**Appendix 2 Template GD: 001:04T – Extracted From GD: 001:04 Guidance on Writing your Ancillary Safety Statement**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |

# Revision History

# The table below is a record of all revisions made to the Ancillary Safety Statement.

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| Revision number | Date | Section revised | Description of change | Revised by |
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# Signature Sheet[3](#_bookmark2)

I have read, understood and agree to adhere to the attached Safety Statement:

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| --- | --- | --- | --- |
| **Name (Print)** | **Signature** | **Discipline** | **Date** |
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3 Note - E-signatures are acceptable and this record can be held electronically

# Table of Contents Page

**(Please insert relevant page number)**

**Introduction**

**Section 1 Policy Statement**

**Section 2 Declaration of Intent**

**Section 3 Organisational Responsibilities Section 4 Hazard Control Arrangements**

**Section 5 Risk Management Process**

**Section 6 Consultation Arrangements Section 7 Resources**

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

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

**Section 10 Performance Measurement**

**Section 11 Risk Assessments**

**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[4](#_bookmark3) in consultation with employees.

**Section 1 Policy Statement**

# Wording

* 1. **[Insert the HSE Policy Statement as set out by the CEO in the most recent** [**Corporate**](https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/safetystatementsandriskassessments.html)[**Safety Statement**](https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/safetystatementsandriskassessments.html)

**Section 2 Declaration of Intent**

# Suggested Wording

* 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..........................................

4 named person with responsibility for occupational safety and health matters within their control

**Section 3 Organisational Responsibilities**

* 1. **[**Insertan 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)]**
  2. **Roles and Responsibilities**
     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[[1]](#footnote-1)[1] 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.
* 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.
  + 1. **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.

* + 1. **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.
  + 1. **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:
    - 1. Interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at work
      2. Place anyone at risk in connection with work activities
      3. 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.

* + 1. **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-Coordinators/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**

* 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** |
| * Manual handling to include ergonomic hazards[[2]](#footnote-2) * Slip or trip hazards * Display Screen Equipment * Housekeeping * Driving for work * Lone working * Security * Equipment * Noise * Vibration * Lighting * Ventilation * Working at height * Electricity/ electrical safety * Machinery * Fire * Radiation safety * Remote working | * Chemical substances to include drugs * Cleaning chemicals * Dust and fumes from various processes * Medical gas cylinders * Gas cylinders * Asbestos * Pesticides / herbicides | Exposure to:   * Bacteria(Legionella), * Viruses (HIV, COVID-19, influenza), * Fungi (including yeasts and moulds) * Internal human parasites (endoparasites) * Sharps | * Bullying and harassment * Work related stress * Work related aggression and violence |

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| **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; disabled employees, young persons     - Night and shift workers     - Management of contractors     - Traffic management     - Environmental and waste management     - Management of internal emergencies e.g. flooding / chemical spills     - Incident Management |

* 1. **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**

* + 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’.
  + 1. **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 Mangers 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’.

**Section 5 Risk Management Process**

**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[[3]](#footnote-3).

Describe here the local agreed routes and processes for the communication, notification and escalation of risk[[4]](#footnote-4).

**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**

‘Managementare 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](https://healthservice.hse.ie/staff/benefits-services/health-and-safety/safety-consultation-and-safety-representation.html%20%20) “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)

1. [1] 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 [↑](#footnote-ref-1)
2. 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 [↑](#footnote-ref-2)
3. HSE, (2023), HSE Enterprise Risk Management Policy and Procedures 2023 [↑](#footnote-ref-3)
4. HSE, (2023), HSE Enterprise Risk Management Policy and Procedures 2023 [↑](#footnote-ref-4)