Health and Safety Quality Improvement Plans (QIPs)]

Section 11 Department / Unit / Service or Discipline Safety Statement and Risk Assessments

Introduction

This is the [Department / Unit / Service or Discipline Safety Statement and Risk Assessments delete as appropriate] for [Insert service/location/facility]

Provide:

- A brief description of the activities within the Department / Unit / Service or Discipline
- Details of the disciplines of staff working within the area
- The name and job title of the Line Manager including their signature
- Include all relevant up to date work environment and work practice risk assessments as appropriate e.g.
 - Physical Agents Risk Assessment (e.g. work environment, manual handling, DSE, electricity, radiation, noise, slips, trips and falls, working at height, driving for work, security, lone working, management of money, night workers, sensitive risk groups)
 - Biological Agents Risk Assessment to include exposure to sharps, legionella, COVID-19
 - Chemical Agents Risk Assessment to include hazardous chemicals, medical gases and bottled gas
 - Psychosocial Risk Assessments (e.g. work-related stress, aggression and violence).