

**Cork
Scaffolding Ltd**

CORK SCAFFOLDING (CSC) LTD

SAFETY HEALTH & WELFARE

Statement 2025

Revision	Date	Description	Author	Approved
2025.01	02/01/2025	Safety Health & Welfare Statement 2025	Karen Mc Evoy	Declan Cummins Ger Crowley

Revision	Date	Revision Description





Amendments Control Page

Revision Date	Item
30/10/2019	Change to General statement of H&S Policy
30/10/2019	Amendment to Policy Page Signature block
30/10/2019	Change to responsibilities of Safety representative
01/03/2019	Add Modern Slavery Policy
04/03/2019	Add Stop Work Policy
04/03/2019	Amend dates of new code of practice
04/03/2019	Add responsibilities of EHS Manager and safety advisors
08/10/2019	Add RA-08. Storage & Use of Harness and lanyard
06/12/2019	Add RA-22. Hand & Finger Injury from scaffolding Operations.
06/01/2020	Add Diversity Policy
29/01/2020	Change to acknowledgement page- communication of safety statement to employees.
29/01/2020	Add Stress Policy
29/01/2020	Add Data Protection Policy
23/03/2020	Amend RA-09 Use of portable ladders
04/05/2020	Add COVID-19 Risk Assessment
06/05/2020	Add photographic Cover Page
07/05/2020	Add COVID-19 Policy
22/05/2020	Amend RA-06
15/10/2020	Amend Risk assessment matrix to new format
20/10/2020	Add RA-23. Confined Spaces
04/01/2021	Re-sign Policy and review document
20/01/2021	Update RA-16 Chemicals, Paints - Hazardous Substances
20/01/2021	Update & Align Bullying Prevention Policy
20/01/2021	Update & Align Driving Company Vehicles Policy
24/02/2021	Add RA-24 Office Safety
10/03/2021	Add Appendix 9-Mutual recognition of training & certification
19/04/2021	Add copy of current SafeT cert to Safety Statement
19/04/2021	Amend responsibilities of employees and LOSC
19/04/2021	Amend responsibilities of Bona-Fide Sub-contractors and self- employed
19/04/2021	Amend title of Construction Regulations 2013 to 2013-2020
19/04/2021	Amend title of General Application Regulations 2007 to 2007-2020
26/04/2021	Add Right to Disconnect Policy
26/04/2021	Add RA-25 Adverse Weather Working
15/06/2021	Add RA-26 Use of Dewalt chop saw in yard.
13/10/2021	Amend RA-05 Fire Safety
13/10/2021	Amend RA-16 Chemicals/Paints
13/10/2021	Amend smoking/Vaping paragraph
28/10/2021	Amended Appendix 6- Emergency Rescue at Height

29/10/2021	Add RA-27 Shrink Wrapping Scaffold Structures
02/12/2021	Add RA-28 Use of Sabre Saw
06/12/2021	Amend title of Construction Regulations 2013-2020 to 2013-2020
06/12/2021	Amend title of General Application Regulations 2007- 2020 to 2007-2020
04/01/2021	Re-sign Policy and review document
09/02/2022	Add Environmental Policy
09/05/2022	Add copy of SAFETCERT (Valid to 2025)
09/05/2022	Add IOSH Letter to safety statement
08/09/2022	State EN numbers and standards of PPE required
03/01/2023	Re-sign Policy and review document
03/01/2023	Delete COVID-19 Risk Assessment
03/01/2023	Amend Data Protection Policy
07/06/2023	Change wording of general policy. Change from continuous to continual improvement
05/07/2023	Replace 2022 IOSH Letter with 2025 version
25/07/2023	Add RA-29. Use Of MEWPs
08/11/2023	Add Plant Operator Policy
02/01/2024	Re-sign Policy and review document
02/01/2025	Re-sign Policy and review document
02/01/2025	Added Procedure for Scaffolders & General Operatives in training
02/01/2025	Updated all Risk Assessments

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Foreword

Safety is a fundamental value of Cork Scaffolding (CSC) Limited. We believe that no business objective is so important that it will be pursued at the sacrifice of safety. Our goal is to drive injuries, illnesses, operational incidents and environmental releases as close to zero as possible. Each of us has an individual responsibility to make the safety of ourselves, our co-workers, and those around us a foremost consideration in everything we do. With a few exceptions, every safety rule or guideline in this Safety Statement evolved from experience and knowledge gained over many years of operation.

Our Safety Vision

We aspire to achieve zero workplace incidents by embedding a culture of safety, accountability, and continuous improvement. This vision drives every decision and action within our organization.

Our Commitment

- To comply with the Safety, Health, and Welfare at Work Act 2005, as well as all other applicable Irish safety regulations and standards.
- To assess and manage risks effectively through regular safety audits, hazard identification, and risk assessment.
- To provide ongoing training to ensure our team is equipped with the knowledge and skills required to perform their duties safely.
- To supply and maintain high-quality scaffolding equipment that meets all safety standards.

This Manual will assist you in performing your work safely. Safety rules alone cannot prevent accidents. CSC are committed to continual ongoing improvement.

The indispensable ingredients of a safe working environment are:

- **Management commitment**
- **Knowledgeable people working as a team and looking out for each other.**
- **Planning every task.**
- **Commitment by everyone to conscientiously perform assignments in a safe manner.**

Every employee has the responsibility and the obligation to prevent incidents and injuries by:

- **Observing established work rules.**
- **Following the directions of supervisors.**
- **Practicing the principles taught in safety training.**
- **Providing suggestions for further strengthening of safety efforts.**

The guidance in this manual applies to Cork Scaffolding employees and staff, consultants and self-employed contractors wherever and whenever they are working on behalf of Cork Scaffolding (CSC) Ltd.

Contractors performing work on Company premises are required to comply with these safety rules or more stringent requirements. Company premises are defined as Cork scaffolding owned, leased, operated, managed or controlled sites or assets. Cork Scaffolding workers have a responsibility to comply with all national and international regulations related to safety and health programs. This Safety Statement does not supersede any more stringent regulatory requirements that apply to a site or operation. Remaining incident-free extends beyond the work site and outside normal working hours. Therefore, safety in off-the-job activities is also strongly encouraged.

Cork Scaffolding are committed to Environmental Health and Safety and their Vision is to create a work environment culture where; **Nobody Gets Hurt.**

This safety statement details Cork Scaffolding (CSC) Ltd Health Safety and Welfare Policy.

The safety statement specifies how the company plans to minimize the risk of injury and ill health at work.

The company is confident it has the full support of all employees in achieving its aims of ensuring Health Safety and Welfare.

It is therefore very important that you read the following document carefully and understand your role and the overall arrangements for health and safety throughout the organisation.

Key Safety Principles

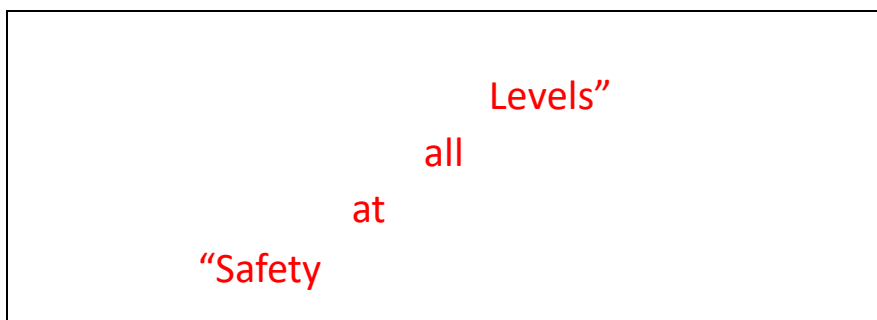
1. **Zero Tolerance for Unsafe Practices:** No task is so urgent that it cannot be completed safely.
2. **Communication and Cooperation:** Open lines of communication are encouraged to ensure safety concerns are addressed promptly.
3. **Continuous Improvement:** Regular reviews of our safety practices and policies to incorporate advancements in safety technologies and methods.

I. Cork Scaffolding Company

Company Description

Cork Scaffolding (CSC) Ltd is a privately operated modern and innovative industrial scaffolding and access service provider based in the Cork area.

Safety is a core value of our organisation, and this is shown in the way we continually operate and deliver both innovation and quality. We are continually striving for better and more efficient and safer ways of delivering our services to our clients.



We are fully committed to protecting the health, safety and wellbeing of our employees, industry partners and clients.

The management of the company and together with work force engagement combine to drive safety as our principal value proposition to our industry partners.

If any doubts exist as to any of the arrangements, please contact the Managing Director or the EHS manager.

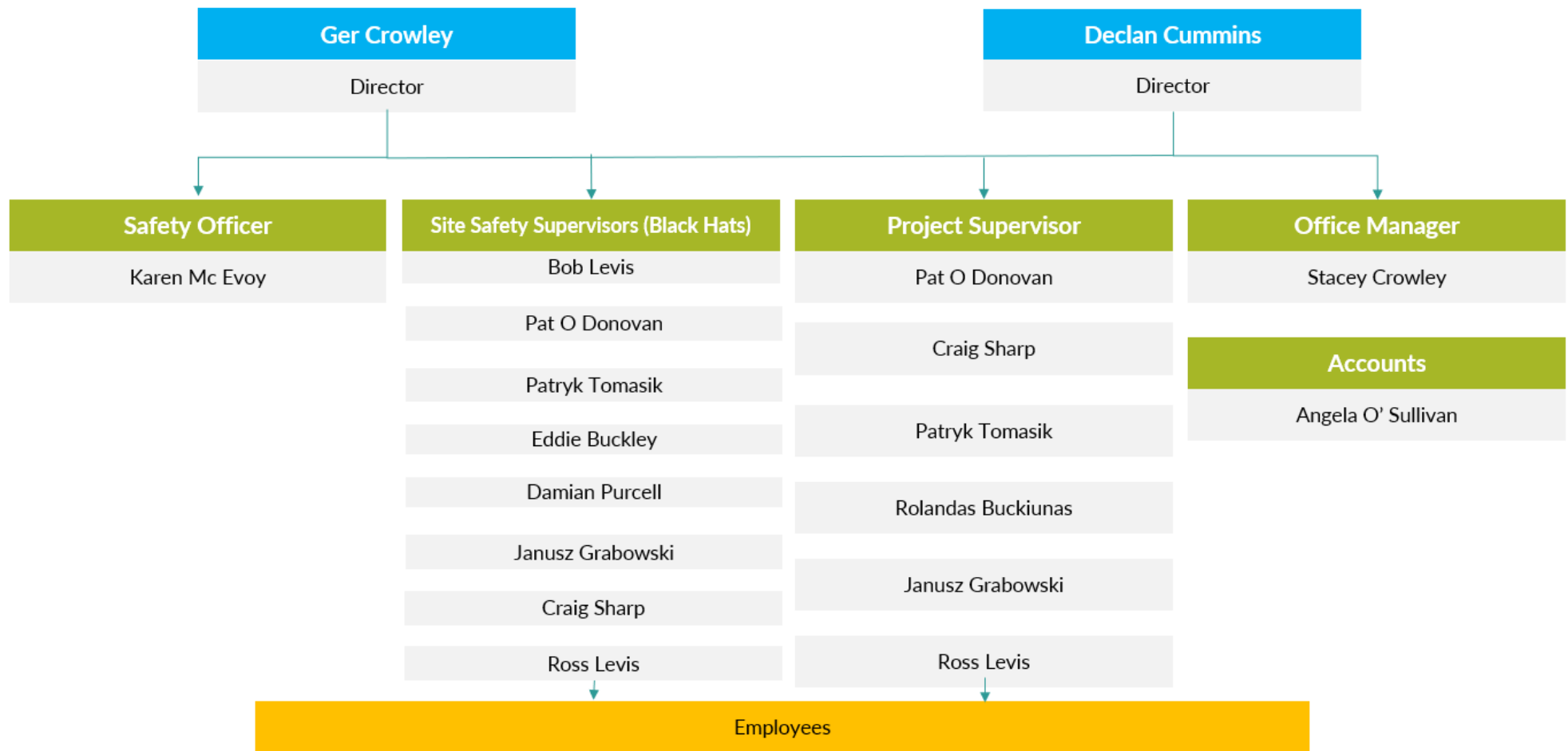
Company Information

Company Location	Cork Scaffolding (CSC) Ltd Lower Road Ballygarvan County Cork
Telephone	021 4888546
E-mail	admin@corkscaffolding.ie

Emergency Telephone Numbers

Company Office	021 4888 546
Declan Cummins	087 815 3366
Ger Crowley	087 258 4003
Karen Mc Evoy	087 3925522
Doctor	021 4372635
Fire Brigade	112
Ambulance	112
Garda	112
Hospital / CUH	021 492 0200

Cork Scaffolding Organisational Chart



A. General Statement of Health & Safety Policy

This document sets out the policy of the Company to comply fully with the Safety, Health and

Welfare at Work Act 2005, the Safety, Health and Welfare at Work (Construction) Regulations

2013-2020 as amended, the Safety, Health and Welfare at Work (General Application)

Regulations 2007-2020 as amended, the Code of Practice for Access and Working Scaffolds 2018 and I.S. EN 12811-1:2003, 12811-2:2004, 12811-3:2002 standards for scaffolding equipment to ensure so far as is reasonably practicable the safety, health and welfare of all employees at our places of work.

To this end, the company will provide such information, training and supervision as may be needed.

This safety statement is a plan to minimise the risk of injury and ill health at all our work locations.

The Company will also protect, so far as is reasonably practicable, people not employed by the company who may be affected by our activities.

In pursuance of the general statement of safety policy the company will provide and maintain a safe place of work, safe plant and machinery and safe systems of work. We shall carry out detailed hazard identification and risk assessment exercise and implement control measures as required. The resources necessary to achieve this shall be made available.

All employees are expected to co-operate with management and encouraged to make safety suggestions to achieve a healthy and safe workplace and to ensure that their own work is so far as reasonably practicable is carried out without risk to themselves or others.

This document will detail how this co-operation can be facilitated.

The company is committed to the consultation of all staff and employees on matters of health and safety and employees are hereby notified of the company policy and are encouraged to comply with their duties under the 2005 Act to notify the company management of identified hazards in the workplace.

The safety statement document sets out the allocation of duties for safety matters and in particular, arrangements to implement the policy.

Cork Scaffolding (CSC) Limited is committed to continually improving the safety standards of the workplace through good management and this policy will be revised as necessary to allow for technical advancement, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed regularly but as a minimum on an annual basis.

Directors

SIGNED (On Behalf of the Company): DATE: 02/01/2025



SIGNED (on Behalf of the Company): DATE: 02/01/2025



II. Company Policies

Environmental Policy

Cork Scaffolding (CSC) Ltd will undertake to:

- Establish and maintain an effective and efficient environmental management system in accordance with Environmental guidelines and standards.
- Comply with environmental legislation relevant to the activities on site.
- Communicate this environmental policy to all employees, contractors and visitors to the site during inductions and future training sessions. It will be displayed on office noticeboards for visitors and contractors' attention.
- Provide practical management systems committed to continual improvement and to prevent pollution of land, air, groundwater and watercourses.
- Minimise environmental disturbance including nuisance from noise, dust and traffic.
- Respond quickly and effectively to environmental incidents through implementation of environmental emergency procedures.
- Make efficient use of natural resources, minimising waste and conserving energy and water.
- Protect wildlife and trees and endeavour to enhance the provision for biodiversity.
- Promote awareness and provide training to enable employees to perform their duties in a manner consistent with the policy objectives.
- Seek to ensure that our major suppliers are aware of and apply environmental standards compatible with our own.
- Ensure this policy is periodically reviewed to reflect changing conditions.

Waste Management Policy

- We will seek to minimise the creation of waste by avoiding unnecessary wastage of materials and recycling materials that cannot be directly reused as far as practicable.
- All staff are required to comply with this policy by minimising waste creation and co-operating actively with recycling programmes. Where waste is created, it shall be safely placed in appropriate storage receptacles, care being taken not to overload the storage.
- Site workers shall take care to provide suitable waste receptacles and ensure that arrangements are made for the collection/emptying of receptacles at a suitable frequency.
- General operatives and other staff responsible for collecting waste shall avoid handling overfilled bags etc. to minimise the risk of manual handling injury.
- Waste shall be kept in a clean, accessible condition with due regard to fire protection and suitable containers.
- All waste for recycling or disposal, shall be collected by either local authorities employed refuse collectors or by authorized waste carriers.

These policies will be reviewed periodically.

Modern Slavery Policy

Cork Scaffolding (CSC) Ltd strives to ensure that modern slavery or human trafficking is not taking place within our business or supply chain.

Modern slavery encompasses slavery, servitude, human trafficking and forced labour. Cork Scaffolding has a zero-tolerance approach to any form of modern slavery. We are committed to acting ethically and with integrity and transparency in all business dealings and to putting effective systems and controls in place to safeguard against any form of modern slavery taking place within the business or our supply chain.

The following activities are at risk of modern slavery within our company and the list will be reviewed and updated from time to time:

- Use of staff by subcontractors or suppliers to Cork Scaffolding, where the suppliers' processes are not compliant.
- Employment of sub consultants, suppliers, and sub-contractors by Cork Scaffolding where their work practices may be non-compliant.

We will ensure as far as reasonably practicable to conduct business in an ethical and transparent manner.

We are fully committed to ensuring that equal opportunities policies are implemented and maintained. All terms and conditions of service apply on a fair and consistent basis to every member of staff.

We will conduct checks on work eligibility for all employees to safeguard against human trafficking or individuals being forced to work against their will.

Our anti-slavery policy forms part of our contract with all subcontractors/suppliers and they are required to confirm that no part of their business operations contradicts this policy.

We are committed as an organisation to tackling modern slavery and human trafficking and want to work with suppliers who share our values.

We encourage the reporting of any suspicious activity by our employees and suppliers. To date no reports have been received from employees, the public, or law enforcement agencies to indicate that modern slavery practices have been identified.

This policy will be reviewed periodically.

Stop Work Policy

It is the Environmental, Health and Safety {EHS} Policy of Cork Scaffolding (CSC) Limited to maintain a safe and secure work environment against any risk or exposure to personal harm, property damage or adverse effects to the environment.

As such, it is the duty and the right of all personnel employed and engaged by Cork Scaffolding (CSC) Limited to exercise a 'Stop Work' intervention whenever any employee, person(s) or group's assets or local environment are at risk; or when there is a perceived risk to the life, health or safety of the individual(s) within Cork Scaffolding (CSC) Limited work environment.

- The Management of Cork Scaffolding (CSC) Limited is fully supportive of the decisions of an employee which are taken in the diligent execution of this policy.
- 'Stop Work' shall be applied if any situation arises due to an unsafe action or behaviour or omission or non-action of any party involved in the operation, and if such situation were permitted to continue, may potentially lead to the occurrence of an incident which may lead to personal injury or damage to company asset.
- Any member of Cork Scaffolding (CSC) Limited - irrespective of his/her position / seniority / discipline has the right and duty to apply the 'Stop Work' Policy, if in his / her opinion or judgment, such activity is deemed to be an unsafe or risky behaviour.
- There shall be no blame or fault put on any employee calling for a 'Stop Work' order even if, upon investigation, the 'Stop Work' order was deemed unnecessary.
- The 'Stop Work' order must be applied in good faith.
- Timing is a critical factor. There should not be any delay in calling for a 'Stop Work' order if the need arises.
- Work that has ceased due to a 'Stop Work' order shall not be resumed until all safety aspects are cleared to the satisfaction of the employee who initiated the 'Stop Work' order or to the satisfaction of the employee whose work activities necessitated the initiation of the 'Stop Work' order.

As with other Company Policies, accountability for non-compliance will follow established company procedures or contract requirements.

This policy will be reviewed periodically.



Remember 'IF IT IS NOT SAFE, DON'T DO IT!'

Stress Policy

We are committed to protecting the health, safety and welfare of our employees.

We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the company. Managers are responsible for implementation and the company is responsible for providing the necessary resources.

Definition of stress

Stress is defined as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Policy

- The company will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The company will consult with Trade Union Safety Representatives on all proposed action relating to the prevention of workplace stress.
- The company will provide training for all managers and supervisory staff in good management practices.
- The company will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The company will provide adequate resources to enable managers to implement the company's agreed stress management strategy.

Responsibilities

Managers shall:

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g., bereavement or separation

Occupational health and safety staff

- Provide specialist advice and awareness training on stress.
- Train and support managers in implementing stress risk assessments.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Refer to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform the employer and the health and safety committee of any changes and developments in the field of stress at work.

Human resources

- Give guidance to managers on the stress policy.
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referrals to occupational workplace counsellors where appropriate.

Employees

- Raise issues of concern with your Safety Representative, line manager or occupational health.
- Accept opportunities for counselling when recommended. **Safety representatives**
- Safety Representatives must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Safety Representatives must be able to consult with members on the issue of stress, including conducting any workplace surveys.
- Safety Representatives must be meaningfully involved in the risk assessment process.
- Safety Representatives should be allowed access to collective and anonymous data from HR.
- Safety Representatives should be provided with paid time away from normal duties to attend any Trade Union training relating to workplace stress.
- Safety Representatives should conduct joint inspections of the workplace at least every 3 months to ensure that environmental stressors are properly assessed.

This policy will be reviewed periodically.

Bullying Prevention Policy

Purpose

As part of our commitment to the fairness, dignity and respect of each employee, any form of bullying will not be tolerated by this Company. The aim of this Policy is to indicate what constitutes bullying and what action the company will take if it becomes necessary to deal with an offence of this nature.

Scope

This Policy is applicable to all employees (temporary and permanent) irrespective of length of service and includes clients and service personnel both inside and outside the work environment.

Policy

The Company acknowledges the right of all employees to a workplace and environment free from any form of bullying. Every member of staff has an obligation to be aware of the effects of their own behaviour on others.

Any instances of bullying will be dealt with in an effective and efficient manner. In cases where the behaviour is proved to be repeated and consistent, causing unnecessary stress and anxiety, this will be considered gross misconduct. The Company reserves the right to use the disciplinary procedure up to and including summary dismissal.

As part of this Company's code of conduct, it is imperative that all staff and suppliers respect the dignity of every colleague. Please consider the multi-cultural beliefs of all of your colleagues regarding your code of conduct, with particular reference to remarks, dress code, posters, e-mails and anything which may cause offence on the grounds of a person's gender, civil status, race, religion, family status, age, sexual orientation or disability or to a member of the traveller community.

Definition

The Code of Practice on Addressing Bullying in the Workplace defines bullying as:

"Repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a one off, is not considered to be bullying".

The following are examples of the types of behaviour that may be considered as bullying and are prohibited by the Company:

- a) Purposely undermining an individual.
- b) Targeting an individual for special negative treatment.
- c) The manipulation of an individual's reputation.
- d) Social exclusion or isolation.
- e) Intimidation, aggressive or obscene behaviour.
- f) Jokes which are obviously offensive to one person.
- g) Intrusion by pestering, spying and stalking.

The above list is not exhaustive and only serves as a guideline to employees. Each case will be taken in isolation and dealt with in the appropriate manner. For behaviour considered to be bullying, it must be behaviour which can be described as outrageous, unacceptable, and exceeding all bounds tolerated by decent society.

From time to time, disciplinary and corrective action may be taken against an employee and, where such action is taken in respect of an employee in good faith, this will not be considered bullying behaviour. Furthermore, where actions are taken which can be justified because of protecting the safety, health and welfare of employees then such actions will not be bullying behaviour.

PROCEDURES FOR DEALING WITH BULLYING I.

i. Informal Procedure

An informal approach can often resolve difficult situations with the minimum of conflict and stress for the individuals involved. This in no way diminishes the issue of the effects on the individual.

If you feel you are being bullied, you should attempt to explain to the alleged bully that their behaviour is unacceptable. If you find it difficult to approach the alleged bully alone then seek help and advice from the nominated contact person. He/she will listen, be supportive and explain the various options open to you.

You may ask the contact person to assist you with raising the issue with the alleged bully. The contact person will approach the alleged bully in a confidential, non-confrontational discussion to try to resolve the matter in a low-key manner.

If you decide to bypass the informal procedure, for whatever reason, and choose to go down the formal route then this will not reflect negatively on you in any way.

II. Formal Procedure

If the informal approach is not appropriate, or if after using the informal procedure, the bullying continues, then the formal procedure will be invoked.

A formal written complaint must be made to a member of the Management team. The complaint should only contain precise details of actual incidents of bullying.

A letter will be sent to the alleged bully to inform him/her that a formal complaint has been made against them. A copy of the complaint will be given to him/her and he/she will be given the opportunity to respond to the allegations.

An initial examination will be carried out by a designated, impartial member of the Management team who will determine the appropriate course of action to be taken e.g., a mediated solution or attempt to resolve the situation informally or decide if it should be progressed to a formal investigation. If these courses of action prove to be inappropriate or inconclusive, then a formal investigation of the complaint will take place to determine the facts and credibility of the allegations.

III. Investigation

The investigation will be carried out by a designated member of the Management team or, if necessary, in case of any possible conflict of interest, a third party.

The investigation will be thorough, objective and confidential. It will be conducted with sensitivity and respect for the rights of the complainant and the alleged bully.

The designated investigator will meet with the complainant, the alleged bully and any witnesses or other relevant persons individually. The purpose of these meetings is to establish the facts about the allegations, set a timeframe, all of which will be completely confidential.

The complainant and the alleged bully have the right to be accompanied by a work colleague or employee / trade union representative.

The person investigating the complaints will make every effort to carry out and complete the investigation as quickly as possible. When the investigation is complete, a written report will be submitted to Management which will contain the findings of the investigation. Both the complainant and the alleged bully will be given the opportunity to comment on the findings of the investigation before any action is decided by Management.

Management will inform the complainant and the alleged bully, in writing, about the findings of the investigation.

IV. Outcome

For behaviour considered to be bullying, it must be behaviour which can be described as outrageous, unacceptable, and exceeding all bounds tolerated by decent society. If it is decided that the complaint is well founded, then a formal interview will be conducted with the alleged bully to determine an appropriate course of action. This may include counselling, monitoring, or progressing the issue through disciplinary and grievance procedures.

In the event of the findings of the investigation concluding that the complaint was untrue and was brought with a malicious or vexation intent then disciplinary action will be taken against you up to and including dismissal.

This policy will be reviewed periodically.

Driving Company Vehicles Policy

Driving licence and authority to drive company vehicles

- You must be in possession of a current driving licence and have Management's authority to drive one of our vehicles.
- Your driving licence must be produced for scrutiny by Management prior to driving any of our vehicles. It is your responsibility to provide us with copies of renewed licences.
- If at any time your licence is endorsed, or you are disqualified from driving we must be informed immediately.
- It is your responsibility to see that the vehicle is not used by anyone other than authorised employees.
- Special written permission must be obtained from Management for the vehicle to be used by any other person.

Fixtures, fittings and modifications

- 1) No fixtures such as aerials, roof racks, towing apparatus, stickers, may be attached to the vehicle without prior written permission. When handing the vehicle back to us such attachments must remain unless adequate rectification work is carried out professionally to restore the vehicle to its former condition.
- 2) No change or alterations may be made to the manufacturer's mechanical or structural specification for the vehicle.

Driving while intoxicated

You are not permitted under any circumstances to operate or drive a Company vehicle, either during working hours or personal time, under the influence of any intoxicant. Whether inside or outside working time you must abide by the Company rules of use for this Vehicle. This is an express condition of your employment and if you are found to be in breach of the Company usage policy it will result in disciplinary action, up to and including dismissal.

Warranty

All warranty work must be reported to us prior to it being carried out.

Cleaning and maintenance

- 1) As the vehicle has been allocated to you, it is your responsibility to keep it clean both internally and externally, and to ensure that the vehicle is regularly serviced in accordance with the requirements laid down by the manufacturer, and as specified in the maintenance book of the model of vehicle.
- 2) Any other maintenance or repair work or replacement of parts, including tyres, must be approved in advance by us.

Non – smoking policy

There is a statutory ban on smoking in Company premises, including Company vehicles which must be always observed. Current legislation imposes a fine on employers whose employees smoke in an enclosed work environment including Company vehicles

Breaches of the Company smoking policy will result in disciplinary action up to and including dismissal.

Fuel

- 1) In addition to keeping the vehicle regularly serviced, it is your responsibility to see that the oil and water levels, battery and brake fluid and tyre pressures are maintained and that the tread of all tyres conforms to the minimum legal requirements.
- 2) Unless contrary arrangements exist in writing between us, we will only reimburse you for the fuel and oil used in our business. Fuel cards are supplied to Company vehicle users and fuel receipts must be submitted immediately to the office.
- 3) When filling a vehicle, you should ensure that.
 - It is not overfilled.
 - There is no spillage of fuel.
 - The dispensing nozzle is replaced securely.
 - The cap on the tank is fitted tightly so that there will be no spillage on the road; and
 - Always stand by the vehicle during re fueling.

Likewise, when topping up engine oil, care should be taken not to overfill and replace caps securely.

Fines

We cannot under any circumstances accept responsibility for parking or other fines incurred by you. Any fines imposed by relevant authorities including (but not limited to) speeding and parking will be payable by the employee. The Company takes no responsibility for the payment of fines incurred by the employee during their employment. In the event the Company receives the summons on the employee's behalf or owing to a fine incurred by the employee, we may pay the fine and deduct the cost from the employee's wages/salary.

Damage or injury

- 1) If you are involved in an accident which causes damage to property or another vehicle, or injury to any person or animal, you are required to give your name and address, the name and address of the vehicle owner, the registration number of the vehicle and the name of the insurance Company to any person having reasonable grounds for requiring such information. It is important that you give no further information. If for some reason it is not possible to give this information at the time of the accident, the matter must be reported to the office and where necessary the Gardaí as soon as possible, but within twenty-four hours of the occurrence.
- 2) In addition, in the case of an incident involving injury to another person or to notifiable animals, you are responsible for notifying the Gardaí of the occurrence and you must produce your insurance certificate to the Garda attending the accident, or to any other person having reasonable grounds for seeing it. The accident must be reported to a Garda station or to a Garda within twenty-four hours. If you are not then able to produce the certificate you must in any event produce it in person within five days after the accident to such Garda station as you may specify at the time of first reporting the accident.
- 3) For security reasons, insurance certificates are kept by us. However, a copy of the certificate of insurance is provided with each vehicle and this will be renewed annually. You should make

sure that it is always with the vehicle. Replacement copies can be obtained from us if necessary.

Loss

- 1) In the case of theft of the vehicle, we and the Gardaí must be informed immediately. Full details of the contents of the vehicle must also be given. If any contents are stolen from the vehicle, we and the Gardaí should be notified immediately.
- 2) Please note that only our property is insured by us, and you should make your own arrangements to cover personal effects.
- 3) The vehicle should be kept locked when not in use and the contents should be stored out of sight, preferably in the boot. If a vehicle is stolen, we are required to prove to the insurance Company that there has been no negligence and, therefore, we must hold you responsible in the event of such negligence.

Accident Procedure

- 1) It is a condition of the insurance policy that the insurers are notified of all accidents, even if apparently of no consequence. You must, therefore, as soon as possible after the accident obtain an accident report form from us which must be completed and returned to us within twenty-four hours. All the information required on the form must be completed. You should note that whenever possible the following particulars should appear in the form:
 - a) the name and address of the other driver and the name and address of his/her insurers
 - b) the names and addresses of all passengers in both our vehicle and the other vehicle.
 - c) names and addresses of all witnesses. It will be of considerable assistance if statements can be obtained from all witnesses at the time of the accident.
 - d) particulars of the Garda attending i.e., name, number, and division.
- 2) A detailed sketch must be provided showing the relative position of the vehicle before and after the accident, together with details of the roads in the vicinity, e.g., whether they are major or minor roads and as many relevant measurements as possible.
- 3) If our vehicle is not drivable you are responsible for making adequate arrangements for the vehicle to be towed to a garage, and the name and address of the garage where the vehicle may be inspected must be stated on the claim form.
- 4) An estimate of the repairs required to be carried out, showing details and cost of both labour and materials, must be obtained and sent to us as soon as possible.
- 5) Under no circumstances may repairs be put in hand until the Insurance Company has given its agreement. We will notify you when this has been done.
- 6) You should not under any circumstances express any opinion one way or the other on the degree of responsibility for the accident. Only exchange particulars mentioned in 1) above and nothing more

Travel Overseas

Our vehicles cannot be taken out of the country without written permission from Management.

Permitted use

- 1) Subject to the restrictions already stipulated, our vehicles may only be used for our business, excluding the carriage of passengers for hire or reward. Employees are not permitted to carry passengers, other than fellow employees of the Company, during working hours. Our vehicles

may not be used for any type of motoring sport, including racing, rallying or pace making, whether on the public highway or on private land. Private mileage must be shown and declared.

- 2) Company vehicles are provided for your job, with limited personal use allowed outside of working hours. We expect employees to be aware that these vehicles advertise the company logo and to bear this in mind when using the vehicles outside of working hours. You are expected to behave with the highest integrity when using our vehicles, both during and outside of working hours. You must not engage in or cause our vehicles to be present at any activities that could result in negative publicity to ourselves, or which could adversely affect our public image.
- 3) The Company reserves the right to initiate disciplinary action, up to and including dismissal, if you have been found to be in breach of our Rules for the Use of Company Vehicles policy.

Personal liability for damage to vehicles

- 1) Where any damage to one of our vehicles is due to your negligence or lack of care, we reserve the right to insist on you rectifying the damage at your own expense or paying the excess part of any claim to the insurers.
- 2) Repeated instances may result in the use of the vehicle being withdrawn and disciplinary action being taken.

Use of mobile phone whilst driving

It is an offence for anyone to drive a motor vehicle whilst holding a mobile phone or a similar device in your hand or using another part of your body to support the device when you are driving. If you are charged by the Gardai you may be liable for prosecution (a fine and up to 5 penalty points on conviction) if you are holding a mobile phone or any other type of hand-held device to send or receive any sort of data, be it voice, text or a pictorial image, or to access message facilities or the internet whilst driving.

Driving includes times when a vehicle is on a public road with its engine running or when the vehicle is stopped at traffic lights or during any other hold-ups that occur during a typical journey when a vehicle can be expected to move off after a short while.

A mobile phone may only be used whilst driving if you are dialing 999 or 112 for an emergency or if you have a cordless hands-free device installed in your vehicle. Calls should be kept to the shortest possible time and be only to affect essential communications. If you need to operate a mobile phone in the vehicle or if you need to deal with a call through a hands-free device for longer than receiving or giving a short communication, before doing so you must stop and park the vehicle where it is safe and lawful to do so and switched the engine off. A failure to comply with this policy will lead to disciplinary action.

Tachographs

You are required by law to ensure that your Tachograph records are always correct. Breach of these regulations may lead to disciplinary action.

Tachograph recording equipment for trucks over 3.5 tons and buses with more than nine seats is mandatory in the European Union (EU). Tachographs record key driver and vehicle information and monitor drivers' compliance with driving time, breaks and rest period rules. They also record vehicle speed, distance travelled and other information.

Recording and reporting this data helps ensure that drivers are not working beyond agreed safety limits: ensuring they take regular breaks to avoid driving while overtired and not driving beyond the speed limits for their vehicle and the roads.

Tachograph records must be available for inspection by enforcement officers.

Penalty points

If you have received or are likely to receive any penalty points it is important to bring this to the attention of Management. Excess penalty points can result in a loading on our insurance premium, meaning that too many points may, if we are unable to provide suitable alternative employment, lead to the termination of your employment.

Driving conditions

- 1) At times bad weather and visibility will determine driving conditions. Fog, snow, and heavy rain reduce the ability to see and hot weather can affect the road surface. In these circumstances you should adjust your driving to suit the conditions.
- 2) Traffic conditions can vary, and you should be aware of this and adjust your driving and attitude to suit. The irritations of traffic and bad behaviour of other drivers on the road must be accepted as part of the normal driving role.

Preventing Accidents

As a driver, your own safety, and that of other road users, often depends on your attitude and behaviour behind the wheel. You will be required to act responsibly and to co-operate with the Company on all Health and Safety matters.

- You should take account of safety when planning your run and where possible use the least dangerous routes, preferably motorways.
- When you cannot avoid passing through heavy traffic areas, you should try to avoid peak hour driving.
- Keep a safe distance from the vehicle in front, and you should adjust your speed as necessary to allow for the type of road, traffic density, visibility and weather conditions.
- On motorways, always signal any change of lane in advance, to avoid taking drivers behind you by surprise.
 - On minor roads allow car drivers to pass you if significant tailbacks have formed. Be alert to the most vulnerable road users, especially in built up areas: cyclists, pedestrians, children and the elderly.

Good driving practice checklist

You should **ALWAYS**:

- Follow safety instructions.
- Always wear a seat belt.
- Do not continue driving if tired. Take regular breaks. Get out of the cab and get some fresh air. Do not use stimulants to overcome tiredness.
- Comply with local traffic conditions and follow requirements on driving time.

- Adjust your seating position so it is as upright as possible and so that you are using the head restraint. This will help prevent whiplash in case of an accident.
- Be familiar with the maintenance procedures for your vehicle and ensure it is kept in good running order.
- Do not drive under the influence of alcohol or drugs or take any medicines that could affect your driving. Advise your supervisor if you have been prescribed medication that can affect driving ability.
- Do not smoke in the vehicle.
- Do not use LPG or carbon fuelled heaters or cookers in the cab as carbon monoxide can build up and cause death.
- Use safe practices to climb down from the cab, especially as visibility may be poor or your leg muscles tired. Use the holding rail to ascend/descend from the cab.
- Make sure your load is evenly distributed and properly secured. Ensure safe working with the load itself.
- Make sure there are no loose objects in the cab that could fly about on braking and cause injury.
- Ensure vision is not obstructed by pendants or stickers etc. on windows.
- Try to avoid parking your trailer or vehicles in positions that will obstruct traffic or the visibility of other road users or pedestrians and ensure measures to prevent the vehicle from moving are applied.
- Eat regular, healthy meals.

SAFE DRIVING NEEDS 100% CONCENTRATION
AVOID UNNECESSARY DISTRACTIONS

AS A DRIVER YOU ARE RESPONSIBLE FOR ENSURING THAT THE VEHICLE YOU ARE
 DRIVING IS SAFE TO USE ON THE ROAD AND MEETS ALL LEGAL
REQUIREMENTS.
THIS IS REGARDLESS OF OWNERSHIP

Daily checks

To identify any obvious defects in your vehicle you must carry out daily checks on specific items. Any problems discovered must then be reported to the person responsible for ensuring the problem is fixed.

General rules of safe driving

- Obey all rules of the road.
- Carry out your daily check list of the vehicle.
- Ensure equipment on board is secured from movement. ○ Plan your journey/route (safest not fastest) ○ Consider all weather conditions.
- Headlights should be always turned on.
- Do **NOT** drive if you feel unwell.
- Do **NOT** drive if under the influence of alcohol or drugs.
- **NO** tailgating – keep your distance from the vehicle in front.
- Obey the speed limits.
- **NO** undertaking.
- **NO** jumping of red lights.
- Be tolerant towards others (anger can affect your judgement) ○ Plan your breaks.
- Do **NOT** use or hold mobile phones while driving. ○ Never stop on a hard shoulder (it is illegal)
- Vehicles are **NOT** to be used for private use.
- Vehicles to be parked in a safe non – restrictive area after hours.

Data Protection Policy

The General Data Protection Regulation (GDPR) which came into effect on the 25th of May 2018 provides enhanced data protection and privacy rights to individuals. GDPR seeks to give individuals more control over how organisations use and secure their personal information.

As an employer it is our responsibility to ensure that the personal data, we process in relation to our employees is done in accordance with the required principles. Any data held shall be processed fairly and lawfully and in accordance with the rights of data subjects.

We will process data in line with our privacy notices in relation to both job applicants and employees.

Employees have several rights in relation to their data. More information about these rights in relation to your data is explained below.

We commit to ensuring that your rights are upheld in accordance with the law and have appropriate mechanisms for dealing with such.

We may ask for employees' consent for processing certain types of personal data. In these circumstances, they will be fully informed as to the personal data we wish to process and the reason for the processing. Employees may choose to provide or withhold their consent. Once consent has been provided, it can be withdrawn again at any time.

Employees are required to comply with all company policies and procedures in relation to processing data. Failure to do so may result in disciplinary action up to and including dismissal.

In relation to your privacy, Cork Scaffolding makes the following commitments:

We will always respect your privacy and all your personal information in our possession will be held securely and treated with the utmost care.

This policy will be reviewed periodically. Your data protection rights in relation to your Personal Data are set out in the table below.

Right	Details
Right to Information	You have a right to be provided with clear, transparent and easily understandable information about how we process your Personal Data. We give effect to this right by providing this Notice to you.
Right to Withdraw Consent	Where you have provided your consent to allow us to process your Personal Data, you have the right to withdraw your consent to such processing at any time. In certain cases, we may continue to process your personal data after you have withdrawn consent if we have a legal basis to do so or if your withdrawal of consent was limited to certain processing activities. Where you withdraw your consent, it does not affect the lawfulness of any processing we carried out in relation to your Personal Data before your withdrawal.
Right of Access	You have the right to access the Personal Data we process about you. If you exercise this right, you will receive confirmation about whether we process your Personal Data and, if so, a copy/copies of your Personal Data.
Right to Rectification	You have the right to correct the Personal Data we process about you if the Personal Data we hold about you is accurate or incomplete.
Right to Erasure	You have a right to request, in certain circumstances, the deletion of your Personal Data. For example, if we no longer need to process your Personal Data.
Right to Restriction	You have the right, in certain circumstances, to restrict our processing of your Personal Data. For example, if you contest the accuracy of the Personal Data we hold about you.
Right to Lodge a Complaint	You have the right to lodge a complaint with the Data Protection Commission ("DPC") about our processing of your Personal Data. To do so, <u>use the DPC's "Contact Us Online" form</u> . We encourage you to contact us before raising a concern with the DPC to see if we can resolve any concerns you have about our processing of your Personal Data.
Right to Data Portability	You may request us to provide you with your Personal Data which you have given us, in a structured, commonly used and machine-readable format and you may request us to transmit your Personal Data directly to another controller where this is technically feasible. This right only arises where: (a) we process your Personal Data on the legal basis that it is necessary to perform our contract with you; and (b) the processing is carried out by automated means.

Diversity Policy

Introduction

Cork Scaffolding (CSC) Ltd is committed to valuing and promoting diversity in all areas of employment and to providing an inclusive working environment where everyone feels valued and respected, irrespective of protected characteristics. We recognize that people from different backgrounds with different experiences and abilities can bring fresh ideas and innovations to improve our working practices and business. This benefits recruitment, employee productivity and retention, leading to lower recruitment and training costs.

The Business Case

Managing diversity is a more effective way of dealing with equal opportunities issues. It emphasizes the business and personal benefits that accrue from valuing the differences between people, rather than just complying with the law.

Businesses that grasp the additional business opportunities generated by managing diversity effectively are far more likely to enjoy sustained competitive advantage than those which do not because they can more readily recognize new markets, can attract a wider customer base from many different communities, can provide a more tailored service or range of products and can attract a broader range of suppliers.

Policy and Scope

This policy is designed to prevent unlawful discrimination and to attract the best employees.

To ensure that diversity is embedded in our company culture reflected in our staff and to better serve our customers/clients, the company will endeavour to:

- Attract applications from all sections of society irrespective of protected characteristics and ensure fair treatment throughout the recruitment process in accordance with the company's Recruitment Policy.
- Improve performance in the job, develop skills and prepare all individuals for other roles and responsibilities through effective performance review and training procedures in accordance with the company's performance review policy.
- Ensure that employment decisions are based on business needs and the individual's ability to do a job.
- Enhance decision-making and innovation by encouraging interaction and involvement •
Increase our ability to relate to existing and potential customers/clients wherever they exist.
- Identify the various behaviours and barriers that discrimination can take and understand the negative effect these can have on the company and its employees and customers/clients.
- Train managers and employees in key decision-making areas on the potentially discriminatory effects of imposing practices, conditions, and criteria on minority groups, and the importance of being able to justify decisions.
- Monitor the application of this policy, and work towards eliminating any discriminatory practices which may limit the company's ability to achieve its objectives.

This policy covers all employees, contractors, temporary workers and job applicants including any individuals working on company premises via a third party. It applies to all aspects of employment, from recruitment and selection through to termination of employment.

Responsibilities

To be successful, the Diversity Policy needs to be company-wide and therefore commitment is required from the whole workforce. Senior management has the responsibility for ensuring that this policy underpins all aspects of company policy and for promoting an organisational culture that is supportive of the benefits of diversity.

- Line managers have an important role to play in ensuring that policies and procedures relating to diversity are implemented and communicated to all existing staff and new staff on their commencement. This will be achieved through effective communication. Managers must promote a professional and positive work environment by ensuring that this policy is put into practice by challenging behaviour, actions or decisions that breach the policy.
- All individuals and employees have a responsibility to comply with this policy and to be aware of the various behaviours and barriers that discrimination can take, and to understand the negative impact these can have on the company and colleagues. All employees must co-operate with management in the elimination of any discriminatory practices which may be identified, and any instances of apparent discrimination must be reported immediately to a line manager.

Unlawful Discrimination

It is unlawful to discriminate against people at work on the grounds of Protected Characteristics or because they are a member or non-member of a trade union. It is also unlawful to discriminate against part-time workers. The company will comply with all relevant legislation and no individual will be (unlawfully) discriminated against.

Age

The company is fully committed to promoting age diversity. In valuing the contribution of its employees, regardless of age, the company will seek to eliminate age 'stereotyping' and discrimination based on age. The underlying premise of this is that employees should be assessed based on their skills, ability and potential, not their age. This means that employment opportunities and personal / career development will be available, irrespective of a person's age.

This will involve:

- basing employment decisions on objective, job-related criteria.
- encouraging staff of all ages to develop their careers.
- ensuring that staff of all age groups participate in training and have the chance to improve their skills and experience.
- avoiding assumptions about the physical abilities and career intentions of older job applicants or employees.

Equal Pay

Men and women doing equal work and work rated as of equal value will receive equal pay.

Disability

The company recognises its responsibility towards disabled employees and seeks to eliminate unjustified discrimination on the grounds of disability by:

- recognising the wealth of talent and skill possessed by disabled people,
- interviewing all disabled job applicants who meet the minimum selection criteria for a job vacancy and consider them on their abilities, and not their disabilities,
- ensuring that all disabled employees are smoothly and effectively inducted into the company,
- identifying and providing any 'reasonable adjustments' to working arrangements or the working environment necessary for the effective performance of their job, • making every effort to retain employees who become disabled whilst in the employment of the company,
- reviewing each year these commitments, what has been achieved, and planning ways to improve on them and letting employees know about progress each year.

Race, Religion, Belief, or other Protected Characteristics

It is unlawful to discriminate against a jobseeker, worker or trainee on the grounds of Protected Characteristics, sex, pregnancy and maternity, race, age, disability, religion or belief, marriage or civil partner status, gender reassignment or sexual orientation. The company is sensitive to the cultural and religious needs of employees and makes provision for all.

Monitoring

The company will maintain records of Protected Characteristics of job applicants and existing employees. Any patterns of underrepresentation will be fully investigated and any discriminatory practices identified and eliminated.

Bullying and Harassment

All staff should expect to be treated with dignity and respect whilst at work and have an equal responsibility to treat their colleagues similarly.

The company is committed to creating a harmonious working environment which is free from harassment, including discrimination, victimisation, and bullying, and which protects the dignity of female and male employees irrespective of their Protected Characteristics.

Harassment is offensive and prejudicial to a productive working environment. It is indicative of a lack of respect for the person harassed, undermines his or her position and may have a negative impact upon health, job performance and sense of personal security. The full company policy on harassment and bullying can be found in the Employee Handbook

Grievances

Any employee who feels they have not been treated in accordance with this policy should make a complaint using the company's Grievance Procedure. All complaints will be dealt with seriously, promptly and confidentially.

If a member of staff is found to have breached the Diversity Policy, they may be subject to disciplinary action under the company's Disciplinary Procedure, which could result in dismissal.

This policy will be reviewed periodically.

Infectious Diseases Policy

Policy Brief & Purpose

This company policy includes the measures we are actively taking to mitigate the spread of infectious diseases. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment.

It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data confidentially and with sensitivity.

This company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible.

Scope

This policy applies to all our employees who physically work at our premises or on site. We strongly recommend our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

Policy elements

Here, we outline the required actions employees should take to protect themselves and their coworkers from a potential respiratory infection.

Displaying personal symptoms

If anyone is displaying personal symptoms of illness, they must:

- Contact their GP or 112 for further instructions
- If you do have a confirmed case of infection, you must follow medical instructions and contact your employer as soon as possible.

We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity as per the General Data Protection Regulations (GDPR).

Hygiene

DO:

Wash your hands properly and often. Hands should be washed:

- After coughing or sneezing
- Before and after eating
- Before and after preparing food
- If you were in contact with someone who has a fever or respiratory symptoms (cough/shortness of breath)

- Before and after using public transport
- Before and after being in a crowd
- When you arrive and leave buildings or anyone else's home
- Before having a cigarette or vaping
- If your hands are dirty
- After toilet use

DON'Ts:

- Do not touch your eyes, nose or mouth if your hands are not clean.
- Do not share objects that touch your mouth e.g., bottles / cups etc.

Travelling to and from work

Where a worker exhibits any signs of infectious disease or has been exposed to a confirmed case, they should not travel to work

Cleaning

Cleaning regimes to increase across all areas to prevent cross contamination, particularly in communal areas and at touch points including:

- Taps / Sinks
- Toilet flusher / Seat
- Door handles / push plates
- Handrails
- Lift / hoist controls
- Machinery and equipment controls
- Food preparation & eating surfaces
- Communications equipment
- Keyboards, photocopier machines and other office equipment
- Shared vehicles (must be avoided where possible) • Shared tools (must be avoided where possible) Disinfection supplies will be made available.

Communal Areas

Office:

- Disinfectant will be made available. Workstations must be cleaned routinely.
- Hand sanitisers will be made available at entry/exits points to office.
- Cleaning regimes will be increased.

Toilets:

- Handwashing posters will be displayed in toilets.

First Aid

Many diseases infect people through contact with the mucous membranes. First Aid Responders must think of these as being the mouth, nose and eyes.

First aid responders must:

- Follow standard infection control procedures.
- Hands must be washed before and after administering First Aid.
- First Aid must be administered in a separate area where possible.
- In a suspected cardiac arrest case, you must not feel for breathing by putting your face close the persons' mouth. Compression CPR must only be applied.
- All disposable PPE should be disposed of or stocks replenished following First Aid treatment.

Right to Disconnect Policy

Introduction

The health and wellbeing of our employees is of the utmost importance to us and we encourage and support our employees to prioritise their own wellbeing. Disconnecting from work is vital for your wellbeing, and helps you achieve a healthy and sustainable work-life balance.

The organisation recognises that every employee is entitled to switch off outside of their normal working hours and enjoy their free time away from work without being disturbed, unless there is an emergency or agreement to do so.

To encourage and support our employees in balancing their working and personal lives whether they work traditional hours in the workplace, work remotely or flexibly, we have adopted a 'Right to Disconnect' company policy, which includes best practice guidance around wellbeing, working hours, the use of technology and more.

What is the Right to Disconnect?

The Right to Disconnect refers to an employee's right to be able to disengage from work and refrain from engaging in work-related electronic communications, such as emails, telephone calls or other messages, outside normal working hours. In summary, the Right to Disconnect has three main elements:

1. The right of an employee to not routinely perform work outside normal working hours.
2. The right to not be penalised for refusing to attend to work matters outside of normal working hours.
3. The duty to respect another person's right to disconnect (e.g., by not routinely emailing or calling outside normal working hours).

Employer and Employee Obligations

The creation of a culture in which employees feel they can disconnect from work and work-related devices necessitates a joint approach by both the company and our employees. Detailed below is an outline of both employer and employee obligations in order to enable such a culture. Employer obligations

- Providing detailed information to employees on their working time, in accordance with the Terms of Employment Information Act, 1994 – 2014, by way of a contract of employment.
- Ensuring that employees are informed of what their normal working hours are reasonably expected to be under the Employment (Miscellaneous Provisions) Act 2018.

- Ensuring that employees take rest periods, in accordance with the Organisation of Working Time Act, 1997. • Ensuring a safe workplace, including reviewing our risk assessment and, where necessary safety statement in line with the Safety, Health & Welfare at Work Act, 2005 and taking account of our obligations under section 8(2)(b) of the Safety, Health & Welfare at Work Act, 2005 which extends to ‘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 and welfare at work of his or her employees at risk’.
- Not penalizing an employee for acting in compliance with any relevant provision or performing any duty or exercising any right under section 27 of Safety, Health & Welfare at Work Act, 2005.

Employee Obligations

- Ensuring that you manage your own working time.
- Taking reasonable care to protect your safety, health and welfare and the safety, health and welfare of co-workers while at work, in line with section 13(1)(a) of the Safety, Health & Welfare at Work Act, 2005.
- Cooperating fully with any appropriate mechanism utilised by the company to record working time including when working remotely.
- Being mindful of your colleagues, customers’/clients and all other people’s right to disconnect (e.g., by not routinely emailing or calling outside normal working hours).
- Notifying management in writing of any statutory rest period or break to which you are entitled to and were not able to avail of on a particular occasion and the reason for not availing of such rest period or break.
- Being conscious of your work pattern and aware of your work-related wellbeing and taking remedial action if necessary.

The Role of Managers

Managers play a central role in the successful implementation of this Right to Disconnect policy. It is expected that Managers will respect the Right to Disconnect of their team members and should demonstrate clear commitment to the Policy through leadership and being active role models in this respect.

Working Hours

Each individual employee’s ‘normal working hours’ are outlined in their contract of employment. We, as a company, strive for a culture whereby our employee’s wellbeing is of paramount importance, and with that we encourage and expect that staff disconnect from work emails, messages, etc., outside of their normal working hours and during annual leave. However, legitimate reasons where it is necessary to contact staff outside of normal working hours, can include the following:

- Ascertaining availability for rosters.
- To fill in at short notice for a sick colleague.
- Where unforeseeable circumstances may arise.
- Where an emergency may arise.
- Where business and operational reasons require contact out of normal working hours.

The above is a non-exhaustive list.

In certain circumstances, business and operational needs may dictate that there will be situations which clearly require some out-of-hours working by some employees depending on the service being provided, the employee's role, the needs of customers/clients, working across global time zones and the unique requirement of critical services. Receiving communications from another time zone does not necessarily mean that you need to respond in the same time period. Expectations will be communicated in relation to responding to digital communications globally, where appropriate.

All employees within the company may not have the same normal working hours. Some may work a more traditional hourly pattern (for example, 8.00am to 4.30pm) and others may work flexibly or have varying working time patterns. This Policy is in place to ensure all employees are aware that they have the right to disconnect.

Employee Wellbeing

Employees working from home are encouraged to schedule post-work leisure activities, in order to create some separation from the end of their workday and the beginning of their personal time.

Employees, including those engaging in flexible working arrangements or remote working are reminded to switch off from work, to monitor their working hours and to take breaks, away from work devices, in accordance with the Organisation of Working Time Act 1997.

Raising Concerns

While being conscious of the fact that due to business and operational needs and depending on several factors, including the role of the employee, customer/client needs, nature of the business, global reach of the employer, that circumstances may arise that necessitate those communications are sent and received outside of employee's normal working hours. However, when contact outside normal working hours becomes the norm, this needs to be addressed.

Best practice suggests that employees should attempt to resolve the problem with the person(s) informally in the first instance. In circumstances where an employee feels that it would be too difficult to do this on their own, an alternative approach would be to seek support from, or for an initial approach to be made by their manager or a member of Human Resources.

If an informal process has not been successful in resolving the issue, then the formal company grievance procedure may be utilised.

This policy will be reviewed periodically.

Plant Operator Policy

Your health, safety and welfare at work are protected by law.

Cork Scaffolding (CSC) Ltd. has a duty to protect you and keep you informed about health and safety and provide adequate information, instruction, training and supervision to enable you to carry out your work in a safe manner.

Your legal duties include as follows:

- Take reasonable care of your own health and safety and of others who may be affected by your work such as other workers or members of the public.
- Comply with instructions or control measures such as the wearing of personal protective equipment.
- Co-operate with your employer on health and safety and training requirements.
- Correctly use and report any defects on work equipment provided by your employer this could be machinery, tools or personal protective equipment
- Do not interfere with or misuse anything provided for your health, safety or welfare.

Self-employed people also have duties under the law in relation to their own Health and Safety and ensure that their work does not put others at risk.

If you think there is a health and safety problem on your site you should first discuss it with your supervisor, H & S adviser, or person in charge.

Legal Requirements in relation to Plant

Several pieces of legislation apply when it comes to the use of plants, and employers and operators need to be aware of the relevant legislation. (See page 44)

Some of the requirements include:

To operate the plant in an efficient and safe manner as required in compliance with relevant laws, standards, Company policy and having regard for the safety of the public, road users and other employees.

- Traffic control devices are erected prior to machinery moving onto sites and ensure that they are maintained appropriately during all construction and maintenance operations.
- All work health and safety requirements are met including completion of risk assessments and working within safe work procedures. Use of necessary safety PPE for the performance of various duties (e.g., hard hat, ear plugs, safety glasses etc.).
- Report any occurrence of accident or injury on the job immediately when it occurs and assist in completion of the required paperwork and submit it to immediate supervisor/safety advisor.
- Problems with the operation of the plant are reported to the supervisor in charge when they occur to enable the plant to be repaired before major failures occur.

Pre-Task Planning for Plant Operation

All operations on construction sites should be planned to ensure that they are carried out safely and that all foreseeable risks have been considered. Poor planning is one of the major causes of accidents arising from the use of construction plants.

The employer should ensure that they identify a person who is competent to undertake the planning and give them that duty. The planning process should identify the task to be undertaken, identify the hazards associated with that task, carry out a risk assessment, identify control measures, develop the method to be used, record the planning in a method statement, communicate the plan to all those involved in the task and review the plan before the job starts.

Where cranes are lifting suspended loads, additional planning is required by a person competent to undertake the task, the “Competent Person”.

Additional planning is also required for other non-standard lifting operations such as unusual loads, excess wind conditions, within confined spaces and in tight areas where contact with other structures could be hazardous.

This policy will be reviewed periodically.

Procedure for Scaffolders & General Operatives in training

Cork Scaffolding recognise the importance of new starts (scaffolders and general operatives of all experience levels) integrating with existing site teams and familiarising new starts with the company Policies, Procedures, and company Safety requirements and expectations.

There are two categories of new starts experienced operatives and those in training.

All new starts complete a company induction, review and sign off the company safety statement, and receive an employee handbook.

On starting on site new starts are introduced to site management team members.

The new start is then placed with an experienced work crew familiar with the site.

New starts are assessed on an ongoing basis over different work fronts by the senior member of the work crew they are placed with.

This assessment is discussed and reviewed with site management team members.

New Start Experienced Scaffolders or General Operatives

After the assessment, if deemed competent by site management team new starts that are experienced scaffolders, or experienced general operatives can carry out tasks that are appropriate to their training, experience, and knowledge without the ongoing assessment and are assessed in the same way as those existing team members on site.

Training: The minimum acceptable standard of training is the approved Construction Skills Certification Scheme (CSCS) for Basic Scaffolders, or an equivalent training programme accredited by SOLAS. Scaffolding activities beyond the range of general access scaffolds require the erector to be trained to an advanced level.

Basic Scaffolders: A basic scaffolder can undertake:- general scaffolding operations other than those requiring an advanced scaffolder;- Proprietary / **system scaffolds only**;- Loading bays not exceeding 7m in height. When the basic scaffolder is undertaking advanced scaffolding operations (for the purposes of training), the basic scaffolder must be under the appropriate supervision of a competent person such as an advanced scaffolder.

Advanced Scaffolders: Proprietary / system scaffolds and tube & fitting scaffolds;- Bespoke designed scaffolds;- Sheeted system scaffolds; System scaffolds where the maximum height, tie spacing, imposed loads, bay widths or number of working lifts exceeds the manufacturer's recommendations.

New Start Trainee Operatives

Scaffolders in training or general operatives in training and those that are recently qualified, are assessed on an ongoing basis over different work fronts by the senior member of the work crew they are placed with.

This assessment is regularly discussed and reviewed with site management team members.

The purpose of the ongoing supervision and assessment is to identify areas where the trainee is developing competence and areas where more training or guidance is needed.

It is important that trainees are given exposure to various work fronts, internal /external work and are placed with crews using system scaffolds and tube and fitting to gain appropriate experience in each type of scaffolding.

As they develop competence and gain experience those in training can carry out tasks that are appropriate to their training, experience, and knowledge while all times under appropriate supervision of a competent person.

Current System

Trainee Scaffolders: The trainee scaffolder is permitted to participate in general scaffolding operations, provided that the trainee scaffolder is always under appropriate supervision of a competent person such as a person competent at the level of scaffolding for which the trainee is under training for.

New Scaffolding Apprenticeship.

New scaffolding entrants will start as apprentices and finish their time as scaffolders.

This is a two-year practical programme with eight modules, developed in consultation with industry.

As part of this programme, Apprentices will engage in on-the-job training with a SOLAS approved employer. Off-the-job training will take place in the classroom.

On completion of the programme, the Apprentice will hold a nationally recognised QQI Level 5 Certificate in Scaffolding.

Workplace Mentor: Roles and Responsibilities:

- Day to day supervision of the apprentice within a team environment.
- Gain an understanding of the modules delivered on the off-the-job phases so that they can ensure the apprenticeship is exposed to the practical application of what they are learning when they return to on-the-job phase.
- Create a supportive learning environment, where opportunities for learning and professional development are maximised.
- Encourage the apprentice to be proactive by taking initiative for his/her own learning and development
- Encourage the apprentice to take ownership and responsibility for progressing their Apprenticeship during the on-the-job and off-the-job training
- Meet with the apprentice to discuss their progress on a minimum monthly basis
- Arrange job/team rotations to ensure the apprentice has access to the range/type of work required to meet the training plan learning outcomes
- Liaise with the Instructor by providing feedback on the progress of the apprentice.
- Meet with the Authorised Officer who is assigned to their apprentice to enable monitoring of the apprentice for the duration of the programme
- Notify the Programme Manager if they are moving to another employer or if they feel they cannot meet the expectations of the Mentor role.

This procedure will be reviewed periodically.

Applicable Regulatory Requirements

Non-exhaustive list of health safety and welfare legislation that particularly applies to Cork Scaffolding (CSC) Ltd:

- Safety, Health and Welfare at Work Act, 2005.
- Safety, Health and Welfare at Work (Construction) Regulations, 2013-2021 as amended.
- Safety, Health and Welfare at Work (General Application) Regulations 2007-2021 as amended.
- Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 • The Tobacco Smoking (Prohibition) Regulations (S.I. No. 481 of 2003) • Approved Code of Practice for Access and Working Scaffolds 2018 • Technical Guidance for Scaffolding - NASC 2013 (TG:20-21)
- Cork Scaffolding Management Requirements Client Requirements.
- Cork Scaffolding Integrated Management System IMS CSC - HSE- 1 0001- to IMS • CSC -HSE-1-0027

III. Responsibilities

Responsibilities of the Employer

1. Adequate resources of time, personnel and finance are available for the effective implementation of the company's Safety Health and Welfare Policy
2. The provisions of this policy statement are to be always enforced.
3. All personnel recruited are suitable for and competent to carry out their duties.
4. Adequate protection and procedures are in place to protect others that may be affected by Cork Scaffolding (CSC) Ltd
5. Prevent improper conduct and behaviour in the workplace such as bullying etc.
6. Design, provide and maintain a safe place of work that has safe access egress.
7. Provide plant and equipment that is safe and without risk to health and ensure that it is used in accordance with Regulations and inspected as required.
8. Prevent risks to employees from the use of any articles or substances and from noise, vibration, radiation or any other physical agent.
9. Plan, organise, maintain and revise systems of work.
10. Provide and maintain adequate welfare facilities where required.
11. Inform, instruct, train & supervise employees in a format, manner and language that can be understood by all.
12. Provide and maintain suitable protective clothing and equipment.
13. Prepare and revise emergency plans and measures to be taken when there is an emergency or a risk of serious or imminent danger.
14. Report to the Health & Safety Authority any notifiable accidents and disease, and dangerous occurrences.
15. Obtain, where necessary, the services of a competent person for the purpose of ensuring the safety, health & welfare of employees.
16. Upon consultation with employees designate persons with specific health safety and welfare duties.

Any temporary or fixed term worker is deemed by the 2005 act to be an employee so all of the duties of employers to their employees also apply for these worker.

Responsibilities of Directors

The Manager will:

1. Review Construction Stage Health and Safety Plans and prepare or have prepared a supplementary Safety Risk Assessments and Method statement for projects when required/requested (RAMS).
2. To ensure that the provisions of this statement are carried out from start to completion of each project.
3. To ensure that Site Forepersons carry out this policy and comply with all statutory requirements and CSC IMS Procedures.
4. To ensure that training is provided periodically to enable all to effectively carry out their responsibilities with regards to Health and Safety as per CSC IMS Procedures.
5. To ensure that plant, machinery and equipment for each project has been planned and allocated as required and inspected as per CSC IMS Procedures.
6. To ensure that all personnel assigned to the site are suitable and competent to carry out the work on site per CSC IMS Procedures.
7. To ensure that training will be provided for those who need training to carry out tasks e.g., scaffolding, plant/equipment operation and inspection, working at height etc as per CSC HSE IMS Procedures.
8. To ensure that safety audits inspections and monitoring on site takes place on a regular basis and to ensure that outstanding items are acted upon by Site supervisor per CSC IMS Procedures.
9. To Ensure all findings of Safety Audits are communicated to all employees and reported and documented at head office per CSC IMS Procedures.
10. To ensure that all relevant legal documents, registers and certificates are maintained as required including Scaffold design and temporary works certificates per CSC IMS Procedures.
11. Make sure that an adequate number of suitable First Aid responders are available on site as per CSC IMS Procedures.
12. Ensure that the site safety folder is kept up to date and used per CSC IMS Procedures
13. To ensure Semi-annual Safety Meetings are held and all safety concerns and issues communicated to all employees to enhance health and safety of all employees per CSC IMS Procedures.
14. Advise the site foreperson of any improvements needed to the site safety folder.
15. To strive for continual improvement of Health and Safety Procedures within the company.
16. To instruct the safety officer/appointed competent person to investigate any accidents and to report on the causes and remedial action needed to prevent further re-occurrences per CSC IMS Procedures.
17. Inform the client/project manager or other relevant person of hazards identified at site meetings.
18. Check on actions taken to reduce reported hazards by the client and project supervisor construction.
19. To ensure that accident/incident reports complete with investigations are carried out in accordance with Cork Scaffolding (CSC) Ltd management documents as per CSC IMS Procedures.

Responsibilities of Project Supervisors

With respect to their relevant site and project supervisor will:

1. Be familiar with Safety, Health and Welfare at Work legislation and Company Policy and insist that the prescribed standards are observed.
2. Ensure that all persons under their control are adequately instructed, trained, and supervised to carry out the works in compliance with company policy and health and safety law
3. Ensure all subcontractors comply with the site safety procedures

4. Maintain a tidy workplace & appoint a person responsible for regular clean-up.
5. Ensure that risk assessments and method statements are carried out for tasks of a hazardous nature.
6. Ensure adequate and unobstructed access and egress throughout the site is maintained
7. Ensure that personal protective equipment is worn as required.
8. Ensure that competent personnel operate the equipment provided.
9. Ensure tools, equipment and materials are safely used, stored, and maintained in good condition.
Ensure that all power and hand tools are 110 volts and leads are in good repair.
10. Ensure that any ladders required are safely used, stored and maintained in good condition.
11. Ensure chemicals, flammable liquids/substances are used only by competent personnel and stored in proper containers/lock ups.
12. Ensure that suitable Fire Extinguisher(s) are available for emergency use.
13. Ensure that all workplaces have adequate first aid facilities and welfare facilities.
14. Ensure all accidents are recorded in the Accident Book and any accident/incident which causes an employee to be off work for more than 3 days is reported to HSA on Form(s) No. IR1 and company accident report form.
15. Ensure that recommendations by the HSA and visiting safety officers are actioned.

Responsibilities of Employees and Labour-Only Sub-Contractors (LOSC)

It is the responsibility of all Employees:

1. To comply with health and safety legislation to protect his or her safety, health and welfare and that of others who may be affected by their acts or omissions.
2. Ensure that she / he is not under the influence of an intoxicant to the extent of endangering his or her own or any other person's safety and health.
3. Submit to any appropriate, reasonable, and proportionate tests for intoxicants in accordance with Regulations under the 2005 Act.
4. Co-operate with the employer and any other person to enable them to comply with safety and health legislation.
5. Not engage in improper conduct or other behaviour, such as horseplay, that is likely to endanger his or her safety, health and welfare or that of any other person.
6. Attend any training and undergo assessment of the training required by his/her employer or that as required by safety and health legislation.
7. Follow training and instructions; make correct use of any article or substance provided for the protection of their safety and health including any personal protective equipment.
8. Employees also have a duty not to endanger themselves or others and to be alert to dangerous situations.
9. Employees must not carry out any tasks which they feel they are not competent to carry out or which involves unreasonably high risks
10. Safety equipment must be worn whilst at work as required by legislation or by this Health & Safety Policy Statement.
11. Employees are encouraged to make suggestions or raise concerns and are hereby consulted initially on Health and Safety matters.
12. Where health and safety legislation require certain training in relation to any work activity, then employees must not misrepresent themselves about the level of training they have received when entering a contract of employment.

13. Employees must not intentionally or recklessly interfere with, misuse or damage anything provided for securing the safety and health of persons at work or in connection with work activities or place the safety and health of any person at risk.
14. Employees must also report to the employer:
 - Any defect in the place or system of work or with any article or substance used might endanger the safety and health of employees or any other person.
 - Any contravention of safety and health legislation which may endanger the safety and health of employees or any other person

Responsibility of Sub-Contractors and Self-Employed Persons where applicable

Bona fide sub-contractors (BFSC)	Labour-only sub-contractors (LOSC)
Decide how to do their own work	Told how to do their work
Usually get paid by the job rather than per hour or day	Usually get paid by the hour, day or week
Responsible for completing the contracted job fully and properly	Work under the direction of the person or firm hiring them
Usually have a different skill to the person or firm hiring them	May have similar skills to the person or firm hiring them
Treated like third parties (not employees)	Treated like employees
Need their own insurance	Covered under the firm's insurance

What is a Bona-Fide Sub-contractor (BFSC)?

A Bona-fide sub-contractor will normally be a contractor who works under their own direction (rather than the direction of the insured part), they will usually have their own insurance in place and should be bringing their own tools and materials to the job rather than having them provided by the contractor.

A bona-fide sub-contractor must not be working under the direction of the contractor. They should have their own insurance and understand their legal liabilities in full. If this is true, there is no need for employees of the bona-fide subcontractor to be included in employer's liability or public liability premium calculations.

This does not mean that if a bona-fide subcontractor's actions cause you to be legally liable for something that you are not insured. Your insurance will cover any liabilities against you even if they are produced by another party.

However, you should be aware that your insurer will not offer coverage for any liability of the bona-fide sub-contractor. That bona-fide sub-contractor should have their own insurer cover this liability.

Most insurance policies require that you check that your bona-fide subcontractors have the same level of public liability coverage as you do prior to engaging them.

What is a Labour Only Sub-Contractor (LOSC)?

For the purposes of labour law, a labour-only subcontractor is an employee. They do not provide their own materials and tools normally. They work under the direction of the contractor. They will need to be factored into your insurance calculations as employees as typically they will not provide their own insurance coverage.

It's generally safe to assume:

labour-only sub-contractor = an employee

Bona-fide sub-contractor = third party (not an employee)

1. Sub-contractors and self-employed persons shall provide a copy of their Health & Safety Statement when requested to do so.
2. Labour only self-employed persons must conform generally with the duties and responsibilities as for employees.
3. Bona-fide Sub-contractors must produce evidence when requested, showing that appropriate Employers Liability and Public Liability Insurance is in place.
4. Sub-contractors and self-employed persons have a duty to bring to the attention of Cork Scaffolding (CSC) Ltd. and anyone else that may be affected by any process or use of materials which may endanger Health and Safety while at work.
5. Sub-contractors and self-employed persons when employed shall comply with the requirements of the PSCS and co-operate with site management in providing a safe place of work, a safe system of operation and wearing of protective clothing.
6. Sub-contractors must ensure all their employees and others under their care are provided with and wear mandatory site protective equipment and any other PPE required for work undertaken.
7. All sub-contractors shall have a duty to report any defect in the plant and equipment, place of work, or system of work without unreasonable delay to Cork Scaffolding (CSC) Ltd.
8. Sub-contractors must only use competent and suitable persons on site.
9. Sub-contractors must get the consent of Cork Scaffolding (CSC) Ltd. to engage persons other than their direct employees on site.
10. Sub-contractors must ensure that their supervisors and employees are aware of the obligations placed upon them regarding Health and Safety.
11. Sub-contractors shall provide all necessary information to the Project Supervisor Construction stage for inclusion in the Safety File to be handed over to the Client when the project is complete.

Responsibilities of Yard Man

- It is the responsibility of Yard Man to inspect all scaffold equipment which is delivered to site to ensure it is in good condition and any defective scaffold found must be reported to Supervisor and removed from service.
- New scaffold and scaffold being sent to site should be checked for damage before loading to ensure damaged equipment is not sent to clients and records of defective materials disposed of kept on file.

Responsibilities of Safety Representatives

The Safety, Health and Welfare to Work Act 2005 entitles employees to select and appoint safety representatives to represent them in consultations with the employer on matters of safety, health and welfare at the place of work.

The safety representative may;

1. Have knowledge and understanding of the Business Safety Statement and Safety Health and Welfare at Work legislation.
2. Be involved in consultation of maintaining safety health and welfare standards in the workplace and make representations to management as required.
3. Give time to periodic inspections of the workplace, report immediately any hazardous conditions to those responsible and keep records of all such inspections and hazards.
4. Acquire the information, training, and knowledge to fulfil the functions outlined by attending safety talks, seminars, training courses etc., as and when required.
5. Investigate complaints, accidents, and dangerous occurrences
6. Accompany an HSA Inspector on any inspection. Receive advice and information from an Inspector and make representation as required.
7. Foster safety awareness in the workplace, promote safe working practices

Safety representatives are protected from suspension, lay-off or dismissal or the threat of such action, demotion, transfer or change of duty, place of work, wages or

working hours, imposition of any disciplinary action or reprimand or penalty, coercion, or intimidation where they exercise their powers under safety and health legislation.

Responsibilities of the EHS Manager

The EHS Manager for Cork Scaffolding will advise the Directors on environmental health and safety issues. He/she will assess the requirements for environmental, health and safety in consultation with the safety management team and appointed company safety advisor and will advise accordingly.

The EHS Manager has the following responsibilities:

- Advise management on EHS issues.
- Co-ordination annual review of safety management systems.
- Co-Ordinate the monitoring of health and safety performance by inspections, audits, review of statistics and subsequent communication to senior management including annual review and improvement plan.
- Communication with contractors and visitors where appropriate on health and safety issues.
- Liaison with regulatory bodies i.e., Health and Safety Authority.
- Advise and assist in maintaining EHS standards and accreditation to external bodies and organisations.

Responsibilities of the Safety Advisor (if applicable)

- Supervise the Company Environmental, Health and Safety programme.
- Regularly inspect the storage/set down areas to ensure that the program is being complied with and make recommendations directly to all employees in matters concerning Health and Safety.
- Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
- Assist in the induction and safety training of new employees.
- Provide each site with start-up documentation and ensure that all relevant personnel signs where required.
- Advise the Safety Manager on all aspects of training in relation to safety.
- Investigate all accidents and damage to the Company property and recommend action.
- Maintain accident records and regularly inspect first aid records. Inspect and maintain records of hazards/near miss reports. Monitor the systems to ensure that fire precautions are adequate.
- Conduct regular inspection/ audits of sites.
- Ensure that all on site comply with requirements for PPE on site. Ensure that there are adequate welfare facilities on site in relation to the number of personnel.

Responsibilities of Designated Persons

Cork Scaffolding (CSC) Ltd. upon consultation with employees will ensure that competent employees are appointed to the following positions

1. First Aid Responders
2. Fire Safety & Evacuation Personnel
3. Health, Safety & Environmental (HSE) processes and procedures

Responsibilities of a Consultation

The employer has a duty to consult his or her employees with regard to; -

- Hazard Identification and Written Risk Assessments and the Safety Statement IMS-CSC HSE-1-0004
- Activities arising from or related to protection from and prevention of risks.
- Any measures to be taken which would substantially affect Safety, Health and Welfare.
- Any notifiable accidents, ill health, diseases and dangerous occurrences at that place of work. IMS HSE-0002
- Persons who will be designated duties under the emergency plan.
- The appointment by the employer of a competent person for the purpose of ensuring safety and health.
- The planning and organisation of any training IMS -HSE-0016.
- The introduction of new technologies and the choice of work equipment particularly if they impact upon working conditions or the working environment.

CORK SCAFFOLDING (CSC) LTD will consult with their employees in the following way,

- Regular Safety, Health and Welfare meetings
- Daily communications between management and employees
- Through the nominated Safety Representative (When elected)
- Toolbox Talks • Open Door policy.

Competent Persons

Where hazards and risks are complex Cork Scaffolding (CSC) Ltd will obtain the services of competent personnel for the purpose of ensuring the safety, health & welfare of employees.

Information

Cork Scaffolding (CSC) Ltd will provide employees and others with information on hazards, risks and measures taken with regards to safety, health and welfare and the names of emergency staff and safety representatives. Employees of another employer working in the place of work must also be informed.

The following information is provided:

- Cork Scaffolding EHS Policies
- Site specific plans/ method statements
- Site safety folders
- Posting of emergency procedures in prominent locations.
- Posting of names & telephone numbers of the emergency services.

- Verbal communications with management.
- Signage erected throughout the workplace
- Material Safety Data Sheets
- Other information as is applicable to specific tasks and risks

The safety statement will be brought to the attention of all staff on an annual basis or

when it is amended. A copy of the Safety Statement is held in a central location on the company portal and questions, or queries are to be dealt with immediately.

Client / Contractor Scaffold Requirements

The client / contractor who engages the scaffold company to do the work must provide a written brief to the scaffold company on the details of the scaffold in compliance with the Code of Practice for Access Scaffolds 2018.

The client / contractor must also make a commitment not to interfere with the scaffolding and should always be committed to act in the best interests of scaffold safety.

Design of scaffold may also be required, and clients must allow sufficient time to allow for designs to be calculated and drawn up.

Below is an example of what should be contained in the plan / brief.

The written Scaffolding brief issued to the scaffolding contractor should include.

Site Location

- Duty of scaffold including anticipated usage and loads to be carried including the nature of any plant that may be used on the scaffold.
- Height Width and Length of the scaffold
- Time Scaffold is required to be in place and time to remain in place.
- Establish roles and responsibilities between the contractor and Cork Scaffolding
- The Nature of the supporting ground or structure as far as the client is aware.
- The presence of any hidden hazards which may cause harm to personnel or equipment.
- Where there is a need for a loading bay or specially strengthened portion of the scaffold to receive loads by mechanical handling equipment or which consist of packaged material
- Whether there is a need for temporary cladding and whether grit blasting, or similar operations will be carried out.
- Whether the decking should be clear of lapping boards and whether it should be sheeted over with plywood or similar materials and the necessity to be covered with anti-slip Strips
- If Staircase access/egress should be provided instead of ladders • The preparation of assembly / use /dismantling plan for the Scaffold.

Training, Instruction and Supervision

Scaffolders will be trained and certified to a minimum of CSCS Basic Scaffold qualification and where applicable to CSCS Advanced Scaffold certification. General operatives and trainees involved in assisting trained scaffolders must be under the supervision of a competent person.

Employees are entitled to receive safety and health training, which must take place during work time and without loss of remuneration: -

- When first recruited.
- On transfer and change of task
- When new technology, work equipment or systems of work are introduced.
- If required by safety and health legislation.

All staff employed by the business should receive instruction and safety training to ensure that they fully understand the hazards of the processes and the necessary safety precautions documented in this Safety Statement. Examples include Induction Training, Emergency Procedures, Safe Pass, and manual handling.

Training matrix will be managed and updated by Safety Manager.

In addition, staff should receive training in the correct method of operating equipment, and any special hazards relating to them. The correct method of using safety devices or apparatus should be explained. As well as that, the wearing of Personal Protective Devices should be demonstrated and the reasons for the wearing of it should be explained.

Supervision is to be provided when and where required.

All training records are contained in electronic format on the company cloud system (OneDrive) and may also be available on applicable records in site safety folders.

Supervision of Contractors, Suppliers, Customers and Visitors

Cork Scaffolding (CSC) Ltd so far as is reasonably practicable will ensure the safety, health and welfare of those who are not their employees but who may be exposed to risks to their health or safety at the place of work.

Visitors or third parties accessing site areas MUST report to site office and will be accompanied and supervised on site by a member of Cork Scaffolding (CSC) Ltd.

Consultation and co-operation shall occur with Suppliers and other Site Contractors to ensure the safety health and welfare of all concerned.

Place of work

The employer has a duty to provide and maintain a safe place of work.

Cork Scaffolding (CSC) Ltd undertakes:

- Preventative Maintenance of plant and equipment.
-
- General areas of the workplace are regularly cleaned.
- Construction sites and facilities will be maintained in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013-2020 as amended.

Employees are encouraged to report any faults with the premises, equipment and site conditions to supervisors or managers.

Construction

Construction sites will be maintained in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013-2020 as amended.

Cork Scaffolding (CSC) Ltd will fulfil Construction Regulations duties as applicable to the role designated in specific projects (Contractor, sub-contractor etc.)

The scope of Construction works may change or vary depending upon projects, so it will be necessary to continually review existing risk assessments and identify and assess any new hazards and risks and prepare site specific safety plans or method statements.

If applicable, site safety folders will be compiled and maintained by supervisors during each project.

IV. Working Environment

Welfare Facilities

- Where applicable, arrangements may be made with clients or site contractors to use their welfare facilities. Cork Scaffolding (CSC) Ltd will ensure any facilities
- used are kept in a clean orderly state.
- Employees are responsible for keeping these facilities clean and in working condition and for tidying up after themselves after each use. Any items which are not in working order should be reported.
- Sanitary facilities are provided and are of adequate number to accommodate employees in the office and on site.
- An adequate supply of wholesome drinking water is provided.
- Suitable facilities for sitting will be provided where required.
- Suitable and adequate facilities for boiling water and taking meals are provided and maintained for the use of employed people.
- Facilities will be provided, where practicable, to store and dry working clothing.
- Access to all facilities shall be kept clear.
- Facilities will be used exclusively for the use and welfare of employees and in no circumstances be used for the storage of any materials or tools.

Pregnant Employees

This business is aware of its responsibilities under the Safety, Health and Welfare (General Application) Regulations 2007-2020 as amended.

Controls will be put in place to ensure that pregnant employees and their unborn children are not exposed to adverse Health and Safety risks.

Smoking/Vaping

- In line with The Tobacco Smoking (Prohibition) Regulations (S.I. No. 481 of 2003)
- employees are not permitted to smoke inside any building.
- It is the business policy of Cork Scaffolding (CSC) Ltd that all its workplaces are smoke- free and that all employees have a right to a smoke-free work environment.
- Smoking/vaping is only permitted in designated smoking areas throughout the workplace with no exceptions.
- Smoking is only allowed during official breacktime.
- This policy applies to all employees, consultants, contractors, customers and visitors. Managers/supervisors are responsible for the implementation and maintenance of
- this policy.



What is vaping?

Vaping is when a liquid, usually containing nicotine or marijuana, is heated inside an e-cigarette until a vapor is created, then a person breathes this vapor in and out absorbing the nicotine, marijuana, or other substances.

What is popcorn lung?

Popcorn lung, or bronchiolitis obliterans, is a disease that affects the smaller airways in your lungs called bronchioles. It can cause scarring and narrowing of these important airways, leading to wheezing, shortness of breath, and coughing.

When you take a breath in, air travels into your airway, also known as your trachea. The trachea then splits into two airways, called bronchi, that each lead to one of your lungs.

The bronchi then split into smaller tubes called bronchioles, which are the smallest airways in your lungs. Popcorn lung occurs when bronchioles become scarred and narrow, making it harder for your lungs to get the air they need.

Popcorn lungs are caused by breathing in certain harmful chemicals or substances, some of which are found in e-cigarettes.

The lung condition now known as popcorn lung was first discovered when workers in a popcorn factory developed breathing problems after inhaling diacetyl, a chemical that's used to give foods a buttery flavour.

Diacetyl is also found in some liquids that are inhaled through an e-cigarette.

Other conditions that have been linked to popcorn lung include rheumatoid arthritis and graft versus-host disease, which happens after a lung or bone marrow transplant.

Mobile Phone Use

Cork Scaffolding (CSC) Ltd recognize both its moral and legal obligations under The Safety, Health & Welfare at Work (General Application) Regulations 2007-2020, to provide safe systems of work for all employees involved in the operation of mobile phones during normal workplace activity.

- We are aware, as should employees, that there is no conclusive information that the use of mobile phones is hazardous to health. However, the operation of a mobile phone can result in a lack of concentration resulting in injury.

- Therefore, we have developed the following policy to reduce the risks caused by the hazard of using mobile phones in the wrong environment.
- We shall endeavour to comply with the afore-mentioned duty by implementing the following, so far as is reasonably practicable.
- Employees shall not answer any mobile telephone call or text message, if to do so, will put them or others at increased risk.
- Employees will not at any time answer their mobile phone while they are driving any vehicle, unless the automatic answer is set, and the phone is operated through a mobile phone "car kit".
- Employees who receive business calls while driving shall discuss with their manager the possibility of having a mobile phone car kit fitted to their vehicle.
- Employees will keep the duration of mobile telephone calls to an absolute minimum.
- Where employees find that this is not possible, they shall discuss with their manager the possibility of obtaining a "hands free kit".

Fire Safety

CORK SCAFFOLDING (CSC) LTD operates the following fire policies.

Fire Prevention IMS-CSC-HSE-1-0011

- Prohibition. (No smoking policy / hot work controls etc.)
- Regular maintenance of plant and equipment
- Suitable and maintained electrical supply and equipment.
- Regular housekeeping

Fire control

- Fire-fighting appliances installed at office, site welfare facilities and other applicable areas, maintained and serviced.
- Employees trained in use of fire-fighting equipment and emergency procedures.
- Emergency exits and procedures established and maintained.

Materials / Substances

The employer shall ensure that employees are not at risk from any hazardous

materials or substances used at work. Materials and substances are to be used stored, transported or disposed as per manufacturer documentation and instruction.

Comply with Safety Data Sheets (SDS)

Employees are to be informed of any risks associated with materials or substances used at work and instructed and trained in the safe handling storage and disposal procedures

Plant and Equipment

Cork Scaffolding (CSC) Ltd ensures suitable selection of plant and equipment regarding fitness of purpose for

- the task and the environment
- the people using it and associated risks.

Only trained and certified CSCS personnel will operate plant and equipment

Plant and equipment are to be serviced in a method and frequency dictated by manufacture instructions and with consideration to any statutory requirements and frequency of use.

Plant and equipment provided is certified identified and safe for use and sufficient maintenance procedures are implemented

Suitable and sufficient inspection and statutory examinations are carried out and records are maintained. Due to the nature of CSC work the major equipment in use is vehicles and forklift

Vehicle movements

Cork Scaffolding (CSC) Ltd select, provide, inspect, and maintain suitable vehicles IMS-CSC-HSE-10001.

Safe vehicle procedures for transport and storage of equipment and materials are implemented. Only competent operatives with an appropriate driving licence drive business vehicle. Operatives are instructed to drive with care, carry out a weekly visual safety check on their vehicle and report any defects, which they cannot rectify.

Business Vehicles are parked in designated areas at the site maintaining clear access egress routes. Construction site traffic rules and precautions established and implemented.

Plant vehicle movement coordinated and supervised. Supplier deliveries coordinated and supervised.

Private use of company vehicles must be authorised by Cork Scaffolding directors and must not be used for any work practices which are not associated with Cork scaffold business requirements. All vehicles will be driven within legal speed limits and all other RSA traffic rules including alcohol and drug driving Road Traffic Act 2010-2022.

Protective Clothing and Equipment (PPE)

The Employer will select and provide suitable and sufficient Personal Protective Equipment to all employees where required by business risk assessments and statutory requirements.

The arrangements for wearing PPE are obligatory to all personnel. Mandatory construction site PPE to be worn is as follows:

Minimum Mandatory Site PPE (6 Point PPE Rule)

Hard Hat (EN 397),
Safety glasses (EN 166F),
High Visibility vest or jacket (2 Band), Safety Boots (S3 EN345), Gloves (EN 388
Cut Level D), Harness (EN 361:2002) & Lanyard (EN 360:2002).



Other PPE required as specified in specific method statements or risk assessments or operating manuals.

Supervisors will help identify the personal protective equipment necessary in each work area and for specific tasks and will ensure that information instruction and training is provided to employees so that PPE is used as intended.

It is the policy of Cork Scaffolding to provide the required PPE (if not already supplied by the client companies) and to replace it according to manufacturer's specifications when it is worn or defective. Responsibility for supplying and identifying the appropriate protective equipment lies with the Managing Director who will obtain advice and aid from the manufacturers/supplies and Health and Safety Manager if required.

Employees must take reasonable care of any equipment and wear and use any equipment provided as directed. Defective or worn PPE is not to be used by employees and should be reported and replacement sought.

Personal protective equipment issued and must be recorded in a Personal Protective Equipment Issue Register and kept in Site Safety Folder. (See Appendix for sample register)

Health Surveillance

The employer will provide health surveillance to employees appropriate to the health and safety risks that may be incurred at their place of work where required by risk assessment or by any relevant safety and health legislation.

Any Health surveillance procedures required will be developed by a suitably competent person (and where required by a qualified medical practitioner).

Medical fitness to work

Employees who become aware that they are suffering from any disease or physical or mental impairment, which affects their performance of work and could give rise to risks to the safety health and welfare of persons at work, must notify the employer or the employer's nominated registered medical practitioner.

Where specific regulations require an assessment of the medical fitness to work of employees a registered medical practitioner nominated by the employer will carry out the assessments.

If the registered medical practitioner is of the opinion that an employee is unfit to perform work activities, she / he must notify both the employer and the employee as soon as possible giving the reasons for the opinion and the likelihood of early resumption of work for rehabilitative purposes.

The employer when notified of the unfitness of an employee to work shall immediately take appropriate action to ensure the safety health and welfare of the employee at the place of work.

Intoxicants- Drug and Alcohol Misuse

The Safety Health and Welfare at Work Act 2005 defines “intoxicant” as including alcohol and drugs and any combination of drugs or of drugs and alcohol.

The abuse of alcohol and drugs impairs motivation, memory, health, personality, attitude and the perception of risk.

Employees must not be under the influence of an intoxicant to the extent that they are in such a state as to endanger their safety and health or that of any other person.

The business prohibits the illegal use of any drug, narcotic, or controlled substance. The business would encourage employees with drug or alcohol-related problems to seek the support of medical advice and counselling.

The Act gives scope for regulations to be made that can allow for employees to be required to undergo appropriate, reasonable, and proportionate tests for intoxicants carried out by or under the supervision of a registered medical practitioner.

IMS-CSC-HSE-1-0020 outlines the company procedure and policy.

Stress

Stress in the workplace is now an ever-increasing problem and can cause ill effects on the individual and on the organisation.

Employees who feel that they are under unreasonable stress or anyone who notice personnel who seem to be suffering stress should bring the problem to the attention of the employer.

Improper Conduct

The employer is committed to providing an environment which supports and encourages the rights of all individuals. All who work here are expected to respect the right of each person to dignity in their work. The employer has a specific responsibility to prevent Improper Conduct.

The business will not tolerate any form behaviour that includes

- Bullying
- Violence or
- Sexual Harassment.

If anyone feels that they are a victim or has witnessed improper conduct, we will request that management be notified so that the necessary steps can be taken to identify the problem behaviour, persons responsible.

Bullying is defined as “any person who treats another, on a regular basis, in an aggressive, intimidating, or derogatory manner, which is perceived by the recipient as offensive, demeaning and / or threatening. The bully, intentionally or unintentionally, misuses the power of their position, knowledge, or personality to domineer or humiliate others. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying.”

Violence at work occurs where persons are verbally abused, threatened, or assaulted in circumstances related to their work.

Sexual harassment includes acts of physical intimacy, or requests for sexual favours or any act or conduct by a perpetrator, including spoken words, gestures, written words, pictures, or other material that is unwelcome to the recipient and could reasonably be regarded as sexually offensive, humiliating, or intimidating to the recipient. The unwanted nature of sexual harassment distinguishes it from flirtatious or sexual behaviour, which is entered freely and mutually. It is the damaging impact of the unwanted behaviour on the recipient, not the intention of the perpetrator, which counts.

Reporting Procedure for Improper Conduct

If any employee feels they are a victim of or has witnessed improper conduct they should do the following:

- In the first instance raise the issue informally with the person who is creating the problem pointing out that their conduct is unwelcome, offensive, or interfering with work and request that it stop immediately.
- Alternatively, if the employee feels uncomfortable with direct approach, they could raise the issue with a supervisor, manager who through confidential, non- confrontational discussion with the persons involved, seek to resolve the issue informally.
- If an informal approach is inappropriate or if after the informal stage, the improper conduct persists, they should note the incidences, what was said, done or gestured, dates, times, locations, witnesses and inform the employer in writing so that formal proceedings can be undertaken.

Investigation Procedure for Improper Conduct

When a report of improper conduct is received by any member of Management, they are committed to dealing with it seriously and confidentially and should do the following:

1. Listen to the complaint privately, sympathetically taking note of all details available
2. Report it to Managing Director immediately and confidentially.
3. An investigation will be instigated which will involve detailed interviews of both the employee making the complaint and the alleged person involved in improper conduct. Interviews of any witnesses will also take place to determine what happened.
4. In the interests of natural justice, the alleged person responsible must be made aware of the nature of the complaint and be given every opportunity to respond and to rebut the detailed allegations made and be allowed representation if requested.

5. If, following a thorough investigation, there is a reasonable belief that there has been improper conduct, then, depending on the seriousness of it, appropriate disciplinary action will be taken. This may be anything from a verbal warning to dismissal.
6. Transferring one or both employees from anyone department may be an option. However, care should be taken, in cases that have been proven, not to place a penalty on the complainant whose complaint was found to be well based.
7. If it is found that the perpetrator's behaviour had been misinterpreted and that they were genuinely unaware of the effect of their behaviour and actions, further procedures may not be necessary, and the outcome of the investigation will be that the improper conduct ends.
8. In cases where there are conflicts of evidence and perhaps no witnesses the investigating Manager will have to weigh up the credibility of each party, whether the details are vague or specific etc. to reach a conclusion

Commendation and Disciplinary Policy

It is Cork Scaffolding (CSC) Ltd Policy to commend employees who consistently work and who make a genuine contribution to safety on site by their general and specific behaviour.

It is Cork Scaffolding Ltd Policy to ensure compliance with safety rules on site.

Serious breaches of safety rules can result in immediate disciplinary action involving suspension or dismissal.

Where advice and persuasion fail to achieve compliance with the Safety Health and Welfare

requirements detailed in this statement it is the policy of Cork Scaffolding (CSC) Ltd. to pursue the matter through a disciplinary procedure.

The purpose of the Error & Violation Matrix IMS-CSC-HSE-1-0025 is to provide assistance & guidance in relation to when it is appropriate, based on the Company Policy to invoke corrective and /or disciplinary action.

It is also intended to implement a '**Fair Culture**' within Cork Scaffolding (CSC) Ltd, where everyone understands what to expect when a safety breach occurs.

The Procedure applies to **Any Person**, who is employed, directly or indirectly by Cork Scaffolding (CSC) Ltd, incl. any persons employed to work on behalf of the Company, where it is found that such persons are:

- in breach of their Statutory Duties (as laid out in the Safety Health and Welfare at Work Act and related Regulations),
- in breach of, or not compliant with, Cork Scaffolding (CSC) Ltd company procedures/policies, as set out in the Company Safety Statement,
- in breach of, or not compliant with, Cork Scaffolding (CSC) Ltd Safe Systems of Work, incl. SOP's, RAMS, SPA's (this includes client required documents). ● engaging in un-safe Actions and/or Behaviours.

All persons involved in Cork Scaffolding (CSC) Ltd Management, must have full clarity, with no ambiguity, in relation to what actions are expected to be taken by them, in relation to such incidents.

Breaches will be subject to the following Disciplinary Action

First offence	Verbal warning
Second offence	Written warning.
Third offence	Final written warning
Fourth offence	Dismissal proceedings

Other

Persons in control of a place of work

Arrangements for these matters are not applicable to the business at this stage. This does not restrict the employer responsibilities and arrangements will be reviewed should applicable circumstances arise.

Monitoring / Auditing

Workplace Inspections/Audits

Workplace Inspections

- Periodic site audits by Directors & Supervisors / HSE audits as per IMS -CSC-HSE-10012
- The supervisors shall carry out regular inspections of the working environment and job tasks. The purposes of these inspections are to ensure that the control measures in place fully meet the level of risks identified.

Supervisors shall carefully note such changes in staff, work practices, and/or the workplace, which might impact on the Safety, Health and Welfare Policy. Suitable control measures shall be implemented at the earliest opportunity to control such new risks that might exist due to such changes.

V. Emergency / Accident Procedures

First Aid Arrangements

The Company is committed to providing suitable and sufficient First Aid facilities. This obligation extends to the provision of First Aid facilities and trained occupational first aid responders as defined in the Safety, Health and Welfare (General Application) Regulations 2007-2020 (Chapter 2 of Part 7). The Pre-Hospital Emergency Care Council (PHECC) First Aid Response (FAR) training standard is the recognised standard for occupational first aid in workplaces.

The Company has established a policy on First Aid and trained personnel to show how the organisation manages this issue:

- All staff should be aware that in the event of a medical emergency, even though First-Aid facilities are available on the premises, every effort should be made to seek professional medical assistance. This should be done by contacting the emergency services (via 112 or 999).

- We shall seek to encourage suitable members of staff to become trained in occupational First Aid response and will make appropriate arrangements for training and information to be provided.
- First Aid facilities will be periodically checked against a set inventory and documented inspections will be recorded.
- For occupational First Aid responders, refresher training will be provided to a minimum of once every 2 years.
- First Aid responders are required to provide First Aid within the limits of their training and abilities.

Emergency Procedure:

If you require emergency service or first aid, follow the on-site procedures. If you do not know the procedure, then contact your supervisor.

If you cannot engage the on-site procedure or if you are at the head office, then telephone 999 or 112 and get the local emergency service.

- Ask for the service required ~ Ambulance, Fire Brigade, etc.
- State address or location where help is needed

First Aid Procedures

Occupational First Aid Responders will;

- Assess the accident situation.
- Arrive at a diagnosis for each casualty or illness.
- Give immediate and adequate treatment, bearing in mind that some casualties will require more urgent attention than others.
- Arrange without delay for the disposal of a casualty according to the seriousness of his/her condition.

Medications:

First Aid personnel (or any other staff) are not empowered to dispense analgesics, pills or medications. Supplies or such items will not be kept in the First Aid Box.

Individual employees who might have a need for such items are responsible for their own supplies.

First Aid Supplies

See Appendix 4 for recommended general contents of First Aid boxes & kits

Fire / Evacuation Emergency Procedures

ASSEMBLY

POINT

LOCATION:

CSC Yard: At

main Gate **On**

site:

Designated area assigned by Client

Person to be contacted in the event of an Accident /Emergency: Cork Scaffolding
Yard Fire prevention IMS -CSC-HSE-1-0011

On discovering a fire –

- Make safe any equipment or machinery you are using
- Raise the alarm by alerting those nearest you.
- Call the Fire Brigade by dialing 999/112
- Extinguish the fire if it is safe to do so with the appliances provided but do not take personal risks.
- If the fire is beyond control, evacuate the site/ building by the nearest exit, closing as many doors and windows as possible.
- Proceed to the Assembly Point.

On hearing the alarm –

- Make safe any equipment or machinery you are using.
- Alert and assist any customers, visitors or other persons in your area to leave the building and direct them to the assembly point.
- Leave the building by the nearest exit, closing as many doors and windows as possible.
- Proceed to the Assembly Point.
-

The designated person should determine –

- That all persons on the premises have been safely evacuated.
- That the fire brigade has been notified
- If any person is trapped or injured and notify the Ambulance and Garda •
Nominate persons to meet with fire brigade and other services

Accident Procedures

All Accidents Incidents System will be reported as per Cork Scaffolding IMS - CSC HSE 1-001-00 to IMS -CSC -HSE -1--0020

All accidents (however minor) must be reported to the supervisor and Cork Scaffolding Safety Manager, who will in turn notify the employer.

When a serious accident occurs, the following procedures must be followed Root Cause Analysis should be carried out when deemed necessary by HSE Manager.

The appropriate/nominated person must take charge of the proceedings as follows;

- Observe accident location and status of injured person • If there is a risk of further injury, move injured person to safety.
- Call for immediate medical assistance or emergency service.
- See that first aid etc. is administered as required.
- If ambulance is called, make sure the exact location is given and that the ambulance can access the area as near as possible to the injured person.
- Establish location of hospital and appoint a suitable person to travel with the injured person.
- Notify family of injured person and if required arrange for transport for them to go to the hospital.

In the aftermath of the accident / Incident (as soon as is possible) Cork Scaffolding Safety Manager shall.

- Gather all information, obtain witnesses statements, and write them down as they
- Complete Accident Report Book and Report Form (see Appendix). Where applicable report to H.S.A. This is necessary only if the injured person is to be out of work for three days or more.
- Take sketches/photographs of area where the accident happened.
- If the H.S.A are to inspect the scene of the accident, do not move anything unless further serious risks have to be avoided.
- Seek guidance on further reports and investigations

Reporting Accidents and Dangerous Occurrences

It is Cork Scaffolding Company policy to evaluate and record (in the Accident/ Incident Book) all accidents or incidents, adversely affecting employee safety health and welfare, that occur during work activities to prevent reoccurrence and instigate improvements, where practicable.

In addition, all Accidents and Dangerous Occurrences specified in the Safety Health and Welfare at Work (General Application) Regulations 2007-2020 must be notified to the Health and Safety Authority (HSA) on approved forms.

Details of an accident or dangerous occurrence shall be kept in the form in which they were reported to the Authority. All such records shall be kept for a period of at least ten years.

VI. Risk Assessments

The purpose and function of risk assessment may be expressed as follows:

To identify hazards in the workplace.

- A hazard is anything with the potential to cause harm to employees or others, including members of the public.
- This includes injury and ill health, loss of production and damage to plant, goods, property or the environment.
- The workplace, operations, tasks and processes need to be examined for foreseeable hazards.
- Hazard identification shall be carried out by use of (i) safety audits, (ii) employee hazard reporting.

To assess and evaluate the risk from the hazard.

- "Risk" is the likelihood that the harm from a particular hazard is realised.
- Risk is expressed as: Likelihood of Occurrence x Hazard Severity
- The business must identify the potential of the hazard being realised, and the potential consequences if the risk occurred.

Development of Preventative / Control measures

- Examine the existing measures in place to control the risk and assess
 - Develop further measures to eliminate or reduce the exposure to the risk.
- HSE Risk assessment procedure IMS- CSC-HSE-1-0004

The General Principles of Prevention as outlined in the Safety, Health and Welfare at Work Act 2005 Schedule 3 must be applied when

assessing and developing preventative measures and include

1. The avoidance of risks
2. The evaluation of unavoidable risks.
3. The combating of risks at source.
4. The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of
5. systems of
work, with a view to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health
6. The adaptation of the place of work to technical progress.
7. The replacement of dangerous articles, substances, or systems of work by safe or less dangerous articles, substances or systems of work.
8. The giving of priority to collective protective measures over individual protective measures.

9. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology,
10. organisation of work, working conditions, social factors and the influence of factors related to the working environment.
11. The giving of appropriate training and instructions to employees.

Risk Assessment Worksheet

List each potential hazard/risk associated with the operation and the assessment for same

Pre-control Risk Rating (RR):

How likely (L) is it that a person would be injured while the task is being performed, if there were no controls at all (no training, no PPE, no isolation, no traffic management...)? What would the likely severity (S) of the injury be?

Post-control Risk Rating (RR):

How likely (L) is it that a person would be injured while the task is being performed, if the controls were implemented (training, PPE, isolation, traffic management...)? What would the likely severity (S) of the injury be?

The Risk Assessment Form

There is a need to assemble all the pertinent information regarding the Risks and Hazards of the task being assessed in one place. The Risk Assessment Form is used so that it can act as an aid to making the assessment and create a written record of that assessment process.

It is largely self-explanatory.

The person carrying out the assessment should complete the various boxes. Do not be concerned with the trivial. The whole picture of the real hazards of the task should then be clear.

Each hazard will then require a corresponding control measure that will realistically reduce the likelihood of that hazard-causing harm. Once each hazard has been controlled and the likelihood reduced then you may assess that the risk is acceptable.

Risk Assessment is not an end in itself. It is simply a tool that allows the Business to evaluate dangers to their workforce and consequently take suitable measures to protect them from these hazards.

Because the workplace is constantly moving it will be necessary to reassess whenever there is a change to any of the significant points of the assessment. This might be a change of personnel, location, equipment, supervision, weather and so on.

Particular attention must be paid to risk assessments in respect of the following persons:

1. Young Persons under the age of 18 years; No young person is to be employed where the work:

- Is beyond their physical and/or mental capacity;
- Involves exposure to certain hazardous substances or agents, including ionising radiation, carcinogens, temperature extremes, noise or vibration;
- Where there is a risk of accidents that are unlikely to be perceived by young persons

2. Pregnant Employees

The Business intends to do all that is reasonably practicable in complying with its obligations under the

Safety, Health and Welfare at Work (General Application) Regulations 2007-2020 (Part 6), as well as other relevant legislation.

The Business accepts that no Pregnant Employees health status or the unborn child should be put at risk by her work duties.

Cork Scaffolding (CSC) Ltd- Risk Assessment Appendix

Typical business activities have been analysed. Significant hazards have been identified and risk assessments compiled.

The scope of CORK SCAFFOLDING (CSC) LTD'S works may change or vary depending upon projects so it will be necessary to continually review existing risk assessments and identify and assess any new hazards and risks and prepare site specific safety plans or method statements where required.

RA Number	Risk Assessment	Rating	RA Number	Risk Assessment	Rating
01	SITE MATERIALS – LOADING /UNLOADING, STORAGE & FORKLIFT OPERATION	Low	26	USE OF DeWalt CHOPSAW IN YARD	Low
02	WORK IN OCCUPIED PREMISES / CONSTRUCTION SITES	Low	27	SHRINK WRAPPING SCAFFOLDING	Low
03	VEHICLE MOVEMENT- TRANSPORT	Low	28	USE OF HILTI SABRE SAW	Low
04	WORK NEAR OR UNDER OVERHEAD POWER LINES	Medium	29	USE OF MEWP	Low
05	FIRE HAZARD	Low			
06	ERECTION & DISMANTLE OF SCAFFOLDS	Low			
07	USE OF MOBILE SCAFFOLD TOWERS	Low			
08	USE OF HARNESSSES & LANYARDS	Low			
09	USE OF PORTABLE LADDERS	Low			
10	ELECTRICITY AND ELECTRICAL EQUIPMENT	Low			
11	USE OF PORTABLE ELECTRICAL EQUIPMENT	Low			
12	USE OF DRILLS	Low			
13	USE OF HAND TOOLS	Low			
14	MANUAL HANDLING	Low			
15	HOUSEKEEPING	Low			
16	CHEMICALS, PAINTS – HAZARDOUS SUBSTANCES	Low			
17	HYGIENE / BIOLOGICAL HAZARDS	Low			
18	WORKING WITH INSUFFICIENT LIGHTING	Low			
19	NOISE	Low			
20	UNTRAINED OPERATIVES	Low			
21	DRIVING COMPANY VEHICLES	Low			
22	USE OF GLOVES IN SCAFFOLDING OPERATIONS	Low			
23	CONFINED SPACES	Low			
24	OFFICE SAFETY	Low			
25	ADVERSE WEATHER WORKING	Low			

Project / Location	CORK SCAFFOLDING YARD AND PROJECTS			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:01
Brief Description of Activity/Package:		SITE MATERIALS - LOADING/UNLOADING, STORAGE & FORKLIFT OPERATION			

Ranking Risks

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		

Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1	Risk Rating (RR) Matrix			
⇓ Likelihood	Risk Rating					Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5	1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4	6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3	11-15	Medium		
2	10	8	6	4	2	16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1	21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Manual Handling	Sprains & strains	CSC Personnel	4	3	12	All personnel to be trained in manual handling and use of handling equipment. Mechanical equipment to be used where practicable (equipment to be suitably inspected and tested). Awareness of environment and team lifting to be utilised when required. Materials to be delivered / stored as close to the work area as possible to reduce the distance material is carried.	4	1	4
02	Movement of materials to work area using forklift	Injury from loads and falling objects Slip trips and falls	CSC Personnel	4	3	12	Physical controls / procedures: Forklift/ lifting appliance Operators are to be: <ul style="list-style-type: none"> Trained and certified Physically fit and able for lifting operations Care must be taken when stacking equipment to prevent fall of material. Equipment must be stacked safely & neatly. Barriers and signage to be placed around work area to provide a safe work environment. Passageways are to be maintained at all times. Forklift to be used to lift material into position to avoid slip trips falls.	4	1	4

03	Forklift Lifting Mechanism Failure Overturning lifting appliance	Falling Loads	CSC Personnel	5	3	15	<p>A statutory examination is required for a Forklift / lifting appliance. It must be carried out by a competent person once every 12 months.</p> <p>A planned maintenance schedule established including:</p> <p>Daily operator Safety equipment checks (horn, warning beacon, fire extinguisher, guards etc.) and Pre-operation checks (lights, tyres, brakes, hydraulics, fluid levels etc)</p> <p>Weekly in-depth checks by competent person of components (reports written/ records kept)</p> <p>Maintenance as per manufacturer's instructions.</p> <p>Inspection checks by competent engineer following any major repair/ modification/ accident</p>	5	1	5
04	Falling Objects from Heights	Serious Injury	CSC Personnel	5	3	15	<p>Avoid stacking loose materials overhead. If necessary, make sure they are secured, stable and unable to fall.</p> <p>All scaffolding materials to be checked for defects prior to leaving CSC premises.</p> <p>No employees to walk through work area.</p> <p>Barriers to be placed around work area forming exclusion zone.</p> <p>Do not work over other people directly beneath. Items being loaded/unloaded should be in suitable containers to prevent falling from height.</p> <p>A tag line should be used to control bundles and allow a slinger/banksman to stay a safe distance from a load being lowered or raised.</p>	5	1	5

05	Access and egress to work area	Interaction with other trades and vehicles.	CSC Personnel /other Site Operatives	4	2	8	Use Pedestrian walkways at all times. Ensure all access routes are kept clear of materials and obstructions.	4	1	4
06	Vehicle collision striking other vehicles/pedestrians	Collision injury to personnel vehicles Damage to other vehicles	CSC Personnel	5	3	15	Ensure a suitable environment and sufficient area is available for loading and unloading. A Banksman/Spotter should assist with loading/unloading activities. Choose an area to load and unload that has level ground and is sufficiently wide and has enough overhead clearance. Pedestrians need to be protected and kept away from loading/ unloading activities by use of physical barriers. Warning devices need to be installed on Forklift/ trucks (reversing beeper, camera if fitted in vehicle).	5	1	5
07	Unauthorized Persons	Injuries, damage	CSC Personnel	4	4	16	Only trained operatives to operate forklift. CSCS cards are required for telescopic forklifts.	5	1	5

08	Poor housekeeping	Slips, trips and falls, cuts and abrasions	CSC Personnel	3	4	12	Clean as you go rule/policy on all sites. Equipment should be stored in stillages and fittings in suitable boxes, bins or bags. Defective equipment should be quarantined and removed from site.	3	1	3
09	Security of Loads	Loads falling from vehicles	CSC Personnel /other Site Operatives	5	2	10	Materials must be secured to truck/vans during transportation. Side boards should be fastened to prevent items falling from the vehicle during movement. Ratchet straps should be tied across loads with heights exceeding the side and tail board height. The driver should check that the ratchet straps are tensioned sufficiently to prevent dislodgement of loads during transit.	5	1	5
10	Poor Condition of Tying straps etc.	Unintentional loss of load	CSC Personnel /other Site Operatives	5	2	10	Ensure straps and tensioning devices are checked prior to use. Defective straps will not be used to secure loads. Drivers should regularly check the condition of their straps and check for any loosening of straps during their journey. If a loading strap becomes loose during a journey, the driver should pull in where safe to do so and re-tension the strap.	5	1	5

FINAL ASSESSMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW –Provided all Control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓	✓ (If read)		✓		✓	✓	✓		

Project / Location	CORK SCAFFOLDING YARD AND PROJECTS			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:02
Brief Description of Activity/Package:		WORK IN OCCUPIED PREMISES / CONSTRUCTION SITES			

Ranking Risks

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		











Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1	Risk Rating (RR) Matrix			
⇓ Likelihood	Risk Rating					Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5	1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4	6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3	11-15	Medium		
2	10	8	6	4	2	16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1	21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Manual Handling	Sprains & strains	CSC Personnel	4	3	12	All personnel to be trained in manual handling. Avoidance of manual handling if possible. Use mechanical aids where possible.	4	1	4
02	Movement of materials to work area using forklift	Injury from loads and falling objects Slip trips and falls	CSC Personnel /Other Site Operatives	5	3	15	Physical controls / procedures: Forklift/ lifting appliance Operators – Trained to CSCS standard Physically fit and able for lifting operations Care to be taken when stacking equipment. Must be stacked neatly. Barriers and signage to be placed around work area to provide a safe work environment Passageways to be maintained at all times. Forklift to be used to lift material into position to avoid slip trips falls. Trained CSCS operator to operate forklift	5	1	5
03	Forklift Lifting Mechanism Failure Overturning of lifting appliance	Crush injuries, Death	CSC Personnel	4	4	16	Forklift / lifting appliance Statutory examination by competent person once every 12 months (construction/industry) Planned Maintenance schedule established including Daily operator safety equipment checks (horn, warning beacon, fire extinguisher, guards etc.) and Pre-operation checks (lights, tyres, brakes, hydraulics, fluid levels etc) Weekly in-depth checks by competent person of components (reports written/ records kept) Maintenance as per manufactures instructions.	5	1	5

04	Falling Objects from Heights	Serious Injury, Death	CSC Personnel /other Site Operatives	4	5	20	Avoid stacking loose materials overhead. Make sure they are secured, stable and unable to fall. All scaffolding materials to be checked for defects prior to leaving CSC premises. No employees to walk through work area. Barriers to be placed around work area. All materials to be man handled when passing down or dismantling.	5	1	5
05	Access and egress to work area	Collisions with other trades and vehicles.	CSC Personnel /other Site Operatives	4	3	12	Use Pedestrian walkways at all times. Ensure all access routes are kept clear of materials and obstructions.	3	1	3
06	Vehicle collision striking other vehicles/pedestrians	Collision injury to personnel vehicles Damage to other vehicles	CSC Personnel /other Site Operatives	5	3	15	Suitable Environment <ul style="list-style-type: none"> • Banksman assistance to supervise loading/un-loading activities • Access area surface even, sufficient width and overhead clearance available. • Pedestrians protected with supervision and kept away from loading/ unloading activities • Warning devices installed on Forklift/ trucks (reversing beeper) 	5	1	5
07	Unauthorized Persons	Injuries from collision or overturning	CSC Personnel	3	5	15	Only trained operatives to operate forklift, no taking passengers into the cabin	5	1	5
08	Fire	Serious injury Death Damage to equipment	CSC Personnel /Other Site Operatives	4	5	20	Muster points to be located around site, personnel to receive fire training.	5	1	5
09	Poor housekeeping	Slips, trips and falls, cuts and abrasions	CSC Personnel	3	3	9	Do not leave any waste at a workplace. Apply clean as you go policy.	3	1	3

FINAL ASSESSMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW –Provided all Control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓			✓		✓	✓	✓		

Project / Location	CORK SCAFFOLDING YARD AND PROJECTS			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:03
Brief Description of Activity/Package:		VEHICLE MOVEMENT - TRANSPORT			

Ranking Risks

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		


Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1	Risk Rating (RR) Matrix			
⇓ Likelihood	Risk Rating					Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5	1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4	6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3	11-15	Medium		
2	10	8	6	4	2	16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1	21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Vehicle collision striking other vehicles/pedestrians	Struck by or hit Collision injury to personnel vehicles Damage to other vehicles	CSC Personnel others	5	3	15	Spotter used when reversing all trucks. Only licensed employees to operate vehicles Suitable environment. only competent operatives with appropriate driving licences can drive business vehicles.	5	1	5
02	Access and egress to work area	Interaction with other trades and vehicles.	CSC Personnel / Other Site Operatives	5	3	10	Use Pedestrian walkways at all times. Ensure all access routes are kept clear of materials and obstructions.	5	1	5
03	Falling objects from Truck	Striking People. Material damage from collision	CSC Personnel	4	3	12	Ensure all loads are secured properly to prevent dislodgment from truck. All loaded trucks to be secured using lorry straps. Suitable vehicles selected provided and inspected.	4	1	4
04	Structural damage to buildings from collision	Striking existing building or equipment	CSC Personnel Client Property	4	2	8	Extra care to be taken on site. Obey site speed limits and pedestrian access and egress. Supervision of loading/ unloading of vehicles. Ensure all personnel are aware of traffic movements and encourage safe parking and promote awareness in others.	4	1	4
05	Loading and un-loading of Vehicles	Falls from height	CSC Personnel others	5	3	15	Supervision of loading and un-loading of vehicles. Operatives are not permitted to stand on body of truck unless edge protection is present, otherwise 100% tie off at all times with harness and lanyard.	5	1	5

06	Pedestrians	Interaction with other trades and vehicles.	CSC Personnel /Other Site Operatives	5	3	15	Use Pedestrian walkways at all times. Ensure all access routes are kept clear of materials and obstructions.	5	1	5
07	Parking	Hit or struck by vehicles	CSC Personnel /Other vehicles	5	3	15	Reverse Parking where possible to eliminate hazard leaving site. Comply with construction traffic site rules. Use a spotter to assist.	5	1	5
08	Refuelling	Environmental damage	Environment	2	4	8	Care to be taken to prevent spillage. All spillages to be reported and cleaned up immediately.	2	2	4
09	Use of mobile phones	Injury from collision	CSC Personnel /Other Site Operatives	5	3	15	Drivers are not permitted to use phones while driving vehicles	5	1	5

FINAL ASSESSMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW –Provided all Control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓			✓		✓	✓	✓		

Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:04

Brief Description of Activity/Package:	WORK NEAR OR UNDER OVERHEAD POWER LINES
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Ranking Risks

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		











Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1	Risk Rating (RR) Matrix			
⇓ Likelihood	Risk Rating					Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5	1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4	6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3	11-15	Medium		
2	10	8	6	4	2	16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1	21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Scaffold erection/dismantle near electrical lines	Death and serious injury by electrocution. Electrical arcing from close proximity to cables and power lines.	CSC Personnel others	5	4	20	<p>Ensure liaison with client and safe distance maintained when working adjacent to overhead power lines. Long items like scaffold tube etc. should remain safe distances from over-head power lines. Liaise with the PSCS/ESB where necessary to have power lines insulated.</p> <p><u>Power lines must be insulated before work commences.</u></p> <p>Permit-to-work system used where applicable</p> <p>PPE – mandatory site PPE. Barriers and solid posts to be erected as required, and as agreed with electricity network. Appropriate signs will be positioned. Barrier to be earth bonded. Operations involving movement of long metal objects (such as ladders and scaffold tubing) in the vicinity of overhead lines are to be subject to specific authorisation and supervision.</p>	5	2	10

Only Proceed with this work after all evaluation of risk has been identified and all possible controls have been put in place.

FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	Medium – Provided all Control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓			✓		✓	✓	✓		

Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:05

Brief Description of Activity/Package:	FIRE HAZARDS
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Ranking Risks

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		

Severity	Definition	Rating
Slight Injury	Slight injury; no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5



Severity ⇒	5	4	3	2	1			Risk Rating (RR) Matrix		
⇓ Likelihood	Risk Rating						Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5		1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4		6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3		11-15	Medium		
2	10	8	6	4	2		16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1		21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Fire	Burns, Smoke inhalation. Damage to buildings and assets.	CSC Personnel /Property	5	3	15	<p>The Site Foreman reduces the risk from fire through the operation of a Fire Safety Management Programme:</p> <ul style="list-style-type: none"> The prevention of an outbreak of fire through the establishment of day-to-day fire prevention practices, including prevention of waste accumulation. The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire points and the use of fire- fighting equipment. The holding of fire and evacuation drills The provision and maintenance of escape routes free from obstruction; keeping all exits unlocked and operational The provision of adequate fire protection equipment and systems The inspection and maintenance of fire protection equipment and systems The provision of assistance to the fire authorities. The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish The testing and maintenance of electrical installations, the prohibition of portable heating appliances and ensuring where appropriate that all electrical equipment is switched off and unplugged when not in use. Handheld fire extinguishers conform to the requirements of either IS 291 or EN 3-10:2009- Specification for Portable Fire Extinguishers are installed in accordance with the recommendations of I.S. 291:2015 "Selection, commissioning, installation, inspection and maintenance of portable fire extinguishers". 	5	1	5

FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW – provided all control measures are implemented.
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Personnel Protective Equipment

If required, please tick the box

 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓			✓		✓	✓	✓		

Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:06

Brief Description of Activity/Package:	Erection, Dismantle & Modification of Scaffolding
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Ranking Risks

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		

Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1			Risk Rating (RR) Matrix		
⇓ Likelihood	Risk Rating						Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5		1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4		6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3		11-15	Medium		
2	10	8	6	4	2		16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1		21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Control s RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Contro ls RR = (SxL)
01	Scaffolding assembly, access/use & dismantling of scaffold, Loading bay(s) and stairs access.	Falls of Persons Fatality Multiple fatalities	CSC Personnel	5	5	25	<p>Establish and work within a "Scaffolders Safe Zone," which consists of a properly boarded and supported platform without any gaps that could pose a fall risk.</p> <p>The platform must also have a fixed guardrail positioned at a height of 950mm to 1000mm above the working surface wherever there is a risk of falling. All work must be carried out in compliance with the Code of Practice (COP) for access scaffolds, TG20:13 operational guidance, and SG4:15 standards.</p> <p>All scaffolders to be suitably qualified in scaffolding operations and possess the relevant qualification for the structures they are working on.</p> <p>All safety harnesses, lanyards & other items of PPE to be thoroughly inspected within last 3 months (minimum) by a qualified person and prior to use by the scaffolder.</p> <p>Pre-dismantle checks of the scaffold structure are to be carried out by the operatives (i.e. guard rails, boards, and ties) prior to starting work.</p> <p>A single or double guardrail must be erected to prevent encroachment on an unprotected edge. Priority should be given to preventing falls by using a fixed barrier wherever possible, rather than relying solely on fall arrest systems. Lanyards must always be securely attached to an appropriate anchor point, such as fixed tubes. Where practicable, anchor points above head height should always be the first priority.</p>	5	2	10
02	Injury from Falling Materials	Bruises, concussions	CSC Personnel others	3	4	12	<p>All surplus materials to be removed to ground as dismantling process progresses. If material is stacked at height it <u>MUST</u> be stacked in a manner that it will not fall.</p>	2	2	4











							<p>All tools to be tethered. Equipment to be stored in suitable receptacles whilst erecting/dismantling procedure commences, and the area below must be barriered off with appropriate signage to form an exclusionary area. Fitting bags should be fit for purpose (no holes). All lifting operations to be planned and carried out by, or under the supervision of a nominated qualified person. Only the approved methods to be used for tying knots to equipment before raising/lowering materials using a hand line. Under no circumstances MUST materials be 'bombed' (throwing materials) from/to a person on a scaffold or other structure. When passing materials from hand to hand clear instructions are to be voiced to avoid confusion. If a person reaches below a single guardrail to receive / pass material or fix a component they <u>MUST</u> be clipped on at all times & to an anchor point as high as possible. Ideally insert another rail ensuring no gap is greater than 470mm. Wherever possible, gaps in boards should be suitably closed, to prevent items falling through. Decking on platforms should be tied down to prevent dislodgement in windy conditions. Ensure all scaffold fittings are checked prior to dismantle to make sure that none are loose. Toe boards should be fixed to edges to prevent items rolling or falling from temporary or finished platforms.</p>			
03	Scaffolding assembly, access/use & dismantling of scaffold, Loading bay(s) and stairs access.	Scaffold Collapse	CSC Personnel others	5	5	25	<p>Only qualified operatives (in possession of current CSCS cards) are permitted to be involved in the erection, dismantling and modification of scaffold equipment. An Advanced scaffolder will lead the scaffolding team. Advanced and basic scaffolders must only erect, dismantle and modify scaffolding. A G.O. can assist with material handling from</p>	5	1	5

							<p>the ground or from a fully protected platform.</p> <p>All operatives must comply with relevant codes of practice and standards.</p> <p>Do not overload the scaffold with materials.</p> <p>Ensure the scaffold is secured to prevent collapse with all necessary ties, buttresses and rakers installed.</p> <p>Operatives will check all materials & tools to ensure that they are fit for purpose prior to using them. Any defective items will be isolated and not used.</p> <p>The scaffold to be formally inspected before handover, at least every 7 days or after adverse weather conditions and after a modification takes place by a qualified person and results recorded when applicable. Comprehensive method statement / plan of work to be undertaken to ensure a safe system of work is devised and the correct sequence of work identified.</p> <p>Scaffold structure to be erected /dismantled in accordance with codes of practice and SG4</p>			
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04	Un-trained Personnel	Injury, death	CSC Personnel others	5	4	20	Only competent personnel (CSCS trained) will erect, alter and dismantle scaffolding. Plans are required for the assembly, use and dismantling of scaffolding which has a special or unusual design. Suitable equipment will be selected with regard to nature of work, loads, and safe work and passage.	5	1	5
05	Unstable ground conditions	Collapse of scaffold	CSC Personnel / Others	5	5	25	Scaffolds must be based on a firm and level stable foundation. Sole boards and base plates will be placed under standards. Workers erecting scaffold must look out for voids such as basements or drains, or patches of soft ground, which could give way when loads are placed upon them. Scaffolds should be correctly braced and tied to a permanent structure or otherwise stabilised. Scaffolds should be assembled in conformity with a recognised standard configuration unless it has been specially designed, and a note of the design is available.	5	1	5
06	Overloading	Collapse leading to injury or fatality	CSC Personnel /Others	5	3	25	Scaffold must not be overloaded. Personnel should take note of load bearing limit on loading bays. Signs denoting SWL should be displayed.	5	1	5
07	Lack of inspection regime.	Injuries	CSC Personnel others	5	3	15	Management to ensure all relevant statutory inspections and certifications are current. Management to ensure that inspections are carried out and GA3 forms completed weekly.	5	1	5
08	Fall from ladder. Un-secured ladder	Injuries, death	Scaffolders, end users	4	5	20	All ladders are to be secured/footed when in use and ensure they are in good condition – report any defects. Ladders must extend 1 metre above the landing point. Never over-reach from a ladder. Place the ladder as close to the work as possible. Ensure your boots are clean before climbing a ladder. Do not use unsuitable access	5	1	5

							<p>methods for WAH; inform your supervisor if a suitable option isn't available.</p> <p>Avoid ladder use where possible; they should only be used if a risk assessment deems them the only practicable option for short, safe tasks with prior HS approval.</p> <p>Never use damaged ladders; inspect and report any damage.</p> <p>Set ladders on a firm base at a 1:4 angle, secured at the top. Avoid electrical hazards; never use ladders with metals parts near electricity.</p> <p>Only one person per ladder. When climbing up or down, uses both hands on the rungs and always face the ladder. Don't carry tools; use rope/slings.</p> <p>Have your tools tethered.</p> <p>Avoid stretching and keep the area tidy.</p>			
09	Unprotected edge, loose unsecured handrail resulting in a fall from height	Serious injury, death	Scaffolders, end users	5	4	20	<p>Do not work in any area where there is an unprotected edge, unless erecting or dismantling scaffold, where 100% tie off to a suitable anchorage point is mandatory.</p> <p>Qualified scaffolders only to adjust scaffolding. This includes adjustments to handrails.</p> <p>PPE to be worn- Helmet, Glasses, Gloves, Harness/ Inertia reel lanyards, Hi-Vis vests and safety boots.</p>	5	1	5

FINAL ASSESSMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW – provided all control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	
✓			✓		✓	✓	✓		✓

Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2024	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:07

Brief Description of Activity/Package:	Use of Mobile Towers
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Ranking Risks











Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		

Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1	Risk Rating (RR) Matrix			
⇓ Likelihood	Risk Rating					Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5	1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4	6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3	11-15	Medium		
2	10	8	6	4	2	16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1	21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Falls of Persons	Injury, death	CSC Personnel	4	5	20	All Mobile scaffolding towers to be erected and dismantled as per scaffolding code of practice and regulations and Manufacturer's Instructions and inspected accordingly.	5	1	5
02	Falling Materials	Injury from Falling Materials	CSC Personnel others	5	3	15	Materials and tools prevented from falls by barriers, tethering belts or other methods / Exclusion danger zones around and below during work.	4	1	4
03	Scaffold Collapse	Injury, death	CSC Personnel others	4	5	20	Trained personnel in accordance with relevant standards and manufacturer's instructions will erect scaffolding. Ladder access should be internal and fixed to the narrowest side. Stabilisers and/or ties will be used in exposed or windy conditions. All tower platforms will be fully boarded and fitted with toe boards and guard-rails. Wheels will be braked or locked when the tower is in use. Personnel and materials will be removed before a tower is moved. Manufacturer's advice on maximum loading will be adhered to.	5	1	5
04	Untrained Personnel	Injury, falling from heights, death	CSC Personnel others	4	5	20	Only competent personnel, CSCS Advanced or CSCS Mobile Tower separate course trained, will erect, alter and dismantle mobile scaffold towers. Plans are required for the assembly, use and dismantling of scaffolding which has special or unusual design. Suitable Scaffolds will be selected by virtue of nature of the work, applied loads, and weather conditions.	5	1	5

FINAL ASSESSMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW – provided all control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓			✓		✓	✓	✓		

Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:08

Brief Description of Activity/Package:	Use & Storage of Harnesses and Lanyards - PFAS
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Ranking Risks

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		

Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1	Risk Rating (RR) Matrix			
⇓ Likelihood	Risk Rating					Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5	1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4	6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3	11-15	Medium		
2	10	8	6	4	2	16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1	21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	General use of Harness	Unintended fall from height	Scaffolder	5	4	20	<ul style="list-style-type: none"> It is essential that scaffolders wear a harness and lanyard and anchor to a suitable anchorage point when not behind handrails. Only operatives trained in the correct use of fall arrest equipment will be permitted to use harnesses. Site management should monitor performance closely and zero tolerance for non-compliance applies. Breach of company rules can result in dismissal. 	5	1	5
02	Inspection of fall arrest equipment	Using a faulty or defective piece of Fall PPE.	Scaffolder	5	4	20	<ul style="list-style-type: none"> All fall arrest equipment should be individually inspected before use. Operatives and Site Manager will monitor colleagues on an ongoing basis. Non-compliance with key procedures will result in the offender being removed from the workplace. Each item will have an identifiable mark and be subjected to regular inspection as per the supplier's instructions. Every operative should inspect their own equipment prior to use. Weekly documented inspection to be carried out (GA3). 3 monthly statutory inspections to be carried out (GA1). 	5	1	5

03	Adjustment of Harness	Using a mal-adjusted harness	Scaffolder	5	4	20	<ul style="list-style-type: none"> Full body harnesses should be adjusted to suit the individual user as per the supplier's instructions. Lanyards and shock absorbers (capable of reducing the deceleration forces to less than 6g) will also be issued. Lanyards will not be connected in series. 	5	1	5
04	Storage of Harness and lanyard	Damage to harness caused by poor storage practice.	Scaffolder	5	4	20	<ul style="list-style-type: none"> Storage of fall arrest equipment should be in a clean dry area which is free of any corrosive chemicals. Harnesses should be hung or stored in a dry bag. 	5	1	5
05	Use of harness and lanyard in MEWPs and cradles.	Fall from a MEWP	MEWP Operator	5	4	20	<ul style="list-style-type: none"> Harnesses must be worn on every occasion when working in MEWPs and the lanyard should be attached to the designated anchor point in the MEWP. With cradles lifted by cranes the lanyard must be attached to the hook of the crane (usually via an additional sling) and not the cradle itself. Lanyards should not be attached to the adjacent structure as any movement of the cradle could leave operatives stranded. 	5	1	5



Typical SRL used by CSC

Important recommendations

- Visual examination required before each use: Check stitching, webbing, hooks or carabiners for damage.
- Whenever possible it is strictly recommended to assign the PPE to an individual user.
- Check compatibility of all parts of the Energy Absorber.
- Protect the energy absorber from all unwanted damage and risk.
- Energy absorber as a fall arrest component should be used in conjunction with full body harness conforming to approve international standards.
- Eventual repair, modification or additions to this PPE have to be done exclusively by the manufacturer.
- During use the absorber should be protected against sharp objects, welding discharges, projections, heat sources and chemical aggression.

The product must be discarded if it has:

CORROSIVE DAMAGE, NUMEROUS BROKEN THREADS, CUT EDGES, DISCOLOURED WEBBING, HEAVILY WORN, CORRODED METAL PARTS OR IF IT IS NOT CAPABLE OF FUNCTIONING AND HAS MISSING MARKINGS.

- The expected life of the lanyards is ten (10) years from the date of manufacture, provided all instructions of use, maintenance, storage have been followed and all controls have been carried out.
- The equipment must be transported in its original packing or other appropriate packing to protect the equipment from moisture and damage. Take care to avoid damages to the PPE during transport.
- Before each use ensure about the compatibility of items of equipment assembled into fall arrest system.
- The material or its function may be affected if subjected to extremely high temperatures, chemicals, electrical current, grinding, cutting, wear against sharp objects and the effects of the weather.
- Should the user become unconscious in a suspended mode it will be extremely urgent to relieve the person of mechanical tension. Before and during use, knowledge of how to take down a person in an emergency is therefore essential.
- Limit of pendular movement to max. 30°.

WARNING! Proper maintenance and storage of your harness is essential to ensure integrity of the component parts and therefore the user's safety.

Please comply strictly with the following recommendations:

1. Clean the webbing in water and household soap. Dry with a clean cloth. Never use acid or solvents for cleaning.
2. Allow the equipment to dry in a ventilated room far from an open fire or any other source of heat. This also applies for equipment that has become wet during use.
3. Store equipment in a cool and dry area away from ultraviolet rays. Avoid corrosive atmospheres and excessive heat or cold.
4. Take care to avoid damages to the PPE during transport.

PERIODIC EXAMINATION

A competent person should periodically inspect and maintain records of the PPE.


The safety of users depends upon the continued efficiency and durability of the equipment. The frequency of periodic examinations must be done taking in account of such factors as legislation, equipment type, frequency of use, and environmental conditions but the periodic examination frequency shall be at least every 6 months.

Any harness showing signs of excessive wear or material damage should be removed from service immediately and destroyed.

It is essential that the product should have a traceable identifying mark and a recorded inspection history, if this is not visible, the product should be removed from service and destroyed.

FALL CLEARANCE











Scaffold Applications

Attachment Level Description		Clearance Required Below Foot Level	
		<u>100kg User</u>	<u>140kg User</u>
Ledger above Head Height	 + 0.5	1.7	1.85
Intermediate Anchor	0	2.4	2.55
Top Guard Rail	- 0.5	3.0	3.25
Ledger at Foot Level	- 1.5	4.3	4.66

Scale in Metres

When attaching to Scaffold always check the integrity of the anchorage point you intend to use. In the case of system scaffold you should ensure the selected anchorage point is approved for use by the manufacturer.

FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW – provided all control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	
✓			✓		✓	✓	✓		✓

Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:09

Brief Description of Activity/Package:	Use of Portable Ladders
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Ranking Risks

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		

Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5











Severity ⇒	5	4	3	2	1	Risk Rating (RR) Matrix			
⇓ Likelihood	Risk Rating					Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5	1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4	6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3	11-15	Medium		
2	10	8	6	4	2	16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1	21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Materials falling from height	Injuries from materials falling from height	CSC Personnel others	3	5	15	<ul style="list-style-type: none"> Materials should not be hoisted or lowered by the use of ladders. Items should not be stacked or stored near the top of a ladder. All tools must be tethered when working at height 	5	1	5
02	Falls of Persons from ladders	Serious injuries, death	CSC Personnel others	4	5	20	<ul style="list-style-type: none"> LADDERS WILL ONLY BE USED WHEN OTHER MEANS OF ACCESS TO HEIGHT IS NOT REASONABLY PRACTICABLE. Ladders will be checked to ensure correct length, type and condition before use. Ladders should always be secured to prevent falls by lashing the stiles to a scaffold tube with rope or clips. A scaffold tag should be placed near the access point of a scaffold and updated as necessary. If the scaffold is not in use the ladder should be removed or a board can be placed against the rungs and lashed, and the tag removed. Only ladders suitable for electrical work may be used. 3 points of contact should be maintained at all times while ascending or descending ladders 	5	1	5

03	Damaged ladders	Falls from height, serious injuries, death	CSC Personnel	4	5	20	<ul style="list-style-type: none"> Scaffolders must check ladders before use to ensure they are not defective. Visual inspection should be held for rust, wear and tear, loose bolts, cracks, bends, broken parts, etc Damaged ladders will be removed from the workplace immediately and reported. Painted ladders will not be accepted for use. No repairing of ladders, no cello tape, wires or other repair materials should be present on the surface of the ladder. Management to ensure that inspections are carried out and GA3 forms completed weekly. 	5	1	5
04	Untrained and unauthorised personnel	Falls from height	CSC Personnel	4	4	16	<ul style="list-style-type: none"> All operatives must be trained in the safe use of ladders and the associated hazards of working at height. Requestors/Users of scaffolds should ascertain those employees are fit and able to use ladders in a safe manner. Once scaffold has been handed over it is the user's responsibility to correctly use all of the parts of a scaffold (including the ladders) correctly. Unauthorised access to scaffolds and ladders should be prevented. Requestors of scaffolds and ladders should only put to work people that are competent to use the equipment. 	5	1	5

REF	Activity	Hazards	Persons at Risk	Risk S	Before L	Controls R = (SxL)	Existing and additional Risk Control Measures	Risk S	After L	Controls R = (SxL)
05	Ladder Slipping	Injuries from falling from height, death	CSC Personnel	4	5	20	<ul style="list-style-type: none"> The ground base for ladder use must be firm and level. The ladder must be of sufficient length to extend 1.0m above the step - off point when used as access to a scaffold. The correct angle of rest for a ladder is 75 degrees or a base to height ratio 1: 4. Ladders must be secured against slipping by tying at the top or at the bottom. Ladders should be robust, defect free and fit for purpose. Never over-reach from a ladder, move the ladder. Never place tools on the rungs. No more than one person is allowed on a ladder at any one time. 	5	1	5

FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW – provided all control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	
✓			✓		✓	✓	✓		✓

Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:10

Brief Description of Activity/Package:	ELECTRICITY AND ELECTRICAL EQUIPMENT
Ranking Risks	

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur, may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		











Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1			Risk Rating (RR) Matrix		
⇓ Likelihood	Risk Rating						Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5		1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4		6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3		11-15	Medium		
2	10	8	6	4	2		16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1		21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Unsuitable electrical equipment	Electrical shock, Burns Electrocution	CSC Personnel	5	3	15	<ul style="list-style-type: none"> Suitable electrical equipment selected. (max 110 volt for portable electrical equipment - site work) Equipment used and maintained in accordance with the manufacturer's instructions. Regular check of electrical equipment. Regularly check of plugs, leads and sockets to check for wear, fraying or other defects. Faults to be reported and equipment not used till checked by competent person. Maintenance and repair to any electrical equipment to be carried out by competent person. Installation of suitable electrical system by competent person. Electrical system to be periodically checked by a competent person. Trip switches installed in electrical system. 	5	1	5
02	Fire	Injuries, fatality, property damage	CSC Personnel/ Others/ Buildings.	5	5	25	<ul style="list-style-type: none"> All electrical equipment and electrical installations must be installed maintained used and protected as to prevent danger of fire Ensure periodic monitoring and inspection of electrical equipment and installations. Personnel to receive fire awareness training and know where muster points are. 	5	1	5

03	Arc flash	Severe injuries, equipment damage, fatality		4	5	20	<ul style="list-style-type: none"> • Use arc-resistant switchgear and control panels that can contain and redirect arc flash energy away from personnel. • Implement fast-acting relays and breakers to minimize the duration of an arc flash event. • Ensure that live electrical parts are insulated, or barriers are in place to prevent accidental contact. • Regularly maintain electrical equipment to reduce the likelihood of faults that could lead to an arc flash. • Conduct thorough arc flash risk assessments to identify and address potential hazards. • Clearly label equipment with arc flash hazard warning signs and indicate the necessary Personal Protective Equipment (PPE) requirements. • Provide comprehensive training for all employees on arc flash risks, safe work practices, and emergency procedures. • Personal Protective Equipment (PPE): <ul style="list-style-type: none"> • Arc-Rated Clothing • Face Shields and Safety Goggles. • Insulated Gloves and Boots • Hearing Protection 			
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FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW – provided all control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓			✓		✓	✓	✓		

Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:11

Brief Description of Activity/Package:	USE OF PORTABLE ELECTRICAL EQUIPMENT
Ranking Risks	

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		










Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1	Risk Rating (RR) Matrix			
⇓ Likelihood	Risk Rating					Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5	1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4	6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3	11-15	Medium		
2	10	8	6	4	2	16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1	21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Incorrect maintenance	Electrical shock, Burns	CSC Personnel	5	3	15	Suitable electrical equipment selected. (max 110 volt for portable electrical equipment - site work) Equipment used and maintained in accordance with the manufacturer's instructions. Regular check of electrical equipment. Regularly check of plugs, leads and sockets to check for wear, fraying or other defects. Faults to be reported and equipment not used till checked by competent person. Maintenance and repair to any electrical equipment to be carried out by competent person.	5	1	5
02	Electrocution	Burns	CSC Personnel others	5	3	15	Installation of suitable electrical system by competent person. Electrical system to be periodically checked by a competent person. Trip switches installed in electrical system. Visual inspection of equipment will be carried out before use. All equipment found to defective will be switched off and reported immediately. Leads and extension cables will be routed so to minimise the likelihood of damage and trip hazards. Only equipment operating at 110 volts or less will be permitted on site; higher voltages must be authorised in writing by management prior to use.	5	1	5

03	Fire	Burns Property damage	CSC Personnel/ Others/ Buildings.	5	3	15	All electrical equipment and electrical installations must be installed maintained used and protected as to prevent danger of fire Ensure periodic monitoring and inspection of electrical equipment and installations	5	1	5
07	Equipment faults Lack of inspection	Damage to Equipment	CSC Personnel	4	3	12	Faults to be reported and equipment not used until checked by a competent person. All leads to be inspected for faults and PAT tested every 3 months Equipment used and maintained in accordance with the manufacturer's instructions. Electrical system to be periodically checked by a competent person Faults to be reported and equipment not used till checked by competent person	5	1	5

FINAL ASSESSMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW – provided all control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓	✓		✓		✓	✓	✓		

Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:12

Brief Description of Activity/Package:	Use of Drills
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Ranking Risks

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		











Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1			Risk Rating (RR) Matrix		
⇓ Likelihood	Risk Rating						Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5		1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4		6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3		11-15	Medium		
2	10	8	6	4	2		16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1		21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Electrocution	Burns, fatality	CSC Personnel	4	5	20	A visual inspection of equipment will be carried out before use. All equipment found to be defective will be switched off and reported immediately. Leads and extension cables will be routed to minimise the likelihood of damage and trip hazards. Only equipment operating at 110 volts or less will be permitted on site. GUARDS and SAFETY DEVICES are not to be removed or interfered with. All leads to be inspected for faults and PAT tested annually. Equipment used and maintained in accordance with the manufacturer's instructions. Electrical system to be periodically checked by a competent person. Faults to be reported and equipment not used until checked by competent person.	5	1	5
02	Entanglement	Suffocation	CSC Personnel	3	3	15	All loose clothing and long hair to be tied up and prevented from coming in to contact with equipment	3	1	3
03	Fire	Burns, fatalities	CSC Personnel	3	3	25	All portable electrical equipment to be 110 volts, insulated and in good working order. All employees using such equipment will be trained and have the knowledge to use such equipment.	3	1	3

04	Damaged drills or drill bits	Flying object injuries, impact injuries	CSC Personnel	3	4	12	<p>Employees must inspect battery power tools, drill bits etc. before work commences to ensure they are safe to use Safety Health and Welfare at Work (General Application) Regulations 2007</p> <p>Equipment selected is suitable for the task.</p> <p>Operatives are competent to inspect and operate equipment.</p> <p>Faulty equipment should be isolated and be reported, and defective equipment checked by competent person before re-use.</p>	3	1	3
05	Untrained personnel	Injuries	CSC Personnel	3	4	12	<p>All operatives must be trained in the safe use of drills and inspection of equipment. Maintenance as per manufacturer recommendations.</p> <p>Service and repairs to be carried out by a competent person.</p>	3	1	3

FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW – provided all control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓	✓		✓		✓	✓	✓		

Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:13

Brief Description of Activity/Package:	USE OF HAND TOOLS
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Ranking Risks











Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		

Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1	Risk Rating (RR) Matrix			
⇓ Likelihood	Risk Rating					Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5	1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4	6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3	11-15	Medium		
2	10	8	6	4	2	16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1	21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Sharp tools	Injury to hands, feet and body	CSC Personnel	3	3	9	<ul style="list-style-type: none"> Sharp tools are to be carried and used so as not to cause injury to the user or others. Personnel are to be instructed in safe operating techniques Auto retractable type blades should only be used 	3	1	3
02	Lack of PPE	Injuries to eyes, hands and other body parts	CSC Personnel	3	4	12	<ul style="list-style-type: none"> Eye protection is to be provided and used whenever there is a risk of flying particles or pieces of the tool breaking off. Wearing of gloves is mandatory 	3	1	3
03	Object falling from height	Injuries from falling objects	CSC Personnel/ Others	3	4	12	All tools to be tethered while working at height to prevent them from falling on persons or equipment below	3	1	3
04	Faulty tools	Unexpected movement, leading to injury Electric Shock Fire Hazard	CSC Personnel	4	3	12	<ul style="list-style-type: none"> Correct tools suitable for the task to be used Tools provided must be fit for the purpose, the environment in which they are used and be in good working condition. Faults to be reported and equipment not used until checked by competent person. Removing parts and guards off the tools is not allowed. Equipment should be used as per manufacturer's instructions and not modified. 	3	1	3

FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW – provided all control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓			✓		✓	✓	✓		

Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:14
Brief Description of Activity/Package:		Manual Handling			

Ranking Risks











Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur, may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: <i>Previous occurrence</i> <i>Number of persons potentially affected</i>		

Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1			Risk Rating (RR) Matrix		
⇓ Likelihood	Risk Rating						Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5		1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4		6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3		11-15	Medium		
2	10	8	6	4	2		16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1		21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Incorrect assessment of load	Injury to hands, feet, leg injuries	CSC Personnel	3	4	12	Check the characteristics of the load (heavy large unwieldy difficult to grasp or unstable) Assess Physical effort required. (strenuous, twisting movements, unstable posture) Characteristics of the working environment. (space, floor surface, height, temperature etc.) Requirements of the activity (rate of work, over-frequent, prolonged, recovery period, excessive, lifting distances)	3	1	3
02	Incorrect assessment of environment	Neck injuries, back Injuries	CSC Personnel	3	4	12	Use suitable manual handling techniques as per training. Mobile trolleys or pallet trucks will be used wherever practicable for transporting goods. Assess the load and the environment in which the manual handling takes place. Use suitable manual handling techniques. Team lifting to be utilised if required	3	1	3
03	Untrained Personnel	Musculoskeletal injuries	CSC Personnel	3	4	12	All Cork Scaffolding employees will receive manual handling training	3	1	3

FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW – provided all control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓			✓		✓	✓	✓		

Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:15

Brief Description of Activity/Package:	Housekeeping
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Ranking Risks








Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		

Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1			Risk Rating (RR) Matrix		
↓ Likelihood	Risk Rating						Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5		1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4		6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3		11-15	Medium		
2	10	8	6	4	2		16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1		21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Slips trips and falls	Injuries from falling on same level	CSC Personnel	3	4	12	<ul style="list-style-type: none"> Clean as you go policy to be employed. Provide equipment to maintain work areas in a clean and orderly state (bins, cleaning equipment and storage areas) Housekeeping included as component of safe systems of work in method statements. Passageways are not to be obstructed 	3	1	3
02	Lack of PPE	Cuts, Lacerations and abrasions	CSC Personnel	4	3	12	Mandatory site PPE Helmet, Glasses, gloves Safety Boots Hi Vis clothing to be worn and any other PPE required as specified in method statements.	2	2	4
03	Collisions of persons and equipment	Injuries from collisions	CSC Personnel	4	4	16	<ul style="list-style-type: none"> Materials tools or equipment not to be left in passageways or access / egress routes. Hard barriers to be erected to prevent entry of people. 	4	1	4
04	Obstruction by scaffolding parts	Scaffold parts and fittings lying around Laydown areas / storage	CSC Personnel	4	3	12	<ul style="list-style-type: none"> All scaffold fittings to be removed from scaffold when completed for use. Maintain clear access / egress on all walkways Scaffold to be stored correctly in stillages. Scaffold boards to be stored neatly and should be accessible by all workers by suitable access 	3	1	3

FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW – provided all control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓			✓		✓	✓	✓		

Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:16

Brief Description of Activity/Package:	CHEMICALS / PAINTS – HAZARDOUS SUBSTANCES
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Ranking Risks

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		

Severity	Definition	Rating
Slight Injury	Slight injury; no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1			Risk Rating (RR) Matrix		
⇓ Likelihood	Risk Rating						Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5		1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4		6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3		11-15	Medium		
2	10	8	6	4	2		16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1		21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Chemicals inhalation/absorption	Dermatitis Respiratory illness	CSC Personnel	4	3	12	Liaise with Client management to co-ordinate work and determine site conditions and presence of hazardous substances. Material Safety Data Sheets are required for all chemicals that operatives and others may be exposed to.	4	1	4
02	Splashes, contact with skin/eyes	Corrosive burns	CSC Personnel	4	3	12	Appropriate PPE as indicated in risk assessments, MSDS or manufacturer instructions will be provided. PPE to be used and maintained and stored correctly.	4	1	4
03	Highly toxic chemicals	Toxic absorption Acute and chronic illness	CSC Personnel	4	3	12	Efforts should be sought to eliminate the use of substances harmful to health. Management will ensure operatives are provided with information on any hazardous substances they may be exposed to at work and instructed and trained in the safe use of any procedures or equipment that may be required. Management will inspect and monitor any procedures or PPE requirements. Instructions and precautions required by risk assessment. Manufacturer's instructions and SDS are to be carefully followed.	4	1	4

							<div data-bbox="1391 193 1861 703" data-label="Complex-Block"> <h3>GHS Labels</h3>  <p>Oxidizers - Can burn without air, or can intensify fire in combustible materials.</p> <p>Explosives - May explode if exposed to fire, heat, shock, friction.</p> <p>Corrosives - May cause skin burns and permanent eye damage.</p> <p>Gases Under Pressure - Gas released may be very cold. Gas container may explode if heated.</p> <p>Flammable if exposed to ignition sources, sparks, heat. Some substances may give off flammable gases.</p> <p>Toxic to aquatic organisms and may cause long lasting effects in the environment.</p> <p>Toxic material which may cause life threatening effects even in small amounts and with short exposure.</p> <p>May cause serious and prolonged health effects on short or long term exposure.</p> <p>Irritant - May cause irritation (redness, rash) or less serious toxicity.</p> </div> <p>All chemicals should have labels to identify them and to assess the risks associated with them.</p> <p>Pictograms will help to warn people of potential danger from the chemical. These are found on the labels of tins and containers and the SDS sheets for the product.</p>			
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Chemicals - Routes of Exposure



Inhalation

Fumes and vapours can be inhaled into the lungs and enter the blood stream. Wear respiratory protection



Absorption

Avoid all skin contact with chemicals. Always wear the required PPE



Ingestion

When working around chemicals, always wash your hands before eating/drinking/Smoking/going to toilet



Injection











Chemicals can be injected into the body

Through a skin puncture.

Avoid

Treat all Chemicals with care & caution.

FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW –Provided all Control measures are implemented.
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Personnel Protective Equipment									
If required please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓			✓		✓	✓	✓	✓ if required	✓ if required

Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:17

Brief Description of Activity/Package:	Hygiene / Biological Hazards
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Ranking Risks

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5

Note: When applying the likelihood rating, the following aspects should be considered:

Previous occurrence











Number of persons potentially affected

Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1	Risk Rating (RR) Matrix			
⇓ Likelihood	Risk Rating					Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5	1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4	6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3	11-15	Medium		
2	10	8	6	4	2	16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1	21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Poor hygiene	Ill health from bacteria /biological material	CSC Personnel	4	3	12	<ul style="list-style-type: none"> When tasks are interrupted or complete, personnel should thoroughly wash hands, forearms and face with soap and water before eating, smoking or drinking. Cuts, scratches or abrasions should be covered with a waterproof dressing. First aid supplies available Designated waste / refuse areas to be used 	4	1	4
02	Working next to biological reactors	Biological exposure	CSC Personnel	4	3	12	<ul style="list-style-type: none"> Report any damage to client immediately Adhere to emergency procedures and client's response team 	4	1	4
03	Weil's Disease	Exposure to leptospirosis. Fever, headache, muscle aches, vomiting, diarrhea	CSC Personnel	4	3	12	<ul style="list-style-type: none"> Usually associated with rodent urine Good Hygiene practices required. Wash hands thoroughly before meals or smoking. Use facilities and equipment for cleaning hands and face. The presence of rats may not always be evident, so it is important to use PPE clothing and wash hands thoroughly after work is carried out. 	4	1	4

FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW – provided all control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓			✓		✓	✓	✓	✓ if required	✓ if required

Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:18

Brief Description of Activity/Package:	Work with insufficient lighting present
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Ranking Risks











Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		

Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1		Risk Rating (RR) Matrix		
⇓ Likelihood	Risk Rating						Risk Rating	Risk Category	Acceptability
5	25	20	15	10	5		1-5	Very Low	Acceptable
4	20	16	12	8	4		6-10	Low	Tolerable
3	15	12	9	6	3		11-15	Medium	
2	10	8	6	4	2		16-20	High	Unacceptable
1	5	4	3	2	1		21-25	Very High	
									Action
									Controls can be implemented to further minimise the risk
									Effective control measures to minimise the risks should be implemented
									Must be reduced as far as reasonably practicable through appropriate, effective control measures

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Slips Trips and Falls	Sprain, crush injuries	CSC Personnel	4	2	8	Management to ensure suitable lighting conditions exist on site and inspection and maintenance of lighting appliances. Every workplace and access/egress to workplace must be adequately and suitably lighted. Also, where dangerous openings exist Suitable lighting required for workstations.	4	1	4
02	Eye strain, fatigue, work mistakes	Ergonomic injuries, material damage	CSC Personnel	3	2	6	Where natural light is inadequate then portable or other artificial lighting shall be supplied. Artificial lighting must not alter or affect warning signs notices Emergency lighting must be present where lighting failure would create high risk situations.	3	1	3
03	Glare	Limited vision, material damage	CSC Personnel	3	2	6	Lighting must be positioned not to cause glare or shadows Lighting to be installed or connected by competent personnel. Temporary or portable lighting appliances must be regularly maintained. Portable lighting must be protected from impact.	3	1	3

FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW – provided all control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓			✓		✓	✓	✓		

Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:19

Brief Description of Activity/Package:	Noise
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Ranking Risks

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur, may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: <i>Previous occurrence</i> <i>Number of persons potentially affected</i>		











Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1			Risk Rating (RR) Matrix		
⇓ Likelihood	Risk Rating						Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5		1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4		6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3		11-15	Medium		
2	10	8	6	4	2		16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1		21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Noise induced hearing loss	Damaged hearing, loss of hearing	CSC Personnel	3	4	12	<p>First Action Level (Daily noise exposure levels at or above 80 dB (A) or peak sounds above 135db(C) Hearing protection must be provided.</p> <p>Second Action level (Daily noise exposure levels at or above 85 dB (A) or peak sounds above 137db(C) Hearing protection must be provided and worn.</p> <ul style="list-style-type: none"> An assessment shall be carried out by the business for any tasks that are deemed to fall within the scope of the G.A Regulations 2007. A competent person who will instruct the business employees of the control measures it has to enforce. Employer so far as is reasonably practicable will reduce the risk of noise exposure by either eliminating at source or reducing to a minimum. Provide suitable information and training and hearing protection to employees 	3	1	3
02	Tinnitus	Buzzing, phantom noises, neurological damage	CSC Personnel	3	3	9	<p>May be caused by excessive noise, can cause neurological damage resulting in phantom sounds that affect quality of life</p> <ul style="list-style-type: none"> An assessment shall be carried out by the business for any tasks that are deemed to fall within the scope of the G.A Regulations 2007. A competent person who will instruct the business employees of the control measures it has to enforce. Employer so far as is reasonably practicable will reduce the risk of noise exposure by either eliminating at source or reducing to a minimum. 	3	1	3

							<ul style="list-style-type: none"> Provide suitable information and training and hearing protection to employees 			
03	Hygienic use of hearing protection	Infections caused by handling hearing protection in an unhygienic way		3	2	6	<p>Clean Hands Before Use: Always wash your hands thoroughly before handling earplugs or earmuffs. This prevents the transfer of dirt, bacteria, and oils to the hearing protection devices, which could lead to ear infections or discomfort.</p> <p>Regular Cleaning of Reusable Devices: If using reusable earplugs or earmuffs, clean them regularly according to the manufacturer's instructions. This helps to remove earwax, sweat, and other debris that can accumulate and potentially cause infections.</p> <p>Proper Storage: Store hearing protection in a clean, dry case or pouch when not in use. This prevents contamination from dust, dirt, and other environmental factors that could make the devices unhygienic.</p> <p>Avoid Sharing Hearing Protection: Never share earplugs or earmuffs with others. Sharing can lead to the spread of bacteria and infections, as ear canals can harbor germs that may not be visible.</p> <p>Replace Disposable Devices Regularly: Disposable earplugs should be discarded</p>			

							after a single use. Reusing them can lead to a buildup of bacteria and decrease their effectiveness in protecting your hearing.			
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓	✓		✓		✓	✓	✓		

FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW – provided all control measures are implemented.
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Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:20

Brief Description of Activity/Package:	Un-Trained Operatives
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Ranking Risks









Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		

Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1			Risk Rating (RR) Matrix		
↓ Likelihood	Risk Rating						Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5		1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4		6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3		11-15	Medium		
2	10	8	6	4	2		16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1		21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Unsafe actions of un-trained operatives.	Injuries resulting from unsafe actions of un-trained operatives.	CSC Personnel	3	3	9	<ul style="list-style-type: none"> Identify characteristics of work tasks and select people that are competent to work safely. Provision of adequate time and resources allocated to complete work safely. Specific job training is to be provided. Careful supervision of untrained operatives. Management to ensure all employees have relevant health and safety training, that it is repeated periodically and when changes or legislation requires refresher ongoing training and assessment. Operatives must check with supervisor if unsure or concerned about work procedures. Refer to Stop Work Policy. 	3	1	3

FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW – provided all control measures are implemented.
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 <p>Foot Protection</p>	 <p>Ear Protection</p>	 <p>Dust Mask</p>	 <p>Safety Goggles</p>	 <p>Protective Clothing</p>	 <p>High Vis Clothing/Vest</p>	 <p>Head Protection</p>	 <p>Hand Protection</p>	 <p>Face Shield</p>	 <p>Half Face Respirator</p>
✓			✓		✓	✓	✓		

Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:21

Brief Description of Activity/Package:	Driving Company Vehicles
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Ranking Risks











Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		

Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1			Risk Rating (RR) Matrix		
⇓ Likelihood	Risk Rating						Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5		1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4		6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3		11-15	Medium		
2	10	8	6	4	2		16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1		21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Collision with other equipment or personnel.	Serious injuries, property damage, death	CSC Personnel	4	5	20	Daily inspection to vehicle carried out before trip commences to ensure all safety devices are working correctly. All driving to be carried out in a safe manner and within Road speed limits and site speed limits. When reversing Trucks assistance to be given to driver where reasonably practicable to ensure reversing zone is clear of other personal and equipment and traffic. Ensure all loads are secure before commencement of journey	4	1	4
02	People being hit by moving vehicles/Falling from Vehicles/Objects falling from vehicles.	Serious injuries, death	CSC Personnel	5	3	20	All Driving should be planned and executed within Speed limits. Safety Belts to be worn at all times	4	1	4
03	Vehicles overturning, vehicle maintenance	Serious injuries, death	CSC Personnel	5	3	20	Weekly Vehicle checks should be carried out and any defects reported to supervisor. Daily inspection to vehicle carried out before trip commences to ensure all safety devices are working correctly. Management to ensure all employees possess a relevant Driving licence and health and safety training and it is repeated periodically and when changes or legislation requires.	5	1	5
04	Fire	Burns, property damage	CSC Personnel	5	3	15	Trucks to have fire extinguisher available in the event of a fire.	5	1	5

FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW – provided all control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓			✓		✓	✓	✓		

Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No: 22

Brief Description of Activity/Package:	Potential Hand and finger injury from scaffolding operations
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Ranking Risks

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		

Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1	Risk Rating (RR) Matrix			
⇓ Likelihood	Risk Rating					Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5	1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4	6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3	11-15	Medium		
2	10	8	6	4	2	16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1	21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Scaffolding operations	<p>Amputation</p> <p>Lacerations</p> <p>Hand injuries</p> <p>Crush and pinch injuries.</p> <p>Chemical splash injury</p> <p>Heat injury</p> <p>Splinter injuries</p>	Scaffolder G.O. Drivers	3	3	9	<ul style="list-style-type: none"> • Appropriate Gloves: Always wear gloves rated to EN 388 standards. For high-risk tasks, use cut level 5 gloves to protect against cuts, punctures, and abrasions. • Proper Fit: Ensure gloves fit snugly to maintain dexterity and prevent snagging on scaffolding components or tools. • Regular Checks: Inspect gloves before each use for signs of wear, tears, or other damage. Replace gloves immediately if they are compromised. • Cleanliness: Keep gloves clean and dry to maintain grip and avoid skin irritation. • Stay Vigilant: Always keep your eyes on your hands when working near moving parts, such as winches or other mechanical equipment. • Safe Positioning: Avoid placing hands in pinch points or areas where they could be caught between scaffold components. 	3	1	3



EN 388
1234BP











1. ABRASION RESISTANCE
2. CUT RESISTANCE, COUP TEST
3. TEARING STRENGTH
4. PUNCTURE RESISTANCE
5. CUT RESISTANCE, TDM TEST ISO 13997
6. IMPACT PROTECTION



Hand and Finger Last Minute Safety Check

- **CHECK:** where are your hands going to be during the task?
- **CHECK:** Are your hands exposed to any pinch points?
- **CHECK:** Are your hands exposed to any objects that can strike against your hands?
- **CHECK:** Are your hands exposed to any objects that your hands can strike against?
- **CHECK:** Are your hands exposed to any heat sources?
- **CHECK:** Are your hands exposed to any chemicals?
- **CHECK:** Are your hands exposed to any sharp objects that can cause cuts or punctures?
- **CHECK:** Are your hands at risk from sprains or strains due to excessive force?
- **CHECK:** Be aware of the position of your hands and fingers. If you can't see where you're putting them stop the job and reassess.
- **CHECK:** do you have the correct gloves for the task and hazards?
- **CHECK:** Take time to think about where you are putting your hands. Look before moving or placing your hands

FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW –Provided all Control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓			✓		✓	✓	✓		

Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:23

Brief Description of Activity/Package:	Confined Spaces
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Ranking Risks

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		

Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1			Risk Rating (RR) Matrix		
⇓ Likelihood	Risk Rating						Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5		1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4		6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3		11-15	Medium		
2	10	8	6	4	2		16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1		21-25	Very High		











REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Entering a confined space	High probability of death or serious injury	CSC Personnel	5	4	20	<p>Individuals who enter a confined space must:</p> <ul style="list-style-type: none"> • Complete the required training and become certified in Confined Space entry. • Participate in any lockout of hazardous energies required to enter the confined space. • Know potential hazards and hazard controls of the space to be entered and have knowledge of all operations to be performed in a particular space. • Be alert for signs and symptoms of exposure to hazardous atmospheric conditions. • Wear required PPE and know how to inspect PPE for damage. • Read the Permit and agree to accept and abide by its conditions. • Maintain contact with the Attendant. Notify the Attendant of a self-initiated evacuation of a confined space • Exit a confined space if: <ul style="list-style-type: none"> a. instructed by an attendant b. An alarm is activated c. Danger is perceived <p>Clean up the area upon completing work.</p>	5	1	5

02	Blocked exit routes Collapse of confined space Slips, trips, falls	High probability of death or serious injury	CSC Personnel	5	4	20	Any works requiring access to a confined space require high degree of planning. No personnel are to access a confined space without access permit, relevant training and PPE. Stand-by person must remain on the outside of the confined space and be in constant contact with those inside the confined space. He/she will ensure the access route remains clear and safe. Lighting will be provided to all employees to access their workstation safely. Task Lighting or additional light will be provided as intrinsically safe. No heavy Plant or Machinery to cross over space or any within distance of space liable to compromise safety or integrity. Specific method statement and risk assessment(s) to be compiled and communicated to operatives prior to commencing works.	5	1	5
03	Oxygen Depletion Hazardous Gas Build up	High probability of death or serious injury Asphyxiation	CSC Personnel	5	4	20	Confined space must be purged and tested prior to entry. A calibrated Meter must be present within the confined space to alert the standby person of danger. Confined Space Entry Training is required for all persons entering confined space including use of a gas monitor. Means of rescue needs to be implemented quickly to preserve life.	5	1	5
04	Explosive risk Explosion Fire	High probability of death or serious injury	CSC Personnel	5	4	20	All ignition sources are prohibited in confined spaces. If sources such as welding or cutting equipment are present, a Hot Work permit must be obtained. When open flame must be used in confined spaces; extra	5	1	

							precautions must be put in place to ensure adequate ventilation.			
05	Lack of training	High probability of death or serious injury	CSC Personnel	5	4	20	Training is required to ensure safety. The intent is to ensure that all persons working in confined space areas are aware of and understand the risks and arrangements for their safety. Training is provided by an external training provider (Competent/Qualified Person) and documented by the HR Dept. All employees should be trained on the hazards associated with each operation that they work on or with. These hazards should be documented within the standard operating procedure for each operation or task the employee is expected to perform. As well as making the employee aware of the hazards they should be fully aware and understand the controls that are in place to safeguard them against harm.	5	1	5
06	Unusual conditions within the confined space	High probability of death or serious injury	CSC Personnel	5	4	20	Open chemical or gas lines within the confined space must be isolated by blanking or blinding; by misaligning or removing sections of lines, pipes, or ducts; or by using a double-block and bleed system. Before beginning work in these spaces, disconnect the lines that may allow hazardous materials to enter, or take other precautions to prevent such materials from entering these areas. For example, take the lines apart, cap the ends, and insert a blank between the flanged connections. Be sure that the blank is strong enough to handle the pressure	3	1	3

							<p>build-up if a pump is accidentally turned on.</p> <p>Associated pumps and other auxiliary equipment must be locked out prior to entry.</p> <p>Isolate and lock out or tag any other hazardous energy sources (e.g., electrical and mechanical hazards, water lines or pipes, and compressed air to prevent engulfment or injury from impact) to prevent possible injury to Entrants.</p>			
07	Lack of rescue or inadequate rescue response including rescue equipment	High probability of death or serious injury	CSC Personnel	5	4	20	<p>If an emergency arises in the need to perform entry rescue, the following procedures will be implemented:</p> <p>THE ATTENDANT WILL NOT ENTER THE SPACE TO PERFORM THE RESCUE.</p> <ul style="list-style-type: none"> The Attendant will contact the Site Emergency Response Team and or the Fire Brigade Using retrieval devices (body harness with extraction device, etc.), the Attendant will attempt to perform non-entry rescue of the Entrant. First Aid/CPR will be administered by a trained individual, as required, after the Entrant is removed from the space. No unauthorized personnel will be allowed to attempt a confined space entry. <p>To ensure safe entry conditions and to ensure that potential rescue operations are successful, all the necessary entry and rescue equipment must be present and in place prior to any entry into the confined space.</p>	5	1	5

FINAL ASSESSMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW – provided all control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection		 Half Face Respirator
✓			✓	✓	✓	✓	✓	✓	✓

Project / Location	Cork Scaffolding Yard Office and Site Offices			Project No:	All
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:24

Brief Description of Activity/Package:	Office Safety
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Ranking Risks

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		











Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1				
⇓ Likelihood	Risk Rating						Risk Rating	Risk Category	Acceptability
5	25	20	15	10	5		1-5	Very Low	Acceptable
4	20	16	12	8	4		6-10	Low	Tolerable
3	15	12	9	6	3		11-15	Medium	
2	10	8	6	4	2		16-20	High	Unacceptable
1	5	4	3	2	1		21-25	Very High	
									Action
									Controls can be implemented to further minimise the risk
									Effective control measures to minimise the risks should be implemented
									Must be reduced as far as reasonably practicable through appropriate, effective control measures

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
1	Housekeeping	Slips, Trips and Falls	Office Personnel Visitors	3	3	9	No equipment should be stored under stairwells, on landings, access ways or stairs. Training of all employees on the safe storage of surplus equipment, archive boxes and files. Unused equipment, i.e. old computers, equipment and combustible material to be stored in safely when not in use. All areas of access, hallways, stairs, corridors to be kept clear of equipment and materials. Cable management must be maintained in every office location. Pull cords from blinds are to be kept in a neat and orderly fashion.	2	1	2
2	Electrocution	Death, Serious Physical Injury	Office Personnel Visitors	4	5	20	Follow safety instructions as for all electrical equipment. RCD units on all circuit breakers controlling power sockets for all electrical equipment that is connected. Seek assistance from the building maintenance department if required for electrical faults.	4	1	4
3	Floor Condition	Slips, Trips and Falls Minor / Serious Physical Injury	Office Personnel Visitors	3	3	9	Clean all spillages of material on floors as and when they happen. Ensure that all electrical cables are secure and do not represent a trip hazard. Replace or Repair all torn and/or damaged carpets, floor coverings of tiles. Ensure that stairs and emergency access ways are well lit and emergency lighting is in place.	2	1	2

4	Storage	Back injuries, Cuts, Bruises	Office Personnel Visitors	3	3	9	<ul style="list-style-type: none"> Adequate storage needs to be supplied in all offices. Instruction on proper storage techniques Files, particularly archive files need to be stored in designated storage facilities / areas. Storage of archive boxes on cabinets needs to be avoided. Storage of archive boxes needs to be stored at waist height if possible. 	2	1	2
5	Heating & ventilation	Discomfort, Heat stress, Infections, Headaches	Office Personnel Visitors	3	3	9	<p>Air conditioning provided to all office areas, natural ventilation provided to all external offices. Central heating supplied throughout all offices.</p> <p>Windows to be maintained on regular basis to ensure ease of operation.</p> <p>Regular servicing of central air-conditioning system by contractors to ensure safe operation.</p>	1	1	1
6	Lighting	Possible fall on same level Discomfort, Headaches	Office Personnel Visitors	4	2	8	<p>Ensure that stairs and emergency access ways are well lit and emergency lighting is in place.</p> <p>Employees to report damaged lighting.</p> <p>Ergonomic assessments completed for all offices. Provision of anti-glare screens for VDU users who request same.</p> <p>Training of all employees in the safe use and design of a workstation layout to take advantage of natural light.</p>	1	1	1

FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW – provided all control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓									

Project / Location	Cork Scaffolding Yard Office and Site Offices			Project No:	All
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:25

Brief Description of Activity/Package:	Adverse Weather
Ranking Risks	

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5

Note: When applying the likelihood rating, the following aspects should be considered:

Previous occurrence

Number of persons potentially affected



Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1	Risk Rating (RR) Matrix			
⇓ Likelihood	Risk Rating					Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5	1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4	6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3	11-15	Medium		
2	10	8	6	4	2	16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1	21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
1	High Winds	Flying materials. Loss of control when handling materials. Persons blown from platforms. Scaffold or MEWP collapse.	Employees / Subcontractors / Client Staff and Public.	4	4	16	<ul style="list-style-type: none"> Materials should be stored in stillage's or bins when not in use. Foreman to ensure that work area has been inspected when high winds are forecast to ensure that no loose materials are left lying around. Exposed scaffold lifts must have scaffold boards secured. Only work at height if safe to do so. Supervisor to coordinate with others in the event of adverse weather. Competent person to inspect ties and scaffolding structure after high winds to establish if still fit for purpose. Weekly Scaffold Inspection form must be completed after adverse weather. 	5	1	5
2	Lightning	Serious Personal injury. Electric shock Fatality	Employees / Subcontractors / Client Staff and Public.	4	5	20	<ul style="list-style-type: none"> External work must never be carried out during periods of lightning. Personnel are not to access scaffold during lightning storms. Review the weather conditions before progressing to access roof and external areas. 	5	1	5
3	Rain	Flooded sites Slips / Covered Obstacles Slips / Mishandling of materials	Employees / Subcontractors / Client Staff and Public.	3	4	12	<ul style="list-style-type: none"> Foreman to assess If there is a danger of materials falling. works should be suspended until conditions improve. Take care when working in rain as to avoid slips, etc. Suitable PPE (Raingear) to be provided. Ensure ground is pumped clear of flooded areas report all areas where flooding occurs. Do not walk through flooded areas as unknown 	3	1	3

							ground/objects may be stepped on.			
4	Extreme heat temperatures	Serious Personal injury. Sunstroke / Heat Exhaustion	Employees / Subcontractors / Client Staff and Public.	4	4	16	<ul style="list-style-type: none"> Employees should apply high factor sun cream (F30+) and keep skin covered. Try to work in shaded area. Water should be consumed frequently to avoid dehydration. Keep head and exposed skin covered if possible, to prevent sun burn. Ensure you remain suitably hydrated to replace fluids lost. Consider indoor work as an alternative particularly during the warmest part of the day 11.00 to 16.00. 	3	1	3

FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	Overall Risk Rating:	LOW – provided all control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓			✓	✓	✓	✓	✓		

Project / Location	Cork Scaffolding Yard			Project No:	All
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:26

Brief Description of Activity/Package:	Use Of Dewalt Chop saw in Yard
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Ranking Risks

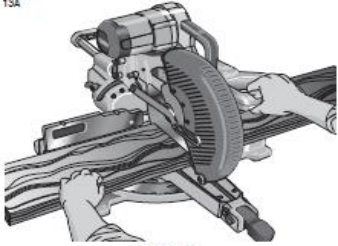
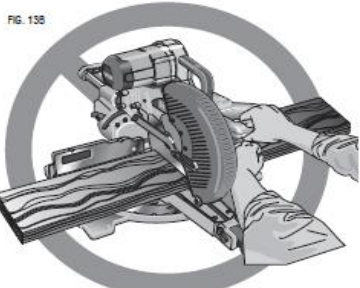
Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		

Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5











Severity ⇒	5	4	3	2	1			Risk Rating (RR) Matrix		
↓ Likelihood	Risk Rating						Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5		1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4		6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3		11-15	Medium		
2	10	8	6	4	2		16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1		21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Saw set up incorrectly	Laceration injuries	Operator, others	4	4	16	<p>The chopsaw is mounted on a stand. The stand can be adjusted to suit the cutting of long lengths of timber. Slide the extender in or out to suit the timber piece being cut.</p> <p>Ensure that the saw and bench are set up in a suitable and well ventilated location.</p> <p>The saw needs to be connected to a power source with a 220v supply. Check the cable and plug.</p> <p>If an extension cable is required, check that cables are undamaged and fit for use and that a trip switch is working. An accidental start up can cause injury. 2 people are required to reposition /relocate the bench and saw as the saw is liable to roll over and fall when lifted from the ground.</p> <p>Do not interfere with or remove guards. Keep work area clean and tidy.</p>	4	1	4
02	Cutting timber	Amputations of digits Hand injury	Operator	4	4	16	<p>Wear all PPE.</p> <p>Safety glasses</p> <p>Ear defenders</p> <p>Cut proof Level D and above gloves.</p> <p>Keep both feet firmly on the floor and maintain good balance.</p> <p>Familiarise yourself with the saw and if necessary, do dry-runs(unpowered) to find the position of the blade on the timber.</p> <p>Place the timber flat on the saw against the edge fence of the saw and secure it. Mark the timber to size it. Check for nails, screws, metal and concrete and remove prior to cutting.</p> <p>Keep hands clear of blade and press the trigger to get the blade to the required speed. Do not force the cut.</p>	4	1	4

							<p>As your hand makes contact with the handle trigger switch it will release the guard lock that covers the blade and the guard will turn to expose the blade. Bring the blade down gently on to the timber and cut while at all times keeping the hands clear of the cutting zone. Keep right hand on RHS of Machine and left hand on LHS of machine. Never cross hands over to opposite side (as per Diagram below). Pull back the handle to draw the blade across the timber and keep hands out of the cutting zone.</p> <p>When timber is cut, release the trigger to allow the blade guard to retract.</p> <p>When finished cutting operations, remove the power source by unplugging the machine. Remove all cables from floor. Remove sawdust from floor.</p> <p>Stay alert and watch what you are doing. Do not use the machine if you are tired or under the influence of intoxicants or prescription medicine.</p>			
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							<p>FIG. 13A</p>  <p>PROPER CUT</p> <p>FIG. 13B</p>  <p>IMPROPER CUT</p>			
03.	Entanglement	Suffocation	Operator	4	4	16	<p>Remove any item of clothing or jewellery that can become entangled such as neck ties, hooded pull strings, Chains, loose sleeves etc. Tie back long hair. No Under 18's are allowed to use the machine.</p>	4	1	4

FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	Overall Risk Rating:	LOW – provided all control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓	✓	✓	✓		✓	✓	✓	✓	

Project / Location	Cork Scaffolding Sites			Project No:	All
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:27

Brief Description of Activity/Package:	Shrink Wrapping Scaffold Structures
Ranking Risks	

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		

Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5











Severity ⇒	5	4	3	2	1			Risk Rating (RR) Matrix		
⇓ Likelihood	Risk Rating						Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5		1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4		6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3		11-15	Medium		
2	10	8	6	4	2		16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1		21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
1	Fire and Hot Works	Risk of fire Combustion Ignition Explosion	All on site	5	4	20	<p>Hot works permit to be obtained and all conditions to be complied with.</p> <p>Fire watch on standby. 2-hour fire watch after hot works have ceased.</p> <p>Inspect area afterwards.</p> <p>Close all doors on nearby stores/workshops before commencing hot works.</p> <p>Co2 /powder extinguishers in place and ready to use. Site ERT informed of Hot works prior to starting.</p> <p>Cover drains and foliage/branches of adjacent trees to be removed.</p> <p>Remove all combustible material within 6-meter radius.</p> <p>All LPG bottles stored in well ventilated areas and placed on a trolley.</p> <p>Torch checklist of Hot Works Procedure to be completed in advance.</p> <p>Bottles to be turned off when not in use. Inspect bottles, hoses, valves, heat gun before using to identify potential defects.</p>	5	1	5
2	Use of Shrink-wrapping torch gun	Risk of burn injury	Shrink wrapper operators	5	4	20	Only Trained operatives to carry out shrink wrap operations. Use torch	5	1	5

							<p>with quick release trigger which shuts off flame.</p> <p>PPE to be worn- Heat resistant welding gauntlets, safety glasses and long sleeves.</p> <p>Heat tool not to be pointed in a person's direction.</p> <p>Restrict unauthorised persons access to area.</p>			
3	Shrink wrapping in outdoor weather	Risk of injury from hazardous weather	Shrink wrapper operators	5	3	15	<p>Check weather forecasts.</p> <p>Do not start if wind exceeds 20 mph.</p> <p>Avoid wrapping during high wind.</p> <p>Avoid wrapping during rain.</p>	5	1	5
4	Working from MEWP to install Shrink wrap	Risk of injury/death to MEWP operator	MEWP Operator	5	4	20	<p>Only Trained operatives to use MEWPs.</p> <p>Inspect machine and complete inspection checklist prior to use.</p> <p>Check ground conditions to note any obstructions, drains etc.</p> <p>Operatives to use restraint lanyard inside MEWP.</p> <p>Use spotters and barriers as necessary.</p>	5	1	5
5.	Clean up of area after completion of shrink wrapping	Slips trips and falls	Operatives and others	5	3	15	<p>Remove all waste materials from task area.</p> <p>Patrol area and clean as you go.</p> <p>Keep tools and gas bottle tidy, upright and prevent from falling by</p>	5	1	5

							<p>means of tying to physically safe structure.</p> <p>Ensure items are secure against uplift in wind.</p> <p>No substances hazardous to health will be used.</p>			
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FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	Overall Risk Rating:	LOW –Provided all Control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓			✓		✓	✓	✓		

Project / Location	Cork Scaffolding Sites			Project No:	All
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:28

Brief Description of Activity/Package:	Use of Sabre Saw (Hilti Reciprocating Saw)
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Ranking Risks

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		

Severity	Definition	Rating
Slight Injury	Slight injury; no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Severity ⇒	5	4	3	2	1	Risk Rating (RR) Matrix				
⇩ Likelihood	Risk Rating					Risk Rating	Risk Category	Acceptability	Action	
5	25	20	15	10	5	1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk	
4	20	16	12	8	4	6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented	
3	15	12	9	6	3	11-15	Medium			
2	10	8	6	4	2	16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures	
1	5	4	3	2	1	21-25	Very High			

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Use of Sabre Saw Incorrect use Incorrect fitting of blade	Amputation Lacerations Eye injury Hand injuries	Injury to operator	5	3	15	<p>Wear appropriate PPE before using the saw- (Cut-proof gloves, safety glasses and helmet).</p> <p>Use both hands to hold the saw when cutting.</p> <p>Adhere to manufacturer's instructions</p> <p>Supervisor will review manufacturer's instructions with operator clearly communicating safety requirements.</p> <p>Avoid backing the saw out of the cut. Do not force the cut by pressing down too hard and let the blade do the work. Clean and sharp blades work best. Change blades when they become dull/blunt/damaged.</p> <p>Disconnect power source (Remove battery) when changing blade or parts in machine. No unauthorised personnel should be allowed in the vicinity of the machine when in use. Exclusion zone with hard barriers and safety signage posted warning others of hazards. Keep hands away from blade and always look at the task in hand. STOP the machine before wiping down any material. Do not lean into or reach across the machine at any time when in use.</p> <p>Do not reach under or around the stock being cut. Do not use when tired.</p>	4	1	4

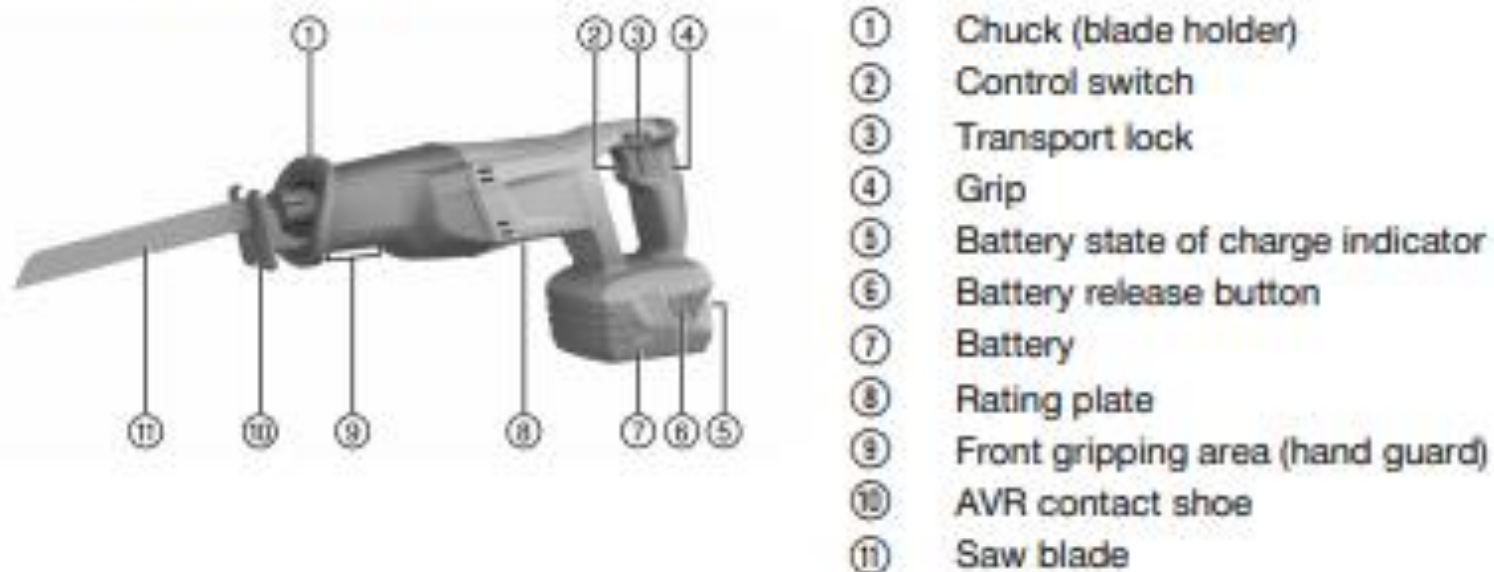
							<p>Always keep hands and fingers clear of the blade.</p> <p>Keep your eyes on the task and maintain concentration.</p>			
02	Poorly maintained plant Equipment failure	Electrocution. Bodily injury	Injury to operator	5	3	15	<p>Operator will check to ensure equipment is in good order and guards are fitted on plant. Equipment should be checked prior to use by operator. Ensure controls, leads/plugs/cables are in perfect working order. Damage or deficiencies to be reported.</p> <p>Damaged tools will be removed from service until repaired or replaced.</p>	4	1	4
03	Fire risk	Burns Explosion risk	Injury to operator Injury to others Property Damage	5	3	15	<p>Do not operate the machine in explosive atmospheres, e.g., in the presence of flammable liquids, gases or dust as this machine may create a spark. A hot-works permit will be obtained where necessary. Two extinguishers and fire blanket to be located as close as possible to machine.</p> <p>Remove or cover with fire blanket all combustible material. Contain sparks as much as possible to reduce the risk of fires.</p> <p>A fire watch should be put in place for 60 minutes after hot works if there is combustible material nearby or if it is a condition of a permit.</p> <p>Do not expose batteries to high temperatures, direct sunlight or fire.</p>	4	1	4

04	Entanglement with clothes		Injury to operator	4	4	16	Loose clothing must be tied up, long hair put under hard hat and all hanging jewellery removed including scarfs, hoodies with draw strings and ensure hi-vis vests are correct size and fully closed. Care must be taken to avoid gloves becoming entangled in moving parts. Always keep moving parts away from the body. Isolate any damaged machine parts or poorly maintained tools.	3	1	3
05	Securing items being cut when using the Hilti saw	Cuts Lacerations	Injury to operator	4	3	12	Ensure that all materials being cut using the Sabre saw are braced so to be secure in the event of the blade jamming or kick back and to ensure that the materials do not move while being cut. Also ensure that the materials do not become unstable when the off-cut piece comes away after being cut.	4	1	4
06	Works Area with other personnel adjacent. Noise	Cuts and abrasions. Hearing damage.	Injury to operator Injury to others	3	3	9	When using Sabre saw the works areas are to be cordoned off to exclude non-essential personnel. Work area to be coordinated with PSCS and others. Hearing protection to be worn by operator and personnel in the vicinity of the works.	3	1	3
07	Risk of injury by inadvertent starting	Cuts	Injury to operator	3	4	12	Before inserting the battery, make sure the product is switched off. Remove the battery before making any adjustments or before changing accessories	3	1	3

Hilti SR 4-A22 Reciprocating Saw

3 Description











3.1 Product overview 1



Link Address below for instruction manual.

[https://www.hilti.ie/media-canonical/PUB_5408547_000_APC_RAW/Operating%20Instruction%20SR%204-A22%20\(01\)](https://www.hilti.ie/media-canonical/PUB_5408547_000_APC_RAW/Operating%20Instruction%20SR%204-A22%20(01))

FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	Overall Risk Rating:	LOW –Provided all Control measures are implemented.
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Personnel Protective Equipment									
If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	 Half Face Respirator
✓	✓		✓		✓	✓	✓		

Project / Location	Cork Scaffolding Yard and Construction Sites			Project No:	
Assessment Date:	Jan 2025	Assessed By	Karen Mc Evoy	HAZARD – RISK ASSESSMENT	No:29

Brief Description of Activity/Package:	MEWP Operations
Ranking Risks	

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5
Note: When applying the likelihood rating, the following aspects should be considered: Previous occurrence Number of persons potentially affected		

Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5











Severity ⇒	5	4	3	2	1			Risk Rating (RR) Matrix		
⇓ Likelihood	Risk Rating						Risk Rating	Risk Category	Acceptability	Action
5	25	20	15	10	5		1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
4	20	16	12	8	4		6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
3	15	12	9	6	3		11-15	Medium		
2	10	8	6	4	2		16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
1	5	4	3	2	1		21-25	Very High		

REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
1	Falls of persons working from platform	Death, Serious Physical Injury	MEWP Operator and passenger	5	5	25	<ul style="list-style-type: none"> Only trained and competent personnel to operate the Scissor Lift/MEWP. Inspect machine prior to use. No overreaching from platform, both feet to be always on the deck No one is allowed to stand on the toe board or hand railing of the Scissor Lift or to place a board on the handrails or toe board to gain extra height. MEWP is NOT to be used as a crane Ensure that all operators wear suitable fall protection PPE, anchored within the platform while working in an elevated platform. Ensure that all fall protection/work restraint systems for use on a MEWP are selected by a competent person. (A work restraint system for use on a MEWP should normally be a combination of a full body harness (BS/EN361) and a lanyard (BS/EN 354) - not normally shock-absorbing). Do not move the machine with the platform in a raised position, unless designed to do so. 	5	1	5

							<ul style="list-style-type: none"> Beware of obstacles protruding from nearby structures. 			
2	Using MEWP on potentially poor ground Conditions	Serious Physical Injury	MEWP Operator and passenger	5	4	20	<ul style="list-style-type: none"> Operator to ensure that the ground surface is suitable, able to support the Scissor Lift and level in order to operate the MEWP. Scan area for manholes, temp covers, service ducts, holes etc. 	5	1	5
3.	Slipping and falling within the MEWP		MEWP Operator and passenger	3	3	9	<ul style="list-style-type: none"> Keep the platform tidy and free of materials. Clean the platform completely at end of work. Do not use a MEWP as a crane. Secure MEWPs when left unattended, to prevent unauthorised use especially at the end of the working day. 	3	1	3
4.	Hurting adjacent workers or damaging property		Others	5	4	20	<ul style="list-style-type: none"> Spotter to be in place at all times. Barriers to be in place warning people of operations and preventing people from entering area surrounding and under the machinery. 	5	1	5
5.	Use of un-inspected MEWP		MEWP Operator and passenger	5	4	20	<ul style="list-style-type: none"> Ensure a MEWP has a thorough inspection by a competent person at least once every six months. Keep a copy of the GA1 in the machine 	5	1	5

							available for inspection. <ul style="list-style-type: none"> • Inspections may be more frequent depending on the use and operating conditions, and intervals should be stated in the examination schedule. • Carry out daily and weekly inspection. 			
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FINAL ASSESMENT:	Safe to proceed provided all appropriate control procedures are in place.	OVERALL RISK:	LOW – provided all control measures are implemented.
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Personnel Protective Equipment If required, please tick the box									
 Foot Protection	 Ear Protection	 Dust Mask	 Safety Goggles	 Protective Clothing	 High Vis Clothing/Vest	 Head Protection	 Hand Protection	 Face Shield	
✓			✓		✓	✓	✓		✓

Acknowledgement of Safety Statement

I understand my health & Safety responsibilities as outlined. I undertake to comply with all requirements of the Company Health & Safety Statement, and I acknowledge that I have been afforded the opportunity of asking questions on any point of which I was unsure. I on-line portal facility at any time of my choosing. I certify that I have had the attached Company Safety Statement communicated to me. I acknowledge the existence of such a document and its ready availability to me acknowledge that the Statement is also available for reading on the portal.

Date	Employee Name	Signature

Acknowledgement of Safety Statement

I understand my health & Safety responsibilities as outlined. I undertake to comply with all requirements of the Company Health & Safety Statement, and I acknowledge that I have been afforded the opportunity of asking questions on any point of which I was unsure. I on-line portal facility at any time of my choosing. I certify that I have had the attached Company Safety Statement communicated to me. I acknowledge the existence of such a document and its ready availability to me acknowledge that the Statement is also available for reading on the portal.

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Date	Employee Name	Signature

Appendix 1

Induction Training Procedure

On taking up employment with Cork Scaffolding (CSC) Ltd employees will receive induction training. This training will be presented by the safety officer/supervisor with the necessary qualifications and experience needed to deliver the training effectively.

Induction training will cover the following subjects.

- Aims / objectives of the Company
- Operating procedures of the business

The area of the induction training broken down in this section refers to safety awareness and responsibilities. This section will cover the following areas:

- Legal responsibilities of the employer (Common law and Statutory duty)
- Legal responsibilities of the employee giving examples
- Introduction to the Safety Statement
- Introduction to the fire and emergency evacuation procedures
- Instruction on reporting accidents and incidents.
- Introduction to the First Aid system.
- Introduction to safety rules
- Introduction to Disciplinary and Corrective Action Process

In relation to training, it will be important for Cork Scaffolding (CSC) Ltd to maintain records in relation to all training provided, including copies of attendance records and certification, where appropriate. Specific site inductions will also be communicated to Cork Scaffolding employees. Records of these inductions are kept in each site safety file. Copies of course programs and Instructor qualifications are also important and are relevant legally in the event of accident or injury occurring in the workplace.

Appendix 2

[illegible]

Appendix 3

TRAINING MATRIX

SITE PERSONNEL					
TRAINING	EXPIRATORY DATE OF TRAINING				
Safe Pass					
Induction					
Abrasive Wheel					
Fire Extinguisher					
First Aid					
Scaffold (CSCS)					
Manual Handling					
MEWP					
Mobile Tower					
Safety Harness					
Other					

Appendix 4

The table below shows the recommended contents of First Aid boxes and travel kits.

Materials	First Aid Travel Kit Contents	First Aid Box Contents		
		1-10 persons	11-25 persons	26-50 persons
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cm's)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cm's)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cm's)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Examination Gloves Pairs	3	5	10	10
Sterile water where there is no clear running water	2x20mls	1x500mls	2x500mls	2x500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10x10cm's)	1	1	1	1
Water Based Burns Dressing Large	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

NOTE: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken. **Eye bath / eye cups / refillable containers should not be used for eye irrigation.**

Appendix 5

Cork Scaffolding (CSC) Ltd PERSONAL PROTECTIVE EQUIPMENT REGISTER											
Name	Date	Helmet	High Visibility Vests	Safety Boots	Safety Glasses	Goggles	Ear Protection	Gloves	Respiratory Protection	Signature	Issued By

Appendix 6

GA3 - Report of Results of Inspections of: Work Equipment for Work at a Height

* Must specify details of any matters identified that could give rise to a risk to the safety or health of any employee.



Name of person (or company) for whom the inspection was carried out:

Address where inspection was carried out (site or other workplace):

Location & Description of Equipment & any Identification Numbers / Marks	Date and Time of Inspection	Results of Inspection* including defects & locations	Details of any corrective actions taken	Details of any further action necessary	Name and position of person making inspection	Signature of person who made inspection

Day to Day Management of the scaffolding is the responsibility of the contractor responsible for the site.

This form may be used to assist in compliance with the Safety Health and Welfare at Work (Work at Height) Regulations 2006 Regulation 11 – Inspection of Work Equipment of in relation to scaffolds, guard-rails, toe-boards, barriers or similar means of protection, fixed and mobile. working platforms, nets, airbags or other collective safeguards for arresting falls, personal fall protection systems, work positioning systems, rope access and positioning techniques fall arrest systems, work restraint systems and ladders. Other equivalent forms may also be used. This form does not substitute for reports of thorough examination of lifting equipment that may be required under other statutory provisions.

**Safety Health and Welfare at Work (Work at Height) Regulations 2006 – Regulation 11
Inspection of work equipment.**

- (1) This Regulation applies only to work equipment to which Regulation 7 and Schedules 2 to 6 apply.
- (2) An employer shall ensure that, where the safety of work equipment depends on how it is installed or assembled, it is not used after installation or assembly in any position unless it has been inspected in that position.
- (3) Without prejudice to paragraphs (2) and (4), an employer shall ensure that work equipment is exposed to conditions causing deterioration that is liable to result in dangerous situations is inspected –(a) at suitable intervals, and
(b) where exceptional circumstances have occurred that are liable to jeopardise the safety of the work equipment, as soon as practicable following these exceptional circumstances.
- (4) Without prejudice to paragraph (2), an employer shall ensure that a working platform –
(a) used for construction work, and
(b) from which an employee could fall 2 metres or more, is not used in any position unless it has been inspected in that position within the previous 7 days or, in the case of a mobile working platform, inspected on the site, within the previous 7 days.
- (5) A person carrying out an inspection of work equipment to which paragraph (4) applies shall –
(a) promptly prepare a report containing the specified in Schedule 7, and
(b) within 24 hours of completing the inspection, provide the report, or a copy thereof, to the person on whose behalf the inspection was carried out.
- (6) An employer receiving a report under paragraph (5) shall keep the report or a copy thereof –
(a) at the site where the inspection was carried out until the construction work is completed, and (b) thereafter, at an office of the employer.
- (7) An employer shall ensure that no work equipment under his or her control is used in another place of work, unless it is accompanied by evidence that the last inspection required to be carried out under this Regulation has been carried out.
- (8) An employer shall ensure that the result of an inspection under this Regulation is recorded and kept available for inspection by inspectors of the Authority for 5 years from the date of inspection.
- (9) Subject to paragraph (10), in this Regulation “inspection” means such visual or more rigorous inspection by a competent person as is appropriate for safety purposes and includes any testing appropriate for those purposes.
- (10) Where a thorough examination has been made of lifting equipment under a specific requirement of any of the relevant statutory provisions
(a) it shall for the purposes of this Regulation, other than paragraph (4), be treated as an inspection of the lifting equipment, and
(b) where a report of such examination has been prepared under the relevant statutory provisions this report of examination shall for the purposes of paragraph (8) be treated as the recording of the inspection

Appendix 7

Emergency Rescue from Height Procedure

General

Rescues may become necessary following falls from height in many scenarios, some of these scenarios are as follows: -

1) Falls whilst erecting, dismantling or working from the following types of scaffold structures: -

- i. Independent Scaffolds
 - ii. Birdcage Scaffolds
- Fatigue
 - Individuals with Cardiovascular or respiratory disease

If a conscious person, suspended in a harness, experiences any of the following symptoms of suspension trauma they should be taken as a sign that steps should be taken to urgently move the fallen person into a non-suspended position.

- Faintness
- Breathlessness
- Sweating
- Paleness
- Hot Flushes
- Increase in Pulse Rate and Blood Pressure
- Nausea
- Dizziness
- Unusually Low Pulse Rate and Blood Pressure (Following High)
- Loss or “greying” of vision
- If the fallen person loses consciousness

Scaffold Structures

All scaffold structures are to be built to Irish Code of Practice for Scaffolding by SOLAS/Solas approved qualified Scaffolders who hold the correct level of expertise. This level of competency is to be confirmed to the client in the site Personnel file before work commences.

Where the complexity of the scaffold exceeds the build capability of Irish Code of Practice for Scaffolding/CITB then an approved design is to be used. Any scaffold design must be approved by the client’s representative before erection commences.

Safety Harnesses

All harnesses and Lanyards being used by Cork Scaffolding staff are to meet the following requirements: -

Safety Harnesses - EN 361

Lanyards - EN 354
and EN 355

Retractable Lifeline - EN 363

Safety Harnesses are only to be anchored to approved or tested anchorage points, Normal scaffold anchorage points as detailed in Irish Code of Practice for Scaffolding and SG4:15 is acceptable to use.

Wearing of Fall Arrest Equipment

All operatives required to wear fall arrest equipment must be medically fit and trained in its use, in addition to this all scaffolders must also be trained on SOLAS/CITB Standards.

First Aid Cover

There is to be a minimum of 1 First Aid at Work trained member of staff at the workplace whilst work at heights is taking place, or a means of communication with the on-site medical services.

All Cork Employees will be made aware of First Aid Stations and have done site inductions prior to commencing work on site.

Methods of Rescue

1. Personnel who have fallen from an independent Scaffold structure.

In the event that a scaffolder or operative falls whilst working from an independent or birdcage scaffold and remain conscious the following action are to be taken: -

- Sound the alarm by calling assistance.
- Ring Site Emergency number and describe what the emergency is and your location.
- Ascertain the extent of any injuries.

- The fallen person should deploy his Suspension Trauma Straps and step into them taking weight from groin area.
 - Encourage the fallen person to move his lower body and relieve any stress in the harness.
The muscles of the lower limbs should be kept moving to ensure blood circulation.
 - Move to the working lift below the one where the person has fallen from.
 - Pull the person who has fallen into the scaffold structure by means of one person from above holding the lifeline and one person below (if means of ladder, alloy tower or MEWP) with the casualty pulling him to a secure safe area.
 - Get the person who has fallen to stand on the handrail of the scaffold structure to release the pressure of the harness supporting the body.
 - Assist the fallen person to climb onto the scaffold structure.
 - Disconnect the harness from the fallen person, if necessary, cut it off.
 - Place the fallen person into a seated/crouched position until medical assistance arrives.
 - Follow the advice of the first aid staff for further retrieval and treatment.
2. **Unconscious Personnel, who, have fallen from an independent Scaffold structure.**
- Sound the alarm by calling assistance.
 - Ring the site emergency number and describe what the emergency is and your location.
 - Ascertain the extent of any injuries.
 - Move to the working lift below the one where the person has fallen from.
 - Pull the person who has fallen into the scaffold structure by means of one person from above holding the lifeline and one person below (if means of ladder, alloy tower or MEWP) with the casualty pulling him to a secure safe area.
 - Disconnect the harness from the fallen person and if necessary, cut it off.
 - Place the fallen person into a seated/crouched position until medical assistance arrives.
 - Follow the advice of the first aid staff for further retrieval and treatment.
3. **Conscious Personnel, who, have fallen from a suspended or cantilever scaffold structure.**
- Sound the alarm by calling assistance.
 - Ring Site emergency number and describe what the emergency is and your location.
 - Ascertain the extent of any injuries.

If conscious can the suspended scaffolder take steps to reduce the risk of further injury until rescued?

The first priority when rescuing a suspended person is not to endanger unnecessarily the safety of the rescuer(s) or the casualty.

Inform the emergency services and site management as soon as practicable.

Encourage the casualty to keep all four limbs moving to aid blood circulation, by flexing the leg muscles. Frequent pumping of the legs against a firm surface will also activate the muscles and improve blood circulation. Transferring body weight from one side to another. A member of the rescue team should always monitor the suspended scaffolder reassuring them and if essential taking them through the rescue process.

Suspension Trauma foot-straps can be deployed that will allow the person to support themselves and facilitate muscle pumping.

Using Specialist Equipment

Colleagues facilitate the rescue by using the rescue equipment provided in accordance with the manufacturer's instructions and training received.

Deploy the rescue equipment from a safe anchor point within the structure (e.g., a ledger) The casualty can be raised or lowered to a position of safety whichever is easiest and wait for specialist treatment.

If unconscious or semi-conscious the casualty is best managed by being put in the recovery position and steps taken to ensure the airway is open.

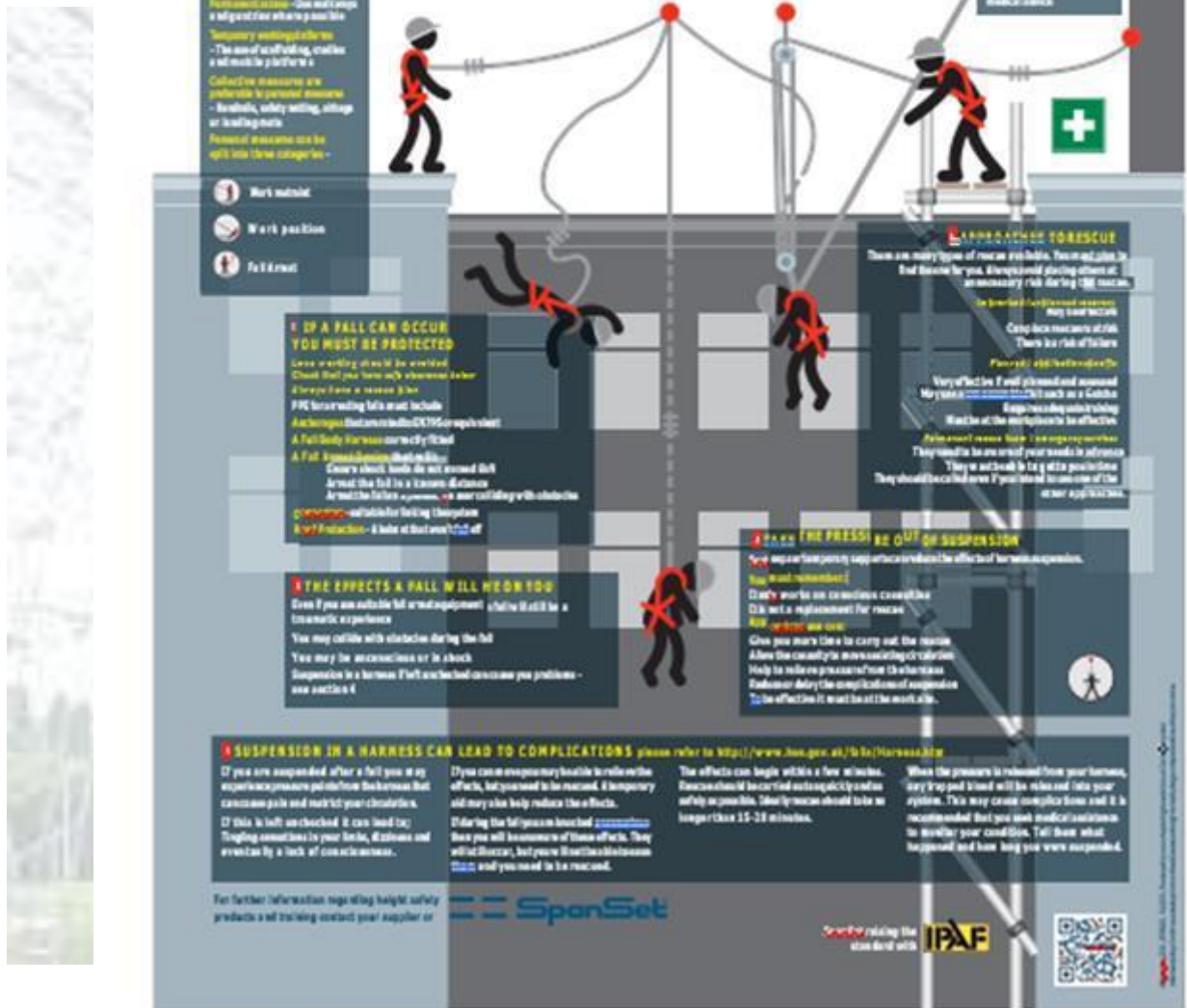
Where possible the remaining scaffolders can assist the emergency services by providing safe access to the casualty e.g., positioning a ladder or installing rails or boards.

The emergency services should make their way to the casualty to administer treatment.

FALLS FROM HEIGHT

PREVENTION, PROTECTION & RESCUE

What you need to know!



4. **Unconscious Personnel, who, have fallen from a suspended or cantilever scaffold structure.**

- Sound the alarm by calling assistance.
- Ring Site emergency number and describe what the emergency is and your location.
- Ascertain the extent of any injuries.

- Depending on the location of the suspended or cantilever scaffold an MEWP, Alloy Tower or Ladder with a Spotter in place at all times while erecting would be used to rescue the fallen person.
- Disconnect the harness from the fallen person, if necessary, cut it off.

Using Specialist Equipment

- Colleagues facilitate the rescue by using the rescue equipment provided in accordance with the manufacturer's instructions and training received.
- Deploy the rescue equipment from a safe anchor point within the structure (e.g., a ledger)
- The casualty can be raised or lowered to a position of safety whichever is easiest and wait for specialist treatment.
- If unconscious or semi-conscious the casualty is best managed by being put in the recovery position and steps taken to ensure the airway is open.
- Where possible the remaining scaffolders can assist the emergency services by providing safe access to the casualty e.g., positioning a ladder or installing rails or boards.
- The emergency services should make their way to the casualty to administer treatment.
- Place the fallen person into a seated/crouched position until medical assistance arrives.

Follow the advice of the first aid staff for further retrieval and treatment.

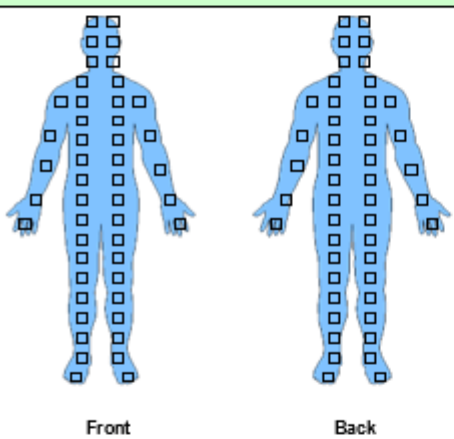
Investigation reports must be completed within 14 calendar days.

Exception: For incidents involving personal injuries the final report is required within 7 calendar days

Appendix 8

Accident/Incident Investigation Report Form

Investigation Reports should be initiated within 24 hours of the initial notification.

Accident/Incident Information			
Accident/Incident Start Date:		Accident/Incident Start Time:	
Incident End Date (if applicable):		Accident/Incident End Time (if applicable):	
Location and Site:			
Name of Affected Person:			
Address:			
Date of Birth:			
Employer & Job Title:		Employer Contact Info:	
Date Reported:		Time Reported:	
Reported to:		Job Title:	
Witness Names:			
Report Information			
Report Date:		Time Report Initiated:	
Name and Title of Person Completing Report:			
Report/Case Number:		Revision Number:	
Injury Details			
Body part(s) affected (check all that apply)		Injury/illness type(s)	
 <div style="display: flex; justify-content: space-around;"> <div> <p>Front</p> </div> <div> <p>Back</p> </div> </div>		<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Head Arm <input type="checkbox"/> Scalp Elbow <input type="checkbox"/> Face Wrist <input type="checkbox"/> Eye Hand <input type="checkbox"/> Nose <input type="checkbox"/> Leg <input type="checkbox"/> Mouth/teeth <input type="checkbox"/> Chin/jaw Ear <input type="checkbox"/> Neck Shoulder <input type="checkbox"/> Chest Central <input type="checkbox"/> Abdomen <input type="checkbox"/> Buttocks <input type="checkbox"/> Groin <input type="checkbox"/> Pelvis Heart <input type="checkbox"/> Hip Kidney </div> <div style="width: 50%;"> <input type="checkbox"/> Finger/thumb <input type="checkbox"/> Knee <input type="checkbox"/> Ankle Foot <input type="checkbox"/> Toe Skin <input type="checkbox"/> Nervous System <input type="checkbox"/> Liver <input type="checkbox"/> Spleen <input type="checkbox"/> Lung <input type="checkbox"/> Upper Respiratory </div> </div>	
		<input type="checkbox"/> Abrasion Allergic Reaction <input type="checkbox"/> Amputation/Avulsion Animal <input type="checkbox"/> Bite/Sting Bruise/Contusion <input type="checkbox"/> Burn/scald <input type="checkbox"/> Cold / Heat Injury <input type="checkbox"/> Concussion Crush <input type="checkbox"/> Cumulative Trauma <input type="checkbox"/> Disorder (CTD) <input type="checkbox"/> Cut/Laceration Dermatitis <input type="checkbox"/> Dislocation <input type="checkbox"/> Electrical Shock <input type="checkbox"/> Exposure w/ Adverse Health Effect	
		<input type="checkbox"/> Foreign body <input type="checkbox"/> Fracture <input type="checkbox"/> Hearing Loss <input type="checkbox"/> Hernia <input type="checkbox"/> Infection <input type="checkbox"/> Loss of Consciousness <input type="checkbox"/> Needle Stick <input type="checkbox"/> Poisoning <input type="checkbox"/> Puncture <input type="checkbox"/> Psychological Stress <input type="checkbox"/> Respiratory Condition <input type="checkbox"/> Sprain/strain	

Accident/Incident Classification <i>(check all that apply)</i>		
<input type="checkbox"/> Chemical Spill/Release <input type="checkbox"/> Fire/Explosion <input type="checkbox"/> Process or Business Interruption <input type="checkbox"/> Other (Describe):	<input type="checkbox"/> Occupational Injury/Illness <input type="checkbox"/> Chemical Exposure <input type="checkbox"/> Equipment Failure/Damage	<input type="checkbox"/> First Aid Injury <input type="checkbox"/> Compliance Deviation
Accident/Incident (or Potential Incident) Type <i>(check all that apply)</i>		
<input type="checkbox"/> Struck by Struck against <input type="checkbox"/> Caught in, under, between Contact with moving machinery <input type="checkbox"/> Contact with sharp object Fall from height <input type="checkbox"/> Regulatory Non-compliance <input type="checkbox"/> Other (Describe):	<input type="checkbox"/> Slip/trip/fall on same level <input type="checkbox"/> Chemical exposure Contact with extreme temperature <input type="checkbox"/> Electrical/static shock <input type="checkbox"/> Fire/explosion Release/Spill <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Manual handling <input type="checkbox"/> Ergonomics/RSI <input type="checkbox"/> Twisting <input type="checkbox"/> Rubbed/abraded Act of violence Gas/vapour release <input type="checkbox"/> <input type="checkbox"/>
What PPE was worn at time of accident/incident: <i>(check all that apply)</i>		
<input type="checkbox"/> Safety Boots Gloves <input type="checkbox"/> Harness and lanyard Other (Describe) <input type="checkbox"/>	<input type="checkbox"/> Hard Hat Safety Glasses Ear Protection <input type="checkbox"/>	<input type="checkbox"/> Hi Vis <input type="checkbox"/> Goggles <input type="checkbox"/> Face Mask <input type="checkbox"/>
Was the PPE appropriate for the task?		
Did the accident/ incident occur during safe performance of work? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No		
If not, describe the departure from safe performance?		
Document's inspected and included in Incident Investigation		
<input type="checkbox"/> SOP (Standard Operating Procedure) <input type="checkbox"/> Certificates <input type="checkbox"/> Other (Describe):	<input type="checkbox"/> Method Statement Permit to Work & Supporting <input type="checkbox"/> SDS (Safety Data Sheets) Pictures taken <hr/>	
Accident/Incident (or Potential Incident) Summary <i>(include in chronological order. Attach photos/sketches as appropriate.)</i>		

Internal Site/Cork Scaffolding Notification (EH3 and Project Manager)				
Group	Contact's Name			Date
Environmental Release				
Name of material(s) released and % composition:				
Amount released:				
Amount outside secondary containment:				
Amount leaving the site boundary:				
Where did the release occur? (check all that apply)				Describe:
<input type="checkbox"/> Air <input type="checkbox"/> Wastewater/Chemical Sewer <input type="checkbox"/> Ground <input type="checkbox"/> Stormwater Other (Describe):				
Actions taken to mitigate/stop release:				
Regulatory Agencies Notified <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No				
To whom: By whom:				
Agency	Contact's Name	Telephone Number	Date	Time
Investigation Team				
Name	Title	Signature		
Consequences of Accident?				
Date of Resumption of work?				
First Aid Only Case? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No				
If taken to hospital, state name. <input type="checkbox"/> Inpatient <input type="checkbox"/> Outpatient				
Number of calendar days employee was unable to work (if applicable): <input type="checkbox"/> N/A <input type="checkbox"/> Actual				
<input type="checkbox"/> Estimated				

Root Cause Determination	
Summarise incident in the form of a problem statement:	
Potential Root Cause List (Check the potential root cause(s) below. More than one is acceptable.)	
<input type="checkbox"/> Training <input type="checkbox"/> Personal Protective Equipment (PPE) <input type="checkbox"/> Poor Housekeeping <input type="checkbox"/> Poor Design – Equipment / Work Area <input type="checkbox"/> Poor Design –Work Process <input type="checkbox"/> Other (Describe):	<input type="checkbox"/> Hazard Not Identified <input type="checkbox"/> Hazard Identified/Not Eliminated or Controlled <input type="checkbox"/> Fitness for Duty <input type="checkbox"/> Unsafe practices or Unsafe Behaviours <input type="checkbox"/> Equipment
List Immediate Causes	
List Contributing factors	
Record Final Root Cause of Incident	

Agreed Corrective Actions		
Action(s)	Responsible Person	Due Date

Number of calendar days employee was on restricted work (if applicable):		<input type="checkbox"/> N/A	<input type="checkbox"/> Actual
<input type="checkbox"/> Estimated			
Is there an associated claim?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the insurance company been notified?		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Provide Name and Address of Witnesses (enclose statements)			
Witness 1 info:		Witness 2 info:	

Name:		Date:
Title of Management Reviewer:	Signature:	

EHS Departmental Review		
Major Accident Prevention:		
Should the accident/incident be evaluated for impact on Major Accident Prevention?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Dangerous Occurrences:		
Should the accident/incident be investigated as a Dangerous occurrence?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Incident Investigation has been reviewed by:		
Name:	Signature:	Date:

Witness/Personal Statement Form

1. General details

** If none state none.*

2.Details immediately prior to the incident.

What EXACTLY were you doing IMMEDIATELY prior to the incident?

3.Detail of the actual circumstances of the incident.

What EXACTLY do you recall about WHAT actually happened?

4.Detail of the outcomes of the incident.

What was the actual OUTCOME of the incident? *

**Clearly state the injury or damage to property/equipment that resulted.*

NAME OF PERSON COMPLETING STATEMENT:		
PRINT: _____	SIGN: _____	DATE: _____
NAME OF PERSON TAKING STATEMENT:		
PRINT: _____	SIGN: _____	DATE: _____
Name:	Works No.	
Occupation:	Employer:	
Date of incident:	Time of incident:	
Location of incident:		
Plant & equipment in use*		

Appendix 9

EMERGENCY FIRST AID PROCEDURE

Emergency Procedure

If you require emergency service or first aid, follow the on-site procedure as pointed out in your induction course.

If you cannot engage the on-site response team, then telephone 999 or 112 and get the local emergency

It will be the duty of the designated person to:

- Maintain an accurate roll call list of all employees within the premises.
- Maintain an up-to-date list of all visitors and contractors on site.
- Have available a roll call list in the event of an evacuation to the designated assembly point.
- Contact the emergency services, if required.

Emergency Numbers

ESB	Emergencies 1850-372 999
Bord Gas	Emergencies 1850-20 50 50
Cork County Council	021 4966222
Road Emergencies	021 4969178

EMERGENCY CONTACTS:

Local Doctor	021-437 2635
Ambulance Centre	999 or 112
Mater Private Clinic	021-601 3200
Ambulance Emergency	021-487 5540
Garda Emergency	999 or 112
Fire Emergency	Dial 999 or 112
HSA	021-425 1212

Appendix 10

Mutual Recognition of Training & Certification

From the 1 January 2021 individuals seeking recognition of UK qualifications in order to acquire Solas CSCS or QSCS cards will be subject to the same conditions as all other third country applications.

Therefore, applicants seeking recognition of their UK qualification are required to submit a detailed CV, including reference(s) from previous employers confirming the applicant's work experience, a copy of their valid operator's card and associated certification to SOLAS, as the Competent Authority, to: RPQ@solas.ie

Note: Please be advised as the Competent Authority, SOLAS will review all UK qualification recognition applications on an individual basis. Subsequent review decisions will be determined by the standard of training, certification and work experience of an applicant. Review decisions may vary with some applicants required to successfully undertake and complete a CSCS or QSCS theoretical and or practical assessment(s), while other applicants may need to participate and successfully complete a CSCS or QSCS programme. As SOLAS does not currently have an agreement with awarding bodies in the UK, SOLAS is unable to offer a comparable qualification exchange process. In this regard SOLAS has contacted NOCON (previously CITB) to explore the potential for an agreed comparable qualification exchange process. SOLAS will update this statement when the discussion between NOCON and SOLAS has been agreed and finalised.

This change will impact CSR card holders working in the Republic of Ireland in any of the prescribed occupations listed in Schedule 5 of the Safety, Health & Welfare at Work (Construction) Regulations 2013-20201. CSR is engaging with Solas to determine if a qualification exchange process can be put in place for CSR card holders and updates will be issued when available.

For the avoidance of doubt the mutual recognition agreement between CSR and Solas that deems the CSR one day course for operative's equivalent to the Safe pass one day course remains in place.

This means that a CSR card issued based on the CSR one day course for operatives will be accepted in ROI in place of a Safe pass card.

Appendix 11



Certificate of Achievement

Valid for 36 months from: 20th April 2022

This is to certify that;

Cork Scaffolding (CSC) Ltd

Safe-T-Cert No: **STC - 2601403**

is operating a Health and Safety Management System in accordance with the requirements of the Safe-T-Cert system and is hereby registered under the Scheme in respect of the following activities

Industrial Scaffolding Contractors

A handwritten signature in black ink, appearing to read "Dermot Carey".

Safe-T-Cert - Scheme Manager

A handwritten signature in black ink, appearing to read "Vanessa Harwood-Wicks".

IOSH - Chief Executive



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Wigston
Leicestershire
LE18 1NN
UK

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f +44 (0)116 257 3101
www.iosh.com

Mr. Declan Cummins
Cork Scaffolding (CSC) Ltd
Lower Road, Ballygarvan,
Co. Cork.

Your ref: STC- 2601403
Our ref: RS/aja

31 May 2023

Dear Mr. Declan Cummins

I would like to take this opportunity to congratulate you and your company for the outstanding results from your last Safe-T-Cert audit.

This is a great achievement and you should be rightly proud of it, the scheme and the auditing standard are of the highest order, which adds even greater credibility to this result.

Your challenge for the future is to maintain and build on this standard and to strive for ways to improve the way you manage your health and safety risk, but your excellent progress in the Safe-T-Cert scheme gives me confidence that you can do it..... best wishes for the future.

Yours sincerely

A handwritten signature in black ink that reads "Vanessa Harwood-Whitcher".

Vanessa Harwood-Whitcher
Chief Executive

